



Spectrum High School Board Meeting Minutes

Date: September 27, 2018
Scheduled Time: 5:30 p.m.

Attendance:

Position	Name	Arrive	Depart
Chair	Dave Lucas	Absent	
Vice Chair	Tom Sagstetter	Present	
Secretary	Jessica Kemnitz	Present	
Treasurer	Kathy Reed	Present	
Member	Rob Bergfalk	Present	
Member	Scott Gangl	Present	
Member	Bert Sepulveda	Present – 6:07 p.m.	
Executive Director	Dan DeBruyn	Present	
Financial Advisor	Nick Taintor, BerganKDV	Absent	
Staff	Dawn Sorenson	Present	
Director of Athletics and Facilities	Rick Peterson	Present – 6:09 p.m.	7:20 p.m.

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

II. Reading of Vision and Mission Statements

III. Conflict of Interest Check

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

IV. Board Agenda

Mr. DeBruyn shared that he has invited Mr. Peterson to attend the meeting for the purpose of presenting the following agenda items:

- VIII. Ongoing Business – A. Phase V Expansion Project Update
- XI. Old Business – C. MSHSL Conference Update
- X. New Business – A. 18-19 Athletics Handbook – Academic Eligibility

Mr. Peterson will present these items as soon as he is able to join the meeting. In the meantime, the Board will conduct its business as usual and in the order as presented on the agenda until Mr. Peterson arrives.

On a motion duly made and seconded, Reed/Kemnitz,, the Spectrum High School Board of Directors unanimously approved the September 27, 2018 meeting agenda as presented.

V. Consent Agenda

A. Interim Financial Transactions – None

B. Important Documents and Policies

- 2018-2019 Staff Roster
- 18-19 Annual MDE IoWA Resolution
- 18-19 Testing Schedule/Calendar
- Amended Executive Director Job Description
- 2018-2019 Amended Executive Director Review Policy and Timeline

- 2017-2018 Annual/World’s Best Workforce Report
- 2017-2018 Extended Time Approval (information purposes only)
- 2018-2019 Q-Comp Program Update

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

C. Spectrum Board Meeting Minutes – August 16, 2018

On a motion duly made and seconded, Reed/Kemnitz, the Spectrum High School Board of Directors unanimously approved the minutes of the August 16, 2018 meeting as presented.

VI. Employee Introduction & Recognition

None

VII. Public and Student Input

None

VIII. Ongoing Business

A. Phase V Expansion Project Update

Mr. Peterson provided the Board with an in-depth update on the project status of the 7/8 building. He shared that the project is mostly complete with the exception of a few minor punch list items, including small concrete work, the installation of a railing, and some gutter guards. Mr. Peterson also reported that the adjacent PE field has been planted. Mr. Peterson then went on to state that the gymnasium is mostly complete, with the exception of some of the gym equipment. The School continues to wait on the contractor, but hopes to have everything installed by the end of October.

B. College & Career Center Update

Mr. Peterson provided an update report on the status on the construction of the College and Career Center. He stated that the original completion date was set for October 3rd, then pushed back to October 10th, and has now been pushed to sometime beginning to mid-November. Although disappointing, construction continues and progress is being made. The main delay in the project has to do with the casework and wood trim, which will be used to accent the ceiling detail and other features in the room.

C. Budget Report

1. Finance Committee Meeting Minutes – September 21, 2018

Ms. Reed presented the minutes of the September 21, 2018 Finance Committee. She noted that the Committee reviewed the August financials and Management Report in detail and are recommending approval by the Board. In addition, the Committee reviewed a letter received from Craig Kepler, the School’s attorney for the recent bond sales. She stated that the letter was informing the School of its need to re-submit property tax exemption applications for which the firm is willing to do on behalf of the school for a fee of \$1,500. Ms. Reed stated that Mr. Taintor planned to bring this matter before the BerganKDV firm for the purpose of determining whether or not this would be something that Bergan could do on behalf of its schools. Lastly, Ms. Reed shared that the Committee heard an in-depth report on the status of the separate 501(c)(3) organization. Specifically, she reported that the Committee reviewed the proposed Articles of Incorporation and Bylaws provided by Jenn Urban of Legal for Good, the firm who was hired to

assist the school in this matter. Mr. DeBruyn shared that there are a number of items still under discussion with the attorney and the bylaws and articles will be coming back to the Board at their October meeting.

Following discussion, on a motion duly made and seconded, Gangl/Bergfalk, the Spectrum High School Board of Directors unanimously accepted the September 21, 2018 Finance Committee meeting minutes as presented.

2. August 2018 Financials

Ms. Reed presented the Executive Summary noting that the working budget for 2018-2019 projects and annual surplus of revenues over expenditures in all funds in the amount of \$34,632. The School is currently budgeting 740 Average Daily Member (ADM). Ms. Reed noted that Mr. Taintor will provide an enrollment report in the September financial report after the October 1 child count. She went on to note that, overall, the school is right on track with 10.6% of expenditures spent year to date, as compared to 16.7% of the fiscal year completed.

Ms. Reed then went on to report on the Balance Sheet noting that the beginning balances are based on the un-audited ending information of June 30, 2018. She stated that Mr. Taintor anticipates presenting a revised 2018-2019 budget in the coming months; however, he is waiting for the FY18 audit to be completed. Due from the Building Company, in the amount of \$38,041, represents funds that have been paid for by the School on behalf of the Building Company.

The School will receive the State holdback for FY19 of \$513,983 over the next several months. She stated that the State recently paid a segment of the holdback and that Mr. Taintor anticipates another payment will be made sometime in September and then again in November.

Finally, on the Statement of Revenue and Expenditures, Ms. Reed shared that the following changes to the working budget were worth noting:

- There is another round of the expansion grant that continues into FY19, which resulted in additional revenue and expense of \$225,000, but does not impact to the annual surplus.
- The REAP grant was carried over from the previous year, which resulted in additional revenues and expenditures of over \$50,000 and had no impact to the annual surplus. Ms. Reed noted that all of the REAP funds have now been spent and that the School now exceeds the enrollment requirements for REAP and therefore no longer qualifies for this funding.
- Finally, the School did not spend any of the allotted budget for capital improvements that were budgeted in FY18. The College and Career Center started construction in FY19, so the School will realize these expenditures in FY19. In addition, this resulted in an additional \$50,000 of expenditures, which decreased the surplus by this same amount.

Following discussion, on a motion duly made and seconded, Gangl/Kemnitz, the Spectrum High School Board of Directors unanimously approved the August, 2018 financials as presented.

3. August Management Report

The Board reviewed the August management report.

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

4.501(c)(3) Update

Mr. DeBruyn shared that it was his intent to have revised Articles of Incorporation and Bylaws for Friends of Spectrum, Inc. for the Board to review at its September meeting. However, he's waiting on the attorney to provide additional information and clarification on the Conflict of Interest statement presented in the Articles, which seem to address strictly Charter School Law 124E rather than simply Non-profit Law Conflict of Interest. It is anticipated that they will be ready for review at the October meeting.

D. Executive Director's Report

Mr. DeBruyn presented the Executive Director's report. He shared that, in addition to the items presented in the report, the new block schedule implemented this year has helped with homework levels and lessened anxiety due to the slower pace throughout the day. Both Mr. Gangl and Ms. Kemnitz commented on how they prefer teaching within the block schedule as opposed to an eight-period day. Mr. Gangl reported how it has allowed him the privilege of digging in deeper into course content with the students. The block schedule requires a different approach to teaching and use of a variety of teaching strategies.

Ms. Reed commented on the new format being utilized for the School's monthly newsletter. She is in favor of the new look and format. Mr. DeBruyn stated that different software is being utilized for this purpose – allowing for more of a magazine-like look to the newsletter.

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

E. Committee Reports

1. Technology Committee

None

2. School Improvement Team/World's Best Workforce Committee

None

IX. Old Business

A. Employee Exit Interview Summary Update

Mr. DeBruyn shared that administration is working on putting together a summary report, which will contain the various reasons why employees have left Spectrum to date; however, the report was not ready for presentation at this month's meeting. He stated that all employees are offered the opportunity to complete an exit interview and/or survey, but not all choose to do so. Mr. DeBruyn explained that people choose to leave Spectrum for a variety of reasons, which include personal reasons, changes in careers, more money, location, etc.. More information will be forthcoming for review by the Board at its meeting in October.

B. Rate of Pay for Summer Conference Attendance

Mr. DeBruyn shared that a policy is in process of being drafted and will be submitted for the Board's consideration for approval at an upcoming meeting. He shared that in year's past, teaching faculty who attended a summer conference when they were not under an at-will contract were not compensated for

their time. However, their conference was paid for by the school (*i.e.*, AVID is around \$800), and mileage and food were reimbursed. In addition, teachers received Continuing Education Units (CEUs) for their time, which are required to maintain their licensure through the Minnesota Department of Education. He shared that Ms. Sorenson conducted research on policies in place with other like-sized districts, which will assist in drafting Spectrum's policy, and it is anticipated that it will come before the Board for consideration of approval at its meeting in October.

C. Minnesota State High School League Conference Update

Mr. Peterson provided an in-depth update on the search for a new athletic conference. He noted that Spectrum has applied to six different conferences and Spectrum has received letters of denial from five of the six. There is a conference that is interested in Spectrum; however, it is felt that it might not be the best fit due to school size and distance. For example, they may have competitive teams at the varsity level, but not at the JV and/or even C level and thereby making the conference not suitable. The School will continue to pursue this endeavor in earnest, but also shared that Spectrum will remain part of the MCAA into the future until a conference better suited to Spectrum's size, location, and athletic offerings can be found.

X. New Business

A. 18-19 Athletic/Activities Handbook – Academic Eligibility Discussion

Mr. Peterson lead a detailed discussion regarding academic eligibility as presented in the proposed 18-19 Spectrum Athletics/Activities Handbook. Mr. DeBruyn shared that what is reflected in the handbook are the changes the Board approved to the policy during FY18 allowing more flexibility for the Principal and Athletic Director in assisting students in maintaining eligibility status. Mr. Peterson reported that, as a result of those changes,, as well as the implementation of the block schedule, the number of students on academic probation has dropped significantly. Mr. Gangl felt strongly that, even with the changes made to the language, it may still prove to be too taxing on the students to maintain eligibility. He felt that both students and teaching staff are unaware of the extension/appeal process and therefore students are unaware how to advocate for themselves. Mr. Bergfalk shared that the manner in which something is communicated is much more important than what is communicated. He suggested that perhaps the language currently being used is heard as punitive rather than supportive as intended.

Following discussion, Mr. DeBruyn offered to amend the current language in an effort to convey the intent of being helpful rather than punitive and will present the amended 18-19 Athletic/Activities Handbook at the October meeting for consideration of approval by the Board. Mr. DeBruyn went on to thank Mr. Gangl for his passion to advocate for students and at the same time find a way to hold them accountable for their personal academic success.

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 – It was noted that the Annual Meeting will be held on Thursday, October 25, 2018 at 5:30 p.m. and the regularly scheduled Board meeting will convene upon the adjournment of the Annual Meeting.
- B. Next Meeting Agenda – October 25, 2018
- Employee Exit Interview Information and Tracking Update
 - Summer Teacher Training Rate of Compensation Policy
 - 18-19 Athletic/Activities Handbook -- Academic Eligibility
 - 18-19 Amended Student/Family Handbook – Academic Eligibility
 - Friends of Spectrum, Inc. Articles of Incorporation
 - Friends of Spectrum, Inc. Bylaws

XIV. Adjournment

On a motion duly made and seconded, Kemnitz/Reed, the Spectrum High School Board of Directors unanimously adjourned the meeting at 7:28 p.m.



Board Secretary Certification, Jessica Kemnitz