



**Spectrum Board of Director’s Meeting Minutes**

**Date:** April 25, 2019  
**Scheduled Time:** 5:30 p.m.  
**Attendance:**

Name/Position	Monthly Attendance											
	J	A	S	O	N	D	J	F	M	A	M	J
<b>Chair</b> Dave Lucas	P	P	A	P	P	A	P	P	P	A		
<b>Vice Chair</b> Tom Sagstetter	P	P	P	P	P	P	P	P	P	P		
<b>Secretary</b> Jessica Kemnitz	P	A	P	P	P	P	P	P	P	P		
<b>Treasurer</b> Kathy Reed	P	A	P	P	P	A	P	A	P	P		
<b>Member</b> Rob Bergfalk	P	A	P	P	A	A	P	P	P	A		
<b>Member</b> Scott Gangl	A	P	P	P	P	P	P	P	P	P		
<b>Member</b> Bert Sepulveda	P	P	P	A	P	P	P	P	P	A		
<b>Exec. Director</b> Dan DeBruyn	P	A	P	P	P	P	P	P	P	P		
<b>Finance Adviser</b> Nick Taintor	A	P	A	P	P	A	A	A	P	A		
<b>Exec. Admin.</b> Dawn Sorenson	P	P	P	P	P	A	P	P	P	P		

**Guests Present:** Rod Haenke, VOA

**I. Call to Order:** 5:35 p.m.

**II. Reading of Vision and Mission Statements**

**III. Conflict of Interest Check**

Vice Chair Sagstetter called for conflict of interest acknowledgement. None noted.

**IV. Board Agenda**

*On a motion duly made and seconded, Kemnitz/Reed, the Spectrum High School Board of Directors unanimously approved the April 25, 2019 meeting agenda as presented.*

**V. Consent Agenda**

**A. Interim Financial Transactions – None**

**B. Important Documents and Policies**

- FY19 MDE School Finance Award (acceptance)
- Physical Therapy Consultants, Inc. Contract (approval)
- FY19 Volunteer Report (acceptance)
- FY19 School Board Election Results Certification (acceptance)

On a motion duly made and seconded, Reed/Kemnitz, the Spectrum Board of Directors unanimously approved the Consent Agenda items listed in section B as presented.

**C. Spectrum Board Meeting Minutes – March 28, 2019**

On a motion duly made and seconded, Reed/Kemnitz, the Spectrum Board of Directors unanimously approved the minutes of the March 28, 2019 meeting as presented.

**VI. Employee Introduction & Recognition**

None

**VII. Public and Student Input**

None

**VIII. Ongoing Business**

**A. Phase V Expansion Project Update/College & Career Center Update**

Mr. DeBruyn provided a brief update. He shared that the project is close to being finalized and that final disbursements are in process. However, there is one outstanding issue and that is the seeding of the field. It was seeded late last fall and although there is some growth, the school believes it is in need of being reseeded as not all of the seed germinated. He stated that Mr. Peterson is in process of working with the contractor on the reseeding project and that the expense to do so should not be the responsibility of Spectrum.

**B. Budget Report**

**1. Finance Committee Meeting**

**a. Finance Committee Minutes – April 19, 2019**

Ms. Reed presented the minutes of the April 19, 2019 Finance Committee meeting. She noted that the Committee reviewed the March financials in detail, as well as the March Management Report and are recommending approval by the Board. In addition, they reviewed the March Contracted Services Report and March Food Services Report. It was noted that there were some additional expenditures needed for the 7/8 building that had not been budgeted in the non-instructional supplies category, as well as additional expenditures to repairs and maintenance due to increased snow removal costs. As a result, the anticipated deficit is currently being reported slightly up from last month's report; however, administration remains confident that there will be savings realized in other areas of the budget that will reduce the deficit amount overall come year's end.

Ms. Reed then went on to share that the Committee reviewed the Spectrum High School and Spectrum Building Company FY17 990's respectively and are recommending Board approval.

Lastly, she shared that the Committee focused on hearing an update on the PEIP (Public Employee Insurance Program) and the FY20 proposed changes. The Committee recommended approval to the Board.

Following discussion, on a motion duly made and seconded, Kemnitz/Gangl, the Spectrum High School Board of Directors unanimously accepted the April 19, 2019 Finance Committee meeting minutes as presented.

**b. March Financials**

Ms. Reed presented the Executive Summary of the March, 2019 Financials. She stated that overall, the working budget 2018-2019 projects an annual deficit (expenditures to exceed revenues) in all funds in the amount of \$114,948, and a projected cumulative fund balance of \$2,144,361, which is 23% of total budgeted expenditures. Ms. Reed went on to share that the School is currently budgeting 731 Average Daily Members (ADM). Actual membership as of April 1<sup>st</sup> is 726, with a current ADM of 738.29, which includes full time PSEO students attending other institutions for which the School does not get reimbursed from the State. Overall, the School is right on track with 72.3% of expenditures spent year to date as compared to 75% of the fiscal year completed.

The beginning balances noted on the Balance Sheet are based on the audited ending information as of June 30, 2019. Due from the Building Company, in the amount of \$228,347, represents funds that have been paid for by the School on behalf of the Building Company. The School will see a portion of this paid back this fiscal year. Ms. Reed went on to share that the State holdback for 2018-2019 fiscal year is estimated to be a receivable of \$481,587 at the time of the report. The holdback amount is approximately 10% of total state aids. The remaining holdback amount will be paid back to the School in fiscal year 2020.

Following discussion, on a motion duly made and seconded, Gangl/Reed, the Spectrum Board of Directors unanimously approved the March, 2019 financials as presented.

**c. March Management Report**

The Board reviewed the March Management Report.

Following discussion, on a motion duly made and seconded, Reed/Kemnitz, the Spectrum Board of Directors unanimously approved the March Management Report as presented.

**d. 2017 Spectrum High School 990**

The Board reviewed the 2017 990 for Spectrum High School as prepared by BerganKDV.

Following discussion, on a motion duly made and seconded, Reed/Kemnitz, the Spectrum Board of Directors unanimously approved the 2017 990 for Spectrum High School as presented.

**e. 2017 Spectrum Building Company 990**

The Board reviewed the 2017 990 for the Spectrum Building Company as prepared by BerganKDV.

Following discussion, on a motion duly made and seconded, Reed/Kemnitz, the Spectrum Board of Directors unanimously approved the 2017 990 for the Spectrum Building Company as presented.

**f. FY20 Employee Benefits 18 Month Renewal Recommendation**

Mr. DeBruyn presented the PEIP (Public Employee Insurance Program) proposed employee insurance benefit renewal. He shared that the school signed a two-year agreement with PEIP beginning with the FY19 school year. He went on to state that currently the renewal calendar is July 1 through June 30, and the deductible calendar is January 1 through December 31. In an effort to align both the renewal and deductible time frames, Kraus-Anderson was asked to provide the School with an 18-month renewal comparison, in addition to the typical 12 months. Mr. DeBruyn shared that PEIP for the 12-month renewal is quoting a 4% increase to cost, whereas the 18-month quote is at 5%, which, again, will align the renewal and deductible cycles. Aligning the cycles will positively impact the school in many ways, the most notably is that the Human Resources Department will be working with staff on renewals in October as opposed to May, which is an extremely hectic and busy time of the school year.

In addition, Mr. DeBruyn shared about the possibility of offering full time hourly school year employees the option of continuing insurance coverage over the summer months. Currently, their coverage does not continue and therefore they have to pick up COBRA to cover themselves until the start of the following school year. He stated that many other school districts make insurance coverage available over the summer months as an option for their hourly school year employees. He went on to share that he will compile a proposal in anticipation of submitting it for consideration of approval at an upcoming meeting.

Finally, Mr. DeBruyn shared that, in addition to the 18-month quote recommendation, all other coverage for insurance (e.g. short-term disability, long-term disability, dental), will be moved from Lincoln to MetLife. There will be no increase to overall costs and coverage limits remain intact for all benefits, which includes medical. Spectrum will continue to contribute toward employees' HSA accounts.

Following discussion, *on a motion duly made and seconded, Gangl/Reed, the Spectrum Board of Directors unanimously approved the 18-month renewal quote by Kraus-Anderson through PEIP (Public Employees Insurance Program) with a 5% increase to overall cost, running through to December 2020 as presented.*

Mr. DeBruyn went on to clarify that Spectrum will continue to pay 92% of the employees' individual premium cost, raising the employer contribution from \$404.78 to \$425.00/month. This is in addition to the school's contributions to the health savings account.

**C. Executive Director's Report**

Mr. DeBruyn presented the Executive Director Report for the month of April. He shared that, in addition to the items listed in the report, he is working with Ms. Johnson on a creative solution to the increasing technology costs for the school. He stated that currently there is \$80,000 in next year's budget for technology; however, the actual amount needed to purchase and update computers is closer to \$120,000. As a result, he has asked Ms. Johnson to look into the possibility of leasing rather than purchasing and thereby being more able to stay within the budget amount while also addressing other technology needs throughout the buildings..

Mr. DeBruyn went on to share that 2 of the 7 missed days of school due to cold/snow have been made up. He stated that the Legislature passed a law that if a school needed the missed days in order to make the minimum number of instructional hours, which doesn't apply to Spectrum as our hours remain over what is required, that a school may do so. He went on to state that, while not required by the state, the School is in process of compensating the hourly staff for 5 days (two days were added back into the calendar) as it is right thing to do. Salaried staff already received compensation for the missed days and they are not going to be required to make up the missed days. Going forward, the School will be looking into implementing an E-Learning program to better deal with school days missed due to inclement weather, which must be in place prior to the start of the next school year. However, in preparing to do so, training will need to be conducted to ensure that parents, students, and staff are aware of expectations.

Finally, Mr. DeBruyn referenced the charter school enrollment comparison report that was provided to the Board. Spectrum is currently, based on FY18 enrollment numbers, the 20<sup>th</sup> largest charter school in Minnesota (out of 164).

Following discussion, on a motion duly made and seconded, Reed/Kemnitz, the Spectrum High School Board of Directors unanimously accepted the April Executive Director's Report as presented.

#### **D. Committee Reports**

##### **1. School Improvement Team/World's Best Workforce Committee**

- April 12, 2019 SIT/WBWF Committee Meeting Minutes

The Board reviewed the April 12, 2019 meeting minutes of the SIT/WBWF Committee. Mr. DeBruyn shared that the Committee spent its time reviewing the results of the FY19 Parent, High School Student, and Middle School Student Climate Surveys. He shared that the Staff Survey will be reviewed at the May meeting of the Committee. The School is focusing in on what it is doing well and the areas in need of focus.

Following discussion, on a motion duly made and seconded, Kemnitz/Reed, the Spectrum Board of Directors unanimously accepted the April 12, 2019 SIT/WBWF Committee meeting minutes as presented.

#### **E. FY20 School Calendar**

Mr. DeBruyn presented a draft FY20 school calendar for discussion purposes. He shared that it was sent out to the full staff for comment with the instructions that the school year needed to be within the confines of starting before Labor Day, ending before Memorial Day, and that the major breaks be aligned with ISD #728 as many of our families have students in both districts. Ms. Sorenson reported that two responses were received from staff; however, both of the suggestions fell outside of the parameters given and therefore were unable to be considered.

Ms. Kemnitz inquired about the possibility of moving the Parent/Teacher Conference dates such that both the Monday and Thursday evening conferences didn't take place within the same week. Due to Halloween and the Veteran's Day Program, the conference schedule was set as presented; however, administration will take the request under advisement of change. Mr. DeBruyn inquired if the Board would consider approving the FY20 Calendar as presented as both staff and families are waiting for its release and then provide authority to administration to change the dates of the November conferences as needed.

Following discussion, on a motion duly made and seconded, Reed/Gangl, the Spectrum Board unanimously approved the FY20 calendar as presented and gave administration the authority to change the dates of the November conferences as needed.

## **IX. Old Business**

### **A. Athletic Conference Update**

Mr. DeBruyn stated that Spectrum will not be changing athletic conferences at this time as the options presented are not optimal. Spectrum will remain with the current conference for at least one more year.

### **B. Hockey Rink**

Mr. DeBruyn shared that he and Mr. Peterson met with the Elk River City Parks and Recreation Department to discuss the possibility of collaborating on placing an outdoor hockey rink at Spectrum's athletic complex. He shared several different options that are being considered by Park and Rec, noting that Spectrum is in need of a rink that will allow for parking inside the area during Spectrum athletic competitions and therefore the structure needs to be such that boards are easily removed. The proposal is for the City to build and maintain the rink and provide staffing for the warming house. Spectrum would commit to providing the necessary lighting, parking, and clearing the parking lots. This would also require Spectrum to clean the locker room facilities daily during the winter, which is not currently done. He went on to share that the proposal had not yet been submitted to the Elk River City Council. Mr. DeBruyn shared that it would be going before the Council at their work session on May 6<sup>th</sup> when Park and Rec will be presenting the proposal. He will continue to provide the Board with information as it becomes available.

## **X. New Business**

### **A. Follow-up on Communications with Staff**

Mr. DeBruyn provided a follow-up to the Board on the ongoing communication being conducted with staff. He shared that he recently sent out an email communication to all staff informing them of the strategies put in place, as well as potential strategies yet to come, that provide opportunity for input and voice. He went on to share that beginning last fall, staff feedback is being sought for a number of items that have the potential to impact the work of the employee prior to the item being submitted to the Board for approval. In addition, a weekly venue for staff to ask questions and/or give feedback (positive and constructive) is being implemented through the AdminFORMative email address. Finally, beginning in the 2019-2020 school year, consideration is being given to the possibility of implementing some sort of leadership team. The role it will fill with staff and decision-making/feedback gathering, etc. is still being considered, as well as its structure. Spectrum is now a school of approximately 135 employees, of which 46 are teaching staff, and therefore it is important to make sure all employment groups are represented on the team. Work on this initiative is ongoing and Mr. DeBruyn will continue to keep the Board apprised as more information becomes available.

## **XI. Charter School Updates & Training**

None

## **XII. Board Goals 2018-2019 (approved by the Board on July 26, 2018)**

### **1. 2018-2019 School-Wide/VOA Contract Goals**

A. By May, 2019, the percentage of all students enrolled on October 1 in grades 6-11 at Spectrum High School who earn an achievement level of Meets the Standards or Exceeds the Standards on

all **Math** state accountability tests (MCA, MOD, MTAS) will increase by **1.5 percentage points** to a minimum score of **66.0%**.

- B. My May 2019, the percentage of all students enrolled on October 1 in grades 6-11 at Spectrum High School who earn an achievement level of Meets the Standards or Exceeds the Standards on all **Reading** state accountability tests (MCA, MOD, MTAS) will increase by **2 percentage points** to a minimum score of **76.4%**.
- C. By May 2019, the percentage of all students enrolled on October 1 in grades 6-11 at Spectrum High School who earn an achievement level of Meets the Standards or Exceeds the Standards on all **Science** state accountability tests (MCA, MOD, MTAS) will increase by **2 percentage points** to a minimum score of **60.4%**.

**2. 2018-2019 School Board Non-academic Goals**

In addition to the school-wide academic goals stated above, the Board will pursue the following non-academic goals for the 2018-2019 school year:

- A. By October 2018, the School Board will finalize and begin implementing a plan for establishing ongoing training for charter school board members (as required by Minnesota Statutes, section 124E, Subdivision 7).
- B. By December 2018, the School Board will begin the process of evaluating, revising, and revamping its strategic plan 2019-2024. By June 2019, the School Board will have a draft strategic plan ready for review.

**XIII. 2018-2019 Board Calendar and Next Meeting Agenda Input**

A. Board Calendar

- None

B. Next Meeting Agenda – May 16, 2019

- Flex Time Donation Policy Update
- Staff Personal Electronic Device Policy/Guidelines Update
- Staff Professional Development Policy Update
- FY20 Transportation Contract
- FY20 Special Education Director Services Contract

**XIV. Adjournment**

*On a motion duly made and seconded, Reed/Kemnitz, the Spectrum Board of Directors unanimously adjourned the meeting at 7:25 p.m.*



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**Board Secretary Certification, Jessica Kemnitz**