

**Board Meeting AGENDA – Thursday, July 20<sup>th</sup>, 2023**

**I. Call to Order**

**II. Reading of the Vision and Mission Statement**

**III. Conflict of Interest Check**

**IV. Board Agenda (approval)\***

**V. Consent Agenda (approval)\*** *The consent agenda covers routine items and is intended to be approved in one action.*

A. June 22<sup>nd</sup>, 2023 School Board Meeting Minutes\*

**VI. Public Input**

*Speakers are limited to 5 minutes each and must state their name and address for the record. This time is intended for listening and the Board should refrain from responding or asking clarifying questions. The Board Chair reserves the right to limit time or extend time for a speaker at its sole discretion.*

**VII. Old Business**

A. Open Meeting Law – virtual meeting expectations (approval)\*

B. Employee Retention Credit Application Update

- IRS initial finding, Spectrum's response (informational)

**VIII. Ongoing Business**

A. Finance Reports

1. June Management/Supplemental Report (approval)\*

Note: All remaining June financial reports will be provided at the August Finance Committee and School Board meetings to ensure accuracy for audit purposes.

B. Executive Director's Report (acceptance)\*

1. Staffing Update

2. Food Services Program Update

3. Construction Update\*

C. Committee Reports

None

**IX. New Business**

A. School Board Self-Evaluation (acceptance)\*

B. Extracurricular fees, including the family max (approval)- See 2023-2024 Extracurricular Handbook

- Increase family maximum from \$1,200 to \$1,260 (4 x \$315)

C. Demographics information for new students (informational)\*

D. Legislative changes FY24 (informational)

E. 2023-2024 Extracurricular Handbook (approval)\*

**X. Charter School Updates & Training**

None

**XI. School Board Goals for the 2022-2023 School Year – Board Approval 10.27.22**

A. 2022-2023 Authorizer Contract Goals: Academic (based on Goal #3 from the Strategic Plan)

**Key**

\*Attachment included in Board meeting materials

*Italicized* = Action required

Spectrum students will perform well on state examinations in comparison to students at schools they might otherwise attend (with similar demographics) with an average proficiency rate that meets or exceeds the performance in one or two subjects (math, reading, and science).

1. When compared to local schools with similar demographics that students might otherwise attend (grade levels and subject areas), Spectrum students will perform as well or better on the ACT test.
2. Spectrum will maintain an average state-determined minimum growth score between 0 and 0.5.
3. The difference between the “all students” proficiency rate at Spectrum and any reportable subgroup proficiency rate on state accountability tests (MCA, MOD, MTAS) will be reduced in both reading and math over the term of the contract (2019-2024).
4. The percent of students who are in the “low risk” and “above average” categories on the FastBridge Math assessment in Grades 6, 7, 8, 9, & 10 will be at or above 50% in spring of 2023.

**B. Non-Board School Academic Goals – Board Approved 10. 27.22**

**C. 2022-2023 School-wide Q-Comp Goals (indirectly supporting the Board Academic Goals)**

1. The percentage of all students in grade 6 at Spectrum Middle School who are in the “low risk” and “above average” categories on the FastBridge Math standardized assessment will be at or above 50% by Spring 2023. The percentage of all students in grades 7 and 8 at Spectrum Middle School who are in the “low risk” and “above average” categories on the FastBridge Math standardized assessment will be at or above 50% by Spring 2023.
2. The percentage of all students in grades 9 and 10 at Spectrum High School who are in the “low risk” and “above average” categories on the FastBridge Math standardized assessment will be at or above 50% by Spring 2023.

**D. 2022-2023 Board of Directors Non-Academic Goals – Board Approved 9.22.23**

*Note: In addition to the school-wide academic goals stated above, the Board will pursue the following non-academic goals for the 2022-2023 school year. These goals were determined based upon the results of the School Board Self-evaluation survey in April 2022 and the Strategic Plan 2026.*

1. The Board of Directors will work with the Executive Director to ensure the design and implementation of a comprehensive plan to ensure all Spectrum students receive life skills training (knowledge, skills, and attributes) prior to graduation. This will include a presentation to the Board by November 2022 an analysis of the program in June 2023 (see Strategic Plan Goal #1).
2. The Board of Directors will work with the Executive Director to monitor the implementation of the online courses as part of the ongoing development of Spectrum’s online program (see Strategic Plan Goal #2). This will include a presentation in January 2023, to include an analysis of current classes and plans for future online classes.
3. The Board of Directors will monitor the design and implementation of a school-wide uniform teaching and learning framework for determining curriculum content, processing, aligning, and reviewing curriculum and assessment, establishing instructional expectations, and coordinating support systems. The Board will receive a presentation on current progress in March 2023.

**XII. 2023-2024 Board Calendar and Next Meeting Agenda Input – Thurs August 17th, 2023**

- A. FY24 Goal Setting (Board and Administration)
- B. Handbooks - Family/Student and Employee
- C. 2023-2024 School Board Training Plan
- D. Initial designs of field house and performing arts center

**XIII. Adjournment**

*Note: As a standing practice, the Spectrum Building Company Board of Directors will meet on the same night as the Spectrum High School Board of Directors meeting, on an as needed basis.*



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

**Date:** June 22<sup>nd</sup>, 2023  
**Scheduled Time:** 5:35 p.m.  
**Attendance:**

Name/Position	Monthly Attendance											
	J	A	S	O	N	D	J	F	M	A	M	J
<b>Chair</b> Dave Lucas	A	P	P	P	P	P/VC	P	P/VC	P	A	P	P
<b>Vice Chair</b> Tom Sagstetter	P	A	P	P	P/VC	P/VC	P/VC	P/VC	P/VC	A	P/VC	P/VC
<b>Treasurer</b> Joe Thomas	P	P	P	P	P	P	P Departed @ 6:15pm	P/VC	P	P	P/VC	P
<b>Member</b> Nancy Moe	P	P	P	P	P/VC	P/VC	P/VC	P/VC	P/VC	P/VC	P	P/VC
<b>Member</b> Jason Ruzek	P	P	P	P/VC	P	P	P	P/VC	P	P	P	P
<b>Member</b> Cory Taylor	P	P	P	P	P	P Arrived @ 5:40 p.m.	P	P/VC	P	P	P	P
<b>Member</b> Joshua Zehoski	P	A	P	P	P	P	P	P/VC	P/VC	P	P	P
<b>Exec. Director</b> (Ex Officio Member) Dan DeBruyn	P	P	P	P	P	P	P	P/VC	P	P	P	P
<b>Finance Adviser</b> Bridget Merrill-Myhre	A	A	A	P/VC	P/VC	A	AF	P/VC	A	A	A	P/VC
<b>Exec. Admin. Assistant</b> Jennifer Linn	P	P	P	P	P	P Dawn Sorenson's last mtg.	P Jennifer Linn's 1 <sup>st</sup> mtg.	P/VC	P	P	P	P

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

**Guests Present:** Mary Chaffin (Spectrum Business Accounts Specialist)

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

**II. Reading of Vision and Mission Statements**  
 Jason Ruzek read the Vision and Mission Statement.

**III. Conflict of Interest Check**  
 President, Dave Lucas, called for conflict of interest acknowledgement. None noted.

**IV. Board Agenda**  
*On a motion duly made and seconded (Taylor/Thomas), the Spectrum Board of Directors unanimously approved the Board Agenda as presented.*

**V. Consent Agenda**  
 A. May 18<sup>th</sup>, 2023 School Board Meeting Minutes  
 B. MSHSL Membership Resolution  
 C. Power School – Schoology LMS Subscription  
 D. FY23 Testing Calendar  
 E. Rivers of Hope Working Agreement  
*Following discussion, on a motion duly made and seconded (Taylor/Moe), the Spectrum Board of Directors unanimously approved the Consent Agenda as presented.*

**VI. Public Input**

None

**VII. Old Business**

**A. Update on Free School Meals Requirements**

Mr. DeBruyn summarized the work done on seeking bids, meeting with providers, and sorting through new requirements. He praised Mary Chaffin for her diligence in presenting workable solutions. Both Premier and Caravan Kids Catering (CKC) have the capacity to meet Spectrum's needs in ramping up our capacity to serve more lunches and add breakfast for all students.

**B. FY24 Food Services Contract**

After a thorough analysis, school administration and the Finance Committee recommended proceeding with CKC. CKC's lunch prices are a little higher, while breakfast prices are lower. The main reason for the recommendation is the value added that CKC brings to the school. CKC offers more options for meals and provides more administrative support to ensure that Spectrum maximizes income, minimizes expenditures, and claims all available commodities. In addition, they provide back-up meal options that can be claimed instead of losing money on each meal ordered, but not purchased. CKC also provides equipment for warming trays allowing for more efficient serving that will allow the school to serve the increased number of meals while maintaining current staffing levels.

Following discussion, on a motion duly made and seconded (Thomas/Zehoski), the Spectrum Board of Directors unanimously approved the Finance Committee's recommendation to proceed with Caravan Kids Catering for the 2023-2024 school year. Motion passed unanimously.

**VIII. Ongoing Business**

**A. June 16<sup>th</sup>, 2023 Finance Committee Meeting Minutes**

Mr. Thomas summarized the highlights of the meeting for the Board. On a motion duly made and seconded (Thomas/Zehoski), the Spectrum Board of Directors unanimously accepted the June 16<sup>th</sup>, 2023 Finance Committee meeting minutes, as presented.

**B. Finance Reports**

**1. May Financials**

Average Daily Membership (ADM) through April 30 was 855. Current ADM is 860. The school's budgeted surplus for the year is \$0 with a projected cumulative fund balance of \$2,695,387 or 24% of expenditures at fiscal year-end. Projected Days Cash on Hand for the projected fiscal year-end is 87 days. Above 30 days meets minimum bond covenants. Projected Debt Service Coverage Ratio at fiscal year-end is 1.17. Above 1.10x meets minimum bond covenants.

Following discussion, on a motion duly made and seconded (Thomas/Taylor), the Spectrum Board of Directors unanimously accepted the May Financials, as presented.

**2. May Management/Supplement Report**

The Board reviewed the Management/Supplemental Report – Noted: 202201892 is an ABC Bank account wire. 202201892 is an Escrow bank account wire. 202202009 is an ABC bank account wire.

Following discussion, on a motion duly made and seconded (Zehoski/Ruzek), the Spectrum Board of Directors unanimously approved the May Management/Supplement Report, as presented.

**3. May Food Services**

The Board reviewed the Food Services Report. Services are at 78.4% of the revised budget with YTD activity of \$221,197.23 in revenue and \$186,928.55 in expenditures. Current budget is showing a surplus of \$34,268.68. The committee clarified that any surplus funds within the Food Service account are required to remain as dedicated funds for the food service program.

Following discussion, *on a motion duly made and seconded (Ruzek/Thomas), the Spectrum Board of Directors unanimously accepted the May Food Services Report, as presented.*

### C. Executive Director's Report

In addition to the written report included in the Board materials, Mr. DeBruyn shared a number of items:

1. Update on FastBridge Assessment Tool and Q-Comp Goals – Mr. DeBruyn noted Q-Comp goal completion info submitted and compensation was included in the June 15<sup>th</sup> payroll. All FastBridge school goals were met. Next school year will focus on the next steps in implementation, including timely analysis of data and use of data to drive instruction.
2. Staffing Update: Mr. DeBruyn provided information about new hires:
  - a. HS Science teacher hired – Kaylee Thompson
  - b. HS Spanish teacher hired – Sara Navratil
  - c. MS Math teacher hired – Nicholas Johnson
  - d. HS Physical Education teacher position hired – Tanya Reemts
  - e. MS Science teacher hired – Michele Batts
  - f. MS Language Arts teacher hired – Abby Gunnarson
  - g. PT HS Math teacher hired – Jill Murphy
  - h. Special Education teacher hired – Eric Thompson
  - i. HS Technology teacher interviews in process
  - j. Our technology intern started on May 15<sup>th</sup> – Wilson Marks
  - k. Jeremy Johnson has been hired as our new Facilities Manager and we are currently in the process of hiring to fill the maintenance technician position.
3. Grading Practice and Discipline Practices (middle school) - Mr. DeBruyn met with the Principals, Deans, Coordinator of Curriculum, and other staff. They discussed the long-term goal to grade for learning. There will be some adjustments to homework and classwork expectations providing more flexibility for teachers as we work toward the goal over a number of years. Student behavioral choices have been making learning challenging in some MS classrooms. Mr. DeBruyn discussed the idea of hiring someone in the middle school to help with behavioral accountability potential in a separate room. Jessica Hegseth, Instructional Coach, has a plan for working with new teachers on classroom management, etc.
4. VOA Conference and Awards – Dan DeBruyn, Rick Peterson, Nancy Moe, and Jason Ruzek attended the VOA Annual Charter School Conference in Bemidji, June 12<sup>th</sup>-14<sup>th</sup>. Mr. DeBruyn and Rick Peterson (Athletic Director) presented at the conference. Spectrum High School was the only school to be presented all three awards: Board Governance, Employment Matters, and Finance Matters.
5. VOA Scorecard FY22 – Spectrum High School received a cumulative average of 93%. This scorecard is used annually to measure progress. Spectrum's contract with VOA will be up for renewal at the end of the 2023-2024 school year.
6. Mr. DeBruyn shared that the S&P rating process for Spectrum's current bonds is in process and will likely be completed this summer.
7. Mr. DeBruyn provided an update on the timeline for (potential construction):
  - a. The new playfield on the recently acquired property to the west of the high school is currently being surveyed and designed. We are hopeful that construction can still take place this summer.
  - b. Design work will be happening simultaneously for the field house, the performing arts center, and additional storage, maintenance, and classroom space.
  - c. The goal is to complete the design work early fall, get construction bids in the fall, proceed with bonding early winter, finalize a construction contract in the winter, and start construction of the field house in the spring. Performing arts center construction would follow.

d. There are a number of contracts for services that were received just prior to the Board meeting needing to be approved by the Spectrum Building Company (SBC). As a result, a meeting of the SBC will need to be held in the next week.

8. Mr. DeBruyn shared information about open meeting law (as it relates to meetings held in a virtual format) that will need to be discussed by the School Board at their July meeting.

9. Mr. DeBruyn will be attending the Minnesota Concurrent Enrollment Partnership (MNCEP) Conference as a partner school in Duluth on behalf of Spectrum July 13<sup>th</sup>-14<sup>th</sup>.

On a motion duly made and seconded (Moe/Ruzek), the Spectrum Board of Directors unanimously accepted the June Executive Director's Report, as presented.

**D. Committee Reports**

None

**IX. Old Business**

None

**X. New Business**

**A. FY24 School Board Calendar**

Following discussion, on a motion duly made and seconded (Moe/Thomas), the Spectrum Board of Directors unanimously approved the FY24 School Board Calendar, as presented. The Board will continue to meet on the 4<sup>th</sup> Thursday evening at 5:30 p.m. unless otherwise noted.

**B. Review Directors Conflict of Interest and Code of Conduct**

The Board reviewed the purpose of the Conflict of Interest provisions and the Code of Conduct. All Board members signed the document, which will be kept on file for the upcoming fiscal year.

**C. Review Board Protocols**

Mr. DeBruyn highlighted a number of the protocol. He thanked the Board for their diligence in working with the protocol. He also expressed appreciation for the positive working relationship he has with the Board. After review, all Board members signed the Board Protocol document indicating their agreement with the information and willingness to work within the protocols.

**D. Annual Approval of Safety Drill Reports**

Following discussion, on a motion duly made and seconded (Thomas/Taylor), the Spectrum Board of Directors unanimously accepted the Annual Approval of Safety Drill Reports, as presented.

**E. Spectrum Building Company Board Roster**

Following discussion, on a motion duly made and seconded (Moe/Thomas) the Spectrum Board of Directors unanimously approved appointing Board Members Dave Lucas, Tom Sagstetter, and Cory Taylor to the Spectrum Building Company Board. The Board also agreed to removing the authorizer liaison's name from the roster since the authorizer does not serve on the Spectrum Building Company in any manner.

**F. Board Officer Elections**

1. **BOARD CHAIR:** Board member Dave Lucas was nominated for the position of Board Chair. On a motion duly made and seconded, (Thomas/Ruzek), the Spectrum High School Board of Directors unanimously (re)elected Dave Lucas to the position of Board Chair.
2. **VICE CHAIR:** Board member Tom Stagstetter was nominated for the position of Board Vice Chair. On a motion duly made and seconded, (Lucas/Taylor), the Spectrum High School Board of Directors unanimously (re)elected Tom Stagstetter to the position of Vice Chair.

3. **TREASURER:** Board Member Joseph Thomas was nominated for the position of Board Treasurer. On a motion duly made and seconded, (Ruzek/Moe), the Spectrum High School Board of Directors unanimously (re)elected Joseph Thomas to the position of Treasurer.
4. **SECRETARY:** Board member Jason Ruzek was nominated for the position of Secretary. On a motion duly made and seconded, (Taylor/Zehoski) the Spectrum High School Board of Directors unanimously (re)elected Jason Ruzek to the position of Secretary.

**G. Board Member Committee Assignments (SIT/WBWF), Finance Committee, and Director’s Review Team)**

Following discussion, on a motion duly made and seconded (Lucas/Sagstetter), the following Board members were unanimously assigned to these committee assignments:

1. SIT/WBWF Committee – Nancy Moe
2. Finance Committee – Joe Thomas
3. Director’s Review Team – Joe Thomas

**H. Additional Finance Committee Member Request**

Mr. DeBruyn informed the Board that Annalise Marberg, the parent currently serving on the Finance Committee, will be ending her term on the committee due to her last child graduating from Spectrum this spring. He will put a call out for a new committee member in an upcoming communication. The goal will be for the Board to assign a new member in the coming months.

**I. Property, Liability, Cyber, Worker’s Comp, and Directors & Officers Liability Insurance**

Mr. DeBruyn shared the proposed FY24 liability, property, legal, workers comp, cyber, and D&O liability insurance bid from the insurance broker, Chirstensen Insurance Group. He noted that the overall increase is 5.4% (\$85,726.56 to \$90,600.86). Most of the increase is due to building replacement value and construction costs. Two options were provided to lower the impact up to \$5,000. It would increase the wind and hail deductible in \$25,000 increments. One change includes moving from Philadelphia to Cowbell for cyber insurance (at close to the same premium).

On a motion duly made and seconded (Sagstetter/Lucas), the Spectrum Board of Directors unanimously approved the insurance renewal, as presented.

**J. Legislative Changes** – Mr. DeBruyn shared that there are many law changes related to education being reviewed to determine if action is needed by the Board. He will be presenting at either the July or August Board meeting.

**XI. Charter School Updates & Training**

None

**XII. Board Goals 2022-2023**

**School Board Goals for the 2022-2023 School Year – Board Approval 10.27.22**

- A. 2022-2023 Authorizer Contract Goals: Academic (based on Goal #3 from the Strategic Plan)**  
 Spectrum students will perform well on state examinations in comparison to students at schools they might otherwise attend (with similar demographics) with an average proficiency rate that meets or exceeds the performance in one or two subjects (math, reading, and science).  
When compared to local schools with similar demographics that students might otherwise attend (grade levels and subject areas), Spectrum students will perform as well or better on the ACT test.  
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 The percent of students who are in the “low risk” and “above average” categories on the FastBridge Math assessment in Grades 6, 7, 8, 9, & 10 will be at or above 50% in spring of 2023.

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**2022-2023 School-wide Q-Comp Goals (indirectly supporting the Board Academic Goals)**

The percentage of all students in grade 6 at Spectrum Middle School who are in the “low risk” and “above average” categories on the FastBridge Math standardized assessment will be at or above 50% by Spring 2023.

The percentage of all students in grades 7 and 8 at Spectrum Middle School who are in the “low risk” and “above average” categories on the FastBridge Math standardized assessment will be at or above 50% by Spring 2023.

The percentage of all students in grades 9 and 10 at Spectrum High School who are in the “low risk” and “above average” categories on the FastBridge Math standardized assessment will be at or above 50% by Spring 2023.

**C. 2022-2023 Board of Directors Non-Academic Goals – Board Approved 9.22.23**

*Note: In addition to the school-wide academic goals stated above, the Board will pursue the following non-academic goals for the 2022-2023 school year. These goals were determined based upon the results of the School Board Self-evaluation survey in April 2022 and the Strategic Plan 2026.*

The Board of Directors will work with the Executive Director to ensure the design and implementation of a comprehensive plan to ensure all Spectrum students receive life skills training (knowledge, skills, and attributes) prior to graduation. This will include a presentation to the Board by November 2022 an analysis of the program in June 2023 (see Strategic Plan Goal #1).

The Board of Directors will work with the Executive Director to monitor the implementation of the online courses as part of the ongoing development of Spectrum’s online program (see Strategic Plan Goal #2). This will include a presentation in January 2023, to include an analysis of current classes and plans for future online classes.

The Board of Directors will monitor the design and implementation of a school-wide uniform teaching and learning framework for determining curriculum content, processing, aligning, and reviewing curriculum and assessment, establishing instructional expectations, and coordinating support systems.

**XIII. 2022-2023 Board Calendar and Next Meeting Agenda Input – July 20<sup>th</sup>, 2023**

- A. School Board self-evaluation
- B. FY24 goal setting (July/August)
- C. Extracurricular fees, including the family max
- D. Demographics information for new students
- E. Legislative changes for FY24
- F. Handbooks (Family/Student, Employee, and Extracurricular) – July and/or August

**XIV. Adjournment**

On a motion duly made and seconded (Thomas/Ruzek), the Spectrum Board of Directors unanimously approved adjournment of the meeting at 7:40 p.m.

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**Board Secretary, Jason Ruzek, Certification**

Respectfully submitted,  
*Jennifer Linn*  
Executive Administrative Assistant



**CHAPTER 13D**  
**OPEN MEETING LAW**

13D.001	DEFINITION.	13D.03	CLOSED MEETINGS FOR LABOR NEGOTIATIONS STRATEGY.
13D.01	MEETINGS MUST BE OPEN TO THE PUBLIC; EXCEPTIONS.	13D.04	NOTICE OF MEETINGS.
13D.015	STATE ENTITY MEETINGS BY TELEPHONE OR INTERACTIVE TECHNOLOGY.	13D.05	MEETINGS HAVING DATA CLASSIFIED AS NOT PUBLIC.
13D.02	OTHER ENTITY MEETINGS BY INTERACTIVE TECHNOLOGY.	13D.06	CIVIL FINES; FORFEITURE OF OFFICE; OTHER REMEDIES.
13D.021	MEETINGS DURING PANDEMIC OR CHAPTER 12 EMERGENCY.	13D.065	USE OF SOCIAL MEDIA.
		13D.07	CITATION.
		13D.08	OPEN MEETING LAW CODED ELSEWHERE.

**13D.001 DEFINITION.**

Subdivision 1. **Applicability.** For the purposes of this chapter, the term defined in this section has the meaning given.

Subd. 2. **Interactive technology.** "Interactive technology" means a device, software program, or other application that allows individuals in different physical locations to see and hear one another.

**History:** 2021 c 14 s 1

**13D.01 MEETINGS MUST BE OPEN TO THE PUBLIC; EXCEPTIONS.**

Subdivision 1. **In executive branch, local government.** All meetings, including executive sessions, must be open to the public

- (a) of a state
  - (1) agency,
  - (2) board,
  - (3) commission, or
  - (4) department,

when required or permitted by law to transact public business in a meeting;

- (b) of the governing body of a
  - (1) school district however organized,
  - (2) unorganized territory,
  - (3) county,
  - (4) statutory or home rule charter city,
  - (5) town, or
  - (6) other public body;

- (c) of any
  - (1) committee,
  - (2) subcommittee,
  - (3) board,
  - (4) department, or
  - (5) commission,

of a public body; and

(d) of the governing body or a committee of:

- (1) a statewide public pension plan defined in section 356A.01, subdivision 24; or
- (2) a local public pension plan governed by sections 424A.091 to 424A.096, or chapter 354A, or Laws 2013, chapter 111, article 5, sections 31 to 42.

Subd. 2. **Exceptions.** This chapter does not apply

- (1) to meetings of the commissioner of corrections;
- (2) to a state agency, board, or commission when it is exercising quasi-judicial functions involving disciplinary proceedings; or
- (3) as otherwise expressly provided by statute.

Subd. 3. **Subject of and grounds for closed meeting.** Before closing a meeting, a public body shall state on the record the specific grounds permitting the meeting to be closed and describe the subject to be discussed.

Subd. 4. **Votes to be kept in journal or minutes.** (a) The votes of the members of the state agency, board, commission, or department; or of the governing body, committee, subcommittee, board, department, or commission on an action taken in a meeting required by this section to be open to the public must be recorded in a journal or minutes.

(b) The vote of each member must be recorded on each appropriation of money, except for payments of judgments, claims, and amounts fixed by statute.

Subd. 5. **Public access to journal and minutes.** The journal or any minutes used to record votes of a meeting subject to this chapter must be open to the public during all normal business hours where records of the public body are kept.

Subd. 6. **Public copy of members' materials.** (a) In any meeting which under subdivisions 1, 2, 4, and 5, and section 13D.02 must be open to the public, at least one copy of any printed materials relating to the agenda items of the meeting prepared or distributed by or at the direction of the governing body or its employees and:

- (1) distributed at the meeting to all members of the governing body;
- (2) distributed before the meeting to all members; or
- (3) available in the meeting room to all members;

shall be available in the meeting room for inspection by the public while the governing body considers their subject matter.

(b) This subdivision does not apply to materials classified by law as other than public as defined in chapter 13, or to materials relating to the agenda items of a closed meeting held in accordance with the procedures in section 13D.03 or other law permitting the closing of meetings.

**History:** 1957 c 773 s 1; 1967 c 462 s 1; 1973 c 123 art 5 s 7; 1973 c 654 s 15; 1973 c 680 s 1,3; 1975 c 271 s 6; 1981 c 174 s 1; 1983 c 137 s 1; 1983 c 274 s 18; 1984 c 462 s 27; 1987 c 313 s 1; 1990 c 550 s 2,3; 1991 c 292 art 8 s 12; 1991 c 319 s 22; 1994 c 618 art 1 s 39; 1997 c 154 s 2; 1Sp2001 c 10 art 4 s 1; 2010 c 359 art 12 s 3; 1Sp2011 c 8 art 8 s 2,14; 2013 c 111 art 5 s 4,80; 2021 c 14 s 2,3

### **13D.015 STATE ENTITY MEETINGS BY TELEPHONE OR INTERACTIVE TECHNOLOGY.**

Subdivision 1. **Application.** This section applies to:

(1) a state agency, board, commission, or department, and a statewide public pension plan defined in section 356A.01, subdivision 24; and

(2) a committee, subcommittee, board, department, or commission of an entity listed in clause (1).

Subd. 2. **Conditions.** An entity listed in subdivision 1 may conduct a meeting governed by this section and section 13D.01, subdivisions 1, 2, 4, and 5, by telephone or interactive technology so long as the following conditions are met:

(1) all members of the entity participating in the meeting, wherever their physical location, can hear one another and can hear all discussion and testimony;

(2) members of the public present at the regular meeting location of the entity can hear all discussion and all votes of members of the entity and participate in testimony;

(3) at least one member of the entity is physically present at the regular meeting location; and

(4) all votes are conducted by roll call, so each member's vote on each issue can be identified and recorded.

Subd. 3. **Quorum; participation.** Each member of the entity participating in a meeting by telephone or interactive technology is considered present at the meeting for purposes of determining a quorum and participating in all proceedings.

Subd. 4. **Monitoring from remote site.** If telephone or interactive technology is used to conduct a meeting, the entity, to the extent practical, shall allow a person to monitor the meeting electronically from a remote location.

Subd. 5. **Notice.** If telephone or interactive technology is used to conduct a regular, special, or emergency meeting, the entity shall provide notice of the regular meeting location, of the fact that some members may participate by interactive technology, and of the provisions of subdivision 4. The timing and method of providing notice is governed by section 13D.04. In addition, the entity must post the notice on its website at least ten days before any regular meeting as defined in section 13D.04, subdivision 1.

**History:** 2009 c 80 s 1; 2012 c 290 s 63; 2021 c 14 s 4

**13D.02 OTHER ENTITY MEETINGS BY INTERACTIVE TECHNOLOGY.**

Subdivision 1. **Conditions.** (a) A meeting governed by section 13D.01, subdivisions 1, 2, 4, and 5, and this section may be conducted by interactive technology so long as:

(1) all members of the body participating in the meeting, wherever their physical location, can hear and see one another and can hear and see all discussion and testimony presented at any location at which at least one member is present;

(2) members of the public present at the regular meeting location of the body can hear and see all discussion and testimony and all votes of members of the body;

(3) at least one member of the body is physically present at the regular meeting location;

(4) all votes are conducted by roll call so each member's vote on each issue can be identified and recorded; and

(5) each location at which a member of the body is present is open and accessible to the public.

(b) A meeting satisfies the requirements of paragraph (a), although a member of the public body participates from a location that is not open or accessible to the public, if the member has not participated more than three times in a calendar year from a location that is not open or accessible to the public, and:

(1) the member is serving in the military and is at a required drill, deployed, or on active duty; or

(2) the member has been advised by a health care professional against being in a public place for personal or family medical reasons. This clause only applies when a state of emergency has been declared under section 12.31, and expires 60 days after the removal of the state of emergency.

Subd. 1a. **Meeting exception.** This section applies to meetings of entities described in section 13D.01, subdivision 1, except meetings of:

(1) a state agency, board, commission, or department, and a statewide public pension plan defined in section 356A.01, subdivision 24; and

(2) a committee, subcommittee, board, department, or commission of an entity listed in clause (1).

Subd. 2. **Members are present for quorum; participation.** Each member of a body participating in a meeting by interactive technology is considered present at the meeting for purposes of determining a quorum and participating in all proceedings.

Subd. 3. **Monitoring from remote site.** If interactive technology is used to conduct a meeting, to the extent practical, a public body shall allow a person to monitor the meeting electronically from a remote location.

Subd. 4. **Notice of regular and all member locations.** If interactive technology is used to conduct a regular, special, or emergency meeting, the public body shall provide notice of the regular meeting location and notice of any location where a member of the public body will be participating in the meeting by interactive technology, except for the locations of members participating pursuant to subdivision 1, paragraph (b). The timing and method of providing notice must be as described in section 13D.04.

Subd. 5. MS 2020 [Repealed by amendment, 2021 c 14 s 5]

Subd. 6. **Record.** The minutes for a meeting conducted under this section must reflect the names of any members appearing by interactive technology and state the reason or reasons for the appearance by interactive technology.

**History:** 1957 c 773 s 1; 1967 c 462 s 1; 1973 c 123 art 5 s 7; 1973 c 654 s 15; 1973 c 680 s 1,3; 1975 c 271 s 6; 1981 c 174 s 1; 1983 c 137 s 1; 1983 c 274 s 18; 1984 c 462 s 27; 1987 c 313 s 1; 1990 c 550 s 2,3; 1991 c 292 art 8 s 12; 1991 c 319 s 22; 1994 c 618 art 1 s 39; 1997 c 154 s 2; 1Sp2011 c 11 art 2 s 1; 2019 c 33 s 1-3; 2020 c 74 art 1 s 1; 2021 c 14 s 5

### 13D.021 MEETINGS DURING PANDEMIC OR CHAPTER 12 EMERGENCY.

Subdivision 1. **Conditions.** A meeting governed by this section and section 13D.01, subdivisions 1, 2, 4, and 5, may be conducted by telephone or interactive technology so long as the following conditions are met:

(1) the presiding officer, chief legal counsel, or chief administrative officer for the affected governing body determines that an in-person meeting or a meeting conducted under section 13D.015 or 13D.02 is not practical or prudent because of a health pandemic or an emergency declared under chapter 12;

(2) all members of the body participating in the meeting, wherever their physical location, can hear one another and can hear all discussion and testimony;

(3) members of the public present at the regular meeting location of the body can hear all discussion and testimony and all votes of the members of the body, unless attendance at the regular meeting location is not feasible due to the health pandemic or emergency declaration;

(4) at least one member of the body, chief legal counsel, or chief administrative officer is physically present at the regular meeting location, unless unfeasible due to the health pandemic or emergency declaration; and

(5) all votes are conducted by roll call, so each member's vote on each issue can be identified and recorded.

Subd. 2. **Members are present for quorum; participation.** Each member of the body participating in a meeting by telephone or interactive technology is considered present at the meeting for purposes of determining a quorum and participating in all proceedings.

Subd. 3. **Monitoring from remote site.** If telephone or interactive technology is used to conduct a meeting, to the extent practical, the body shall allow a person to monitor the meeting electronically from a remote location.

Subd. 4. **Notice of regular and all member sites.** If telephone or interactive technology is used to conduct a regular, special, or emergency meeting, the public body shall provide notice of the regular meeting location, of the fact that some members may participate by telephone or interactive technology, and of the provisions of subdivision 3. The timing and method of providing notice is governed by section 13D.04.

Subd. 5. **Public comment period during health pandemic or emergency.** If attendance at the regular meeting location is not feasible due to the health pandemic or emergency declaration and the public body's practice is to offer a public comment period at in-person meetings, members of the public shall be permitted to comment from a remote location during the public comment period of the meeting, to the extent practical.

**History:** 2007 c 110 s 1; 2021 c 14 s 6

**13D.03 CLOSED MEETINGS FOR LABOR NEGOTIATIONS STRATEGY.**

Subdivision 1. **Procedure.** (a) Section 13D.01, subdivisions 1, 2, 4, 5, and section 13D.02 do not apply to a meeting held pursuant to the procedure in this section.

(b) The governing body of a public employer may by a majority vote in a public meeting decide to hold a closed meeting to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to sections 179A.01 to 179A.25.

(c) The time of commencement and place of the closed meeting shall be announced at the public meeting.

(d) A written roll of members and all other persons present at the closed meeting shall be made available to the public after the closed meeting.

Subd. 2. **Meeting must be recorded.** (a) The proceedings of a closed meeting to discuss negotiation strategies shall be tape-recorded at the expense of the governing body.

(b) The recording shall be preserved for two years after the contract is signed and shall be made available to the public after all labor contracts are signed by the governing body for the current budget period.

Subd. 3. **If violation claimed.** (a) If an action is brought claiming that public business other than discussions of labor negotiation strategies or developments or discussion and review of labor negotiation proposals was transacted at a closed meeting held pursuant to this section during the time when the tape is not available to the public, the court shall review the recording of the meeting in camera.

(b) If the court finds that this section was not violated, the action shall be dismissed and the recording shall be sealed and preserved in the records of the court until otherwise made available to the public pursuant to this section.

(c) If the court finds that this section was violated, the recording may be introduced at trial in its entirety subject to any protective orders as requested by either party and deemed appropriate by the court.

**History:** 1957 c 773 s 1; 1967 c 462 s 1; 1973 c 123 art 5 s 7; 1973 c 654 s 15; 1973 c 680 s 1,3; 1975 c 271 s 6; 1981 c 174 s 1; 1983 c 137 s 1; 1983 c 274 s 18; 1984 c 462 s 27; 1987 c 313 s 1; 1990 c 550 s 2,3; 1991 c 292 art 8 s 12; 1991 c 319 s 22; 1994 c 618 art 1 s 39; 1997 c 154 s 2

**13D.04 NOTICE OF MEETINGS.**

Subdivision 1. **Regular meetings.** A schedule of the regular meetings of a public body shall be kept on file at its primary offices. If a public body decides to hold a regular meeting at a time or place different from the time or place stated in its schedule of regular meetings, it shall give the same notice of the meeting that is provided in this section for a special meeting.

Subd. 2. **Special meetings.** (a) For a special meeting, except an emergency meeting or a special meeting for which a notice requirement is otherwise expressly established by statute, the public body shall post written notice of the date, time, place, and purpose of the meeting on the principal bulletin board of the public body, or if the public body has no principal bulletin board, on the door of its usual meeting room.

(b) The notice shall also be mailed or otherwise delivered to each person who has filed a written request for notice of special meetings with the public body. This notice shall be posted and mailed or delivered at least three days before the date of the meeting.

(c) As an alternative to mailing or otherwise delivering notice to persons who have filed a written request for notice of special meetings, the public body may publish the notice once, at least three days before the meeting, in the official newspaper of the public body or, if there is none, in a qualified newspaper of general circulation within the area of the public body's authority.

(d) A person filing a request for notice of special meetings may limit the request to notification of meetings concerning particular subjects, in which case the public body is required to send notice to that person only concerning special meetings involving those subjects.

(e) A public body may establish an expiration date for requests for notices of special meetings pursuant to this subdivision and require refiling of the request once each year.

(f) Not more than 60 days before the expiration date of a request for notice, the public body shall send notice of the refiling requirement to each person who filed during the preceding year.

**Subd. 3. Emergency meetings.** (a) For an emergency meeting, the public body shall make good faith efforts to provide notice of the meeting to each news medium that has filed a written request for notice if the request includes the news medium's telephone number.

(b) Notice of the emergency meeting shall be given by telephone or by any other method used to notify the members of the public body.

(c) Notice shall be provided to each news medium which has filed a written request for notice as soon as reasonably practicable after notice has been given to the members.

(d) Notice shall include the subject of the meeting. Posted or published notice of an emergency meeting is not required.

(e) An "emergency" meeting is a special meeting called because of circumstances that, in the judgment of the public body, require immediate consideration by the public body.

(f) If matters not directly related to the emergency are discussed or acted upon at an emergency meeting, the minutes of the meeting shall include a specific description of the matters.

(g) The notice requirement of this subdivision supersedes any other statutory notice requirement for a special meeting that is an emergency meeting.

**Subd. 4. Recessed or continued meetings.** (a) If a meeting is a recessed or continued session of a previous meeting, and the time and place of the meeting was established during the previous meeting and recorded in the minutes of that meeting, then no further published or mailed notice is necessary.

(b) For purposes of this subdivision, the term "meeting" includes a public hearing conducted pursuant to chapter 429 or any other law or charter provision requiring a public hearing by a public body.

**Subd. 5. Closed meetings.** The notice requirements of this section apply to closed meetings.

**Subd. 6. State agencies.** For a meeting of an agency, board, commission, or department of the state required or permitted by law to transact public business in a meeting:

(1) the notice requirements of this section apply only if a statute governing meetings of the agency, board, or commission does not contain specific reference to the method of providing notice;

(2) all provisions of this section relating to publication are satisfied by publication in the State Register or posting on the website of the agency, board, commission, or department; and

(3) a schedule of the regular meetings shall be kept on file at the primary offices or posted on the website of the agency, board, commission, or department.

Subd. 7. **Actual notice.** If a person receives actual notice of a meeting of a public body at least 24 hours before the meeting, all notice requirements of this section are satisfied with respect to that person, regardless of the method of receipt of notice.

**History:** 1957 c 773 s 1; 1967 c 462 s 1; 1973 c 123 art 5 s 7; 1973 c 654 s 15; 1973 c 680 s 1,3; 1975 c 271 s 6; 1981 c 174 s 1; 1983 c 137 s 1; 1983 c 274 s 18; 1984 c 462 s 27; 1987 c 313 s 1; 1990 c 550 s 2,3; 1991 c 292 art 8 s 12; 1991 c 319 s 22; 1994 c 618 art 1 s 39; 1997 c 154 s 2; 2014 c 274 s 1

### 13D.05 MEETINGS HAVING DATA CLASSIFIED AS NOT PUBLIC.

Subdivision 1. **General principles.** (a) Except as provided in this chapter, meetings may not be closed to discuss data that are not public data.

(b) Data that are not public data may be discussed at a meeting subject to this chapter without liability or penalty, if the disclosure relates to a matter within the scope of the public body's authority and is reasonably necessary to conduct the business or agenda item before the public body.

(c) Data discussed at an open meeting retain the data's original classification; however, a record of the meeting, regardless of form, shall be public.

(d) All closed meetings, except those closed as permitted by the attorney-client privilege, must be electronically recorded at the expense of the public body. Unless otherwise provided by law, the recordings must be preserved for at least three years after the date of the meeting.

Subd. 2. **When meeting must be closed.** (a) Any portion of a meeting must be closed if expressly required by other law or if the following types of data are discussed:

(1) data that would identify alleged victims or reporters of criminal sexual conduct, domestic abuse, or maltreatment of minors or vulnerable adults;

(2) active investigative data as defined in section 13.82, subdivision 7, or internal affairs data relating to allegations of law enforcement personnel misconduct collected or created by a state agency, statewide system, or political subdivision;

(3) educational data, health data, medical data, welfare data, or mental health data that are not public data under section 13.32, 13.3805, subdivision 1, 13.384, or 13.46, subdivision 2 or 7; or

(4) an individual's medical records governed by sections 144.291 to 144.298.

(b) A public body shall close one or more meetings for preliminary consideration of allegations or charges against an individual subject to its authority. If the members conclude that discipline of any nature may be warranted as a result of those specific charges or allegations, further meetings or hearings relating to those specific charges or allegations held after that conclusion is reached must be open. A meeting must also be open at the request of the individual who is the subject of the meeting.

Subd. 3. **What meetings may be closed.** (a) A public body may close a meeting to evaluate the performance of an individual who is subject to its authority. The public body shall identify the individual to be evaluated prior to closing a meeting. At its next open meeting, the public body shall summarize its conclusions regarding the evaluation. A meeting must be open at the request of the individual who is the subject of the meeting.



(b) Meetings may be closed if the closure is expressly authorized by statute or permitted by the attorney-client privilege.

(c) A public body may close a meeting:

- (1) to determine the asking price for real or personal property to be sold by the government entity;
- (2) to review confidential or protected nonpublic appraisal data under section 13.44, subdivision 3; and
- (3) to develop or consider offers or counteroffers for the purchase or sale of real or personal property.

Before holding a closed meeting under this paragraph, the public body must identify on the record the particular real or personal property that is the subject of the closed meeting. The proceedings of a meeting closed under this paragraph must be tape recorded at the expense of the public body. The recording must be preserved for eight years after the date of the meeting and made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the governing body has abandoned the purchase or sale. The real or personal property that is the subject of the closed meeting must be specifically identified on the tape. A list of members and all other persons present at the closed meeting must be made available to the public after the closed meeting. If an action is brought claiming that public business other than discussions allowed under this paragraph was transacted at a closed meeting held under this paragraph during the time when the tape is not available to the public, section 13D.03, subdivision 3, applies.

An agreement reached that is based on an offer considered at a closed meeting is contingent on approval of the public body at an open meeting. The actual purchase or sale must be approved at an open meeting after the notice period required by statute or the governing body's internal procedures, and the purchase price or sale price is public data.

(d) Meetings may be closed to receive security briefings and reports, to discuss issues related to security systems, to discuss emergency response procedures and to discuss security deficiencies in or recommendations regarding public services, infrastructure and facilities, if disclosure of the information discussed would pose a danger to public safety or compromise security procedures or responses. Financial issues related to security matters must be discussed and all related financial decisions must be made at an open meeting. Before closing a meeting under this paragraph, the public body, in describing the subject to be discussed, must refer to the facilities, systems, procedures, services, or infrastructures to be considered during the closed meeting. A closed meeting must be tape recorded at the expense of the governing body, and the recording must be preserved for at least four years.

**History:** 1957 c 773 s 1; 1967 c 462 s 1; 1973 c 123 art 5 s 7; 1973 c 654 s 15; 1973 c 680 s 1,3; 1975 c 271 s 6; 1981 c 174 s 1; 1983 c 137 s 1; 1983 c 274 s 18; 1984 c 462 s 27; 1987 c 313 s 1; 1990 c 550 s 2,3; 1991 c 292 art 8 s 12; 1991 c 319 s 22; 1994 c 618 art 1 s 39; 1997 c 154 s 2; 1999 c 227 s 22; 2002 c 379 art 1 s 5; 2004 c 276 s 1; 2004 c 290 s 18; 2007 c 110 s 2; 2007 c 147 art 10 s 15; 2008 c 335 s 1; 2010 c 365 art 1 s 8

### **13D.06 CIVIL FINES; FORFEITURE OF OFFICE; OTHER REMEDIES.**

Subdivision 1. **Personal liability for \$300 fine.** Any person who intentionally violates this chapter shall be subject to personal liability in the form of a civil penalty in an amount not to exceed \$300 for a single occurrence, which may not be paid by the public body.

Subd. 2. **Who may bring action; where.** An action to enforce the penalty in subdivision 1 may be brought by any person in any court of competent jurisdiction where the administrative office of the governing body is located.

Subd. 3. **Forfeit office if three violations.** (a) If a person has been found to have intentionally violated this chapter in three or more actions brought under this chapter involving the same governing body, such person shall forfeit any further right to serve on such governing body or in any other capacity with such public body for a period of time equal to the term of office such person was then serving.

(b) The court determining the merits of any action in connection with any alleged third violation shall receive competent, relevant evidence in connection therewith and, upon finding as to the occurrence of a separate third violation, unrelated to the previous violations, issue its order declaring the position vacant and notify the appointing authority or clerk of the governing body.

(c) As soon as practicable thereafter the appointing authority or the governing body shall fill the position as in the case of any other vacancy.

Subd. 4. **Costs; attorney fees; requirements; limits.** (a) In addition to other remedies, the court may award reasonable costs, disbursements, and reasonable attorney fees of up to \$13,000 to any party in an action under this chapter.

(b) The court may award costs and attorney fees to a defendant only if the court finds that the action under this chapter was frivolous and without merit.

(c) A public body may pay any costs, disbursements, or attorney fees incurred by or awarded against any of its members in an action under this chapter.

(d) No monetary penalties or attorney fees may be awarded against a member of a public body unless the court finds that there was an intent to violate this chapter.

(e) The court shall award reasonable attorney fees to a prevailing plaintiff who has brought an action under this section if the public body that is the defendant in the action was also the subject of a prior written opinion issued under section 13.072, and the court finds that the opinion is directly related to the cause of action being litigated and that the public body did not act in conformity with the opinion. The court shall give deference to the opinion in a proceeding brought under this section.

**History:** 1957 c 773 s 1; 1967 c 462 s 1; 1973 c 123 art 5 s 7; 1973 c 654 s 15; 1973 c 680 s 1,3; 1975 c 271 s 6; 1981 c 174 s 1; 1983 c 137 s 1; 1983 c 274 s 18; 1984 c 462 s 27; 1987 c 313 s 1; 1990 c 550 s 2,3; 1991 c 292 art 8 s 12; 1991 c 319 s 22; 1994 c 618 art 1 s 39; 1997 c 154 s 2; 2008 c 335 s 2

#### **13D.065 USE OF SOCIAL MEDIA.**

The use of social media by members of a public body does not violate this chapter so long as the social media use is limited to exchanges with all members of the general public. For purposes of this section, email is not considered a type of social media.

**History:** 2014 c 274 s 2

#### **13D.07 CITATION.**

This chapter may be cited as the "Minnesota Open Meeting Law."

**History:** 1957 c 773 s 1; 1967 c 462 s 1; 1973 c 123 art 5 s 7; 1973 c 654 s 15; 1973 c 680 s 1,3; 1975 c 271 s 6; 1981 c 174 s 1; 1983 c 137 s 1; 1983 c 274 s 18; 1984 c 462 s 27; 1987 c 313 s 1; 1990 c 550 s 2,3; 1991 c 292 art 8 s 12; 1991 c 319 s 22; 1994 c 618 art 1 s 39; 1997 c 154 s 2

**13D.08 OPEN MEETING LAW CODED ELSEWHERE.**

Subdivision 1. **Board of Animal Health.** Certain meetings of the Board of Animal Health are governed by section 35.0661, subdivision 1.

Subd. 2. **Minnesota Life and Health Guaranty Association.** Meetings of the Minnesota Life and Health Guaranty Association Board of Directors are governed by section 61B.22.

Subd. 3. **Comprehensive Health Association.** Certain meetings of the Comprehensive Health Association are governed by section 62E.10, subdivision 4.

Subd. 4. **Health Technology Advisory Committee.** Certain meetings of the Health Technology Advisory Committee are governed by section 62J.156.

Subd. 5. **Health Coverage Reinsurance Association.** Meetings of the Health Coverage Reinsurance Association are governed by section 62L.13, subdivision 3.

Subd. 5a. **MNsure.** Meetings of MNsure are governed by section 62V.03, subdivision 2.

Subd. 6. **Self-insurers' security fund.** Meetings of the self-insurers' security fund and its board of trustees are governed by section 79A.16.

Subd. 7. **Commercial self-insurance group security fund.** Meetings of the commercial self-insurance group security fund are governed by section 79A.28.

Subd. 8. **Lessard-Sams Outdoor Heritage Council.** Certain meetings of the Lessard-Sams Outdoor Heritage Council are governed by section 97A.056, subdivision 5.

Subd. 9. **Enterprise Minnesota, Inc.** Certain meetings of the board of directors of Enterprise Minnesota, Inc. are governed by section 116O.03.

Subd. 10. **Minnesota Business Finance, Inc.** Certain meetings of Minnesota Business Finance, Inc. are governed by section 116S.02.

Subd. 11. **Northern Technology Initiative, Inc.** Certain meetings of Northern Technology Initiative, Inc. are governed by section 116T.02.

Subd. 12. **Agricultural Utilization Research Institute.** Certain meetings of the Agricultural Utilization Research Institute are governed by section 116V.01, subdivision 10.

Subd. 13. **Hospital authorities.** Certain meetings of hospitals established under section 144.581 are governed by section 144.581, subdivisions 4 and 5.

Subd. 14. **Advisory Council on Workers' Compensation.** Certain meetings of the Advisory Council on Workers' Compensation are governed by section 175.007, subdivision 3.

Subd. 15. **Electric cooperatives.** Meetings of a board of directors of an electric cooperative that has more than 50,000 members are governed by section 308A.327.

Subd. 16. **Town boards.** Certain meetings of town boards are governed by section 366.01, subdivision 11.

Subd. 17. **Hennepin County Medical Center and HMO.** Certain meetings of the Hennepin County Board on behalf of the HMO or Hennepin Healthcare System, Inc. are governed by section 383B.217.

Subd. 18. **Hennepin Healthcare System, Inc.** Certain meetings of the Hennepin Healthcare System, Inc. are governed by section 383B.917.

Subd. 19. **Real Estate Appraisal Advisory Board.** Certain meetings of the Real Estate Appraisal Advisory Board are governed by section 82B.073, subdivision 5.

**History:** *2012 c 290 s 64; 2013 c 9 s 2; 2013 c 108 art 1 s 67; 2018 c 173 s 1*

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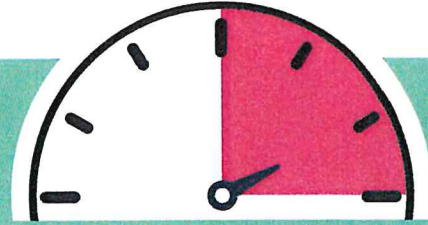
# MEETINGS BY INTERACTIVE TECHNOLOGY

THE OPEN MEETING LAW APPLIES TO CHARTER SCHOOL BOARDS,  
BOARD COMMITTEES, AND SUBCOMMITTEES



## MONITORING OF THE MEETING BY THE PUBLIC

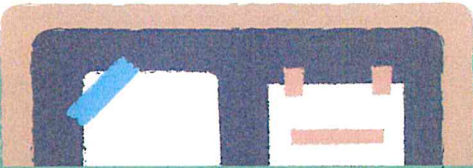
A meeting via Interactive Technology must allow a person to monitor the meeting electronically from their location.



## MEETING MINUTES

Meeting Minutes are required to:

- Record any action or vote taken at the meeting
- Record the vote of individual members for the appropriation of funds, except for judgments and claims

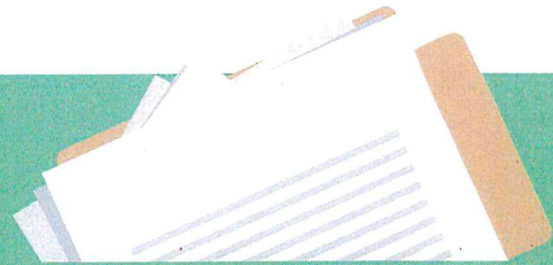


## PUBLIC NOTICE OF MEETINGS

The public notice of a regular, special, or emergency meeting via Interactive Technology must:

- Provide notice of the regular meeting location, AND
- Provide the location of every member who will participate in the meeting via Interactive Technology

Except for the location of a member in the military on drill, deployed or active duty, or a member who has been advised by a health care professional against being in a public place for personal or family medical reasons.



## PUBLIC COPY OF MEETING MATERIALS

At least one (1) copy of any printed materials related to the meeting agenda item must be available in the regular meeting room for public inspection while the board considers the item.

Except for materials classified as other than public or agenda items of a closed meeting.

MN STATUTES 13D.02



MN Association of  
Charter Schools

[www.mncharterschools.org](http://www.mncharterschools.org)

# MEETINGS BY INTERACTIVE TECHNOLOGY

## THE OPEN MEETING LAW APPLIES TO CHARTER SCHOOL BOARDS, BOARD COMMITTEES, AND SUBCOMMITTEES



### FIVE REQUIREMENTS TO USE INTERACTIVE TECHNOLOGY

1. Every member participating in the meeting, wherever they are located, must be able to hear and see every other board member and hear and see all discussions and testimony presented at any location where there is at least one (1) board member present.
2. Every member of the public at the regular meeting location must be able to hear and see all discussion, testimony, all votes of board members. (Means project the meeting on a big screen)
3. At least one (1) member must be at the regular meeting location.
4. All votes must be by roll call so every member can be identified and their vote documented. (Means minutes must list the name and vote of every member)
5. Every location at which a member is physically located is open and accessible to the public.



### SPECIAL CIRCUMSTANCES FOR SPECIFIC INDIVIDUALS

The Five Requirements for specific individuals can be met under the following conditions:

1. A member is serving in the military and is on drills, deployed, or active duty.
2. A member has been advised by a health care professional against being in a public place for personal or family medical reasons.

### LIMITATION OF SPECIAL CIRCUMSTANCES

NO member in the military or with a health advisory may participate more than three (3) times in a calendar year from a location that is not open and accessible to the public.

### QUORUM

Every member participating in the meeting via interactive technology is considered present for the purpose of a quorum and participation in the meeting.

MN STATUTES 13D.02



MN Association of  
Charter Schools

[www.mncharterschools.org](http://www.mncharterschools.org)



District Office  
17796 Industrial Circle NW, Elk River, MN 55330  
Phone: (763) 241-8703 Fax: (763) 633-1380  
[www.spectrumhighschool.org](http://www.spectrumhighschool.org)

Department of the Treasury  
Internal Revenue Service  
Ogden, UT 84201-0038

Taxpayer: Spectrum High School  
Taxpayer ID: 37-1518372  
Tax Period: September 30, 2020  
Notice: LTR 105C  
Form: Payroll tax Form 941-X  
Re: Employee Retention Credit (ERC) claim disallowed due to IRS believing taxpayer is a Federal, State, or local government entity.

To whom it may concern:

This letter is in response to notice LTR 105C received dated June 23, 2023 (copy enclosed). The notice indicates the ERC claim filed on Form 941-X is being disallowed because the IRS believes the taxpayer is a Federal, State, or local government entity.

Notice 2021-20 was issued on March 1, 2021. The notice provides guidance on the ERC provided under section 2301 of the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) as amended by section 206 of the Taxpayer Certainty and Disaster Relief Act of 2020 (Relief Act), which was enacted as Division EE of the Consolidated Appropriations Act, 2021. The guidance provided in Notice 2021-20 addressed the ERC as it applies to qualified wages paid after March 12, 2020, and before January 1, 2021.

Section B of Notice 2021-21 includes information on the definition of an “eligible employer.” It includes the following:

Section 2301(c)(2)(C)(i) of the CARES Act provides that in the case of an organization described in section 501(c) of the Code and exempt from tax under section 501(a) of the Code (a tax-exempt organization), sections 2301(c)(2)(A)(i) (relating to the requirement of carrying on a trade or business) and 2301(c)(2)(A)(ii)(I) (relating to a full or partial suspension of the operation of a trade or business due to a governmental order) apply to all operations of the organization. Section 2301(f) of the CARES Act provides that the employee retention credit does not apply to the Government of the United States, the government of any State or political subdivision thereof, or any agency or instrumentality of those governments. Accordingly, these entities are not eligible employers.

Section III of Notice 2021-20 provides guidance in Q/A format. Section A. Eligible Employers includes the following:

**Question 2:** How does an organization determine if it is considered an “instrumentality” of the Federal government, or of a State or local government, for purposes of the employee retention credit?

*Answer 2:* In general, for employment tax purposes, the IRS considers six factors in determining whether an organization is a government instrumentality. The six factors that are used to determine whether an organization is an instrumentality are:

1. Whether the organization is used for a governmental purpose and performs a governmental function;
2. Whether performance of the organization's function is on behalf of one or more States or political subdivisions;
3. whether there are any private interests involved, or whether the States or political subdivisions involved have the powers and interests of an owner;
4. whether control and supervision of the organization is vested in a public authority or authorities;
5. if express or implied statutory or other authority is necessary for the creation and/or use of such an instrumentality, and whether such authority exists; and
6. the degree of financial autonomy and the source of its operating expenses.

See Rev. Rul. 57-128, 1957-1 C.B. 311. No one factor is determinative; instrumentality status is based on all the facts and circumstances. These same factors apply to identify an instrumentality of the Federal government, or of a State or local government, for purposes of the employee retention credit.

Chief Counsel Memorandum 201519027 (January 23, 2015) was issued in response to the question of whether a charter school located in a state is a wholly-owned instrumentality of a state or of a political subdivision of a state within the meaning of section 3121(b)(7)(F). The Chief Counsel Memorandum examined the same six factors as were given in Q/A #2 from above. The taxpayer will take the factors discussed in the Chief Counsel Memorandum and apply them to their specific facts and circumstances.

1. Governmental Purpose

This factor concerns whether the entity's purpose and function is one typically carried on by a government entity. The state of Minnesota has promulgated rules and standards applicable to open-enrollment charter schools as an alternative to standard or traditional public education in Minnesota that is provided by school districts.

2. Function Performed on Behalf of State

This factor evaluates whether the entity performs functions on behalf of the state. "In determining whether an entity is administered by individuals who are responsible to public officials or the general electorate, the 'relevant inquiry' is whether a majority of the individuals who administer the entity -- the governing board and executive officers -- are appointed by and subject to removal by public officials." (see Chicago Mathematics reference in next paragraph). Per the Minnesota statute, there is no public official needed on the Board. The governing Board is elected by parents of children who attend the school and staff members employed at the school. The Board is not acting as individuals with power of agency from any government entity.

In Chicago Mathematics & Science Academy Charter School, Inc., Employer and Chicago Alliance of Charter Teachers & Staff, IFT, AFT, AFL-CIO, Petitioner, 359 NLRB No. 41 (December 14, 2012), the National Labor Relations Board (NLRB) addressed the issue of whether a public charter school was exempt from the Board's jurisdiction because it is a political subdivision. The charter



school was organized as a private, nonprofit corporation. The school was run by an independent board of directors, but the school received all its funding from the city, state, and federal governments. Noting that no government entity has authority to appoint or remove a board member, and no member of the board of directors is a government official or works for a government entity, the NLRB concluded that the school is not a political subdivision.

3. Private Interest Versus Government Ownership

This third factor looks to whether the government has the powers and interests of an owner, or whether private interests predominate and control. Although the entity receives funds from the State of Minnesota, neither Minnesota nor its agencies (Minnesota Department of Education) have the powers and interests of an owner. Rather, control of the Minnesota charter schools rests with a Board of private individuals elected by parents of children enrolled in the school and staff members employed at the school, as opposed to governmental officials, and such individuals operate independently from the local school district or other public authority. Accordingly, Minnesota charter school boards represent private as opposed to public interests. An entity under the control of private individuals cannot be an instrumentality.

4. Public Control and Supervision

The fourth factor is similar to the third factor but focuses more specifically on whether the control and supervision of the organization is vested in public authority or authorities. Does the state exercise a degree of control over the entity such that the entity essentially operates in place of the state?

Minnesota charter schools are an independently run nonprofit with an independent Governing Board. The Governing Board is composed of private individuals elected by parents of children enrolled in the school and staff members employed by the school, and none of the Governing Board's members is appointed by a governmental entity. Minnesota has no control over the composition and selection of Board. In addition, no governmental entity controls or supervises the schools in their day-to-day operations.

5. Statutory Authority

The fifth factor looks at whether express or implied statutory or other authority is necessary for the creation and/or use of such an instrumentality. The Minnesota charter schools satisfy this factor. Although there is no specific legislation creating a Minnesota charter school, charter schools can be chartered pursuant to the authority of Minnesota statute.

6. Financial Autonomy / Source of Operating Funds

The sixth factor evaluates the degree of financial autonomy and the source of the entity's operating expenses. The State of Minnesota provides funding for the charter schools. However, an entity is not governmental simply because it receives public funding or operates pursuant to a contract with a governmental entity. The overall financial planning, and day-to-day financial operations are in the hands of charter schools independent Governing Board. A governmental unit's provision of support to a private organization does not render that organization an instrumentality within the meaning of Code section 3121(b)(7)(F). Thus, although the charter schools receive funding from governmental entities, it is financially autonomous because it is not subject to any meaningful governmental

control, supervision, or oversight over the school's budget, salaries, employee terminations, contracts, student mix, and so on.

Although all the factors are considered in determining whether an entity is an instrumentality, such determination requires a balancing of all the factors. Whether an organization qualifies as a wholly-owned instrumentality of a state often hinges on whether the state has the interests and powers of an owner, manifested in the state's ability to control the organization. The state's power to appoint, and to remove and replace, a majority of the entity's governing board and body, is one factor that would support a conclusion that an entity is controlled by the state.

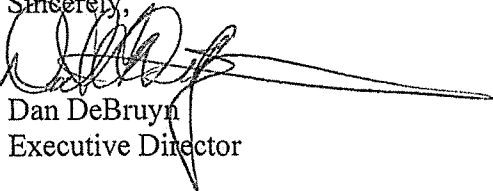
Minnesota charter schools should not be considered instrumentalities of the State of Minnesota or of a political subdivision of the State of Minnesota. As such, they should be considered an "eligible employer" for ERC purposes.

Although Minnesota charter schools are publicly funded and perform the governmental function of providing public education in Minnesota, they do not perform this function on behalf of Minnesota because Minnesota exercises no meaningful control over the charter schools' day-to-day operations or its budget and the laws of Minnesota permit charter schools to operate independently from the local school district. No governmental entity has the power to influence or automatically be a part of charter schools' governing boards.

If you have any additional questions, please contact Dan DeBruyn at (763) 450-9845.

Thank you for your prompt attention regarding this matter.

Sincerely,



Dan DeBruyn  
Executive Director

*Enclosed: A copy of the LTR 105C notice.*

OGDEN UT 84201-0038

9307110756201304296927

In reply refer to: 0448528363  
June 23, 2023 LTR 105C 0  
37-1518372 202009 01

00005327  
BODC: TE

SPECTRUM HIGH SCHOOL  
7796 INDUSTRIAL CIRCLE NW  
ELK RIVER MN 55330



0969

CERTIFIED MAIL

Taxpayer identification number: 37-1518372  
Kind of tax: Payroll  
Date of claims received: Mar. 27, 2023  
Tax period : Sep. 30, 2020

Dear Taxpayer:

WE CAN'T ALLOW YOUR CLAIM

We disallowed your claim for credit for the tax period listed at the top of this letter.

WHY WE CAN'T ALLOW YOUR CLAIM

You aren't eligible to claim a 2020 Employee Retention Credit because you are a Federal, State or local government entity according to your previous filings.

WHAT TO DO IF YOU DISAGREE

Find tax forms or publications by visiting [www.irs.gov/forms](http://www.irs.gov/forms) or calling 800-TAX-FORM (800-829-3676).

HOW TO CONTACT US

If you have questions, you can call 800-829-0115.

If you prefer, you can write to the address at the top of the first page of this letter.

When you write, include a copy of this letter, and provide your telephone number and the hours we can reach you in the spaces below.

Telephone number ( ) \_\_\_\_\_ Hours \_\_\_\_\_

Keep a copy of this letter for your records.

Thank you for your cooperation.



**Spectrum High School Elk  
River, MN  
District 4160**

**Supplemental Information**

**June 30, 2023**

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
06/13/2023	99900360	Cardmember Service		0.00
06/13/2023	99900361	Cardmember Service		0.00
06/13/2023	99900362	AutoZone	May 2023 Credit Card	43.96
06/13/2023	99900362	BATTERIES PLUS	May 2023 Credit Card	116.95
06/13/2023	99900362	Cardmember Service	May 2023 Credit Card	3,821.77
06/13/2023	99900362	COBORNS	May 2023 Credit Card	192.54
06/13/2023	99900362	CUB FOODS	May 2023 Credit Card	281.97
06/13/2023	99900362	DOLLAR TREE STORES, INC.	May 2023 Credit Card	8.09
06/13/2023	99900362	DOMINOS PIZZA	May 2023 Credit Card	357.47
06/13/2023	99900362	HOME DEPOT #2821	May 2023 Credit Card	36.35
06/13/2023	99900362	PARTY CITY	May 2023 Credit Card	66.60
06/13/2023	99900362	WALMART	May 2023 Credit Card	463.49
06/20/2023	202202111	ACE SOLID WASTE INC	FY23 Waste Services: June 2023 Account# 3067-123933-001	1,550.50
06/20/2023	202202112	Demond, Aimee	Refund: Lunch Account	16.00
06/20/2023	202202113	Martinez, Amanda	Lunch Account refund	60.00
06/20/2023	202202114	Amazon Capital Services	Notebooks Summer Camp Girls Basketball	47.98
06/20/2023	202202115	Amazon Capital Services	Chipboard ENVELOPES for MAILING DIPLOMAS	142.60
06/20/2023	202202116	Amazon Capital Services	Footballs	774.90
06/20/2023	202202117	WHITE, AMY	Refund: Lunch Account	28.55
06/20/2023	202202118	Marberg, Annalise	Refund: Lunch Account	62.20
06/20/2023	202202119	ARAMARK UNIFORM & CAREER APPAREL GROUP INC	Mats	279.76
06/20/2023	202202120	Arvig	FY23 Local Phone & Internet: June 2023 (erate) Acct#0003037068 00 1 8	4,305.46
06/20/2023	202202121	Pipp, Benjamin	Game Official Baseball 5/24/23	110.00
06/20/2023	202202122	Boldt, Cecilia	Refund: Lunch Account	36.00
06/20/2023	202202123	Charter Communications	Internet: June 2023 (erate) Acct#099709501	464.88
06/20/2023	202202124	Casey, Christine	Refund: Lunch Account	8.95
06/20/2023	202202125	CMERDC	Copier Counts	1,386.13
06/20/2023	202202126	College Board	Used AP Exams	3,419.00
06/20/2023	202202127	Shaw, Debra	Refund: Lunch Account	48.20
06/20/2023	202202128	Hattling, Elaine	Refund: Lunch Account	14.35
06/20/2023	202202129	ELITE LOCK & KEY	Pull Handles	387.42
06/20/2023	202202130	Freeby, Elizabeth	Refund: Lunch Account	40.05
06/20/2023	202202131	ELK RIVER MUNICIPAL UTILIITES	FY23 Electric Service: multiple accounts	9,150.55
06/20/2023	202202132	ELK RIVER PRINTING	Graduation Programs	579.52
06/20/2023	202202133	Holmbo, Gina	Refund: Lunch Account	18.60
06/20/2023	202202134	Global Industrial	Magnetic Whiteboard (Baseball)	243.94
06/20/2023	202202135	HEALTHIEST YOU	Health Insurance: June 2023 Grp Code: HY9044	632.00
06/20/2023	202202136	HILLYARD INC	Building Supplies	674.90
06/20/2023	202202137	INNOVATIVE OFFICE SOLUTIONS, LLC	Paper and Wall File	79.21
06/20/2023	202202138	ISCORP	Skyward hosting services from July 2023 through June 2024	3,000.00
06/20/2023	202202139	ISD #855 St Michael-Albertville Public Schools	MS West Track Rental 6/6/23	50.00
06/20/2023	202202140	ISD #855 St Michael-Albertville Public Schools	MS West Track Rental	100.00
06/20/2023	202202141	Bengtson, Jaimi	Refund: Lunch Account	27.65
06/20/2023	202202142	JEM	JEM All State Entry (Yearbook)	20.00
06/20/2023	202202143	Hamernick, Jennifer	Reimbursement: Golf Range Balls (Girls)	36.00
06/20/2023	202202144	Hamernick, Jennifer	Reimbursement: LINK Banquet	72.39
06/20/2023	202202145	Hamernick, Jennifer	Reimbursement: Golf (Girls)	38.20
06/20/2023	202202146	Knapp, Jennifer	Refund: Lunch Account	19.90
06/20/2023	202202147	Rolloff, Jennifer	Refund: Lunch Account	15.80
06/20/2023	202202148	Schreifels, Jennifer	Refund: Lunch Account	27.30
06/20/2023	202202149	Dick, Kacee	Refund: Lunch Account	107.50
06/20/2023	202202150	Smith, Kelly	Refund: Lunch Account	14.60
06/20/2023	202202151	Hidde, Kevin	Game Official Baseball 5/24/23	110.00

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
06/20/2023	202202152	Larson, Kim	Refund: Lunch Account	13.70
06/20/2023	202202153	Wijeratne, Makayla	Refund: Lunch Account	16.65
06/20/2023	202202154	DILLON, MARIE	Reimbursement: License Renewals	112.71
06/20/2023	202202155	DILLON, MARIE	Reimbursement: Professional Development	165.00
06/20/2023	202202156	Boeckers, Mark	Game Official 5/24/23 Baseball	110.00
06/20/2023	202202157	Durushia-Samuelson, Michelle	Refund: Lunch Account	14.25
06/20/2023	202202158	Midwest Educational Consultants, Inc	Whole Group Leadership Online Access and Workshop Materials	125.00
06/20/2023	202202159	Nathe, Monica	Refund: Lunch Account	23.00
06/20/2023	202202160	Randolph, Natasha	Refund: Lunch Account	160.55
06/20/2023	202202161	NSPA	FY24 Yearbook Renewal Fee - High School	228.00
06/20/2023	202202162	NSPA	FY24 Broadcast Renewal Fee - High School	228.00
06/20/2023	202202163	Navigate360, LLC	ALICE Instructor Certification	749.00
06/20/2023	202202164	NorthStar Bus Lines, LLC	Regular Transportation: May 2023	42,125.00
06/20/2023	202202165	NorthStar Bus Lines, LLC	Transportation: Baseball 5/18/23	554.84
06/20/2023	202202166	Northwest Family Physicians	Dates of Service 4/18/23 & 5/2/23	102.00
06/20/2023	202202167	Leech, Paula	Refund: Lunch Account	12.00
06/20/2023	202202168	Welch, Paula	Refund: Lunch Account	11.50
06/20/2023	202202169	Cheeley, Pete	Softball Tournament	412.00
06/20/2023	202202170	Philadelphia Insuance Companies	FY23 Insurances - Acct 82194684 (June)	1,253.48
06/20/2023	202202171	Philadelphia Insuance Companies	FY23 Insurances - Acct 82194684 (June)	1,630.75
06/20/2023	202202172	Pitney Bowes Global Financial Services LLC	"SendPro Mailstation Apr-Jul 2,2023"	65.82
06/20/2023	202202173	PPLSI	Legal Insurance: May 2023 Grp#146825	94.75
06/20/2023	202202174	PRAESIDIUM, INC	Background Checks	30.00
06/20/2023	202202175	Ratwik, Roszak & Maloney, PA	Legal Services April 2023	2,661.04
06/20/2023	202202176	REGION 5A	Boys & Girls Golf Sectio 5AA Entry Fees	300.00
06/20/2023	202202177	Republic Services	FY23 HS Document Destruction	87.04
06/20/2023	202202178	Republic Services	FY23 6G Document Destruction	29.01
06/20/2023	202202179	Republic Services	FY23 7/8 Document Destruction	29.01
06/20/2023	202202180	Ertl, Robert	Event Results & Timing	1,000.00
06/20/2023	202202181	Schindler Elevator Corporation	Yearly Inspection Service 6/1/23-5/31/24	468.36
06/20/2023	202202182	Kappes, Shawn	Refund: Lunch Account	8.80
06/20/2023	202202183	Silent Knight Security System of MN Inc	Monitoring Services	300.00
06/20/2023	202202184	Silent Knight Security System of MN Inc	Monitoring Services	720.00
06/20/2023	202202185	Thompson, Steven	Refund: Lunch Account	90.90
06/20/2023	202202186	SUPPLY SOLUTIONS LLC	HS Supplies	103.35
06/20/2023	202202187	Houlton, Tanna	Lunch Account Refund	29.85
06/20/2023	202202188	TDS	Phone Service Acct#763-441-1003	263.24
06/20/2023	202202189	Dorval, Tracy	Refund: Lunch Account	31.50
06/20/2023	202202190	Triumph Educational Consulting	SPED Services May 2023	812.50
06/15/2023	202202192	EMPOWER (FKA PAYMENTS State of MINN) (FKA ING	Payroll accrual	125.00
06/15/2023	202202192	EMPOWER (FKA PAYMENTS State of MINN) (FKA ING	Payroll accrual	3,073.16
06/15/2023	202202192	EMPOWER (FKA PAYMENTS State of MINN) (FKA ING	Payroll accrual	1,225.00
06/15/2023	202202192	EMPOWER (FKA PAYMENTS State of MINN) (FKA ING	Payroll accrual	17.99
06/15/2023	202202193	FURTHER	Payroll accrual	4,345.95
06/15/2023	202202194	INTERNAL REVENUE SERVICE	Payroll accrual	20,170.92
06/15/2023	202202194	INTERNAL REVENUE SERVICE	Payroll accrual	537.24
06/15/2023	202202194	INTERNAL REVENUE SERVICE	Payroll accrual	1,741.67
06/15/2023	202202194	INTERNAL REVENUE SERVICE	Payroll accrual	4,622.54
06/15/2023	202202194	INTERNAL REVENUE SERVICE	Payroll accrual	19,765.36
06/15/2023	202202194	INTERNAL REVENUE SERVICE	Payroll accrual	4,622.54
06/15/2023	202202194	INTERNAL REVENUE SERVICE	Payroll accrual	19,765.36
06/15/2023	202202195	Messerli & Kramer	Payroll accrual	246.71
06/15/2023	202202196	MN DEPARTMENT OF REVENUE	Payroll accrual	340.00
06/15/2023	202202196	MN DEPARTMENT OF REVENUE	Payroll accrual	11,357.77
06/15/2023	202202197	PUBLIC EMPLOYEE RETIREMENT ASSN	Payroll accrual	11,877.69

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
06/15/2023	202202198	TEACHER RETIREMENT ASSN	Payroll accrual	18,038.35
06/15/2023	202202198	TEACHER RETIREMENT ASSN	Payroll accrual	20,563.71
06/29/2023	202202199	#SocialSchool4EDU	FY24 Membership Social Media	795.00
06/29/2023	202202200	Amazon Capital Services	"Name Tags, Envelopes"	53.37
06/29/2023	202202201	Amazon Capital Services	Laptops & Carrying Cases	2,798.53
06/29/2023	202202202	Anoka-Ramsey Community College	2022-2023 PSEO Tuition- Customer #90847503	45,000.00
06/29/2023	202202203	BerganKDV Outsourced Services LLC	"Financial management and accounting services for June 2023 & Credit for Federal Tax Penalty - Tax Period June 30, 2022"	8,837.43
06/29/2023	202202204	CAPERNAUM PEDIATRIC THERAPY, INC	Occupational Therapy May 2023 15.44hrs @ \$84/hr plus 1.5 trip hours@\$70 per hr	1,401.96
06/29/2023	202202205	CENTERPOINT ENERGY	FY23 Gas Account# 8000094769-9	675.09
06/29/2023	202202206	Cowbell Cyber Inc	FY24 Policy# SKY-CB-SPB134QPG	11,934.09
06/29/2023	202202207	DeBRUYN, DANIEL	Reimbursement: VOA Conference mileage and lunch	266.17
06/29/2023	202202208	Hyk, Deborah	Tuition Reimbursement: SCSU	1,491.84
06/29/2023	202202209	ECM PUBLISHERS, INC	MARKETING Ad#1318777	330.00
06/29/2023	202202210	Geared Up Apparel	Wrestling Tshirt	298.00
06/29/2023	202202211	GRAINGER	Air Filters	2,108.31
06/29/2023	202202212	HILLYARD INC	Building Supplies	6,731.70
06/29/2023	202202213	Indigo Education	FY24 Director of SPED Services Deposit	5,000.00
06/29/2023	202202214	Ruzek, Jason	Reimbursement: Mileage VOA Conference	243.66
06/29/2023	202202215	Anderley, Jennifer	Lunch Account Refund	83.75
06/29/2023	202202216	Johnson Controls Fire Protection LP	Service Call - Alarm & Detection Regular Check	975.32
06/29/2023	202202217	Journalism Education Association	JEA Membership Teacher Advisor	65.00
06/29/2023	202202218	Journalism Education Association	JEA Membership Teacher Advisor	65.00
06/29/2023	202202219	Minnesota School Boards Association	Charter Associate Fees	1,950.00
06/29/2023	202202220	DeHaan, Mitch	Employee Reimbursement: Uber 6/18-6/21/23	61.91
06/29/2023	202202221	MOE, NANCY	Reimbursement: Mileage and Lunch VOA Conference	224.96
06/29/2023	202202222	North Country Irrigation	Service Call	1,827.00
06/29/2023	202202223	Pitney Bowes Global Financial Services LLC	Postage and Ink	277.80
06/29/2023	202202224	PPLSI	Legal Insurance: June 2023 Grp#146825	94.75
06/29/2023	202202225	PREMIER KITCHEN, INC	Meals for 5/16-5/31/23	4,764.00
06/29/2023	202202226	Right Response LLC	Social Work Services: May 2023	4,696.25
06/29/2023	202202227	Riverwood National GC	Golf Range and Fees for 2023	6,318.00
06/29/2023	202202228	Sherwin-Williams	Paint for Striping parking lot	1,231.58
06/29/2023	202202229	SUPPLY SOLUTIONS LLC	Building Supplies	1,048.53
06/29/2023	202202230	United States Liability Insurance Company	FY24 Bldg Co Insurance - Policy# NDO1564237D	1,532.00
06/29/2023	202202231	WordPlay Speech and Language Services LLC	Speech Language Pathologist S. Leidholt 5/2-5/10/23	2,314.20
06/29/2023	202202232	WordPlay Speech and Language Services LLC	Speech Language Pathologist S. Leidholt 5/16-5/24/23	3,045.70
06/29/2023	202202233	WordPlay Speech and Language Services LLC	Speech Language Pathologist S. Leidholt 6/7/23	190.00
06/29/2023	202202234	Diane Arnold Auditor/Treasurer	Account# 48038 2023 1st Half Real Estate Taxes Parcel # 75-849-0010 Spectrum Bldg Company	109.00
06/29/2023	202202235	The Arbitrage Group, Inc.	Professional services- preparation of rebate report (Bldg Co) INV 86326	1,000.00
06/30/2023	202202236	FURTHER	Medical FSA	186.75
06/30/2023	202202237	US BANK TRUST	Lease	115,042.19
06/30/2023	202202238	Merchant Bankcd (Pineapple Payments)	Athletics	23.50
06/30/2023	202202239	SAM'S CLUB	Supplies	361.70
06/30/2023	202202240	Bill.com	Fee	190.10

CHECK			INVOICE	
DATE	CHECK NUMBER	VENDOR	DESCRIPTION	AMOUNT
06/30/2023	202202241	FURTHER	Participant Fee	49.50
06/30/2023	202202242	Fleet - WexBank	Fuel	2,131.47
06/30/2023	202202243	MEDICA	HSA	38,261.57
06/30/2023	202202244	FIRST NATIONAL BANK OF ELK RIVER	Loan #230412	1,129.36
06/30/2023	202202245	FIRST NATIONAL BANK OF WASECA	Loan #230412	3,684.16
06/16/2023	202202246	FURTHER	Medical & Dep Care FSA	636.99
06/12/2023	202202247	FURTHER	Medical FSA	528.11
06/26/2023	202202248	FURTHER	Medical FSA	391.75
06/29/2023	202202256	FIRST NATIONAL BANK OF ELK RIVER	Parking lot loan payment	20,000.00
Totals for checks				533,656.79

99900354-99900359 are July checks.

202202191 in an ABC bank account wire.

202202249-202202255 - Please note there are gaps in the payment register sequence due to a Skyward system flaw. If anything is changed with a pending voucher (removed, payment type updated from wire to check/manual/single, etc.) it will not register that a prior number was unused and goes on to the next number. It is a known issue and is something Skyward has no urgency around fixing. Any number that is actually used even if it is a void will show up on reporting.



Cash Receipts - FINANCIALS (Dates: 06/01/2023 - 06/30/2023)

Batch	Description	Post Date	Acct Nbr	Receipt	Trans Date	Amount
22-50218	Charles Schwab Change in Investments	06/30/2023	01 R 005 000 000 092	2016366	04/30/2023	1734.10
22-50218	Charles Schwab Interest	06/30/2023	01 R 005 000 000 092	2016493	04/30/2023	138.64
	Totals for 22-50218					1872.74
22-50245	Ameriprise - Donation	06/30/2023	01 R 005 000 000 096	2016376	06/27/2023	38.84
	Totals for 22-50245					38.84
22-50246	Microsoft Donation	06/30/2023	01 R 005 000 000 096	2016505	06/02/2023	1.42
	Totals for 22-50246					1.42
22-50247	Charter School Lease Aid	06/30/2023	01 R 005 000 000 348 300	2016357	06/20/2023	362516.12
22-50247	English Learner Cross Subs	06/30/2023	01 R 005 000 000 317 211	2016438	06/20/2023	49.88
22-50247	General Education	06/30/2023	01 R 005 000 000 000 211	2016468	06/20/2023	15281.14
	Totals for 22-50247					377847.14
22-50248	Charter School Lease Aid	06/30/2023	01 R 005 000 000 348 300	2016357	06/30/2023	89588.72
22-50248	Long Term Facilities Maintenance	06/30/2023	01 R 005 000 000 317 211	2016438	06/30/2023	121160.73
22-50248	Alternative Compensation	06/30/2023	01 R 005 000 000 335 300	2016468	06/30/2023	168694.32
	Totals for 22-50248					379443.77
22-50249	FIN 401	06/30/2023	01 R 005 000 000 401 400	2016506	06/29/2023	14583.16
22-50249	FY22, FIN 414	06/30/2023	01 R 005 000 011 414 400	2016506	06/29/2023	8530.24
	Totals for 22-50249					23113.40
22-50250	Savings Interest	06/30/2023	01 R 005 000 000 000 092	2015154	06/30/2023	226.48
	Totals for 22-50250					226.48
22-50251	Erate Deposit	06/30/2023	01 R 005 000 150 311 300	2016420	06/02/2023	109.99
	Totals for 22-50251					109.99
22-50252	Erate Deposit	06/30/2023	01 R 005 000 150 311 300	2016420	06/20/2023	1472.97
	Totals for 22-50252					1472.97
22-50253	Concessions	06/30/2023	01 R 010 298 095 000 620	2016507	06/02/2023	652.20
22-50253	Lunch Payments April 2023	06/30/2023	02 R 005 770 000 701 601	2016507	06/02/2023	319.57
22-50253	School Store	06/30/2023	01 R 010 211 160 000 050	2016507	06/02/2023	134.00
22-50253	Choir Solo Ensemble Contest	06/30/2023	01 R 010 258 050 000 060	2016507	06/02/2023	30.00
22-50253	Postage	06/30/2023	01 E 005 110 000 000 329	2016507	06/02/2023	17.47
	Totals for 22-50253					1153.24
22-50254	Patches	06/30/2023	01 R 010 211 160 000 050	2016508	06/21/2023	288.00
22-50254	Track & Field Banquet Fundraiser	06/30/2023	01 R 010 288 124 000 620	2016508	06/21/2023	134.00
22-50254	Church of Hope May 2023 Facilities Renta	06/30/2023	01 R 005 810 000 000 093	2016508	06/21/2023	3450.00
22-50254	Track & Field Reimbursement for the char	06/30/2023	01 E 010 288 000 000 409	2016508	06/21/2023	279.35
22-50254	5AA Softball Expenses Reimbursed	06/30/2023	01 R 010 290 000 000 055	2016508	06/21/2023	120.00
22-50254	Athletics Donation	06/30/2023	01 R 010 292 000 000 096	2016508	06/21/2023	133.69

Batch	Description	Post Date	Acct Nbr	Receipt	Trans Date	Amount
Totals for 22-50254						
22-50255	Football Camp	06/30/2023	01 R 010 278 126 000 056	2016394	06/05/2023	4405.04
22-50255	FY24 Boys Soccer - Camp	06/30/2023	01 L 230 00	2016394	06/05/2023	37.84
22-50255	Volleyball Camp	06/30/2023	01 R 010 282 126 000 056	2016475	06/05/2023	24.08
22-50255	Boys Basketball - Camp	06/30/2023	01 R 010 289 000 000 050	2016476	06/05/2023	106.65
22-50255	Girls Basketball - Camp	06/30/2023	01 R 010 290 000 000 050	2016477	06/05/2023	86.01
22-50255	Dance Camp	06/30/2023	01 R 010 287 126 000 056	2016494	06/05/2023	165.14
22-50255	Baseball Camp	06/30/2023	01 R 010 289 126 000 056	2016494	06/05/2023	27.52
22-50255	FY24 Track & Field - Camp	06/30/2023	01 L 230 00	2016494	06/05/2023	37.84
22-50255	FY24 Softball - Camp	06/30/2023	01 L 230 00	2016494	06/05/2023	37.84
22-50255	Wrestling Camp	06/30/2023	01 R 010 285 126 000 056	2016494	06/05/2023	13.76
22-50255	Cross Country Camp	06/30/2023	01 R 010 281 126 000 056	2016502	06/05/2023	41.28
22-50255	Fees	06/30/2023	01 E 005 110 000 000 305	2016509	06/05/2023	10.32
Totals for 22-50255						
22-50256	Transaction Fees	06/30/2023	01 E 005 112 000 000 305	2016359	06/30/2023	0.02
22-50256	Chromebook Incident	06/30/2023	01 R 005 810 000 000 050	2016391	06/30/2023	588.30
22-50256	Lunch	06/30/2023	02 R 005 770 000 701 601	2016404	06/30/2023	-32.53
22-50256	PSAT Testing	06/30/2023	01 R 010 211 121 000 050	2016474	06/30/2023	550.00
Totals for 22-50256						
22-50257	FY23 MA IEP COVID	06/30/2023	01 R 005 000 000 372 071	2016358	06/22/2023	31.90
Totals for 22-50257						
22-50258	HHFKA Lunches	06/30/2023	02 R 005 770 000 701 471	2016276	06/08/2023	152.00
22-50258	State School Lunches	06/30/2023	02 R 005 770 000 701 300	2016276	06/08/2023	701.37
22-50258	Regular Lunches	06/30/2023	02 R 005 770 000 701 471	2016410	06/08/2023	309.46
22-50258	Free & Reduced Lunches	06/30/2023	02 R 005 770 000 701 472	2016457	06/08/2023	279.04
Totals for 22-50258						
22-50259	TRA Refund - Ineligible Salary - Coachin	06/30/2023	01 L 215 18	2016510	06/30/2023	558.78
Totals for 22-50259						
22-50260	Football Camp	06/30/2023	01 R 010 278 126 000 056	2016394	06/05/2023	2685.76
22-50260	FY24 Boys Soccer - Camp	06/30/2023	01 L 230 00	2016394	06/05/2023	5299.08
22-50260	Volleyball Camp	06/30/2023	01 R 010 282 126 000 056	2016475	06/05/2023	8822.66
22-50260	Boys Basketball - Camp	06/30/2023	01 R 010 289 000 000 050	2016476	06/05/2023	76.06
22-50260	Girls Basketball - Camp	06/30/2023	01 R 010 290 000 000 050	2016477	06/05/2023	76.06
22-50260	Dance Camp	06/30/2023	01 R 010 287 126 000 056	2016494	06/05/2023	-37.84
22-50260	Baseball Camp	06/30/2023	01 R 010 289 126 000 056	2016494	06/05/2023	-24.08
22-50260	FY24 Track & Field - Camp	06/30/2023	01 L 230 00	2016494	06/05/2023	-106.65
Totals for 22-50260						

Batch	Description	Post Date	Acct Nbr	Receipt	Trans Date	Amount
22-50260	FY24 Softball - Camp	06/30/2023	01 L 230 00	2016494	06/05/2023	-13.76
22-50260	Wrestling Camp	06/30/2023	01 R 010 285 126 000 056	2016494	06/05/2023	-41.28
22-50260	Cross Country Camp	06/30/2023	01 R 010 281 126 000 056	2016502	06/05/2023	-10.32
22-50260	Fees	06/30/2023	01 E 005 110 000 000 305	2016509	06/05/2023	-0.02
	Totals for 22-50260					-588.30
22-50261	Special Education Tuition Billing SFY 20	06/30/2023	01 A 121 00	2016511	06/07/2023	94848.26
	Totals for 22-50261					94848.26
22-50262	Football Camp	06/30/2023	01 R 010 278 126 000 056	2016394	06/05/2023	1044.89
22-50262	FY24 Boys Soccer - Camp	06/30/2023	01 L 230 00	2016394	06/05/2023	836.73
22-50262	Volleyball Camp	06/30/2023	01 R 010 282 126 000 056	2016475	06/05/2023	3427.80
22-50262	Boys Basketball - Camp	06/30/2023	01 R 010 289 000 000 050	2016476	06/05/2023	2645.76
22-50262	Girls Basketball - Camp	06/30/2023	01 R 010 290 000 000 050	2016477	06/05/2023	1282.30
22-50262	Dance Camp	06/30/2023	01 R 010 287 126 000 056	2016494	06/05/2023	253.61
22-50262	Baseball Camp	06/30/2023	01 R 010 289 126 000 056	2016494	06/05/2023	3286.41
22-50262	FY24 Track & Field - Camp	06/30/2023	01 L 230 00	2016494	06/05/2023	669.53
22-50262	FY24 Softball - Camp	06/30/2023	01 L 230 00	2016494	06/05/2023	316.54
22-50262	Wrestling Camp	06/30/2023	01 R 010 285 126 000 056	2016494	06/05/2023	108.83
22-50262	Cross Country Camp	06/30/2023	01 R 010 281 126 000 056	2016502	06/05/2023	1158.55
22-50262	Fees	06/30/2023	01 E 005 110 000 000 305	2016509	06/05/2023	0.35
22-50262	FY24 Girls Soccer Camp	06/30/2023	01 L 230 00	2016512	06/30/2023	1201.75
	Totals for 22-50262					16233.05
22-50263	Football Camp	06/30/2023	01 R 010 278 126 000 056	2016394	06/05/2023	-37.84
22-50263	FY24 Boys Soccer - Camp	06/30/2023	01 L 230 00	2016394	06/05/2023	-24.08
22-50263	Volleyball Camp	06/30/2023	01 R 010 282 126 000 056	2016475	06/05/2023	-106.65
22-50263	Boys Basketball - Camp	06/30/2023	01 R 010 289 000 000 050	2016476	06/05/2023	-86.01
22-50263	Girls Basketball - Camp	06/30/2023	01 R 010 290 000 000 050	2016477	06/05/2023	-165.14
22-50263	Dance Camp	06/30/2023	01 R 010 287 126 000 056	2016494	06/05/2023	-27.52
22-50263	Baseball Camp	06/30/2023	01 R 010 289 126 000 056	2016494	06/05/2023	-37.84
22-50263	FY24 Track & Field - Camp	06/30/2023	01 L 230 00	2016494	06/05/2023	-37.84
22-50263	FY24 Softball - Camp	06/30/2023	01 L 230 00	2016494	06/05/2023	-13.76
22-50263	Wrestling Camp	06/30/2023	01 R 010 285 126 000 056	2016494	06/05/2023	-41.28
22-50263	Cross Country Camp	06/30/2023	01 R 010 281 126 000 056	2016502	06/05/2023	-10.32
22-50263	Fees	06/30/2023	01 E 005 110 000 000 305	2016509	06/05/2023	-0.02
	Totals for 22-50263					-588.30
	Total for Cash Receipts					910087.59

22-50219 through 22-50244 are April and May cash receipts reported in previous months reports.

Batch	Post Date	Acct Nbr	Debit	Credit	Description
22-10044	06/29/2023	01 E 005 110 000 000 401	0.00	159.00	Recode Office Supplies to Yearbook
22-10044	06/29/2023	01 R 010 212 092 000 050	159.00	0.00	Recode Office Supplies to Yearbook
22-10045	06/29/2023	02 R 005 770 000 701 601	23.35	0.00	Recode Lunch Refund to Donation
22-10045	06/29/2023	01 R 005 000 000 000 092	0.00	23.35	Recode Lunch Refund to Donation
22-10045	06/29/2023	01 A 101 03	23.35	0.00	Recode Lunch Refund to Donation
22-10045	06/29/2023	02 A 101 03	0.00	23.35	Recode Lunch Refund to Donation
22-10046	06/15/2023	01 E 005 610 000 335 143	0.00	8530.24	Reclass part Rachael Cappola's salary to
22-10046	06/15/2023	01 E 010 204 011 414 140	8530.24	0.00	Reclass part Rachael Cappola's salary to
22-10046	06/15/2023	01 E 010 256 000 000 140	0.00	13593.98	Reclass part Abby Lerom's salary to FIN
22-10046	06/15/2023	01 E 010 216 000 401 140	13593.98	0.00	Reclass part Abby Lerom's salary to FIN
22-10046	06/15/2023	01 E 010 256 000 000 218	0.00	989.18	Reclass part Abby Lerom's TRA to FIN 401
22-10046	06/15/2023	01 E 010 216 000 401 218	989.18	0.00	Reclass part Abby Lerom's TRA to FIN 401
22-10047	06/22/2023	01 E 005 760 000 335 185	0.00	650.00	Move from ORG 005 to 010 and PRG 760 to
22-10047	06/22/2023	01 E 010 211 000 335 185	650.00	0.00	Move from ORG 005 to 010 and PRG 760 to
22-10047	06/22/2023	01 E 005 760 000 335 210	0.00	48.74	Move from ORG 005 to 010 and PRG 760 to
22-10047	06/22/2023	01 E 010 211 000 335 210	48.74	0.00	Move from ORG 005 to 010 and PRG 760 to
22-10047	06/22/2023	01 E 005 760 000 335 218	0.00	55.58	Move from ORG 005 to 010 and PRG 760 to
22-10047	06/22/2023	01 E 010 211 000 335 218	55.58	0.00	Move from ORG 005 to 010 and PRG 760 to
22-10047	06/22/2023	01 E 005 760 000 720 570	0.00	4100.00	Move from OBJ 570 to 335
22-10047	06/22/2023	01 E 005 760 000 720 335	4100.00	0.00	Move from OBJ 570 to 335
22-10047	06/22/2023	01 E 030 110 000 000 401	0.00	3763.32	Move from ORG 030 to 005
22-10047	06/22/2023	01 E 005 110 000 000 401	3763.32	0.00	Move from ORG 030 to 005
22-10048	06/29/2023	01 A 118 00	0.00	1000.00	The Arbitrage Grp inv 86326 Bldg Co invo
22-10048	06/29/2023	01 A 101 03	1000.00	0.00	The Arbitrage Grp inv 86326 Bldg Co invo
22-10048	06/29/2023	50 E 005 110 000 000 305	1000.00	0.00	The Arbitrage Grp inv 86326 Bldg Co invo
22-10048	06/29/2023	50 A 101 02	0.00	1000.00	The Arbitrage Grp inv 86326 Bldg Co invo
22-10049	06/30/2023	01 A 118 00	0.00	109.00	Diane Arnold Auditor/Treasurer Bldg Co i
22-10049	06/30/2023	01 A 101 03	109.00	0.00	Diane Arnold Auditor/Treasurer Bldg Co i
22-10049	06/30/2023	50 E 005 810 000 000 896	109.00	0.00	Diane Arnold Auditor/Treasurer Bldg Co i
22-10049	06/30/2023	50 A 101 02	0.00	109.00	Diane Arnold Auditor/Treasurer Bldg Co i
22-10050	06/30/2023	02 E 005 770 000 701 491	10631.45	0.00	FY23 Commodities
22-10050	06/30/2023	02 R 005 770 000 701 474	0.00	10631.45	FY23 Commodities
22-10051	06/30/2023	01 E 005 110 000 000 305	0.00	1275.00	CUP Parking Lot Ck5295 - ABC exp
22-10051	06/30/2023	01 A 118 00	1275.00	0.00	CUP Parking Lot Ck5295 - ABC exp
22-10051	06/30/2023	50 L 205 00	0.00	400.00	Nagell Appraisal - Land Appraisal ck 530
22-10051	06/30/2023	50 E 005 850 000 000 510	400.00	0.00	Nagell Appraisal - Land Appraisal ck 530
22-10052	06/30/2023	01 A 118 00	1000.00	0.00	Correct JE 22-10048 Arbitrage Invoice 86
22-10052	06/30/2023	01 A 101 03	0.00	1000.00	Correct JE 22-10048 Arbitrage Invoice 86
22-10052	06/30/2023	50 A 101 02	1000.00	0.00	Correct JE 22-10048 Arbitrage Invoice 86
22-10052	06/30/2023	50 L 205 00	0.00	1000.00	Arbitrage Invoice 86326
22-10052	06/30/2023	01 A 118 00	109.00	0.00	Correct JE 22-10049 Diane Arnold/Treasur
22-10052	06/30/2023	01 A 101 03	0.00	109.00	Correct JE 22-10049 Diane Arnold/Treasur
22-10052	06/30/2023	50 A 101 02	109.00	0.00	Correct JE 22-10049 Diane Arnold/Treasur
22-10052	06/30/2023	50 L 205 00	0.00	109.00	Diane Arnold/Treasurer ABC Invoice
22-10053	06/30/2023	01 A 118 00	109.00	0.00	Diane Arnold Auditor/Treasurer Bldg Co i
22-10053	06/30/2023	01 A 101 03	0.00	109.00	Diane Arnold Auditor/Treasurer Bldg Co i
22-10053	06/30/2023	50 E 005 810 000 000 896	0.00	109.00	Diane Arnold Auditor/Treasurer Bldg Co i
22-10053	06/30/2023	50 A 101 02	109.00	0.00	Diane Arnold Auditor/Treasurer Bldg Co i
22-10054	06/30/2023	01 A 118 00	1000.00	0.00	The Arbitrage Grp inv 86326 Bldg Co invo
22-10054	06/30/2023	01 A 101 03	0.00	1000.00	The Arbitrage Grp inv 86326 Bldg Co invo
22-10054	06/30/2023	50 E 005 110 000 000 305	0.00	1000.00	The Arbitrage Grp inv 86326 Bldg Co invo
22-10054	06/30/2023	50 A 101 02	1000.00	0.00	The Arbitrage Grp inv 86326 Bldg Co invo
22-10055	06/30/2023	50 L 205 00	0.00	1000.00	The Arbitrage Group invoice 86326 Bldg C

Batch	Post Date	Acct Nbr	Debit	Credit	Description
22-10055	06/30/2023	50 L 205 00	0.00	109.00	Diane Arnold Auditor/Treasurer Bldg Co i
22-10055	06/30/2023	50 E 005 810 000 000 896	109.00	0.00	Diane Arnold Auditor/Treasurer Bldg Co i
22-10055	06/30/2023	50 E 005 110 000 000 305	1000.00	0.00	The Arbitrage Group invoice 86326 Bldg C
22-10056	06/30/2023	01 A 118 00	0.00	1000.00	Correct JE 22-10048 Arbitrage Invoice 86
22-10056	06/30/2023	01 A 101 03	1000.00	0.00	Correct JE 22-10048 Arbitrage Invoice 86
22-10056	06/30/2023	50 A 101 02	0.00	1000.00	Correct JE 22-10048 Arbitrage Invoice 86
22-10056	06/30/2023	50 L 205 00	1000.00	0.00	Arbitrage Invoice 86326
22-10056	06/30/2023	01 A 118 00	0.00	109.00	Correct JE 22-10049 Diane Arnold/Treasur
22-10056	06/30/2023	01 A 101 03	109.00	0.00	Correct JE 22-10049 Diane Arnold/Treasur
22-10056	06/30/2023	50 A 101 02	0.00	109.00	Correct JE 22-10049 Diane Arnold/Treasur
<del>22-10056</del>	<del>06/30/2023</del>	<del>50 L 205 00</del>	<del>109.00</del>	<del>0.00</del>	<del>Diane Arnold/Treasurer ABC Invoice</del>

0.00 Total for Journal Entries

**SPECTRUM HIGH SCHOOL & SPECTRUM MIDDLE SCHOOL**  
**Executive Director's Report to the School Board**

Date: July 20th, 2023

**PAST MONTH'S ACCOMPLISHMENTS AND GENERAL HIGHLIGHTS**

**I. Coordinator of Curriculum and Instruction**

All approved textbooks were ordered from the FY23 budget.

**II. Enrollment Information**

Anticipated Enrollment Numbers for 2023-2024 (as of 7/12/23)					
Grade	Enrollment	Sib. Wait List	Staff Wait List	Gen. Wait List	Total Apps Received to Date:
6	129	0	0	0	159
7	145	0	0	11	35
8	145	0	0	3	32
9	152	0	0	1	42
10	131	0	0	2	22
11	112 (8 PSEO)	0	0	3	18
12	121 (9 PSEO)	0	0	0	6
<b>Total</b>	<b>935 (17 FT PSEO)</b>	0	0	20	314

**III. Important Enrollment Statistics:**

- A. Spectrum 2023-2024 Applications (314) & Anticipated Enrollment (Currently 935)
- B. It's estimated that enrollment will be slightly above 900 on Day #1.
- C. Spectrum Enrollment Continues to Rise Each Year
- D. Total applications are similar to what they were at last year at this time (+5); but Grade 6 applications are down by 15.
- E. We have received 292 applications so far for 2023-2024 enrollment.
- F. All but 28 applicants have been extended an enrollment offer (See waiting list below)
- G. Grade 9 & Grade 11 are currently over CAP – Grade 9 (+2) & Grade 11 (+4)
- H. Last year we were looking at an anticipated enrollment of 907 for the 2022-2023 school year. 2022-2023 DAY #1 enrollment dipped by 24 to 883
- I. 2023-2024 anticipated Spectrum total enrollment is at 935

**IV. Marketing**

None

**V. Spectrum Middle School (Grades 6th-8th)**

- A. Grading Practices and Behavior Protocol
  - 1. Work has been completed on refinement for the fall.
  - 2. Systemic goals will be set in August in support of those two areas (Academics and Conduct), based on Climate Survey and the annual MS Needs Assessment.
  - 3. Supportive work of these areas is also being completed for the fall, specifically an assembly the first day and community building during Advisory for the first week.
- B. Staffing – New Hires
  - 1. Language Arts Teacher (8) - Abby Gunnarson
  - 2. Math Teacher (7) - Nick Johnson
  - 3. Science Teacher (6) - Michele Batts
  - 4. PE and Health Teacher (7) - Allison Bailey will be moving into this position.

**VI. Spectrum High School (9th-12th Grades)**

No updates to report

## **VII. Technology**

### **A. Hardware**

1. Staff laptop reimaging has been completed.

### **B. Software**

The following software subscriptions have been renewed.

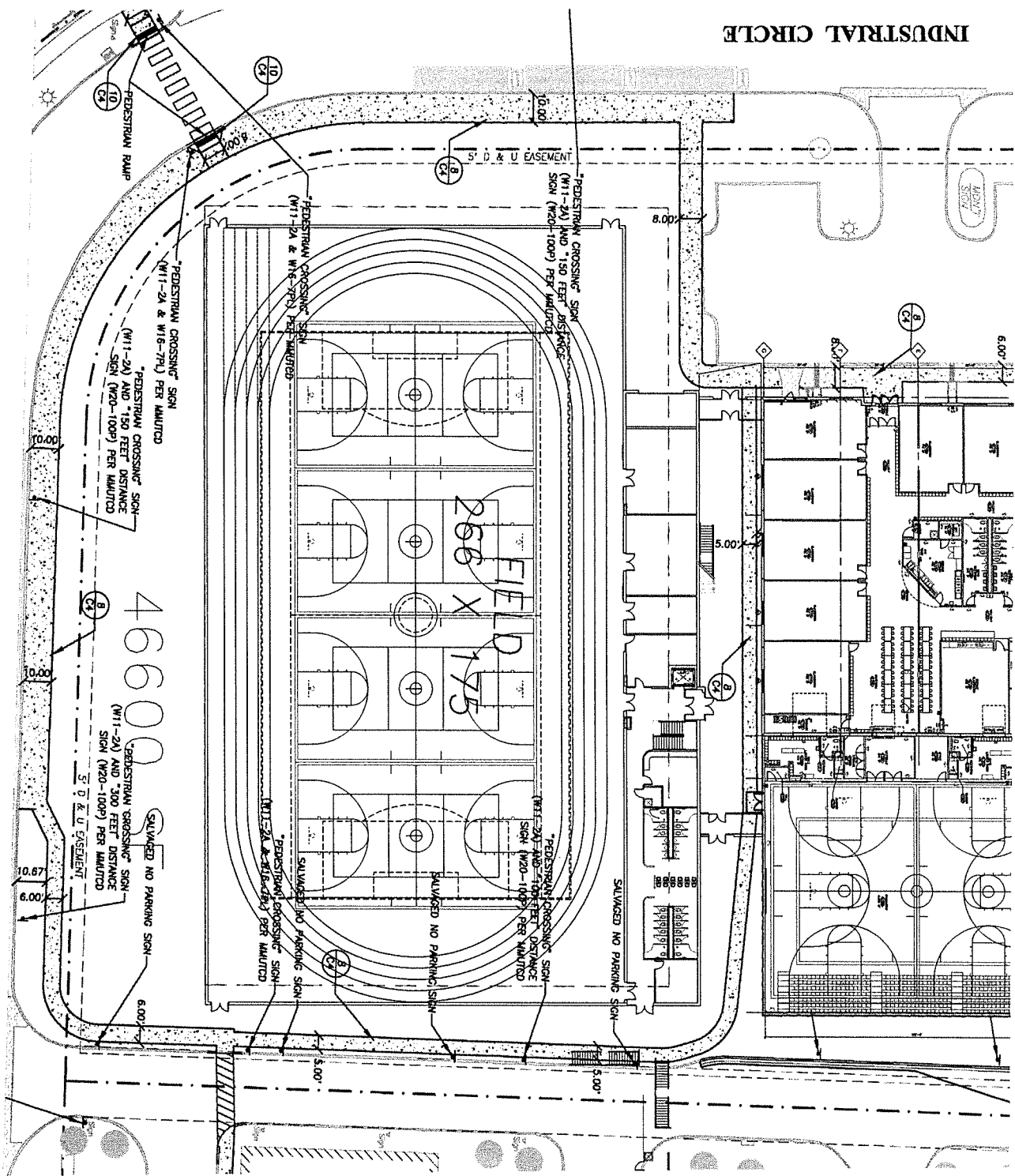
1. Screencastify (screen recording)
2. PowerSchool (Schoology)
3. WeVideo (video editing)
4. EdPuzzle (video lessons)
5. SocialSchool4EDU (social media)

### **C. Updates**

1. The replacement SMART Boards have been received and the Maintenance department is in the process of removing the old Boards and patching the walls. Once that is done and the floors have been cleaned, we will be hanging the new SMART Boards and getting them ready for teachers.
2. Various summer tasks have been completed such as checking classroom inventories, enrolling and labeling new Chromebook devices, cleaning classroom projectors, suspending senior accounts and many other small tasks.
3. We have made the switch in Infinite campus to the new 2023-2024 school year.
4. The iMac lab has been re-imaged.
5. We are continuing to work on getting old hardware ready to sell or dispose of.
6. We are updating firmware on all printers.

- D. We are enforcing more two-factor authentication for staff in interest of better security.

INDUSTRIAL CIRCLE



DRAFT

1 OVERALL SITE PLAN



A1.0

7TH AND 8TH GRADE CENTER OVERALL SITE

DATE: 01/17/2003

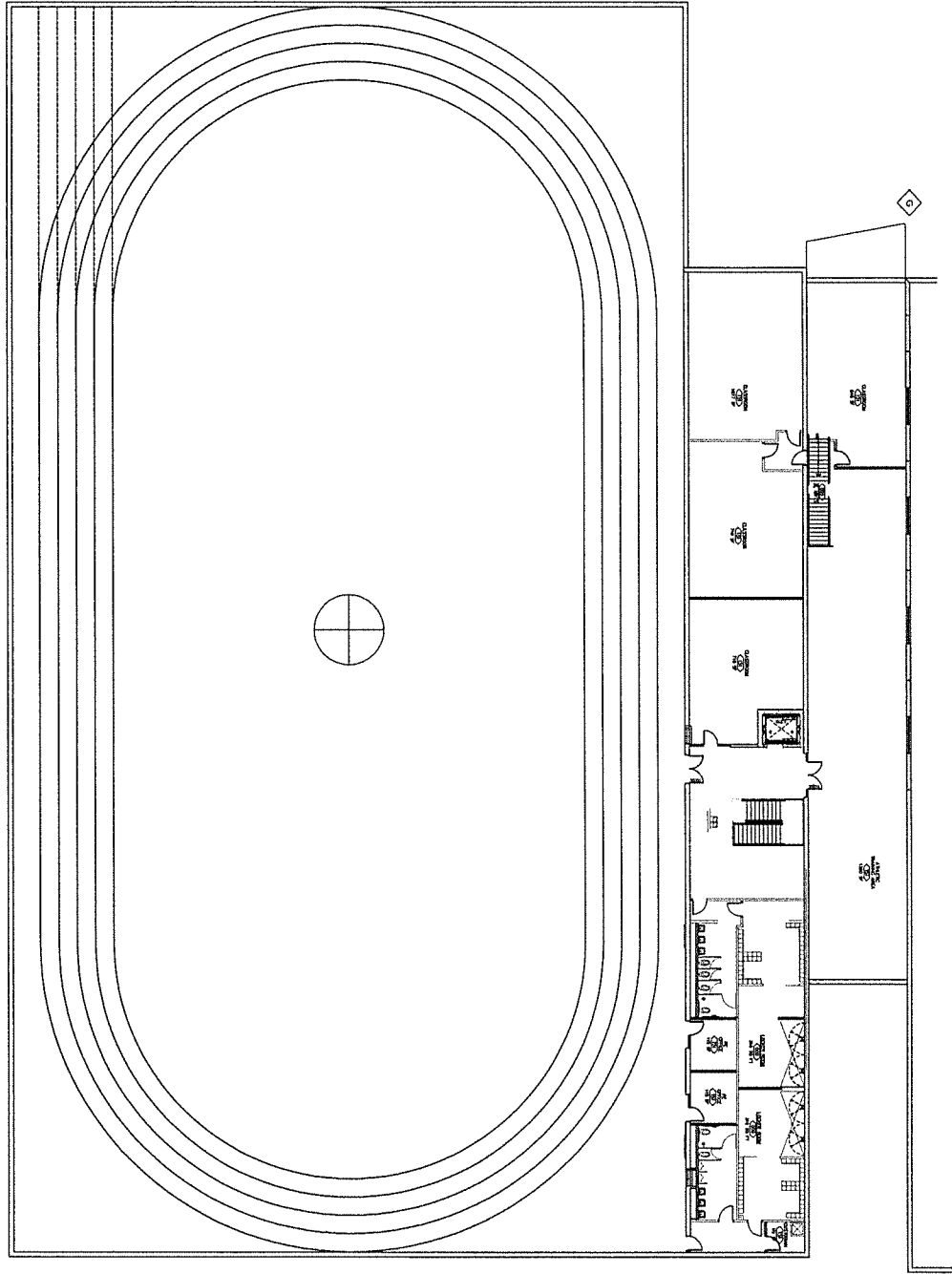
SPECTRUM HIGH SCHOOL  
17823 Industrial Circle NE  
Elk River, Minnesota 55330



Scale: 1/8" = 1'-0"  
Date: 01/17/2003  
Page No. 11/20



1 SECOND FLOOR PLAN 3/27/12



DRAFT



A2.1

7TH AND 8TH GRADE CENTER  
SECOND FLOOR

311 PRO-01  
PROJECT: 01/01/2012

SPECTRUM HIGH SCHOOL  
17823 Industrial Circle NE  
Elk River, Minnesota 55330



Scale: 1/8" = 1'-0"  
Date: 01/01/2012  
Page: 21 of 21

1 OVERALL SITE PLAN  
PLAN  
1/8" = 1'-0"

1 FUTURE ATHLETIC FACILITY (DASHED BLUE LINE)  
PLAN  
1/8" = 1'-0"

NORTH

A2.0

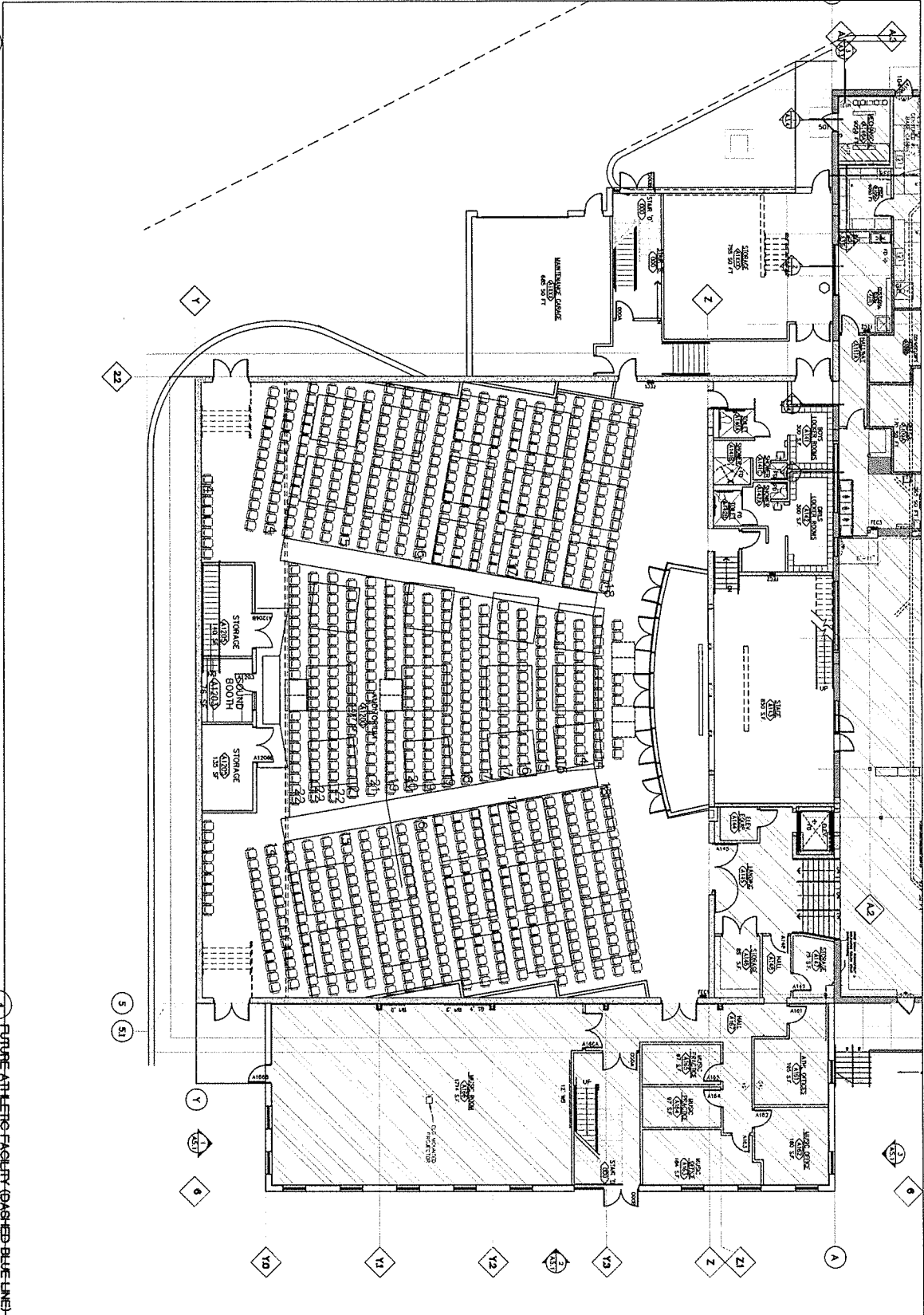
HIGH SCHOOL  
SECOND FLOOR WEST

2/11/2021  
PROJECT 01/21/2021

SPECTRUM HIGH SCHOOL  
17823 Industrial Circle NE  
Elk River, Minnesota 55330

1. I hereby certify that this plan, specification, or contract was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer in the State of Minnesota.  
2. I am not providing engineering services in any other state.  
3. I am not providing engineering services in any other profession.  
4. I am not providing engineering services in any other capacity.  
5. I am not providing engineering services in any other manner.  
6. I am not providing engineering services in any other way.  
7. I am not providing engineering services in any other form.  
8. I am not providing engineering services in any other shape.  
9. I am not providing engineering services in any other size.  
10. I am not providing engineering services in any other color.  
11. I am not providing engineering services in any other style.  
12. I am not providing engineering services in any other font.  
13. I am not providing engineering services in any other typeface.  
14. I am not providing engineering services in any other weight.  
15. I am not providing engineering services in any other height.  
16. I am not providing engineering services in any other width.  
17. I am not providing engineering services in any other length.  
18. I am not providing engineering services in any other depth.  
19. I am not providing engineering services in any other volume.  
20. I am not providing engineering services in any other mass.  
21. I am not providing engineering services in any other density.  
22. I am not providing engineering services in any other temperature.  
23. I am not providing engineering services in any other pressure.  
24. I am not providing engineering services in any other force.  
25. I am not providing engineering services in any other energy.  
26. I am not providing engineering services in any other power.  
27. I am not providing engineering services in any other work.  
28. I am not providing engineering services in any other effort.  
29. I am not providing engineering services in any other time.  
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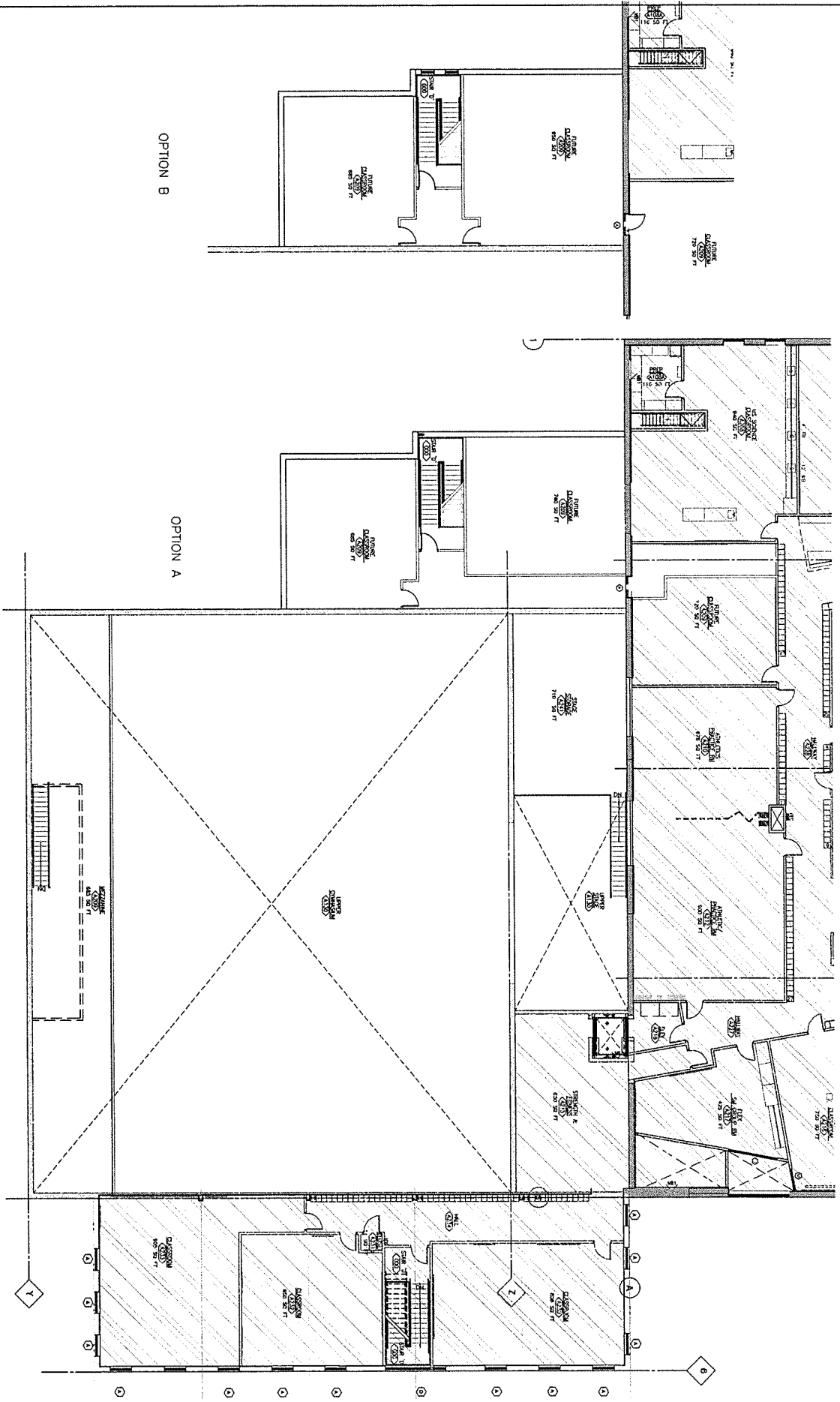
D R A F T



DRAFT

1 SECOND FLOOR PLAN

18'-1" x 14'



A2.1

HIGH SCHOOL  
SECOND FLOOR WEST

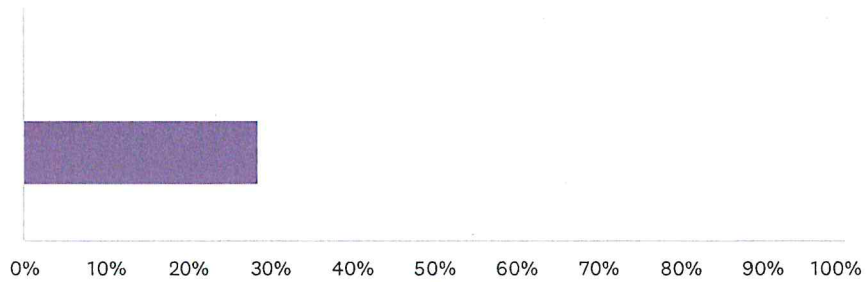
2017/02/01  
18'-1" x 14' x 14'

**SPECTRUM HIGH SCHOOL**  
17823 Industrial Circle NE  
Elk River, Minnesota 55330



18'-1" x 14' x 14'  
18'-1" x 14' x 14'  
18'-1" x 14' x 14'

## Board Self Evaluation 2023



■ Very Satisfi...   
 ■ Satisfied   
 ■ Neither Sat...   
 ■ Dissatisfied  
■ Very Dissat...   
 ■ Not Applica...

	VERY SATISFIED	SATISFIED	NEITHER SATISFIED NOR DISSATISFIED	DISSATISFIED	VERY DISSATISFIED	NOT APPLICABLE OR OBSERVED	TOTAL RESPON
1.1 all board members are familiar with the current Vision and Mission statements?	57.14% 4	42.86% 3	0.00% 0	0.00% 0	0.00% 0	0.00% 0	
1.2 all board members support the current Vision and Mission?	42.86% 3	57.14% 4	0.00% 0	0.00% 0	0.00% 0	0.00% 0	
1.3 the current Vision and Mission statements are appropriate for the school's role in the next two to four years?	57.14% 4	42.86% 3	0.00% 0	0.00% 0	0.00% 0	0.00% 0	
1.4 all of the board's policy decisions reflect the Vision and Mission?	42.86% 3	42.86% 3	14.29% 1	0.00% 0	0.00% 0	0.00% 0	
1.5 the school's programs and services reflect the Vision and Mission?	42.86% 3	57.14% 4	0.00% 0	0.00% 0	0.00% 0	0.00% 0	
1.6 the current board approved budget accurately reflects the Vision and Mission of the school?	57.14% 4	42.86% 3	0.00% 0	0.00% 0	0.00% 0	0.00% 0	
1.7 any recent changes made to the Vision/Mission statements?	28.57% 2	28.57% 2	14.29% 1	0.00% 0	0.00% 0	28.57% 2	

## Board Self Evaluation 2023

	VERY SATISFIED	SATISFIED	NEITHER SATISFIED NOR DISSATISFIED	DISSATISFIED	VERY DISSATISFIED	NOT APPLICABLE OR OBSERVED	TOTAL RESPONSE
2.1 the board has a clear understanding of the school's constituency and whom it is serving?	42.86% 3	57.14% 4	0.00% 0	0.00% 0	0.00% 0	0.00% 0	
2.2 the board has an articulated vision of how the school should be evolving over the next five years?	57.14% 4	28.57% 2	14.29% 1	0.00% 0	0.00% 0	0.00% 0	
2.3 the board makes strategic decisions based on constituency needs.	28.57% 2	71.43% 5	0.00% 0	0.00% 0	0.00% 0	0.00% 0	
2.4 the board engages in a strategic thinking and planning process that helps it consider how the school should meet new opportunities and challenges?	57.14% 4	42.86% 3	0.00% 0	0.00% 0	0.00% 0	0.00% 0	
2.5 the board has identified key indicators for tracking progress toward the school's strategic goals?	14.29% 1	71.43% 5	14.29% 1	0.00% 0	0.00% 0	0.00% 0	
2.6 the board budgets enough time to conduct planning/leadership during the regularly scheduled meetings?	14.29% 1	71.43% 5	0.00% 0	14.29% 1	0.00% 0	0.00% 0	
2.7 the board plays an important role in the development of the long-term strategic plan every five years and revising the current plan annually?	42.86% 3	42.86% 3	14.29% 1	0.00% 0	0.00% 0	0.00% 0	

Board Self Evaluation 2023

	VERY SATISFIED	SATISFIED	NEITHER SATISFIED NOR DISSATISFIED	DISSATISFIED	VERY DISSATISFIED	NOT APPLICABLE OR OBSERVED	TOTAL RESPONDENT
3.1 the board is knowledgeable about the school's current programs and services?	14.29% 1	85.71% 6	0.00% 0	0.00% 0	0.00% 0	0.00% 0	
3.2 the board is aware of the effectiveness of the school's programs and services?	14.29% 1	71.43% 5	14.29% 1	0.00% 0	0.00% 0	0.00% 0	
3.3 the board verifies that the programs and services meet the students' current needs?	14.29% 1	71.43% 5	14.29% 1	0.00% 0	0.00% 0	0.00% 0	
3.4 the board regularly receives adequate information related to the work of the school on which to make strategic program decisions?	28.57% 2	57.14% 4	0.00% 0	14.29% 1	0.00% 0	0.00% 0	

Board Self Evaluation 2023

	VERY SATISFIED	SATISFIED	NEITHER SATISFIED NOR DISSATISFIED	DISSATISFIED	VERY DISSATISFIED	NOT APPLICABLE OR OBSERVED	TOTAL RESPONDI
4.1 the board ensures that the budget reflects the priorities established in the strategic plan?	57.14% 4	42.86% 3	0.00% 0	0.00% 0	0.00% 0	0.00% 0	
4.2 the board receives timely financial reports on a regular basis?	85.71% 6	14.29% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	
4.3 financial reports are understandable and accurate?	85.71% 6	14.29% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	
4.4 the administration has instituted appropriate financial controls?	71.43% 5	28.57% 2	0.00% 0	0.00% 0	0.00% 0	0.00% 0	
4.5 the board requires an annual audit and considers all recommendations made in the independent auditor's report?	71.43% 5	28.57% 2	0.00% 0	0.00% 0	0.00% 0	0.00% 0	
4.6 the board evaluates the processes that are currently in place for the Finance Committee and the audit?	57.14% 4	42.86% 3	0.00% 0	0.00% 0	0.00% 0	0.00% 0	

Board Self Evaluation 2023

	VERY SATISFIED	SATISFIED	NEITHER SATISFIED NOR DISSATISFIED	DISSATISFIED	VERY DISSATISFIED	NOT APPLICABLE OR OBSERVED	TOTAL RESPONDENT
5.1 the board has approved policies that enable the school to manage risks and reduce them to a tolerable level?	28.57% 2	57.14% 4	14.29% 1	0.00% 0	0.00% 0	0.00% 0	
5.2 the board has in place an effective conflict of interest policy for itself and the staff?	71.43% 5	28.57% 2	0.00% 0	0.00% 0	0.00% 0	0.00% 0	
5.3 the board has an adequate amount of liability insurance in the event of lawsuits filed against the school as a whole or against board members and staff as individuals?	28.57% 2	28.57% 2	28.57% 2	0.00% 0	0.00% 0	14.29% 1	
5.4 the board periodically reviews or causes to be reviewed all of the insurance carried by the school to ensure that it is adequate and competitively priced?	42.86% 3	57.14% 4	14.29% 1	0.00% 0	0.00% 0	0.00% 0	
5.5 the board has in place plans that address disaster preparedness and recovery, and crisis management?	14.29% 1	57.14% 4	28.57% 2	0.00% 0	0.00% 0	0.00% 0	



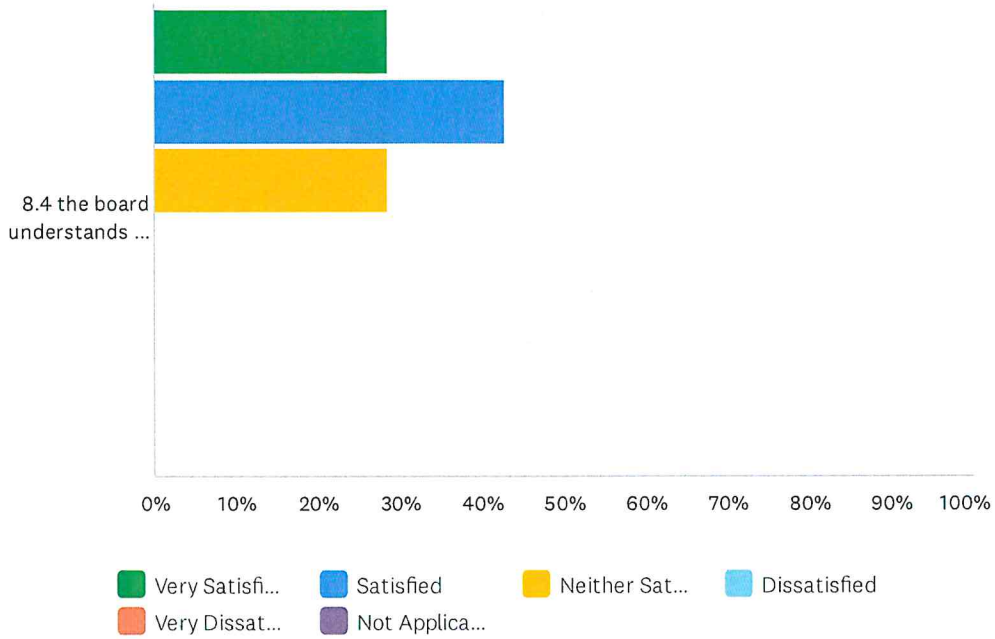
Board Self Evaluation 2023

	VERY SATISFIED	SATISFIED	NEITHER SATISFIED NOR DISSATISFIED	DISSATISFIED	VERY DISSATISFIED	NOT APPLICABLE OR OBSERVED	TOTAL RESPONDENTS
6.1 a written job description clearly spells out the responsibilities of the Executive Director?	28.57% 2	71.43% 5	0.00% 0	0.00% 0	0.00% 0	0.00% 0	7
6.2 the board assesses the Executive Director's performance in a systematic and fair way and on an annual basis?	57.14% 4	42.86% 3	0.00% 0	0.00% 0	0.00% 0	0.00% 0	7
6.3 the process for determining the compensation of the Executive Director is objective and adequate?	28.57% 2	71.43% 5	0.00% 0	0.00% 0	0.00% 0	0.00% 0	7
6.4 if completed in the last 2 years, the board conducted its last search for an Executive Director in a professional and competent manner?	14.29% 1	28.57% 2	14.29% 1	0.00% 0	0.00% 0	42.86% 3	7
6.5 an agreed upon Executive Director succession plan is in place?	28.57% 2	28.57% 2	28.57% 2	0.00% 0	0.00% 0	14.29% 1	7

Board Self Evaluation 2023

	VERY SATISFIED	SATISFIED	NEITHER SATISFIED NOR DISSATISFIED	DISSATISFIED	VERY DISSATISFIED	NOT APPLICABLE OR OBSERVED	TOTAL RESPONDEN
7.1 the respective roles of the board and Executive Director are clearly defined and understood?	28.57% 2	57.14% 4	14.29% 1	0.00% 0	0.00% 0	0.00% 0	0
7.2 a climate of mutual trust and respect exists between the board and Executive Director?	85.71% 6	14.29% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0
7.3 the board gives the Executive Director enough authority and responsibility to lead the staff and manage the school successfully?	85.71% 6	14.29% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0
7.4 the respective roles of the board and staff are clearly defined and understood?	14.29% 1	71.43% 5	14.29% 1	0.00% 0	0.00% 0	0.00% 0	0
7.5 the mutual responsibilities of board committees and staff assigned to assist each committee are clearly understood?	14.29% 1	71.43% 5	0.00% 0	0.00% 0	0.00% 0	14.29% 1	1
7.6 board members refrain from attempting to direct the work of staff members?	71.43% 5	28.57% 2	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0
7.7 the board has adopted	14.29% 1	42.86% 3	28.57% 2	0.00% 0	0.00% 0	14.29% 1	1

### Board Self Evaluation 2023



	VERY SATISFIED	SATISFIED	NEITHER SATISFIED NOR DISSATISFIED	DISSATISFIED	VERY DISSATISFIED	NOT APPLICABLE OR OBSERVED	TOTAL RESPONDENT
8.1 the school has an effective public relations and marketing strategy?	42.86% 3	42.86% 3	14.29% 1	0.00% 0	0.00% 0	0.00% 0	
8.2 board members promote a positive image of the school in the community?	28.57% 2	71.43% 5	0.00% 0	0.00% 0	0.00% 0	0.00% 0	
8.3 the board understands who serves as the official spokesperson for the school?	71.43% 5	28.57% 2	0.00% 0	0.00% 0	0.00% 0	0.00% 0	
8.4 the board understands and provides oversight of the fundraising strategy for the school?	28.57% 2	42.86% 3	28.57% 2	0.00% 0	0.00% 0	0.00% 0	

Board Self Evaluation 2023

	VERY SATISFIED	SATISFIED	NEITHER SATISFIED NOR DISSATISFIED	DISSATISFIED	VERY DISSATISFIED	NOT APPLICABLE OR OBSERVED	TOTAL RESPONDEN
9.1 there is an effective process in place to identify and cultivate potential board members?	14.29% 1	57.14% 4	14.29% 1	14.29% 1	0.00% 0	0.00% 0	
9.2 there is an effective process in place to nominate and elect new board members?	14.29% 1	85.71% 6	0.00% 0	0.00% 0	0.00% 0	0.00% 0	
9.3 there is board officer succession plan in place?	14.29% 1	57.14% 4	28.57% 2	0.00% 0	0.00% 0	0.00% 0	
9.4 the boards composition reflects the diversity of background, expertise, and other resources needed by the school?	28.57% 2	71.43% 5	0.00% 0	0.00% 0	0.00% 0	0.00% 0	
9.5 the board provides new board members with a comprehensive orientation to board responsibilities and to the school's programs and finances?	14.29% 1	85.71% 6	0.00% 0	0.00% 0	0.00% 0	0.00% 0	

Board Self Evaluation 2023

	VERY SATISFIED	SATISFIED	NEITHER SATISFIED NOR DISSATISFIED	DISSATISFIED	VERY DISSATISFIED	NOT APPLICABLE OR OBSERVED	TOTAL RESPONSE
10.1 board members receive clear and succinct agendas and supporting written or electronic material prior to board meetings according to state statutes?	71.43% 5	28.57% 2	0.00% 0	0.00% 0	0.00% 0	0.00% 0	
10.2 board members base their decisions on the best interest of the school?	85.71% 6	14.29% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	
10.3 board members have adequate opportunities to discuss issues and ask questions?	57.14% 4	28.57% 2	14.29% 1	0.00% 0	0.00% 0	0.00% 0	
10.4 the frequency of board meetings is appropriate for the responsible discharge of the board's responsibilities?	57.14% 4	42.86% 3	0.00% 0	0.00% 0	0.00% 0	0.00% 0	
10.5 the size of the board is appropriate for effective governance?	71.43% 5	28.57% 2	0.00% 0	0.00% 0	0.00% 0	0.00% 0	
10.6 all board members are actively engaged in the work of the board?	28.57% 2	57.14% 4	14.29% 1	0.00% 0	0.00% 0	0.00% 0	
10.7 the board periodically reviews its policies, procedures, and bylaws?	28.57% 2	57.14% 4	14.29% 1	0.00% 0	0.00% 0	0.00% 0	
10.8 board members are familiar with the bylaws and	14.29% 1	71.43% 5	14.29% 1	0.00% 0	0.00% 0	0.00% 0	

## Board Self Evaluation 2023

other governing documents and know where to find this information?

10.9 the board has clearly stated and agreed upon Board Protocols?	28.57%	42.86%	28.57%	0.00%	0.00%	0.00%
	2	3	2	0	0	0

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Board Self Evaluation 2023

	VERY SATISFIED	SATISFIED	NEITHER SATISFIED NOR DISSATISFIED	DISSATISFIED	VERY DISSATISFIED	NOT APPLICABLE OR OBSERVED	TOTAL RESPONDENTS
11.1 current committee and task force structure contributes to board productivity?	28.57% 2	42.86% 3	14.29% 1	0.00% 0	0.00% 0	14.29% 1	7
11.2 committee and task force assignments reflect the interests, experience, and skills of the board members?	14.29% 1	71.43% 5	0.00% 0	0.00% 0	0.00% 0	14.29% 1	7
11.3 each committee and task force has a stated purpose and plan of work?	14.29% 1	71.43% 5	0.00% 0	0.00% 0	0.00% 0	14.29% 1	7

Board Self Evaluation 2023

	VERY SATISFIED	SATISFIED	NEITHER SATISFIED NOR DISSATISFIED	DISSATISFIED	VERY DISSATISFIED	NOT APPLICABLE OR OBSERVED	TOTAL RESPONDI
15.1 understand the school's Vision and Mission?	71.43% 5	28.57% 2	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0
15.2 support the school's Vision and Mission?	71.43% 5	28.57% 2	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0
15.3 are knowledgeable about the school's programs and services?	57.14% 4	42.86% 3	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0
15.4 follow trends and important developments in substantive areas that affect Spectrum?	42.86% 3	57.14% 4	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0
15.5 read and understand the school's financial statements?	28.57% 2	71.43% 5	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0
15.6 act knowledgeably and prudently when making recommendations about how the school's funds should be invested or spent?	42.86% 3	57.14% 4	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0
15.7 advise and assist the Executive Director when your help is requested?	28.57% 2	57.14% 4	0.00% 0	0.00% 0	0.00% 0	14.29% 1	1
15.8 have a good working relationship with the Executive Director?	42.86% 3	42.86% 3	0.00% 0	0.00% 0	0.00% 0	14.29% 1	1
15.9 have good working relationships with other board members?	71.43% 5	28.57% 2	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0
15.10 recommend qualified individuals with	14.29% 1	57.14% 4	14.29% 1	0.00% 0	0.00% 0	14.29% 1	1



## Board Self Evaluation 2023

relevant skills and experience as possible nominees for the board?

15.11 prepare for and participate in board and committee meetings as well as other activities of the school?	28.57% 2	71.43% 5	0.00% 0	0.00% 0	0.00% 0	0.00% 0
15.12 willingly volunteer and use your special skills to further the school's mission?	42.86% 3	57.14% 4	0.00% 0	0.00% 0	0.00% 0	0.00% 0
15.13 complete all assignments in a responsible and timely manner?	28.57% 2	71.43% 5	0.00% 0	0.00% 0	0.00% 0	0.00% 0
15.14 take advantage of opportunities to enhance the school's public image by periodically speaking to leaders in the community about the work of the school?	42.86% 3	14.29% 1	14.29% 1	0.00% 0	0.00% 0	28.57% 2
15.15 speak for the board only when authorized to do so?	28.57% 2	42.86% 3	0.00% 0	0.00% 0	0.00% 0	28.57% 2
15.16 respect the confidentiality of the board's closed sessions?	71.43% 5	28.57% 2	0.00% 0	0.00% 0	0.00% 0	0.00% 0
15.17 suggest agenda items for future board and committee meetings?	28.57% 2	28.57% 2	14.29% 1	0.00% 0	0.00% 0	28.57% 2
15.18 focus your attention on long term and significant policy issues rather than short term administrative matters?	28.57% 2	57.14% 4	14.29% 1	0.00% 0	0.00% 0	0.00% 0
15.19 avoid burdening the	28.57% 2	28.57% 2	0.00% 0	0.00% 0	0.00% 0	42.86% 3

Board Self Evaluation 2023

staff with requests for special favors?

15.20 ensure that any communication with staff reporting to the Executive Director does not undermine the relationship between the Executive Director and school staff?	14.29% 1	57.14% 4	14.29% 1	0.00% 0	0.00% 0	14.29% 1
15.21 avoid, in fact and in perception, conflicts of interest that might embarrass the board or school, and disclose to the board in a timely manner any possible conflicts?	42.86% 3	57.14% 4	0.00% 0	0.00% 0	0.00% 0	0.00% 0
15.22 are heard and considered when you give your opinions?	42.86% 3	42.86% 3	14.29% 1	0.00% 0	0.00% 0	0.00% 0
15.23 find serving on the board to be a satisfying and rewarding experience?	42.86% 3	42.86% 3	14.29% 1	0.00% 0	0.00% 0	0.00% 0
15.24 regularly receive adequate information related to the work of the school on which to make strategic program decisions?	42.86% 3	57.14% 4	0.00% 0	0.00% 0	0.00% 0	0.00% 0
15.25 are comfortable with the way funds are used by the school?	57.14% 4	42.86% 3	0.00% 0	0.00% 0	0.00% 0	0.00% 0
15.26 have enough time to accomplish the basic board requirements for regular and special meetings?	42.86% 3	57.14% 4	0.00% 0	0.00% 0	0.00% 0	0.00% 0

## Board Self Evaluation 2023

15.27 are familiar with the policies, procedures, and bylaws?	28.57% 2	57.14% 4	14.29% 1	0.00% 0	0.00% 0	0.00% 0
15.28 received adequate orientation and board training as a new board member?	14.29% 1	71.43% 5	0.00% 0	0.00% 0	0.00% 0	14.29% 1
15.29 receive adequate ongoing board training to keep informed on current issues, as well as refreshed on general existing board functions?	14.29% 1	57.14% 4	28.57% 2	0.00% 0	0.00% 0	0.00% 0
15.30 have enough time to apply your expertise to additional Committees and Task Forces as you see the need?	28.57% 2	71.43% 5	0.00% 0	0.00% 0	0.00% 0	0.00% 0
15.31 understand and follow the established Board Protocols?	42.86% 3	42.86% 3	14.29% 1	0.00% 0	0.00% 0	0.00% 0

**SPECTRUM NEW STUDENTS - WHERE ARE THEY COMING FROM?**

School Type	FY24	FY24%	FY23	FY23%	FY22	FY22%
Independent School District (ISD728=60; ISD11=14; other=8)	104	53.33%			82	47.40%
Charter	39	20.00%			39	22.54%
HomeSchool	25	12.82%			27	15.61%
Private	21	10.77%			15	8.67%
Outstate	0	0.00%			4	2.31%
Online	1	0.51%			3	1.73%
Foreign Exchange	5	2.56%			3	1.73%
<b>TOTAL:</b>	<b>195</b>	<b>100.00%</b>			<b>173</b>	<b>100.00%</b>
Resident School District	FY24	FY24%	FY23	FY23%	FY22	FY22%
Elk River (728)	124	62.94%			110	63.58%
Anoka Hennepin (11)	28	14.21%			28	16.18%
St. Francis (15)	16	8.12%			7	4.05%
Osseo Maple Grove (279)	10	5.08%			1	0.58%
Princeton (477)	10	5.08%			5	2.89%
Becker (726)	4	2.03%			1	0.58%
Buffalo (877)	3	1.52%			3	1.73%
Monticello (882)	1	0.51%			2	1.16%
St. Michael Albertville (885)	1	0.51%			4	2.31%
Cambridge-Isanti (911)	0	0.00%			1	0.58%
Big Lake (727)	0	0.00%			7	4.05%
Don't know yet Moving into area	0	0.00%			4	2.31%
<b>TOTAL:</b>	<b>197</b>	<b>100.00%</b>			<b>173</b>	<b>100.00%</b>
County of Residence	FY24	FY24%	FY23	FY23%	FY22	FY22%
Sherburne (includes 3 foreign exchange)	109	55.33%			93	53.76%
Anoka	55	27.92%			45	26.01%
Wright	24	12.18%			25	14.45%
Hennepin	6	3.05%			4	2.31%
Isanti	3	1.52%			2	1.16%
Coming from Outstate = TBD	0	0.00%			4	2.31%
<b>TOTAL:</b>	<b>197</b>	<b>100.00%</b>			<b>173</b>	<b>100.00%</b>

SCHOOL DISTRICTS:
11-Anoka-Hennepin
15-St. Francis
16-Spring Lake Park
279-Osseo
286-Brooklyn Center
477-Princeton
726-Becker
727=Big Lake
728=Elk River
877=Buffalo-Hanover-Montrose
882=Monticello
883=Rockford
885=St. Michael-Albertville
911=Cambridge-Isanti



# Student Activities Handbook

2023~~2~~-2024~~3~~

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## NOTICES

All policies within this handbook apply to athletics. Most also apply to non-athletic activities. Non-athletic activities may have additional or differing policies. Non-athletic activities are overseen by the Activities Coordinator, in collaboration with the Activities Director.

## PHILOSOPHY AND MISSION

Spectrum believes that participation in student activities enriches a student's school experience. Student activities are an extension of our educational program and as such are treated as an educational component of learning. In addition to developing character and integrity, Spectrum believes that participation in co-curricular activities leads to increased leadership, teamwork, self-discipline, and academic achievement (see Spectrum Belief Statements below).

### Spectrum believes that ...

<b>S</b>	<u>Small schools/class sizes</u> meet individual needs, foster relationships, and provide a safe and supportive learning environment. <u>Staff who are trained, caring, and effective</u> are essential to meeting the unique needs of our students.
<b>P</b>	<u>Parents/guardians</u> are the students' primary educators. <u>Participation in co-curricular activities</u> leads to increased leadership, teamwork, self-discipline, and academic achievement.
<b>E</b>	<u>Engagement in learning and challenging coursework</u> lead to increased self-confidence and high academic achievement.
<b>C</b>	<u>College and Career readiness</u> is achieved through rigorous coursework, targeted support, and individual determination.
<b>T</b>	<u>Technological competency</u> is vital to students' future success.
<b>R</b>	<u>Reaching the community</u> through service creates positive change in oneself and others.
<b>U</b>	<u>Upholding high expectations</u> builds self-discipline, self-respect, and self-reliance.
<b>M</b>	<u>Modeling collaboration and continuous improvement</u> leads to a healthy and sustainable organization.

## OBJECTIVES AND BELIEFS (SUPPORTING SPECTRUM'S VISION AND MISSION)

The Activities Department believes:

- Participation in student activities is a privilege, an opportunity, and not a right.
- Sportsmanship is critical and needs to be present in all ~~school-based~~ student activities. This includes student participants, coaches/advisors, fans, and any other stakeholders in the school.
- Ethical behavior, integrity, character, dignity, and respect are essential and are non-negotiable.
- Respect must be displayed for opponents and officials before, during, and after contests.
- Academics must come before participation in student activities.
- The success of the team/group is more important than individual honors.
- Students should have an equal opportunity to participate in all activities offered by the school.
- Compliance with school, community, and Minnesota State High School League rules is essential for all participants in activities.
- Development of the whole student to achieve full mental, emotional, and physical potential while cultivating the concept of health and physical fitness should be encouraged.

### OPPORTUNITY TO PARTICIPATE

~~The philosophy of Spectrum is to encourage the emotional, physical, and intellectual development of each student.~~ Student participation in a variety of activities will be encouraged and supported by the staff and administration. Each participant must accept the responsibility of representing Spectrum in the best possible way (personally, academically, behaviorally, etc.). Each student is given an opportunity, if eligible, to try out for any activity. Continued participation depends upon the coach or advisor's perception of the individual's adherence toward the rules and regulations governing participation. Frequent displays of an uncooperative attitude, including unexcused absences from classes, practices, meets and contests, or displays of unsportsmanlike conduct, may result in removal from the activity. All rules and regulations of Spectrum and the Minnesota State High School League (MSHSL) concerning academic eligibility, prohibitive use of drugs and tobacco, hazing, and harassment will be followed and enforced.

### GUIDELINES FOR STUDENT AND PARENT/GUARDIAN INVOLVEMENT AND SUPPORT OF STUDENT ACTIVITIES

We encourage our parents/guardians, participants, and advisors/coaches to recognize that student activities require a spirit of cooperation and mutual understanding as well as an appreciation for the experience offered.

The following guidelines are important for participation in all student activities:

1. Be aware of the time demands and commitments of the activity and accept the responsibility for being prompt and in regular attendance at practices, meetings, and performances.
2. Demonstrate a sincere interest and consistent effort to improve skills commensurate with ability.
3. Demonstrate an attitude of cooperation and concern for the total group or team.
4. Take proper care of and have respect for equipment, uniforms, instruments, props, etc. used in the activity.
5. Parents/Guardians must be prepared to accept the responsibility for helping their student attain the lessons learned through participation in student activities.
6. Parents/Guardians must be positive supporters of the program, the participants, the coaches/leaders, and the officials.
7. Parents/Guardians must support the student's academic achievement while participating in student activities.
8. Parents/guardians must ensure students are picked up and dropped off on time.

### EXPECTATIONS AND PHILOSOPHY OF A COMPETITIVE PROGRAM



1. In each program, coaches/leaders are hired by Spectrum to be responsible for team selection and playing time. The head coach/leader establishes criteria for selection, possibly with input from the entire coaching staff. This may be a highly subjective process. Team selection, practices, and decisions regarding game/performance situations are the responsibility of the coaching staff.
2. Spectrum seeks to remain highly competitive in all student activities. As the competitiveness of our programs increases and student numbers increase, we may not be able to place every child on the team with which they wish to participate (Junior Varsity, Varsity, etc.).

When a student tries out for a team/program, both the parent and the student understand there is a possibility of not being selected. If selected, both the parent(s) and the child should be prepared to accept placement at any team level (e.g., C-squad, Junior Varsity, and Varsity). It is our desire to place students at their skill level and size to the degree possible.

Leaders often have a very short amount of time to make selections. They do their very best to place students on the appropriate team/level and fill positions for performance. ~~We believe it~~ It is the leaders' responsibility to make the team selections.

3. Based on our experience, we know there are many off season teams/activities sponsored by different organizations. Each coach looks for something different in his or her players. Participation on one of these teams does not guarantee any player a spot on a school team. While ~~we believe~~ students can gain valuable experience outside of the school activities program, neither parents nor students should count on this type of participation to guarantee a spot on a school team/program.
4. In order to make a varsity team, students must be outstanding players and also ~~play a position~~ fill a role the team needs. Students possessing these qualities have the same opportunity to make a team regardless of their grade in school. At selection time, the make-up of the team/performers will be the leader's decision.
5. A main goal of a competitive program is to put the most skilled members of the team in competition to win the contest. Starting positions and playing time are not guaranteed to anyone. Each member of a team is valuable to the team's overall progress. Some members may play much more time in a contest than others. Each student should have personal improvement as one of his or her goals. Players should talk to the coach directly if they have questions about playing time. Coaches will gladly discuss skill development with parents/guardians, but are unable to discuss playing time.
6. Good sportsmanship is expected at all Spectrum events. Good sportsmanship is expected of players, coaches, advisors, faculty, students, and adult spectators. Promotion of good sportsmanship at Spectrum events shall include a demonstration of respect for all participants and officials. All involved in an event shall maintain self-control throughout the event. Rules of the event shall be understood and skill performance should be recognized regardless of team affiliation.

*Note: Occasionally, schools compete against significantly less skilled programs, which can create lopsided team competitions. This is the nature of competition and can be driven by many factors (often outside of the school's control). If, or when, this happens, coaches/leaders need to work with their team to plan their approach in advance. This may include utilizing lower level players to a greater degree, slowing down the game, and/or working on skill development and/or team work/plays. This is considered part of good sportsmanship.*

**Good sportsmanship is the cornerstone of a quality activities program!**

## **STUDENT ACTIVITY POLICIES/PRACTICES**

*Note: All policies apply to high school student athletics. Middle school athletics and all other student activities (6-12) may have differing policies more applicable to their programs. These will be laid out in more detail in activity specific handbooks or documents.*

### **Academic Awards**

MSHSL Spotlight on Scholarship applies to students participating high school activities (C squad, JV, or Varsity) with a cumulative GPA of 3.0 or above.

### **Attendance/Absence**

1. Any student not in attendance at school for at least half a day, whether a block or 8-period day, may not participate in student activities (including practices) for that day unless pre-excused by administration for an acceptable reason.
2. Any student who has been suspended (in school or out of school) from Spectrum for any reason shall also be suspended from attendance at or involvement in, any student activity during the full period of the suspension, including any non-school days spanned by the period of suspension. They must also miss at least one contest.
3. Any student who is absent because of a family emergency or a traumatic event (i.e., funeral) may participate in an event that day.
4. Any absence from a scheduled practice will be considered unexcused unless the individual received prior approval from the coach/leader.
5. Any late arrival or unexcused absences from a scheduled practice, game, or match will result in a consequence in line with the team rules as established by the coach.

### **Behavior Expectations and Discipline (Violations, Penalties and Expected Student)**

1. Students are to abide by the rules and policies that are in effect while attending school and/or school related functions.
2. Leaders will notify administration of violations of the rules. Consequences may include suspension from the team, the activity, or school for a period of time.
3. Suspensions will follow the Spectrum guidelines when necessary. Please refer to the *MSHSL Eligibility Standards Form* that you signed prior to the start of the season. These can also be found at [www.spectrumhighschool.org](http://www.spectrumhighschool.org).

### **Coach Training**

Coaches for activities affiliated with the MSHSL establish a coach account with the MSHSL and complete all MSHSL requirements, including attending all rules meetings and maintaining current certification in CPR-AED. Head coaches also attend all conference coach meetings and the school sport meeting prior to their season or have administrative approval for another team coach to attend in their place.

### **Out-of-Season Practice**

~~Out-of-season practices are not sponsored nor supervised by Spectrum staff. These practices are arranged by the team captains, are student led, and are optional practices for students to attend. Spectrum assumes no liability for participants involved in these practices. These practices must be supervised by an adult to ensure safety and building supervision. The supervising adult must be at least 18 years old, pass a background check, and agree to all adult supervisor requirements.~~

### **Code of Responsibilities – SPECTRUM (MSHSL Bylaw #206)**

Participation in interscholastic activities is a privilege, which is accompanied by responsibility. As a student participating in Spectrum-sponsored student activities, I understand and accept the following responsibilities:

- A. I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
- B. I will be fully responsible for my own actions and the consequences of my actions.
- C. I will respect the rights and property of others.
- D. I will respect and obey the rules of my school and the laws of my community, state, and country.
- E. I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state, and country.

### Penalty

A student who is dismissed from school or who violates the student Code of Responsibility is not in good standing and is ineligible for a period of time as determined by the Minnesota State High School League guidelines and Spectrum's Activities Director.

### ~~National Collegiate Athletic Association (NCAA) & National Association of Intercollegiate Athletics (NAIA) College Bound Athlete Scholarships~~

- ~~1. Interested students should seek information on the NCAA website at [www.ncaa.org](http://www.ncaa.org)~~
- ~~2. Interested students need to complete the NCAA Clearinghouse Application.~~
- ~~3. There are certain scores on the ACT/SAT, a minimum GPA, and specific coursework that must be passed in order to be eligible for scholarship money. Please find out more on the web at [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net)~~
- ~~4. The corresponding website for student athletes interested in a NAIA affiliated college is [www.playnaia.org](http://www.playnaia.org).~~

### Communication

This procedure has been developed for the purposes of establishing and maintaining the lines of communication between the school, parents/guardians, and the student for the resolution of concerns related to student activities. This procedure is a means by which concerns/problems can be resolved.

In order to maintain a positive atmosphere and assure that the proper channels of communication will not be circumvented, a procedure has been outlined for the use of the student, parent/guardian, coach/advisor, and administrators. All participants should adhere to the following guidelines.

*Note: This process is not intended to provide grievance of a rule(s) of the Minnesota State High School League. There is a separate process established by Spectrum. See the school website for a copy of the [Spectrum Grievance Policy](#).*

### Communication ~~Procedure~~Policy

#### Step 1:

\_\_\_\_\_ If a student and or parent/guardian has a concern they should:

- ~~A.~~ Schedule a meeting to speak personally with the coach/advisor at a time convenient to both parties, preferably within one week, with the intent to solve the problem. This should not be done immediately before or after a contest, event, or practice. Coaches/Leaders have been instructed not to address a problem directly before or after a contest. We request that parents wait 24 hours after a contest before scheduling a meeting. If the problem involves an assistant coach, the head coach should be involved in the meeting. The student may be asked to attend this meeting.

A.

B. Parents/students should only address problems or concerns related to themselves or their student(s). In order to protect the privacy of other students, -problems or concerns related to other students will not be discussed (unless directed toward their student). Note: Problems or concerns related to violation of bullying, harassment, or Title IX are addressed under separate policies.

**Step 2:**

If either party has not been satisfied by the proposed resolution of the problem or concern during Step 1, they should request a continuation by contacting the Activities Director (High School Athletics) or the Activities Coordinator (Middle School ~~athletics~~Sports and all other student activities).

**Step 3:**

If either party has not been satisfied by the proposed resolution of the problem or concern during Step 2, they should request a continuation by contacting the Executive Director.

**Directions to Schools**

You may find directions on the MSHSL website at [www.MSHSL.org](http://www.MSHSL.org) or the Spectrum activities website at [www.spectrumhighschool.org/athletics](http://www.spectrumhighschool.org/athletics).

**Eligibility Requirements (Scholastic/Academic)**

**1. Academic Eligibility Policy**

Bylaw 108.01 of the Minnesota State High School League (MSHSL) states that, in order to maintain scholastic eligibility, a student is to be making satisfactory progress toward graduation as defined by Spectrum. Students, parents/guardians, and faculty at Spectrum place a high value on academic achievement. Students are students first and must prioritize student activities in a secondary role. While students have varying levels of academic ability, it is expected that each one will work to his or her potential. The goals of Spectrum's Academic Eligibility Policy are to (1) meet the MSHSL requirements, (2) promote, hold students accountable for, and assist students in their academic success, and (3) help students to self-advocate.

**2. Ineligibility Guidelines**

- a. Students will maintain a 2.0 grade point average and must not be failing any classes. Students in 7<sup>th</sup>-12<sup>th</sup> grades, playing a high school level sport or other MSHSL sponsored activity, shall not have any more than one D during grade checks.
- b. Grade checks will be done on a regular basis. Once given a warning, the student will have two week to meet the minimum academic eligibility requirements or get an agreed upon plan for an extension in place. If the student does not meet the minimum academic eligibility requirement after two week of warning, the student will become ineligible for competition/participation and immediately begin serving their suspension.

Notes: Theater will have a grade check during auditions. Band and choir will check eligibility prior to MSHSL contests. The Activities Director and Principal may use discretion when determining eligibility at the end of 1<sup>st</sup> semester.

- c. Students found to be ineligible will not attend or participate in contests until they have raised their grade(s) to meet the minimum academic eligibility requirements or get an agreed upon plan for an extension in place. They may continue to practice at the coach's discretion. Teachers are not required to extend assignments and homework deadlines due to participation in athletics and/or activities.
- d. A Request for Extension for suspensions will be presented to the school principal for further review. Requests should be accompanied by a completed plan for improvement. If a student has

an active Individualized Education Plan (IEP), his or her case manager may be consulted to determine whether an extension to the academic warning should be granted. The Principal will make the final determination about whether to grant an extension to meet the minimum academic requirement.

- e. It is the student's responsibility to meet the minimum academic eligibility requirements. A student who is suspended must present documentation directly to the Activities Director to demonstrate that they meet the minimum academic eligibility requirements. The Activities Director will notify the coach when the student may return to athletic competition.
- f. Teachers will address work in a timely manner, but are not required to make special considerations to assist the student to achieve his or her academic eligibility as part of their choice to participate in athletics and other extracurricular activities.
- g. Students and parents/guardians are responsible to understand and agree to the academic eligibility policy.

### **Equipment/Uniforms**

1. All uniforms, equipment, and supplies are the property of Spectrum and are to be checked out and in with the coach/leader and/or Activities Department according to the schedule established by the coaching staff and Activities Department.
2. All athletes MUST return their uniform in undamaged condition within two weeks of the end of the season. Failure to return the uniform will result in a fine of \$100 or the actual cost of the uniform (whichever is higher), which must be paid before the student will be allowed to participate in any further student activities.
3. Uniforms are the property of Spectrum and are not for sale.
4. Game uniforms are to be worn for games and matches only. Uniforms should not be worn as physical education uniforms. Uniforms should not be worn as attire unless authorized by the coach/activity leader.

### **Athletic-Event Confirmation/Cancellation (Athletics)**

Parents/Guardians and students should check the MCAA Conference website here~~check~~ <https://mcaconference.org/public/genie/40/school/1422> and click on the "Sports Schedules" link. Parents are encouraged to connect the Spectrum Activities Calendar to their personal electronic calendar.

When cancellations occur due to inclement weather, students will be notified as soon as possible. Students are expected to notify parents with details.

### **Student Activity Fees (Student Activity) – Athletic (non-athletic activity fees will have a separate schedule)**

The purpose of the student activity fee is to reduce the direct costs of activities and to assure the continuation of the programs for the benefit of the students. Standard activity fees (including the family maximum) will be established by the School Board on an annual basis. Fees for non-athletic student activities do not count toward the athletic program fees or toward the family maximum per year.

#### **Fee Guidelines**

1. Fees are due before the student begins practice.
2. Participation in athletic programs not sponsored by Spectrum will not be applied to the Family Maximum.
3. Cooperative (with other schools) athletic fees are payable as directed by the host school.
4. All payments for Spectrum-sponsored activities will be handled through the online payment system located within the student's parent portal/IC under the "Fees" tab. Following payment,

please make sure that you either receive an email message confirming your payment or a confirmation page ready for printing.

5. Payment plans may be available through the Activities Department. You will need to complete and turn in an Activities Scholarship/Payment Plan Form.
6. When funds are available, a discount may apply for all athletic activity fees for students who qualify for free and reduced lunch. This discount only applies to the athletic activity fee for Spectrum sponsored sports, and may not be applied toward apparel, camps, uniforms, and other athletic program expenses. This will require written permission to access information related to the parents free and reduced lunch application for verification.
7. If a student joins a sport after the initial start of the season, all fees for the season will apply, there will be no discounted fees due to a shortened season.
8. Additional miscellaneous fees, as determined by activity, may be needed. Examples would be socks, shoes, green fees, admission fees to events, etc.
9. A student may not sign up for a new activity until all previous activity fees have been paid in full.

### **Fee Refunds**

After the time of the first game or match, or by the end of the second week of the season (whichever comes first) no refunds will be made for any reason.

Refunds may only be issued using the following guidelines:

1. When a student is cut from an activity for reasons other than violation of training, team rules, or Spectrum policies.
2. When injury or illness prevents continuation in the activity, a refund will be made, provided medical documentation is presented to the Activities Department, up until the time of the first game or match, or by the end of the second week of the season (whichever comes first.).
3. When a transfer is made out of Spectrum up until the time of the first game or match, or by the end of the second week of the season (whichever comes first).
4. When a student quits an activity, up until the time of the first game or match, or by the end of the second week of the season (whichever comes first).
5. Any student dismissed or asked to leave a student activity due to disciplinary reasons or infractions of the eligibility rules, will not receive a refund. Also, this student will not be able to participate in another activity for that particular season or semester.

### **Governance**

#### **The Minnesota State High School League (MSHSL)**

~~All schools participating in the MSHSL are voluntary members. As a member, Spectrum agrees to abide by and enforce all rules and regulations endorsed by the MSHSL.~~

~~The primary role of Spectrum is to maintain rules and regulations that ensure equity in competition for the student participants and a balance with other educational programs. The MSHSL solicits input and is responsive to requests for rule modifications from member schools, appointed committees, and coaches' associations.~~

~~Spectrum attempts to enforce such rules that assure the greatest good for the greatest number and to ensure that competition is conducted in an appropriate manner.~~

~~Please visit the Spectrum website for further information and policies in their entirety at [www.spectrumhighschool.org](http://www.spectrumhighschool.org) or [www.spectrumathletics.org](http://www.spectrumathletics.org).~~

### **Grade/Age**

Students in grades 7-12 at Spectrum are eligible to participate in any high school activity (unless specified otherwise). Students under the age of 20 are eligible to participate in any high school activity. This includes managers, game workers, statisticians, etc. 6<sup>th</sup> graders may be eligible to participate middle school athletics or other high school non-athletic activities~~in theater~~ when specified by the Activities Coordinator~~theater director~~.

### **Harassment Policy**

Spectrum does not tolerate harassment. Students, parents/guardians, and staff should refer to the Harassment and Violence Policy found within the~~Refer to the~~ Spectrum Student/Family Handbook. It is also found on the school website here.

~~The following is an excerpt from the Spectrum Student/Family Handbook.~~

~~“Physical, emotional or sexually abusive behavior, including psychological intimidation (including threats) and harassment, derogatory name calling, and bullying will not be tolerated. Sexual, racial, and religious violence is a criminal activity and will be reported to the authorities. A written report of the incident should be given to the Administrator within five days of the incident. All incidents will be investigated by the Administration or designated personnel. Disciplinary consequences will be determined by Administration. A parent/guardian conference will be required. Repeated or severe offenses may lead to a recommendation for expulsion or referral to an alternative education program. If the incident is a bullying behavior, a referral to the Sherburne County Attorney Bullying Intervention Project will be conducted.”~~

Violation of this policy also will ~~falls~~ under MSHSL Bylaw 206 – Code of Responsibilities

### **Injuries**

Students who have received medical attention for an injury must provide the Activities Department with a medical release signed by the physician, stating that the student is cleared to participate before the student will be allowed to resume participation in practices, games, matches, or other competitions.

Note: If an injury affects other aspects of the student's education, a doctor's note should be provided to the Health Clerk.

### **Lettering Policy**

#### **Lettering Requirements for Athletics**

1. Athletes must participate in all required practices. Any absence from practices or contests must be pre-excused by the coach.
2. Athletes must consistently compete at the varsity level. For most sports this means participating in at least 50% of varsity periods, quarters, halves, or games.
3. Athletes must compete to the best of their ability in all practices and meets.
4. Athletes must participate in all team events; or be pre-excused by the coach.
5. Athletes must display consistent high standards and support for teammates.
6. Athletes must be recommended by their coach for demonstrating the commitment of a varsity level student-athlete.
7. Athletes may not have violated any Minnesota State High School League rules.
8. Athletes may not have been suspended from school during the season.
9. Athletes may not be found academically ineligible twice during the season.
10. Athletes must finish the season as a member in good standing with the team.
11. Athletes will ~~also~~ follow other schools' lettering policies when participating in a coop sponsored by the other school.
12. Students who are not varsity-academically eligible may not receive a varsity letter until they have become varsity eligible.
13. By agreement with the Activities Director, some sports may have additional lettering requirements.

14. Spectrum will not award varsity letters for student activities not sponsored by Spectrum (or that take place outside of Spectrum).

*Note: Non-athletic activities may have their own lettering requirements detail in a separate activity-specific handbook.*

### **Locker Rooms**

1. Lockers are provided for students involved in athletics and it is the students' responsibility to ensure that the locker rooms are kept clean and orderly.
2. No rough housing or harassment will be tolerated.
3. Any device(s) capable of capturing images ARE NOT permitted to be used in ~~the~~ locker rooms. If a person is found to have used one of these devices ~~in their possession~~, it will be confiscated, and disciplinary action will be taken. This could include suspension from the activity in which they are participating or other consequences as detailed in the Student Handbook.

### **Minnesota State High School League or MSHSL (Membership)**

All schools participating in the MSHSL are voluntary members. As a member, Spectrum agrees to abide by and enforce all rules and regulations endorsed by the MSHSL.

The primary role of Spectrum is to maintain rules and regulations that ensure equity in competition for the student participants and a balance with other educational programs. The MSHSL solicits input and is responsive to requests for rule modifications from member schools, appointed committees, and coaches' associations.

Spectrum attempts to enforce such rules that assure the greatest good for the greatest number and to ensure that competition is conducted in an appropriate manner.

Please visit the Spectrum website for further information and policies in their entirety at [www.spectrumhighschool.org](http://www.spectrumhighschool.org) or [www.spectrumathletics.org](http://www.spectrumathletics.org).

### **National Collegiate Athletic Association (NCAA) & National Association of Intercollegiate Athletics (NAIA) College Bound Athlete Scholarships**

1. Interested students should seek information on the NCAA website at [www.ncaa.org](http://www.ncaa.org)
2. Interested students need to complete the NCAA Clearinghouse Application.
3. There are certain scores on the ACT/SAT, a minimum GPA, and specific coursework that must be passed in order to be eligible for scholarship money. Please find out more on the web at [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net)
4. The corresponding website for student athletes interested in a NAIA affiliated college is [www.playnaia.org](http://www.playnaia.org).

### **Out-of-Season Practice**

Out-of-season practices are not sponsored nor supervised by Spectrum staff. These practices are arranged by the team captains and are optional practices for students to attend. Spectrum assumes no liability for participants involved in these practices. These practices must be supervised by an adult to ensure safety and building supervision. The supervising adult must be at least 18 years old, pass a background check, and agree to all adult supervisor requirements.

### **Participation Requirements**



In order to participate in athletics, the student must have the following on file in the Activities Department:

1. The current *Minnesota State High School Eligibility Form* signed by both student and his/her parent or guardian. This includes a *Concussion Management Form*.
2. A *Physical Examination Form* signed by a physician within the last three years.
3. Payment of the appropriate fees.
4. *Athletic Emergency Contact Card* filled out each sport season.
5. An *Academic Eligibility Policy Form* signed by both student and his/her parent or guardian.
6. *Family Maximum Application Form*, when applicable.
7. Students transferring to Spectrum from another school must complete the appropriate transfer form.
8. Foreign exchange students MUST clear participation (whether on a Spectrum team or with a coop) with the Activities Director in advance. The MSHSL has very specific guidelines that dictate when and where foreign exchange students are eligible to participate at the varsity level.

### **Policies (School/Important)**

It is the responsibility of all Spectrum students, parents/guardians, and staff to become familiar with policies and expectations. The following policies are especially important as they relate to how people interact and treat one another. Questions regarding school policies related to activities should be directed to either the Activity Director (high school athletics) or the Activities Coordinator (middle school athletics and non-athletic activities).

1. Spectrum Harassment and Violence Policy can be found on the school website here.
2. Spectrum Bullying Policy can be found on the school website here.
3. Spectrum Title IX Sex Nondiscrimination Policy, Grievance Procedure, and Process Policy can be found on the school website here.

### **Scholastic Eligibility Requirements**

#### **1. Academic Eligibility Policy**

~~Bylaw 108.01 of the Minnesota State High School League (MSHSL) states that, in order to maintain scholastic eligibility, a student is to be making satisfactory progress toward graduation as defined by Spectrum. Students, parents, and faculty at Spectrum place a high value on academic achievement. Students are students first and must prioritize student activities in a secondary role. While students have varying levels of academic ability, it is expected that each one will work to his or her potential. The goals of Spectrum's Academic Eligibility Policy are to (1) meet the MSHSL requirements, (2) promote, hold students accountable for, and assist students in their academic success, and (3) help students to self-advocate.~~

#### **2. Ineligibility guidelines are as follows**

- ~~a. Students will maintain a 2.0 grade point average and must not be failing any classes. Students in 7<sup>th</sup>-12<sup>th</sup> grades, playing a high school level sport or other MSHSL sponsored activity, shall not have any more than one D during grade checks.~~
- ~~b. Grade checks will be done on a regular basis. Once given a warning, the student will have two week to meet the minimum academic eligibility requirements or get an agreed upon plan for an extension in place. If the student does not meet the minimum academic eligibility requirement after two week of warning, the student will become ineligible for competition/participation and immediately begin serving their suspension.~~

~~Notes: Theater will have a grade check during auditions. Band and choir will check eligibility prior to MSHSL contests.~~

~~The Activities Director and Principal may use discretion when determining eligibility at the end of 1<sup>st</sup> semester.~~

- ~~c. Students found to be ineligible will not attend or participate in contests until they have raised their grade(s) to meet the minimum academic eligibility requirements or get an agreed upon plan~~

~~for an extension in place. They may continue to practice at the coach's discretion. Teachers are not required to extend assignments and homework deadlines due to participation in athletics and/or activities.~~

- ~~d. A Request for Extension for suspensions will be presented to the school principal for further review. Requests should be accompanied by a completed plan for improvement. If a student has an active Individualized Education Plan (IEP), his or her case manager may be consulted to determine whether an extension to the academic warning should be granted. The Principal will make the final determination about whether to grant an extension to meet the minimum academic requirement.~~
- ~~e. It is the student's responsibility to meet the minimum academic eligibility requirements. A student who is suspended must present documentation directly to the Activities Director to demonstrate that they meet the minimum academic eligibility requirements. The Activities Director will notify the coach when the student may return to athletic competition.~~
- ~~f. Teachers will address work in a timely manner, but are not required to make special considerations to assist the student to achieve his or her academic eligibility as part of their choice to participate in athletics and other extracurricular activities.~~
- ~~g. Students and parents/guardians are responsible to understand and agree to the academic eligibility policy.~~

### **Transfer Students (including Foreign Exchange Students)**

Transfer students' eligibility will be determined by their placement in the appropriate grade and semester level upon entering Spectrum. They will then adhere to the same guidelines mentioned under **Scholastic Eligibility**. Prior to participation, all paperwork with the Spectrum Admissions' Office and Athletic Department must be completed. This eligibility procedure includes Foreign Exchange Students and International Students. Bylaw 111 under the MSHSL will be strictly enforced.

### **Transportation/Student Pick-Up**

#### **1. Transportation**

- a. Unless announced, transportation to designated practice sites will be offered by Spectrum when Spectrum sponsors the activity. Parents should pick students up at the practice site.
- b. Transportation to home contests will be the responsibility of the athlete.
- c. Student drivers may drive themselves to practices, but will not transport other students unless they are siblings.
- d. Transportation to high school away contests will be arranged by the Spectrum Athletic Department. It is expected that students will ride to and from the event as assigned. Any changes made to those assigned must be cleared with the coach.
- e. If a parent/guardian is going to give their child a ride home, they should sign the student out with the coach before the student gets on the bus to leave. *Under no circumstance will a coach/advisor release a student to someone other than his/her parent/guardian without prior approval from student's parent or guardian.*
- f. The only way a student would be released to someone else under extreme circumstances. This type of request should be made to the Athletic Department as soon as possible prior to the day of the contest. A written request to do this should be on file with the Athletic Department.
- g. Upon removing the student from the care of the school district, the school district will no longer be liable for the student.
- h. Failure to follow these procedures will result in a disciplinary action as determined by the coach/advisor and Athletic Department.
- i. Spectrum is responsible for arranging rides to away games, matches, competitions for the players and managers on the team unless pre-approved by administration. Students not on the

team will be responsible for establishing their own means of transportation to and from games, matches, and events.

## 2. Student Pick-Up

- a. Coaches/leaders are responsible for the students participating in the activity until they are picked up. Please be respectful of their time. Parents will be contacted if late pick-up becomes a problem.
- b. If a problem of late pick-up persists after parents are contacted, it may be necessary for that student to drop from the activity.

## **Sportsmanship Expectations**

The Minnesota State High School League and Spectrum emphasize proper behavior and great sportsmanship. From our coaches, to our players, to our fans, Spectrum seeks to be known as a school with high standards and set an example of great sportsmanship through our actions, our reactions, our interactions, and our language choices. This is the case during practices, in the locker room, at games or matches, during the regular season, sections, or at a state tournament. The enthusiasm displayed and support provided by our fans is appreciated by the members of our teams and reflects well on our school and community.

**Spectrum will use the following guidelines regarding sportsmanship at our events.**

- 1.—If spectators behave inappropriately (e.g., swearing, chanting negative cheers, taunting, throwing items, etc.), they will be warned and possibly removed based on the situation at hand.
  - 1.
  - 2.—If spectators have been previously asked to leave a game or match and are asked to leave another game or match they will not be permitted to attend any games or matches for the next 2 weeks.
  - 2.
3. If inappropriate behavior occurs again and the spectator is asked to leave the game or match, they will not be permitted to attend any extracurricular activities for the remainder of that season.

Please help Spectrum set the standard for sportsmanship. CHEER FOR OUR TEAM AND NOT AGAINST OUR OPPONENT!

## **~~Student Pick-Up~~**

- ~~1. Coaches/leaders are responsible for the students participating in the activity until they are picked up. Please be respectful of their time. Parents will be contacted if late pick-up becomes a problem.~~
- ~~2. If a problem of late pick-up persists after parents are contacted, it may be necessary for that student to drop from the activity.~~

## ~~—Transportation~~

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- ~~2. Transportation to home contests will be the responsibility of the athlete.~~
- ~~3. Student drivers may drive themselves to practices, but will not transport other students unless they are siblings.~~
- ~~4. Transportation to high school away contests will be arranged by the Spectrum Athletic Department. It is expected that students will ride to and from the event as assigned. Any changes made to those assigned must be cleared with the coach.~~
- ~~5. If a parent/guardian is going to give their child a ride home, they should sign the student out with the coach before the student gets on the bus to leave. Under no circumstance will a coach/advisor release a student to someone other than his/her parent/guardian without prior approval from student's parent or guardian.~~

- ~~6. The only way a student would be released to someone else is in an extreme situation. This type of request should be made to the Athletic Department as soon as possible prior to the day of the contest. A written request to do this should be on file with the Athletic Department.~~
- ~~7. Upon removing the student from the care of the school district, the school district will no longer be liable for the student.~~
- ~~8. Failure to follow these procedures will result in a disciplinary action as determined by the coach/advisor and Athletic Department.~~
- ~~9. Spectrum is responsible for arranging rides to away games, matches, competitions for the players and managers on the team unless pre-approved by administration. Students not on the team will be responsible for establishing their own means of transportation to and from games, matches, and events.~~

### **Two ~~(2)~~ Sports/Activities in the ~~/~~Same Season**

Once per academic year, an athlete may compete in two (2) high school sports/activities during the same season.

The athlete must:

1. Obtain consent from both~~BOTH~~ coaches/leaders.
2. Obtain consent from the Activities Director.
3. Pay the full activity fee for each activity (*Note: Family maximum does not apply to non-athletic activities.*) of one sport and 1/2 of the other sport.

### **~~Violations, Penalties and Expected Student Behavior and Discipline~~**

- ~~1. Students are to abide by the rules and policies that are in effect while attending school and/or school related functions.~~
- ~~2. Leaders will notify administration of violations of the rules. Consequences may include suspension from the team, the activity, or school for a period of time.~~
- ~~3. Suspensions will follow the Spectrum guidelines when necessary. Please refer to the *MSHSL Eligibility Standards Form* that you signed prior to the start of the season. These can also be found at [www.spectrumhighschool.org](http://www.spectrumhighschool.org).~~