

## Spectrum Board of Director's Meeting Minutes

**NOTE:** Due to current health pandemic of COVID-19, the Spectrum Board of Directors meeting was conducted via electronic means (using Zoom) as is allowed under the auspices of Minnesota State Statutes, section 13D.021, Subdivision 1(4).

**Date:** July 23, 2020

**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/VC											
<b>Vice Chair</b> Tom Sagstetter	P/PC											
<b>Secretary</b> Tony Brunt	P/VC											
<b>Treasurer</b> Kathy Reed	P/VC											
<b>Member</b> Nancy Moe	P/VC											
<b>Member</b> Bert Sepulveda	P/VC											
<b>Member</b> Rob Stark	P/VC											
<b>Exec. Director</b> Dan DeBruyn	P/VC											
<b>Finance Adviser</b> Nick Taintor/Tyler Dehne	A											
<b>Exec. Admin.</b> Dawn Sorenson	P/VC											

*P/VC denotes meeting via Video Conferencing in compliance with Minnesota State Statutes 13D, Open Meeting Law.*

**Guests Present:** Melissa and Katie Kotek via video conferencing.

**I. Call to Order:** 5:41 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, Sepulveda/Reed, the Spectrum Board of Directors unanimously approved the July 23, 2020 meeting agenda as presented.

Role Call Voting Yay: Lucas, Sagstetter, Brunt, Reed, Moe, Sepulveda, and Stark

Voting Nay: None

**V. Consent Agenda**

**A. Interim Financial Transactions – None**

**B. Important Documents and Policies**

- Amended Employee Tuition Reimbursement Policy
- Amended Admissions and Enrollment Policy
- FY21 Q-Comp Updates

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

Role Call Voting Yay: Lucas, Sagstetter, Brunt, Reed, Moe, Sepulveda, and Stark

Voting Nay: None

**C. Spectrum Board Meeting Minutes**

- June 18, 2020

Mr. Sagstetter noted that there was a misspelling of his last name on page 6 of the June 18, 2020 minutes. So noted.

On a motion duly made and seconded, Reed/Brunt, the Spectrum Board of Directors unanimously approved the meeting minutes of June 18, 2020 as amended.

Role Call Voting Yay: Lucas, Sagstetter, Brunt, Reed, Moe, Sepulveda, and Stark

Voting Nay: None

**VI. Employee Introduction & Recognition**

None

**VII. Public and Student Input**

Melissa and Katie Kotek stated that they were in attendance at the meeting for observation purposes only. No comments were provided.

**VIII. Ongoing Business**

**A. Budget Report**

**1. Finance Committee Meeting**

**a. June Financials**

Mr. DeBruyn reported that the Finance Committee did not meet in the month of July; however, the June Management Report was disseminated to all members of the committee and that there were no changes and/or comments noted. The June financials will be presented to the committee at their meeting in August, as well as to the Board for consideration of approval. As is standard, June financials are not ready for dissemination in July due to annual audit preparations.

**b. June Management Report**

The Board reviewed the June Management Report.

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

Role Call Voting Yay: Lucas, Sagstetter, Brunt, Reed, Moe, Sepulveda, and Stark

Voting Nay: None

#### **B. Executive Director's Report**

Mr. DeBruyn presented the Executive Director's Report for the month of July. In addition to the items presented in the report, Mr. DeBruyn updated the Board on the road construction project proposed for 181<sup>st</sup> Avenue, also known as Sherburne County Road 12. He stated that the construction start date has been pushed back to August. He reiterated that Spectrum has been assured it will have consistent access to its athletic complex at all times during the construction.

Mr. DeBruyn then went on to report that he has resigned from the Minnesota Charter School Association Board of Directors, citing the lack of time to devote to the organization as a major contributor of the decision.

Ms. Reed inquired about enrollment for the fall of FY21. Mr. DeBruyn shared that, for now, enrollment is strong and consistent. The school will continue to monitor enrollment trends after Governor Waltz, the Minnesota Department of Health, and the Minnesota Department of Education provide direction on July 30<sup>th</sup> as to how school will be conducted in the fall. Mr. DeBruyn will continue to keep the Board apprised as additional information becomes available.

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

Role Call Voting Yay: Lucas, Sagstetter, Brunt, Reed, Moe, Sepulveda, and Stark

Voting Nay: None

#### **C. Committee Reports**

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

None

### **IX. Old Business**

#### **A. VOA-MN MAPES Review Results**

Mr. DeBruyn shared the Minnesota Department of Education's MAPES (Minnesota Authorizer Performance Evaluation System Performance Report) of Volunteers of America – Minnesota. VOA-MN is Spectrum's authorizer. He stated that VOA-MN received a score of "Satisfactory", which is passing and therefore they are approved to continue authorizing schools. It was noted that at the last MAPES review, VOA-MN was placed into corrective action, which did impact the school when it was working on the addition of the 6<sup>th</sup> grade middle school building. It delayed some of the required approvals necessary for moving forward with the CSP grant and construction project.

#### **B. Northstar Bussing Contract Update**

Mr. DeBruyn provided an update on the FY21 contract with Northstar Bussing for student transportation. He noted that the school is still waiting on receiving the final contract. He went on to share that, following review of the initial contract received, he requested that it be amended to contain a disclaimer that the school would need to continue to receive full funding from the State of Minnesota in order to make good on the contract. He also noted that neither party would be financially harmed as a result of the contract.

**XI. New Business**

**A. Review Director Conflict of Interest Policy**

The Board reviewed collectively the Conflict of Interest Policy.

**B. Review Directors Code of Conduct and Statement Signing**

Mr. DeBruyn read aloud Spectrum's Directors Code of Conduct highlighting some of the critical areas. Ms. Sorenson requested that each member of the Board sign the statement and return it electronically.

**C. Review Board Protocols**

Mr. DeBruyn read aloud parts of Spectrum's Board Protocols. He complemented the Board on the way they conduct business, support the role of leadership, and focus on the important work of the school. Ms. Sorenson requested that each member of the Board sign the statement and return it electronically.

**D. Annual Approval of Directory Information to be Released (via FY21 Student/Family Handbook FERPA Statement)**

The Board reviewed the FY21 Student/Family Handbook for the purpose of approving Annual Directory Information to be Released as per the FERPA Statement contained within the handbook.

Following discussion, on a motion duly made and seconded, Sagstetter/Brunt, the Spectrum Board of Directors unanimously approved the FY21 Annual Directory Information to be Released as per the FERPA statement within the handbook.

Role Call Voting Yay: Lucas, Sagstetter, Brunt, Reed, Moe, Sepulveda, and Stark

Voting Nay: None

**E. FY21 Extracurricular Handbook**

The Board reviewed the FY21 Extracurricular Handbook

Following discussion, on a motion duly made and seconded, Moe/Sagstetter, the Spectrum Board of Directors unanimously approved the FY21 Extracurricular Handbook as presented.

Role Call Voting Yay: Lucas, Sagstetter, Brunt, Reed, Moe, Sepulveda, and Stark

Voting Nay: None

**F. FY21 Employee Handbook**

The Board reviewed the FY21 Employee Handbook.

Mr. DeBruyn highlighted the clarification of jury duty and other minor edits from FY20.

Following discussion, on a motion duly made and seconded, Brunt/Sagstetter, the Spectrum High School Board of Directors unanimously approved the FY21 Employee Handbook as presented.

Role Call Voting Yay: Lucas, Sagstetter, Brunt, Reed, Moe, Stark, and Sepulveda

Voting Nay: None

**G. FY21 Student/Family Handbook**

The Board reviewed the FY21 Student/Family Handbook

Following discussion, on a motion duly made and seconded, Sagstetter/Brunt, the Spectrum Board of Directors unanimously approved the FY21 Student/Family Handbook as presented.

Role Call Voting Yay: Lucas, Sagstetter, Brunt, Reed, Moe, Stark, and Sepulveda

Voting Nay: None

**H. FY21 Property, Liability, Auto, Workman's Comp, Student Accident, and Cyber Insurance Renewal**

Following discussion, on a motion duly made and seconded, Sagstetter/Moe, the Spectrum Board of Directors unanimously approved the FY21 summary of insurance coverages as presented.

Role Call Voting Yay: Lucas, Sagstetter, Brunt, Reed, Moe, Sepulveda, and Stark

Voting Nay: None

**I. Strategic Planning Process Introduction – Gail Gilman, M.Ed., Director of Strategic Planning and Board Leadership, Minnesota School Board Association**

Mr. DeBruyn introduced Ms. Gail Gilman who is the Director of Strategic Planning and Board Leadership with the Minnesota School Board Association. Ms. Gilman will be facilitating Spectrum's next strategic planning process for the purpose of developing the next three, or possibly, five-year strategic plan. Ms. Gilman and her team of experts will bring expertise about the Board's role in setting school district direction and goals. She went on to state that a strategic planning committee will be comprised of stakeholders from the Board, administration, staff, teachers, students, parents, and community members who will be instrumental in the development of the overall plan. Ms. Gilman anticipates that the process and plan development will take approximately 3 to 6 months to complete and will include a follow up visit with Ms. Gilman one year after initiation of the plan to discern whether any changes are in order.

Following Ms. Gilman's presentation, the Board thanked her for her presentation and noted their desire to begin working on the plan. Mr. DeBruyn and Ms. Sorenson will begin the process of pulling together next steps in the overall process and will continue to keep the Board apprised of progress.

**J. Update on working plans for the fall and potential for Board decisions prior to next regularly scheduled meeting in August**

Mr. DeBruyn provided a broad overview of the three potential scenarios being considered for the start of school this fall. He shared that Governor Walz and the Minnesota Department of Education will be providing additional information the week of July 27<sup>th</sup>, which will assist districts in making their final decision on whether they will begin full in-school instruction, full distance learning, or some sort of hybrid model. The Board discussed whether or not there would be need for a special meeting prior to the August Board meeting to approve the final plan. Upon further discussion, the Board asked that Mr. DeBruyn, following input from parents and staff, make the final decision on which course of action/plan is best for Spectrum to ensure all students have access to quality learning and instruction during the COVID-19 pandemic.

Following discussion, on a motion duly made and seconded, Sepulveda/Brunt, the Spectrum Board of Directors unanimously approved Mr. DeBruyn to make the final decision on which course of action/plan is best for Spectrum to ensure that all students receive equitable access to learning and instruction during the COVID-19 pandemic, and to include all Board members in the dissemination of the final plan.

Role Call Voting Yay: Lucas, Sagstetter, Brunt, Moe, Sepulveda, and Stark

Voting Nay: None

**XII. Charter School Updates & Training**

None

**XIII. Board Goals 2020-2021 (to be completed at the August, 2020 Board meeting)**

**1. 2019-2020 Academic Goals (Volunteers of America – Minnesota Contract Goals**

A.

B.

**2. 2019-2020 School Board Non-Academic Goals (to be completed at the August, 2020 Board meeting)**

In addition to the school-wide academic goals stated above, the Board will pursue the following non-academic goals for the 2020-2021 school year:

A.

B.

**XIV. 2020-2021 Board Calendar and Next Meeting Agenda Input**

**A. Board Calendar**

The Board reviewed the 2020-2021 Board Calendar

**B. Next Meeting Agenda – August 20, 2020**

- FY21 Board Goals
- FY21 Executive Director Goals
- FY21 District Assessment Plan

**XV. Adjournment**

On a motion duly made and seconded, Sepulveda/Moe, the Spectrum Board of Directors unanimously adjourned the meeting at 8:00 p.m.

Role Call Voting Y/N: Lucas, Sagstetter, Brunt, Moe, Stark and Sepulveda

Voting Nay: None

*Anthony C. Brunt*

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**Board Secretary Certification, Tony Brunt**