



Spectrum Board of Director’s Meeting Minutes

Date: January 27, 2022

Scheduled Time: 5:30 pm

Attendance:

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

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

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 recommended that the FY21 World’s Best Workforce Annual Report be moved from the Consent Agenda to Letter “C” under New Business. A draft was submitted to the Board just prior to the meeting and stated that he would like to walk the Board through the report prior to consideration of acceptance. The final report will be submitted to the Board for consideration of approval at its meeting in February.

Following discussion, on a motion duly made and seconded, Thomas/Israelson, the Spectrum Board of Directors unanimously approved the January 27, 2022 meeting agenda as amended.

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

V. Consent Agenda

A. Interim Financial Transactions – None

B. Important Documents, Policies, and Meeting Minutes

- Spectrum Board Meeting Minutes of December 23, 2021

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

Roll Call Voting Yay: Lucas, Sagstetter, Brunt, Thomas, 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 – January 21, 2022

Mr. Thomas provided an overview of the Finance Committee meeting, which took place on January 21, 2022. Mr. Thomas stated that the Committee reviewed the December financials, the December Management Report, and the Contracted Services and Food Services Reports for December. He stated that the Committee noted no concerns and that the School remains in a strong financial position.

Mr. Thomas also reported that the Committee received a report from Mr. DeBruyn and Mrs. Chaffin regarding bank fees. He stated 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 online. From this report, it was shared that Infinite Campus changed 3rd party providers from Vanco to Payrix. Vanco reported its transactions on a net basis only. However, Payrix posts the full transaction amount, minus the 3.5% fee, and then reports the net amount to the school. In doing so, it appeared that the school was incurring new fees, but in reality, the 3.5% fee has always been in place and is accounted for within the budget.

Mr. Thomas went on to note that the Committee reviewed the Food Services Report in detail. Mr. DeBruyn shared that, to date, the report indicates a cumulative loss of (\$24,001.38) for the school year, which is significantly higher than years previous at this point in the school year. He went on to state that an in-depth cost analysis is currently being completed. In general, the fees collected cover the cost of the meals; however, they are not at a level to help cover the costs associated with salaries and benefits. Once the analysis is complete, it will be shared with the Finance Committee and School Board in

order for them to make an informed decision on how to best conduct the school's lunch program. Finally, Mr. DeBruyn stated that most school districts lose money on lunch programs and must offset the cost through their general fund. Spectrum must make a decision on how much it is willing to contribute financially to offset these losses.

Then Mr. DeBruyn went on to report that the financial analysis completed of the PSEO and Concurrent Enrollment program show that costs are coming in on budget.

Lastly, the Committee recommends that the Board consider approval of the December Financials and the December Management Report as presented.

On a motion duly made and seconded, Sagstetter/Israelson, the Spectrum Board of Directors unanimously accepted the Finance Committee Meeting minutes of January 21, 2022 as presented.

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

Voting Nay: None

b. December Financial Report

Mr. Thomas presented the December Financials. He provided an overview on ADM (Average Daily Membership) and noted that the school is budgeting 800 ADM. Current enrollment is at 820, 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 75 days (minimum is 30 days) with a projected debt service coverage ratio of 1.21 (minimum of 1.10x).

Mr. Thomas went on to state that, as of month-end, 50% of the year is complete, with a cash balance as of the reporting period of \$2,388,185, which is down from the previous month of \$2,602,024. Mr. Thomas went on to note that the current year holdback balance is \$305,652, which is approximately 10% of total state aids. He stated that State Aids Receivables currently shows a negative (\$62,485). 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 48.7% as compared to expenditures at 44.8%.

Finally, Mr. Thomas 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. Mr. Thomas also noted that the current year's budget is under review and that an updated working budget column will be presented within the financials in February after the mid-year budget review has been completed.

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

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

Voting Nay: None

c. December Management Report

The Board reviewed the December Management Report. It was noted that there was a gap in sequencing of #202101025, as well as the numbers of #202101036-202101055. Otherwise, nothing of significance to report.

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

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

Voting Nay: None

B. Executive Director's Report

Mr. DeBruyn presented the Executive Director's Report for the month of January. In addition to the written report included in the Board packet, Mr. DeBruyn highlighted the Marketing portion of the report to state that an Information and Tour Night took place on January 20th. He reported that there were 63 student families represented at the 6th grade building and 20 student families at the high school building.

Mr. DeBruyn went on to report on staffing changes. He noted that a long-term sub has been hired to cover the need in Social Studies at the 7/8 building and that the Activities Coordinator position is now open. This position has grown to now include responsibility for targeted fund raising and that whomever is hired will probably be working closely with the Friends of Spectrum, Inc. Board in its efforts to raise and manage funds to support the educational endeavors of Spectrum.

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

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

Voting Nay: None

C. Committee Reports

1. Board Development Team Meeting Minutes – January 10, 2022

Ms. Sorenson reported on the work of the Committee at its meeting on January 10, 2022. She outlined the open positions and current candidates running for the respective seats at the annual School Board Election on April 4, 2022. The open seats are as follows:

- Open Seat #1, Community Member, 3-year term, ending in 2025 – incumbent candidate Mr. Lucas has chosen to run again. Currently running unopposed.
- Open Seat #2, Teacher Member, 3-year term, ending in 2025 – Mr. Brunt has chosen to not run in the next election; however, will do so again at some point in the future. The Committee is waiting on a final decision from a teacher who previously expressed interest in running for the open seat.

- Ms. Sorenson went on to comment on Open Seat #3 and Open Seat #4, both parent seats, each with a 1-year term ending in 2023. She shared that Mr. Taylor has chosen to run and will run as an incumbent candidate. In addition, another parent, Mr. Joshua Zehoski has indicated that he is planning to run. Ms. Sorenson shared that one other parent has expressed interest; however, she has not yet heard back from them. Lastly, Ms. Sorenson reported that Mr. DeBruyn sent out the solicitation announcement seeking candidates for the upcoming election. Ms. Sorenson will keep the Board apprised of information on the upcoming election as it becomes available.

Following discussion, on a motion duly made and seconded, Thomas/Brunt, the Spectrum Board of Directors unanimously accepted the January 10, 2022 Board Development Team meeting minutes as presented.

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

Voting Nay: None

2. SIT/WBWF Committee Meeting – Scheduled for Tuesday, February 15, 2022

Mr. DeBruyn shared that the SIT/WBWF Committee will be meeting on Tuesday, February 15, 2022. The purposes of the meeting will be as follows: (1) review the Strategic Plan 2026 goals and objectives; (2) receive an update on progress on the respective areas; and (3) review the parent, middle school and high school student, and staff climate survey questions prior to them being disseminated sometime in March. The Committee will meet once more in April to review the survey results.

D. COVID Updates

1. Transportation

Mr. DeBruyn shared that, within the area of transportation, there have been a few instances of students not wearing masks while on buses. The school is working with the bus company to address each situation on a case-by-case basis.

2. Asynchronous #s

Mr. DeBruyn stated that a few more students chose to move to asynchronous learning for second semester. He reported that in order to do so, each student and a parent had to meet with a counselor and principal to make sure that the student and family are aware of the expectations of asynchronous learning. In addition, the student and a parent must sign off on an agreement before the student is allowed to be asynchronous.

3. COVID #'s

Mr. DeBruyn did not have a chance to get exact numbers from Ms. Newberger, Spectrum's COVID Coordinator, but reported that the school has not seen a spike in cases, nor has there been a large number of staff out. Monthly positive COVID test numbers are reported on Spectrum's website [here](#).

4. Masks/Vaccines

Mr. DeBruyn shared that the United States Supreme Court stayed the mandatory vaccine and/or weekly testing order by OSHA. Likewise, MNOSHA followed suit. Unless required to do so, Spectrum will not require proof of vaccine status nor weekly testing as a condition of employment.

5. Personnel

Mr. DeBruyn covered personnel within the context of reporting on COVID numbers. Staffing has remained stable and manageable.

6. COVID Testing/Vaccination Policy

Mr. DeBruyn stated that the policy is ready should it be needed. If so, it will be submitted for consideration of approval in the future.

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

Mr. DeBruyn provided a brief update on the program. He shared that the first of four meetings with MDE took place on January 19th and it went well. He noted that 30 other schools across the state were on the call as well. Spectrum is moving forward with program planning and anticipates the application will be approved. He went on to state that all of the C@SH teachers have met with the Online Program Coordinator and have had a chance to discuss any questions or concerns. Generally, they are excited to move forward with implementing online classes in 2022-2023. Within the registration process for courses next year (taking place in March), students will have the opportunity to indicate whether they prefer to take each course online or in person. Registration responses will help to determine the number of sections that will be offered online or in-person.

IX. Old Business

A. Fundraising Summary

1. Gifts & Donations – Spectrum

Mr. DeBruyn shared that within the UFARS requirements it states that School Boards, at least annually, should receive a summary report of gifts and donations received for consideration of approval. Once funds or donations are received, they become public property and then fall under the auspices of the Spectrum Board. Mr. DeBruyn went on to share that the report before the Board is an accounting of funds and donations received from July through December 2021 in the amount of \$3,758.19. Mr. DeBruyn anticipates the Board receiving a summary report on a semi-annual basis. Mr. Lucas noted that within the report one of the donations listed was from him and therefore wished to abstain from the vote.

Following discussion, *on a motion duly made and seconded, Thomas/Brunt, the Spectrum Board of Directors unanimously approved the Gifts & Donations Summary Report as of July 1, 2021 through December 31, 2021 for Spectrum as presented.*

Roll Call Voting Yea: Sagstetter, Brunt, Thomas, Israelson, Moe, and Taylor

Voting Nay: None

Abstain: Lucas

2. Gifts & Donations – Friends of Spectrum, Inc.

Mr. DeBruyn then went on to share the Gifts & Donations report of Friends of Spectrum, Inc. The report is for information purposes only as these donations are under the separate 501(c)(3) entity of Friends of Spectrum, Inc. and are not public property. The report presented is from July 1, 2021 through December 31, 2021 in the amount of \$16,634.02.

B. Amended Fundraising Policy

The Board reviewed the amended Fundraising Policy. Mr. DeBruyn shared that the amendments bring clarity to the policy as to whom persons must work with when raising funds. Also, the policy now calls out the requirement to obtain necessary permits, i.e., gambling. Lastly, the policy also now addresses crowdfunding, which has become a readily used means by which to raise funds. He went on to state that no crowdfunding event should ever require a student or family to meet a specific threshold of giving as a condition of participation in an activity.

Following discussion, on a motion duly made and seconded, Sagstetter/Israelson, the Spectrum Board of Directors unanimously approved the amended Fundraising Policy as presented.

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

C. Video Surveillance Policy

Mr. DeBruyn presented the Video Surveillance Policy to the Board. He shared that the policy calls out specifically who has access to the surveillance information and what specific steps are needed in order to gain access. The purpose of the policy is to promote a safe environment by deterring conduct that violates the law, and/or school rules and policies; to record images for future identification of individuals in the event of violations of law, and/or school rules or policies; to aid in search of lost or missing people; and to assist emergency services personnel.

Following discussion, on a motion duly made and seconded, Sagstetter/Taylor, the Spectrum Board of Directors unanimously approved the Video Surveillance Policy as presented.

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

XI. New Business

A. FY22 Annual School Board Election Update

Ms. Sorenson provided the election update under the Board Development Team meeting presentation earlier on in the agenda.

B. Annual Executive Director Review Timeline Update

Ms. Sorenson provided the Board with a brief update on the steps within the process of the Board reviewing its Executive Director. She noted that one of the two surveys necessary for the process has been completed, which is the one from the Executive Director's direct reports. She went on to share that the Board may anticipate receiving its survey to review the Executive Director shortly. Mr. DeBruyn is in the process of updating his progress on the FY22 goals and this document will accompany the Board and Executive Director feedback survey. Once the surveys are complete, then Mr. Lucas and Mr. Israelson will compile the results and schedule a meeting with Mr. DeBruyn to go over the review. At its closed session, the full Board will receive the review and make a recommendation on the next year's at-will letter.

C. FY21 World's Best Workforce Report

Mr. DeBruyn presented the draft FY21 World's Best Workforce Report. He shared that the report will be submitted to MDE and a final copy will be presented to the Board for consideration of approval at its meeting February.

Following discussion, on a motion duly made and seconded, Taylor/Sagstetter, the Spectrum Board of Directors unanimously accepted the FY21 World's Best Workforce Report as presented.

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

XII. Charter School Updates & Training

A. National Charter School Conference – Washington D. C., June 19-22, 2022

Mr. DeBruyn shared that he plans to attend the National Charter School Conference in Washington, D.C., June 19-22.

- B. VOA Conference, National Charter School Institute – Bemidji, Minnesota, June 13-16, 2022**
Mr. DeBruyn shared that he plans to attend the VOA conference, presented in collaboration with the National Charter School Institute, in June. All Board members are invited to attend as well.

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. **Completed 01.27.22**
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 – February 24, 2022

- Mid-Year Budget Review (*approval*)
- Final FY21 World’s Best Workforce Report (*approval*)

XV. Adjournment



17796 Industrial Circle NW ■ Elk River, MN 55330
Phone: 763-241-8703 ■ Fax: 763-633-1380
www.spectrumhighschool.org

On a motion duly made and seconded, Israelson/Sagstetter, the Spectrum Board of Directors unanimously adjourned the meeting at 6:52 p.m.

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

Voting Nay: None

Anthony C. Brunt

Board Secretary Certification, Tony Brunt