



Spectrum Board of Director’s Meeting Minutes

Date: July 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	
Chair Dave Lucas	P												
Vice Chair Tom Sagstetter	P												
Secretary Tony Brunt	P												
Treasurer Kathy Reed	P												
Member Rob Bergfalk	A												
Member Jessica Kemnitz	P												
Member Bert Sepulveda	P												
Exec. Director Dan DeBruyn	P												
Finance Adviser Nick Taintor	A												
Exec. Admin. Dawn Sorenson	P												

Guests Present: Karl Diekman, Greg Heinecke, Julie Johnson, Patty Jorris, and Jake Sturgis and Jenna Mead from Captivate Media

I. Call to Order: 5:30 p.m.

II. Reading of Vision and Mission Statements

III. Conflict of Interest Check

Chair Lucas called for conflict of interest acknowledgement. None noted.

IV. Board Agenda

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

V. Consent Agenda

- A. Interim Financial Transactions – None**
- B. Important Documents and Policies -- None**

C. Spectrum Board Meeting Minutes

- June 27, 2019 Regular Spectrum Board Meeting Minutes

On a motion duly made and seconded, Kemnitz/Sagstetter, the Spectrum Board of Directors unanimously approved the minutes of June 27, 2019 meetings as presented.

VI. Employee Introduction & Recognition

None

VII. Public and Student Input

None

VIII. Ongoing Business

A. Phase V Expansion Project Update

Mr. DeBruyn provided a brief update. He shared that the project is complete and that the finalization of payment is in process. He will continue to keep the Board apprised of the progress and anticipates a final update at the August Board meeting.

B. Budget Report

1. Finance Committee Meeting

a. Finance Committee Minutes

The Committee did not meet in July.

b. June Financials

It was noted that the June Financials were not ready for presentation to the Board due to year-end reconciliation and audit prep. The preliminary June financials will be presented to the Board at the August meeting.

c. June Management Report

The Board reviewed the June Management Report.

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

C. Executive Director's Report

Mr. DeBruyn presented the Executive Director's Report for the month of July. In addition to the items presented in his report, he shared that the Friends of Spectrum, Inc. Board of Directors met for the second time on Tuesday, July 23rd. At this meeting, the Friends of Spectrum, Inc. Board finalized its Articles of Incorporation, Bylaws, a Narrative, and preliminary budget – all of which are necessary to be submitted to the Internal Revenue Service in consideration of 501(c)(3) approval.

Mr. DeBruyn extended an invitation all Board members to attend the 2019-2020 school year kick-off event to be held on Monday, August 19th, beginning at 8:30 a.m. He shared that humorist, magician, and speaker Tim Gabrielson will be presenting at 9:00.

Lastly, Mr. DeBruyn shared that at the meeting in June, a concern was brought before the Board regarding the Board-approved policy governing students choosing to drop PSEO (Post-Secondary Education Option) courses after the initial college deadline. In response, Mr. DeBruyn provided an in-depth overview of the history behind the policy, as well as a detailed communication timeline on how and

what information was disseminated to families and students regarding policy implementation. Fairness for all PSEO students, as well as upholding approved policy, were paramount to the ensuing discussion.

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

D. Committee Reports

1. School Improvement Team/World's Best Workforce Committee (SIT/WBWF)

- None

IX. Old Business

None

X. New Business

A. Captivate Media – Strategic Marketing Focus Group Work

Mr. DeBruyn provided a brief history on the work of the School Improvement Team/World's Best Workforce Committee in the area of the Strategic Plan 2021, which resulted in the recommendation to allocate financial resources to the marketing of the school. As a result, the school, through a recommendation by #SocialSchool4EDU, the school's new social media managing company, retained Captivate Media to work on the school's marketing efforts.

Mr. DeBruyn introduced Jake Sturgis and Jenna Mead who conducted large and small focus groups of the Board and staff members present for the purpose of gleaning feedback on such topics as what makes Spectrum unique, what words describe Spectrum best, etc. Following the group work, Mr. Sturgis and Ms. Mead stated that they would use the information to help develop an overall marketing strategy for Spectrum, focusing in on the educational offerings at each of the three school buildings. They may also hold additional focus groups if deemed necessary. Mr. DeBruyn will update the Board as further information becomes available.

B. Athletic Complex Expansion – Civil Design Proposals

Mr. DeBruyn presented the proposals received from Wenck Associates, Inc. and CivilSite Group to complete the site work necessary to prepare for the future expansion of the athletic complex. Mr. DeBruyn shared that he and Mr. Peterson recently met with the City of Elk River, Elk River Park and Rec, and the Elk River Youth Athletic Association and both entities are interested in partnering with Spectrum in placing an outdoor ice rink at Spectrum's athletic complex. He shared that the City is willing to commit their staff to setting up the ice and clearing the ice, and they will provide attendants for the warming house. The Youth Association is willing to purchase and install the boards for the rink. Spectrum will provide the warming house, cleaning, lighting, and clearing the lots of snow. The next step in the process is to put together an agreement that is agreed upon by all entities involved; however, even before the work may begin, civil site work must be completed in order to plan for future expansion such as placing a permanent structure over the rink and necessary parking. As a result, Mr. Peterson received two bids for the civil work needed – one from Wenck Associates, Inc. and CivilSite Group.

Following an in-depth discussion, on a motion duly made and seconded, Reed/Sepulveda, the Spectrum Board of Directors unanimously authorized administration to proceed with the Wenck Associates, Inc. proposal as presented with a not to exceed amount of \$20,000.

C. Land Donation

Mr. DeBruyn presented three different possible uses for the triangular-shaped parcel of land located south of the high school building, which sits between Spectrum's current high school property and the railroad tracks. It was noted that there is not a way to access the parcel other than to go through Spectrum's property. As a result, the owner of the parcel has contacted Spectrum about the possibility of donating it to the school. Spectrum contacted Deb Rathman and asked her to draw up possible uses for the parcel. Mr. DeBruyn presented the concept drawings to the Board, which show the possibility of adding additional parking and/or a PE field. Mr. DeBruyn went on to state that no action was necessary on the part of the Board and that it was being provided for information purposes only. Mr. DeBruyn will continue to apprise the Board of further developments as they become available.

D. Election of Board Officers

All nominations were taken from the floor.

BOARD CHAIR: Board member Dave Lucas was nominated for the position of Board Chair. On a motion duly made and seconded, Sagstetter/Reed, the Spectrum Board of Directors unanimously elected Dave Lucas to the position of Board Chair.

VICE CHAIR: Board member Tom Sagstetter was nominated for the position of Vice Chair. On a motion duly made and seconded, Reed/Sepulveda, the Spectrum Board of Directors unanimously elected Tom Sagstetter to the position of Vice Chair.

TREASURER: Board member Kathy Reed was nominated for the position of Treasurer. On a motion duly made and seconded, Sagstetter/Kemnitz, the Spectrum Board of Directors unanimously elected Kathy Reed to the position of Treasurer.

SECRETARY: Board member Tony Brunt was nominated for the position of Secretary. On a motion duly made and seconded, Reed/Sepulveda, the Spectrum Board of Directors unanimously elected Tony Brunt to the position of Secretary.

E. Set Meeting Date and Time

The Board reviewed the meeting dates/times for the FY20 school year. It noted that the regular meetings would take place on the 4th Thursday of every month, beginning at 5:30 p.m., with the exception of November and December when the meeting will be held on the third Thursday of the month (at 5:30 p.m.) due to conflicts with Thanksgiving and Winter Break, respectfully.

F. 2019-2020 Student/Family Handbook and Annual Approval of Directory Information (via FERPA Statement)

Mr. DeBruyn presented the changes made to the 2019-2020 Student/Family Handbook. In addition, the Board reviewed its annual approval of the directory information notice as done through the Family Educational Rights and Privacy Act (FERPA).

Following discussion, on a motion duly made and seconded, Brunt/Reed, the Spectrum Board of Directors unanimously approved the 2019-2020 Student/Family Handbook as presented, as well as the annual approval of Directory Information via the FERPA Statement.

G. 2019-2020 Employee Handbook

Mr. DeBruyn presented the 2019-2020 Employee Handbook. The Board discussed the changes made from 2018-2019. Changes included approval of benefit eligible school year employees carrying insurance during the summer months.

Following discussion, *on a motion duly made and seconded, Sagstetter/Reed, the Spectrum Board of Directors unanimously approved the 2019-2020 Employee Handbook as presented.*

XI. Charter School Updates & Training

Mr. DeBruyn shared that ongoing Data Practices training will be completed at the August meeting of the Board.

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. 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 **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). **Completed 6.27.19**
- 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. **Completed 5.16.19**

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

A. Board Calendar

- None

B. Next Meeting Agenda – August 29, 2019

- Data Practices Training
- Approval of FY20 Executive Director Goals
- Approval of FY20 Board Goals
- Review Director Conflict of Interest
- Review Director's Code of Conduct and Statement Signing
- Review Board Protocols and Statement Signing

- Committee Membership Appointments
 - Annual Executive Director Review
 - Annual Board Self Evaluation
 - Board Development Team (Nominating)
 - Finance Committee
 - School Improvement Team/World's Best Workforce Committee
- Approval of FY20 Spectrum Building Company Board of Directors Roster

XIV. Adjournment

On a motion duly made and seconded, Sepulveda/Kemnitz, the Spectrum Board of Directors unanimously adjourned the meeting at 8:45 p.m.

Anthony C. Brunt

Board Secretary Certification, Tony Brunt