



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

**Date:** August 29, 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											
<b>Vice Chair</b> Tom Sagstetter	P	P											
<b>Secretary</b> Tony Brunt	P	P											
<b>Treasurer</b> Kathy Reed	P	A											
<b>Member</b> Rob Bergfalk	A	P											
<b>Member</b> Jessica Kemnitz	P	P											
<b>Member</b> Bert Sepulveda	P	A											
<b>Exec. Director</b> Dan DeBruyn	P	P											
<b>Finance Adviser</b> Nick Taintor	A	P											
<b>Exec. Admin.</b> Dawn Sorenson	P	P											

**Guests Present:** Janna Holland and Andy Nyquist

**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, Sagstetter/Bergfalk, the Spectrum High School Board of Directors unanimously approved the August 29, 2019 meeting agenda as presented.*

**V. Consent Agenda**

**A. Interim Financial Transactions – None**

**B. Important Documents and Policies**

- **Kajeet 2-year Contract**

Mr. DeBruyn asked that the contract be pulled from the agenda for consideration of approval as it is no longer needed. He shared that when families were queried prior to school starting, there were approximately 15 who were interested in using Kajeet; however, when given the details of

the internet hotspot, there were only 3. As a result, there isn't enough interest to justify moving forward.

- **Signature Lawn Care, LLC Snow Removal Contract**

Mr. DeBruyn shared that the school has been using the same provider for snow removal since the inception of the school. He stated that an RFP was sent out and the School received a couple of comparable bids. The facilities department is recommending moving forward with a new provider. It is felt that Signature Lawn Care is the best overall value for the School.

On a motion duly made and seconded, Kemnitz/Brunt, the Spectrum Board of Directors unanimously approved the August 29, 2019 Consent Agenda as amended and the Signature Lawn Care, LLC Snow Removal Contract as presented.

**C. Spectrum Board Meeting Minutes**

- July 25, 2019 Regular Spectrum Board Meeting Minutes

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

**VI. Employee Introduction & Recognition**

None

**VII. Public and Student Input**

The members present declined to address the Board. Stating that they were present for observation purposes only.

**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. The College and Career Center has one outstanding issue with the wood laminate which is being addressed. There is one outstanding payment of approximately \$25,000, a portion of which will be held until the wood laminate issue is resolved.

Mr. DeBruyn then went on to update the Board on the status of the installation of a hockey rink at the Spectrum Athletic Complex. He shared that he finalized an draft agreement that was sent to the City of Elk River and the Elk River Youth Hockey Association and is waiting to hear back from them. It is anticipated that information will be forthcoming by the end of the first week in September. Mr. DeBruyn will continue to apprise the Board with information as it becomes available.

Mr. DeBruyn went on to share that Wenck Associates (approved by the Board in July) is in process of completing the site work necessary to move forward with the hockey rink and additional parking.

Finally, Mr. DeBruyn updated the Board regarding lighting of the hockey rink and football field. He shared that the provider with whom Spectrum is working to secure the necessary light poles has another school who is replacing its 60' poles. Spectrum may be able to purchase at a reduced rate. Mr. DeBruyn stated that ideally the School would like to have 4 poles to light the football field and 2 for the hockey

rink. At the very least, Spectrum will put up 2 poles and light both the hockey rink and (part of the) football field.

## **B. Budget Report**

### **1. Finance Committee Meeting**

#### **a. Finance Committee Minutes – August 23, 2019**

Mr. Taintor presented the minutes of the August 23, 2019 Finance Committee meeting. He shared that the Committee reviewed the preliminary June financials (unaudited), the July Management Report, the June Contracted Services Report, and the June Food Service Report. He reported that the Committee developed the following FY20 Financial goals: Work with administration to monitor the transition of fundraising efforts and oversight to the Friends of Spectrum, Inc. separate 501(c)(3) organization when ready to do so; Work with administration to explore options to contain or lower the deficit in the school lunch program, and; Work with administration and Bergan KDV to create, input (into Skyward), and implement a detailed internal budget plan.

Following discussion, on a motion duly made and seconded, Bergfalk/Kemnitz, the Spectrum Board of Directors unanimously accepted the August 23, 2019 Finance Committee Meeting minutes as presented.

#### **b. June Financials**

Mr. Taintor reported on the June financials. He shared that the working budget 2018-2019 projected an annual deficit (expenditures to exceed revenues) in all funds in the amount of (\$114,948) with a projected cumulative fund balance of \$2,144,361, which is 23% of total budgeted expenditures. Whereas, actual activity (preliminary) presents revenues exceeding expenditures (annual surplus) in all funds of \$11,638 with a fund balance percentage of 25%. Mr. DeBruyn went on to state that he will be asking the Board to consider allocating some of the fund balance for needed remodeling at the high school building. As a result, the fund balance may remain closer to 23% (still within the Board's fund balance goal of 20%-25%) in order to facilitate the planned construction project.

Mr. Taintor stated that the School is currently budgeting 731 Average Daily Member (ADM) for the 2018-2019 school year. Actual ADM, after adjustments, is at 716.21, which is 15 ADM's less than budget. Mr. Taintor shared that there was a change made by Anoka-Ramsey Community College (ARCC) in billing for PSEO students. ARCC now bills directly to the State for all PSEO students with more than 16 college credits and, as a result, the School does not receive funding for these students nor are they accounted for in our ADM, which resulted in less funding for the FY19 year.

On the Balance Sheet, Mr. Taintor reported that the balances shown are based on the audited ending information as of June 30, 2018. He went on to state that the FY19 audit is slated for September, and it is hoped that a preliminary report will be available for the October Board and Finance Committee meetings, but for sure at the November meetings.

Due from the Building Company, in the amount of \$376,443, represents funds that have been paid for by the School on behalf of the Building Company. A portion of this will be paid back to the School during the fiscal year. Mr. Taintor went on to state that the State

holdback for FY19 fiscal year is estimated to be a receivable of \$479,565 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 FY20.

Mr. DeBruyn shared on a proposed construction project involving a redesign of bathrooms located at the high school building. The design would be similar to what was built at the 7/8 building, which provides for individual stall-like rooms. He stated that preliminary drawings have been received and we will be talking to construction companies to get estimates soon. Mr. DeBruyn will continue to keep the Board apprised of the project and the correlated cost to do so as it becomes available.

Finally, Mr. Taintor reported that cash flow is good, and there is nothing else of significance noted in the financials

Following discussion, on a motion duly made and seconded, Sagstetter/Bergfalk, the Spectrum Board of Directors approved the preliminary June financials as presented.

**c. July Management Report**

The Board reviewed the July Management Report.

Following discussion, on a motion duly made and seconded, Bergfalk/Brunt, the Spectrum Board of Directors unanimously approved the July Management Report as presented.

**C. Executive Director's Report**

Mr. DeBruyn presented the Executive Director's Report for the month of August. In addition to the items presented in his report, he provided an update on enrollment for the FY20 school year. He shared that enrollment is around 800 students, which was anticipated and the FY20 budget is based on 775 students.

Mr. DeBruyn called attention to the Minnesota Association of Charter Schools (MACS) weekly publication from the week of August 21<sup>st</sup>. He shared that MACS is now recognizing member schools in celebrating milestone years of membership at their annual meeting. The meeting is being held on October 3.

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

**D. Committee Reports**

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

- None

**IX. Old Business**

**A. Captivate Media follow-up**

Mr. DeBruyn provided a brief update on the work of Captivate Media following the information gathering session with the Board and key administrative members of the School at the July Board meeting. He shared that Captivate is now working toward producing the requested videos to showcase the unique educational offerings at each of the School's three buildings. He stated that Captivate will be out to

Spectrum filming in September. Sue Matheson will be assisting Captivate in the procurement of information for the videos.

Lastly, Mr. DeBruyn shared that an intentional decision to specifically market to the west Anoka-Hennepin school district area has been found to be successful in growing enrollment and therefore it is planned to continue with this strategy for the FY20 school year as well.

## **X. New Business**

### **A. 2019 MCA Test Results**

Mr. DeBruyn and principals, Mr. Leland and Mr. Heinecke, provided a brief overview of the FY19 MCA test results for Spectrum. It was noted that the embargoed data was released the evening prior to the Board meeting so that schools are only now able to see how their scores compare to surrounding districts. Initial analysis shows that Spectrum's overall scores went down in all three categories - Math, Reading and Science. Spectrum did, though, meet its VOA goal in Science. Unfortunately, the School's Q-comp goals were not met. Mr. DeBruyn shared that in 2018, the Minnesota State Legislature changed the way it handles students who are opted out of testing. Now, these students are automatically scored as "not proficient" and therefore count against the school in the overall calculations. It is acknowledged that parents have the right to exempt their students and while the exempted students are included as not proficient in the School's MCA results, analysis of the 2019 results indicates that the impact to the schoolwide results was minimal. The impact to our high school results, however, was more significant.

Mr. Heineck and Mr. Leland then reported on the work that has been done to date regarding student learning. They shared that curriculum maps have been completed along with the implementation of RTI (Response to Intervention). In addition, grade level team meetings have been implemented. AVID school-wide remains as a middle school initiative, in addition to making sure that through formative and summative assessments, Spectrum students are receiving the necessary and immediate support needed for success. They went on to highlight how Spectrum students score in the area of Accuplacer testing, which measures student readiness for college-level learning. They reported that 80% of Spectrum students scored proficient and students are taking this test during their 9<sup>th</sup> grade year. In addition, Spectrum students consistently out score the State of Minnesota in the ACT exam, as well as District #728.

Overall, Spectrum students receive an exceptional education as evidenced by their many positive accomplishments. We will continue to work toward aligning our MCA results so our students are better able to show what they have learned.

Finally, Mr. DeBruyn shared that administration, teachers, and staff are beginning to develop a comprehensive strategy and plan to address MCAs culturally as a school and specifically in classrooms that will be brought to the Board at its meeting in September.

### **B. FY20 Draft Executive Director Goals**

Mr. DeBruyn presented the proposed Executive Director Goals for the 2019-2020 School Year. They are as follows:

#### **A. Academic**

- The Executive Director will work with school administration, teachers, and staff to develop and communicate an all-encompassing strategy to support, encourage, and motivate students toward increased achievement on MCA tests by November 2019.
- The Executive Director will work with school administration toward achieving the Board approved school-wide academic goals (as stated above) by August 2020.

#### **B. Program**

- The Executive Director will work with school administration to modify the Kim Marshal teacher evaluation model by refining rubrics, aligning with Q-Comp, and identifying percentages to comply with Minnesota Statutes, section 122A.40, Subdivision 8(b)(13) by May 2020.
- Utilizing the newly formed teacher leadership teams at each building (HS and MS) – along with other staff, when appropriate, the Executive Director will work with administrators and staff to provide opportunities for input on policies and procedures in areas that may impact their work.

Ms. Kemnitz inquired about whether employee satisfaction and/or retention should be a part of the goal structure. Mr. DeBruyn commented that a number of things have been put into place to address concerns that were raised last year – particularly around employees having a voice on policy areas related to their jobs. In addition, there is a culture team looking at these types of questions currently. Following discussion, it was determined that this item might fit best with the overall Board goals for FY20. Mr. DeBruyn will develop language around this goal area and present it at the September meeting for consideration of approval.

Following discussion, on a motion duly made and seconded, Bergfalk/Brunt, the Spectrum Board of Directors unanimously approved the proposed FY20 Executive Director Goals as presented.

**C. FY20 Draft Board Goals**

The Board reviewed, briefly, the proposed FY20 Draft Board Goals, which were presented for information purposes only. The full goals will be presented for consideration of approval at the September Board meeting.

**D. Annual Director Conflict of Interest**

The Board reviewed the Director Conflict of Interest Policy, number 201, as is required. No action was taken, nor necessary.

**E. Annual Director’s Code of Conduct and Statement Signing**

The Board reviewed the Director’s Code of Conduct and each signed the annual statement concerning possible conflict of interest. It was noted that Mr. Sepulveda and Ms. Reed will sign statements at the September meeting due to absence.

**F. Annual Board Operating Protocols**

Mr. DeBruyn highlighted a number of the Board Operating Protocols and complimented the Board on their work in abiding by the protocols and working together in a healthy manner. It was noted that Mr. Sepulveda and Ms. Reed will sign the Board Operating Protocol Signature Page at the September meeting due to absence. The page was then disseminated for Board member signatures.

**G. Annual Board Committee Membership**

The Board reviewed service for the various committees. The following was determined:

- Executive Director Review Process – Dave Lucas and Rob Bergfalk
- Board Self Evaluation – Jessica Kemnitz
- Board Development Team – Tom Sagstetter and Tony Brunt
- Finance Committee – Kathy Reed and Annalise Marberg (parent member)

- School Improvement Team/World’s Best Workforce Committee – Bert Sepulveda and Tony Brunt, provided that his schedule will allow for him to do so. If not, another Spectrum teacher will be asked to serve on the Committee.

#### H. FY20 Spectrum Building Company Board of Directors Roster

The Spectrum Board reviewed the Spectrum Building Company FY20 Roster.

Following discussion, on a motion duly made and seconded, Sagstetter/Kemnitz, the Spectrum Board of Directors unanimously approved the FY20 Spectrum Building Company Board of Directors Roster as presented.

#### I. New Spectrum Website Design Demonstration

Mr. DeBruyn presented a brief review of the new website design for the school. Ms. Kemnitz agreed to connect with Mr. Haley on some of the Board comments. No action was necessary. The new website will be rolled out at the end of September.

### XI. Charter School Updates & Training

Mr. DeBruyn shared that ongoing Data Practices training will resume in September.

### 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).  **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. 2019-2020 Board Calendar and Next Meeting Agenda Input

#### A. Board Calendar

- None



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**B. Next Meeting Agenda – September 26, 2019**

- Data Practices Training
- Approval of FY20 Board Goals

**XIV. Adjournment**

*On a motion duly made and seconded, Sagstetter/Kemnitz, the Spectrum Board of Directors unanimously adjourned the meeting at 7:30 p.m.*

*Anthony C. Brunt*

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**Board Secretary Certification, Tony Brunt**