



Spectrum Board of Director’s Meeting Minutes

Date: December 23, 2021

Scheduled Time: 5:30 pm

Attendance:

Monthly Attendance												
Name/Position	J	A	S	O	N	D	J	F	M	A	M	J
Chair Dave Lucas	P	A	A	P	P	P/VC						
Vice Chair Tom Sagstetter	P	P	P	P	P	P/VC						
Secretary Tony Brunt	P	P	P	P	P	P/VC						
Treasurer Joe Thomas	P	P	P/VC	P/VC	P	A						
Member Keve Israelson	P	P	P	P	P	P/VC						
Member Nancy Moe	P/VC	P/VC	P/VC	P	P/VC	P/VC						
Member Cory Taylor	N/A	N/A	N/A	P Cory Taylor seated	P	P/VC						
Exec. Director (Ex Officio Member) Dan DeBruyn	P	P	P	P	P	P/VC						
Finance Adviser Nick Taintor/ Bridget Merrill- Myhre	A	P/VC	P/VC	P	A	P/VC						
Exec. Admin. Assistant Dawn Sorenson	P	P	P	P	P	P/VC						

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

Guests Present: Jill Johnson, Coordinator of Curriculum and Instruction, and Lynn Sommerstad, Online Program Coordinator and Middle School Dean of Students

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

II. Reading of Vision and Mission Statements

III. Conflict of Interest Check

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

IV. Board Agenda

Mr. DeBruyn shared that the World’s Best Workforce Report was not able to be readied in time for presentation to the Board for consideration of approval. It will be reviewed by the Board in January.

Mr. DeBruyn then went on to share that under the Executive Director’s report, he will be asking the Board to consider approval of an adjustment to credit requirements needed for graduation for the Class of 2022 as it is

being suggested that Spectrum’s Service Learning/Community Outreach program remain on hold due to the ongoing pandemic. It is planned that staff will present the Board with a revised Service Learning/Community Outreach program in June, which will be implemented beginning in the 2022-2023 school year.

Following discussion, on a motion duly made and seconded, Moe/Sagstetter, the Spectrum Board of Directors unanimously approved the December 23, 2021 meeting agenda as amended.

Roll Call Voting Yay: Lucas, Sagstetter, Brunt, Israelson, Moe, and Taylor

Voting Nay: None

V. Consent Agenda

A. Interim Financial Transactions – None

B. Important Documents, Policies, and Meeting Minutes

- Board Officer Succession Plan – Board Handbook
- Amended Board Development Team Policy
- MSHSL Form A Grant Resolution
- Amended Conference Attendance Policy
- Spectrum Board Meeting Minutes of November 18, 2021

Following discussion, on a motion duly made and seconded, Sagstetter/Brunt, the Spectrum Board of Directors approved the Consent Agenda, item B, as presented.

Roll Call Voting Yay: Lucas, Sagstetter, Brunt, Israelson, Moe, and Taylor

Voting Nay: None

VI. Employee Introduction & Recognition

None

VII. Public and Student Input

None at this time.

VIII. Ongoing Business

A. Budget Report

1. Finance Committee Meeting

a. Monthly Finance Committee meeting – December 20, 2021

Mr. Taintor provided an overview of the Finance Committee meeting that took place on December 20, 2021. Mr. Taintor stated that the Committee reviewed the November financials, the November Management Report, and the Contracted Services and Food Services Reports for November. He stated that the Committee noted no concerns and that the School remains in a strong financial position

Mr. Taintor also shared that the Committee heard a report from Mr. DeBruyn and Mrs. Chaffin regarding bank fees. He reported that the school is being charged a 3.5% transaction fee each time a person chooses to use a credit card (Visa, MasterCard, and/or Discover) to conduct respective school-related purchases. The 3.5% fee is charged by the bank to cover the transaction, which in turn is being passed on to the school. Mr. Taintor stated that Spectrum staff is researching the possibility of providing payment options, which would include the following: (1) paying with a credit card, which would now

include an additional cost of 3.5% to cover the fee that is being passed on to the school, or (2) pay via e-check for which the person would enter their bank routing and account information and then their respective bank would complete the transaction. Mr. Taintor stated that the cost for the second option is 35 cents per e-check. It is yet to be determined who will cover the cost of the e-check – either the person or the school. More information is forthcoming and will be disseminated as it becomes available.

He went on to state that the Committee is recommending that the Board consider approval of the November Financials and the November Management Report as presented.

On a motion duly made and seconded, Brunt/Taylor, the Spectrum Board of Directors unanimously accepted the Finance Committee Meeting minutes of December 20, 2021 as presented.

Roll Call Voting Yay: Lucas, Sagstetter, Brunt, Isarelson, Moe, and Taylor
Voting Nay: None

b. November Financial Report

Mr. Taintor presented the November Financials. He provided an overview on ADM (Average Daily Membership) and noted that the school is budgeting 800 ADM. Current enrollment is at 828, which fluctuates throughout the year. He went on to note that currently the school's budgeting a surplus for the year at \$45,084, with a projected cumulative fund balance of \$2,382,464, or 24% of expenditures at fiscal year-end. In addition, the Projected Days Cash on Hand for the fiscal year-end is 76 days (minimum is 30 days) with a projected debt service coverage ratio of 1.21 (minimum of 1.10x).

Mr. Taintor went on to state that, as of month-end, 41.7% of the year is complete, with a cash balance as of the reporting period of \$2,602,024, which is up from the previous month of \$2,591,022. Mr. Taintor went on to note that the current year holdback balance is \$327,278, which is approximately 10% of total state aids. He went on to share that State Aids Receivables currently shows a negative (\$62,476). He stated that this will be adjusted as MDE finalizes its year-end review, and most likely is due to an overpayment based on FY21 amounts. BerganKDV will be monitoring it over the next several months. The remaining holdback amount will be paid back to the school in fiscal year 2023. Revenues received at the end of the reporting period were 40.8% as compared to expenditures at 35%, and all is on track when comparing budget to actual.

Finally, Mr. Taintor reported on the Balance Sheet, Statement of Revenue and Expenditures, and Cash Flow Reports. He stated nothing of significance was noted and all is on track when comparing budget to actual. Cash flow is good. Lastly, Mr. Taintor stated that the current year's budget is under review and that an updated working budget column will be presented within the financials in January or February after the mid-year budget review has been completed.

Following discussion, *on a motion duly made and seconded, Sagstetter/Brunt, the Spectrum Board of Directors unanimously approved the November Financials as presented.*

Roll Call Voting Yay: Lucas, Sagstetter, Brunt, Israelson, Moe, and Taylor
Voting Nay: None

c. November Management Report

The Board reviewed the November Management Report. It was noted that there was a gap in sequencing of 202100804-202100809. Mr. Taintor stated that he would be inquiring with Accounts Payable staff regarding a possible link to sequencing gaps when issuing wires related to PERA and TRA transactions.

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

Roll Call Voting Yay: Lucas, Sagstetter, Brunt, Israelson, Moe, and Taylor
Voting Nay: None

B. Executive Director's Report

Mr. DeBruyn presented the Executive Director's Report for the month of December. In addition to the written report included in the Board packet, Mr. DeBruyn provided a report on Service Learning. He stated that it is being recommended to postpone Service Learning for the remainder of the school year due to the ongoing pandemic. In doing so, the Board will need to consider approving the following change to credit requirements:

As of Spring 2022, *total elective requirements* will be modified to:

- *Class of 2022 and 2023: 2.875*
- *Class of 2024: 3.0*
- *Class of 2025: 3.5*

As of Spring 2022, *total credit requirements* for graduation will be modified to:

- *Class of 2022 and 2023: 24.875*
- *Class of 2024: 25.0*
- *Class of 2025: 25.5*

Following discussion, on a motion duly made and seconded, Sagstetter/Taylor, the Spectrum Board of Directors unanimously approved to amend the elective requirements and total credit requirements for graduation as listed above:

Roll Call Voting Yay: Lucas, Sagstetter, Brunt, Israelson, Moe, and Taylor
Voting Nay: None

Next, Mr. DeBruyn updated the Board on the use of outside mental health consulting services. He stated that Vanda Counseling, David Hoy and Associates, ReGroup Counseling and Consulting, as well as Greater Minnesota Family Services, which is yet pending, are being utilized for this purpose. They are working with Spectrum's students during school hours and on campus (and online), which makes accessing counseling services much more convenient for Spectrum students and families. Mr. DeBruyn went on to state that in doing so, there is an increased risk for liability; however, the school is covered under its liability insurance coverage and each organization includes Spectrum as an additional insured under their policy.

Mr. DeBruyn then went on to update the Board on recent staffing changes and open positions. He noted that middle school math teacher, Emmie Lee, and middle school language arts teacher, Chris Schiferli, are

no longer with Spectrum. Kirsten Presley has been hired as a middle school language arts teacher and will be starting right after winter break. In addition, Seth Mills will be moving from his position as Middle School Dean and Tech teacher to the open middle school math teaching position. Lynn Sommerstad who is the Online Program Coordinator, has picked up the role of Middle School Dean. Lastly, Mr. DeBruyn shared that we are in conversation with a current part-time teacher to pick up the 8th grade technology classes, which are currently being covered by Rachel Cappola who is Spectrum’s Curriculum and Instructional Coach. Open custodial positions remain ongoing.

Mr. DeBruyn then updated the Board on the temporary remodel to one of the 2nd floor staff lounge bathrooms for the purpose of creating a gender neutral option for students at the high school building. The cost for the remodel will be around \$3,000 and will be ready following winter break. A full retrofit of bathrooms at the high school building to create permanent gender neutral options will take place over the summer (pending available funding).

Mr. DeBruyn provided a brief update on the Spectrum hockey rink and program. He shared that the rink is ready and it is hoped that a rink attendant will be in place shortly.

Lastly, Mr. DeBruyn updated the Board on Spectrum’s COVID/Learning Plan. He shared that the decision to move to full synchronous learning for the last 3 student contact days prior to winter break was due to increased student counts for COVID or other illness related absences. In order to support families and students, afternoon transportation for extracurricular activities to Spectrum’s campus was made available.

Mr. DeBruyn then went on to report on the anticipated vaccine mandate that is forthcoming. He stated that once the rule is adopted by publication in the State Register, it will be effective immediately. He went on to share that in order to account for any uncertainty that may be created by the stay, federal OSHA is exercising enforcement discretion with respect to the compliance dates of the ETS. MNOSHA will exercise similar enforcement discretion and will look to follow OSHA’s timeline. MNOSHA will not issue citations for noncompliance with any of the requirements of the ETS before January 10, 2022 and will not issue citations for noncompliance with the standard’s testing requirements before February 9, 2022 so long as an employer is exercising reasonable, good faith efforts to come into compliance with the standard. The United States Supreme Court will be hearing oral arguments on the stay January 7, 2022. Mr. DeBruyn will continue to keep the Board apprised of additional information as it becomes available.

Following discussion, on a motion duly made and seconded, Sagstetter/Moe, the Spectrum Board of Directors unanimously accepted the December Executive Director’s Report as presented.

Roll Call Voting Yay: Lucas, Sagstetter, Brunt, Israelson, Moe, and Taylor
Voting Nay: None

C. Committee Reports

None

D. COVID Updates

Mr. DeBruyn covered COVID Updates within the context of delivering the monthly Executive Director’s report.

E. Online Learning Program Update – Strategic Plan 2026, Goal #2

Mr. DeBruyn introduced Ms. Lynn Sommerstad to the Board. Ms. Sommerstad is Spectrum’s Online Program Coordinator and Middle School Dean of Students. Ms. Sommerstad gave a brief overview of her history, noting that she taught nine years in the classroom before going on to get her Master’s degree in teaching. From there, she spent over twenty years out of the classroom in another discipline and now is enjoying being back in the world of education.

Ms. Sommerstad went on to share that the online learning program application was submitted to the Minnesota Department of Education by the due date of December 1, 2021. She went on to share that Spectrum is now in a “holding pattern” of sorts as it waits to hear back from the Minnesota Department of Education (MDE). In the meantime, she shared that meetings have been held with the current staff at Spectrum who are teaching C@SH courses.

Mr. DeBruyn stated again, provided MDE approves Spectrum’s application, that the online learning program would be first offered to only current high school students for the 2022-2023 school year. Then, beginning with the 2023-2024 school year, online program offerings and marketing would be broadened.

The Board welcomed Ms. Sommerstad to Spectrum and thanked her for her work on the online program application.

IX. Old Business

A. Student Profile/Competencies – Strategic Plan Goal #5

Ms. Johnson presented the Spectrum Student Profile/Competencies document, which establishes a framework for essential skills and attributes expected of every graduate from Spectrum. She shared that the profile was sent out to all teaching staff and families for feedback. The Profile is in response to Strategic Plan 2026, Goal #5, which states that “Spectrum will design and implement 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.” Ms. Johnson went on to state that now that the Profile/Competencies have been solidified, next steps will be to review curriculum, which will take place over the summer with implementation planned for fall of the 2022-2023 school year.

The Board thanked Ms. Johnson for her work on developing and creating the Spectrum Student Profile/Competencies.

Following discussion, on a motion duly made and seconded, Moe/Sagstetter, the Spectrum Board of Directors unanimously approved the Spectrum Student Profile/Competencies document as presented.

Roll Call Voting Yay: Lucas, Sagstetter, Brunt, Israelson, Moe, and Taylor
Voting Nay: None

B. Amended Executive Directors Succession Plan

The Board reviewed the amended Executive Directors Succession Plan.

Following discussion, on a motion duly made and seconded, Sagstetter/Moe, the Spectrum Board of Directors unanimously approved the Executive Director’s Succession Plan document as presented.

Roll Call Voting Yay: Lucas, Sagstetter, Brunt, Israelson, Moe, and Taylor
Voting Nay: None

C. Fundraising Policy

The Board reviewed the policy. In preparation for next month's meeting where the final policy will be submitted to the Board for consideration of approval, Mr. DeBruyn will put together a document which summarizes fundraising at the school level and that of Friends of Spectrum, Inc.

XI. New Business

A. Video Surveillance Policy

Mr. DeBruyn shared that currently the school does not have a Video Surveillance Policy in place. The Board will review the policy in detail at the January, 2023 meeting and will consider approval at that time.

XII. Charter School Updates & Training

None

XIII. Board Goals 2020-2021

1. School Board Academic Goals (Volunteers of America – Minnesota Contract Goals)

- A. 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).
- B. 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.
- C. Spectrum will maintain an average state-determined minimum growth score between 0 and -0.5.
- D. 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).

2. School Board Non-Academic Goals (approved at the July 22, 2021 Board meeting)

In addition to the school-wide academic goals stated above, the Board will pursue the following non-academic goals for the 2021-2022 school year:

1. Executive Director Succession Plan
The Board will review the current Executive Director succession plan by November 2021 to determine if revisions are needed. By April 2022, the Board will either reaffirm the current Executive Director succession plan or approve a revised/updated version to meet the ongoing needs of the school. **Completed 12.23.21**
2. Board Oversight of Fundraising Strategy for the School
By November 2021, the Board will review the current fundraising policy to determine their role and plan for oversight. By January 2022, the Board will receive a review summary of all (current) fundraised funds for FY22 – this includes funds raised by Friends of Spectrum, Inc.
3. Board Officer Succession Plan
By October 2021, the Board will review the proposed Board Handbook for approval. If necessary, the Board will incorporate a Board Officer Succession Plan into the handbook to be approved by December 2021. **Completed 12.23.21**

XIV. 2021-2022 Board Calendar and Next Meeting Agenda Input

A. Board Calendar

The Board reviewed the 2021-2022 Board Calendar

B. Next Meeting Agenda – January 27, 2022

- Approval of Fundraising Policy and current update on and status of fundraising efforts
- Approval of Video Surveillance Policy

XV. Adjournment

On a motion duly made and seconded, Sagstetter/Moe, the Spectrum Board of Directors unanimously adjourned the meeting at 6:47 p.m.

Roll Call Voting Yay: Lucas, Sagstetter, Brunt, Israelson, Moe, and Taylor

Voting Nay: None

Anthony C. Brunt

Board Secretary Certification, Tony Brunt