



17796 Industrial Circle NW ■ Elk River, MN 55330  
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**Spectrum Board of Director’s Meeting Minutes**

**Date:** October 27, 2022

**Scheduled Time:** At the conclusion of the Spectrum Annual Meeting.

**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									
<b>Vice Chair</b> Tom Sagstetter	P	A	P	P									
<b>Treasurer</b> Joe Thomas	P	P	P	P									
<b>Member</b> Nancy Moe	P	P	P	P									
<b>Member</b> Jason Ruzek	P	P	P	P/VC									
<b>Member</b> Cory Taylor	P	P	P	P									
<b>Member</b> Joshua Zehoski	P	A	P	P									
<b>Exec. Director</b> <i>(Ex Officio Member)</i> Dan DeBruyn	P	P	P	P									
<b>Finance Adviser</b> Nick Taintor/ Bridget Merrill- Myhre	A	A	A	P/VC									
<b>Exec. Admin. Assistant</b> Dawn Sorenson	P	P	P	P									

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

**Guests Present:** Angela Zehoski, Kyle Swenson, Macy Berg, Katie Raivala, Noah Raivala, and Aaron Rasmus

**I. Call to Order:** 7:15 p.m.

**II. Reading of Vision and Mission Statements**

**III. Conflict of Interest Check**

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

**IV. Board Agenda**

Mr. DeBruyn asked that item #3 under the Consent Agenda, Strategic Plan 2026 (Long Version), be moved to New Business, item E, as informational for consideration of approval at the meeting in November.

On a motion duly made and seconded, Taylor/Ruzek, the Spectrum Board of Directors unanimously approved the October 27, 2022 meeting agenda as amended.

Roll Call Voting Yea: Lucas, Sagstetter, Ruzek, Thomas, Moe, Taylor, and Zehoski

Voting Nay: None

**V. Consent Agenda**

**A. Interim Financial Transactions – None**

**B. Important Documents, Policies, and Meeting Minutes**

- FY23 School Board Academic and School-wide Q-Comp Goals (*approval*)
- Infinite Campus OLR Prime Proposal (*approval*)
- September 22, 2022 Regular Board Meeting Minutes (*approval*)
- October 5, 2022 Special Board Meeting Minutes (*approval*)

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

Roll Call Voting Yay: Lucas, Sagstetter, Ruzek, Thomas, Moe, Taylor, and Zehoski

Voting Nay: None

**VI. Employee Introduction & Recognition**

None

**VII. Public and Student Input**

Parent Macy Berg commented before the Board. She stated that she is the parent of two students at Spectrum and is very concerned regarding the traffic on Twin Lakes Road. She urged the Board to do whatever it can to work with the City of Elk River to implement increased safety on the road. One consideration could be a reduction in the rate of speed on Twin Lakes Road.

Parent Katie Raivala also commented on safety concerns regarding Twin Lakes Road. She urged the school to work with the City for the installation of school zone signage. Ms. Raivala went on to share that, whatever parents can do to support the school in its efforts to increase safety, they are willing and able to help.

Student Noah Raivala commented that the cross country students do not feel safe in utilizing the current crosswalk to get across Twin Lakes Road.

Mr. DeBruyn and the Board thanked the parents and student for voicing their concerns regarding safety at Twin Lakes Road. Mr. DeBruyn shared that the City of Elk River is aware of the safety concerns, and is awaiting the completion of the police investigation of the accident before taking next steps in the process. In the meantime, the installation of the additional speed notification system at Twin Lakes Road is another indication that the City is aware of the issue and is in process of working on it. Police presence has also increased this week.

**VIII. Ongoing Business**

**A. Budget Report**

**1. Finance Committee Meeting**

**a. Monthly Finance Committee meeting – October 19, 2022**

Ms. Merrill-Myhre summarized the minutes of the October 19, 2022 Finance Committee meeting. She stated that the Committee reviewed the September 2022 financials, the September Management/Supplement Report, the Contracted Services Report, and the Food Services Reports for September as well. In addition, they heard a brief update on the FY22 audit, which is in progress. The preliminary draft should be available for the Finance Committee to review at its meeting in November.

The Committee then went on to review the loan documents with First Bank Elk River to fund the remaining balance of the high school parking lot project. She stated that approximately \$250,000 of the \$419,500 project bid is being funded by the Spectrum Building Company. The remaining amount, plus \$30,000 in contingency funds, has been secured through a \$250,000 loan from First Bank Elk River. The Committee went on to note that the percentage rate is 5.750% and that the maturity date is that of November 1, 2027; however, it is anticipated that the loan will be paid off early, and perhaps as soon as the end of fiscal FY23. Mr. DeBruyn shared that the school is utilizing the additional \$30,000+ in contingency funds to cover the following: (1) a raised median in the new entrance/exit for the high school building; (2) the removal of remaining grass areas between the new and old parking lots, which includes the laying of fabric and fill of landscape rock; (3) the removal of a tree and repair of curb/blacktop at the southwest entrance to the new parking lot; and (4) the capping of the old irrigation system. Ms. Merrill-Myhre reported that the Committee is recommending the Board consider approval of the First Bank Elk River loan documents as presented.

Next, Ms. Merrill-Myhre shared that Mr. DeBruyn provided a brief update on health insurance. He stated that the initial bid received called for a double digit increase in cost from the current provider. As a result, the school requested that its health insurance coverage be sent out for bid in an effort to reduce costs. It is anticipated that the bids will be received and presented at the November Finance Committee meeting.

In addition to the above, the Committee received an update on the progress of the high school parking lot project and the land donation. They also talked about traffic safety issues on Twin Lakes Road.

Following discussion, on a motion duly made and seconded, Thomas/Zehoski, the Spectrum Board of Directors unanimously accepted the October 19, 2022 Finance Committee meeting minutes as presented.

Roll Call Voting Yay: Lucas, Sagstetter, Ruzek, Thomas, Moe, Taylor, and Zehoski

Voting Nay: None

**b. September Financials**

Ms. Merrill-Myhre presented the executive summary of the September Financials. She reported that the FY23 budget is based on 840 Average Daily Membership (ADM) and actual ADM is currently 881.65. Ms. Merrill-Myhre then went on to note that currently the school's budgeting a surplus for the year at \$7,983, with a projected cumulative fund balance of \$2,621,541 or 25% of expenditures at fiscal year-end. Projected Days Cash on Hand for the fiscal year-end is 95 days. Above 30 days meets the minimum bond covenants, and the Projected Debt Service Coverage Ratio at fiscal year-end is 1.18. Above 1.10x meets the minimum bond covenants.

As of month end, 25% of the year was complete with a cash balance, as of the reporting period of \$2,650,179, which is up slightly from the previous month of \$2,273,923. The current year holdback balance is \$254,451 as of the reporting period. The holdback

amount is approximately 10% of total state aids. The remaining holdback amount will be paid back to the school in fiscal year 2024.

Revenues received at the end of the reporting period were at 24.4% as compared to expenditures disbursed at 17%. There was nothing of significance to report on Revenues and Expenditures for the month of September and all is on track currently when comparing budget to actual.

Lastly, cash flow will be looked at in more detail this fall, and an update will be forthcoming as enrollment and spending is more consistent. The FY22 audit is in process and it is anticipated that drafts should be available in November for the Finance Committee to review prior to presentation to the full Board.

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

Roll Call Voting Yay: Lucas, Sagstetter, Ruzek, Thomas, Moe, Taylor, and Zehoski

Voting Nay: None

**c. September Management/Supplement Report**

The Board reviewed the September Management/Supplement Report. Ms. Merrill-Myhre shared that there was one sequence skip of 202200351. She shared that this may be due to vendor payments being entered and, while doing so, a number was accidentally entered twice. The system does not go back and fill in a number that was skipped or the items have not yet posted for the month and therefore are not noted in the report. It is possible that they will be posted and reported in the subsequent month. No other discrepancies were noted.

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

Roll Call Voting Yay: Lucas, Sagstetter, Ruzek, Thomas, Moe, Taylor, and Zehoski

Voting Nay: None

**d. First Bank Elk River Loan Documents**

The Board reviewed the First Bank Elk River loan documents. Mr. DeBruyn and Ms. Merrill-Myhre shared that the first \$200,000 of the high school parking lot project is being funded by the Spectrum Building Company. As was noted in the reporting of the October 19, 2022 Finance Committee meeting minutes, the remaining amount of the \$419,500 project bid, plus \$30,000 in contingency funds, will be secured through a loan in the about of \$250,000 with First Bank Elk River.

The Board discussed the loan documents as presented.

Following discussion, on a motion duly made and seconded, Thomas/Sagstetter, the Spectrum Board of Directors unanimously approved the \$250,000 First Bank of Elk River loan document as presented and authorized Mr. DeBruyn to sign.

Roll Call Voting Yay: Lucas, Sagstetter, Ruzek, Thomas, Moe, Taylor, and Zehoski

Voting Nay: None

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

Mr. DeBruyn presented the Executive Director's Report for the month of October. In addition to the items presented in the report, Mr. DeBruyn shared that he likes to keep the Board abreast of goings on which may have an impact on Spectrum. He referenced a recent article that ran in the Elk River Star News reporting that St. Andrews private Catholic school in Elk River is planning to increase their class offerings to include middle school grades (starting with 6<sup>th</sup> grade in FY24). In addition, PACT Charter School in Ramsey recently broke ground on a new separate high school building. PACT is already authorized for K-12 education; however, it is their goal to increase enrollment from 675-700 to 1,500 students. While enrollment remains strong at Spectrum, we will be expanding marketing efforts to now include Big Lake and St. Francis.

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

Roll Call Voting Yay: Lucas, Sagstetter, Ruzek, Thomas, Moe, Taylor, and Zehoski

Voting Nay: None

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

##### **1. SIT/WBWF Committee Meeting Minutes – October 17, 2022**

The Board reviewed the minutes of the October 17, 2022 SIT/WBWF Committee. Mr. DeBruyn shared that the Committee will be meeting at least on a quarterly basis. The next meeting will take place in January of 2023.

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

Roll Call Voting Yay: Lucas, Sagstetter, Ruzek, Thomas, Moe, Taylor, and Zehoski

Voting Nay: None

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

No update at this time.

### **IX. Old Business**

#### **A. Land Donation Update**

Mr. DeBruyn provided a brief update. He stated that the idea of doing a carve-out of the donated land will not work as there wouldn't be enough space to construct a play field. As a result, the project has returned to the original proposal of providing the current land owners the 60' of road frontage access as is required; however, it will require going to the school's bond holders to seek approval. The agreements are

currently being drawn up and it is anticipated that they will be ready for the November meetings of the Finance Committee and Board for recommendation of approval.

**B. Parking Lot Update**

Mr. DeBruyn provided a brief update. The project is ahead of schedule and just about complete. All layers of asphalt have been applied. Striping of the lot will take place shortly and should be ready for use sometime the following week. Mr. DeBruyn went on to share that Peterson Companies and their personnel have been extremely accommodating and easy to work with. The project could not have gone any smoother and the school is extremely grateful to have the project complete prior to the start of winter.

**C. Cruz-Guzman Case Update**

Mr. DeBruyn presented a brief update for the Board. He reminded the Board of their authorization and contribution of monetary support in the defense of this case in FY21. Mr. DeBruyn shared that there is a similar case being heard in the state of New Jersey; however, in NJ, all charter schools come under a local school district. In MN, all charter schools have their own district number. He went on to share that the MN Court of Appeals rendered its decision on the case stating, *“A racially imbalanced school system, by itself, is not a violation of the Education Clause of the Minnesota Constitution. A racially imbalanced school system caused by intentional, de jure segregation of the type described in Brown would be a violation of the Education Clause of the Minnesota Constitution. A racially imbalanced school system caused by de facto segregation, by itself, is not a violation of the Education Clause of the Minnesota Constitution, even if state action contributed to the racial imbalance.”*

**XI. New Business**

**A. Revised International Travel Policy**

Mr. DeBruyn shared that he plans to bring before the Board a revised International Travel Policy for the Board’s consideration of approval at its November meeting. He shared that the staff who recently took students abroad would like to do so again in a couple of years. We are planning to proceed with that effort. However, they are being asked to keep the price reasonable (affordable), and that at least three opportunities (per year) be made available for students to raise funds to help cover the cost of the trip in an effort to make the travel more accessible to all students.

**B. New Activities: Clay Target Shooting and Cheerleading**

Mr. DeBruyn shared that Spectrum currently co-ops with PACT Charter School for its Clay Target Shooting team, but that the majority of students participating are from Spectrum. Spectrum would like to dissolve the coop and start its own team this year. When considering starting a clay target shooting team, there are some considerations for safety that he wanted the Board to know about prior to approval.. Mr. Taylor shared that his student participates on the team and detailed for the Board the extensive training that a student/parent/guardian must go through and agree to adhere to in order to be on the team. Mr. Taylor shared that very specific instruction is provided that no student and/or parent/guardian may be on school grounds with a fire arm in a vehicle, etc. In doing so, it would be in direct violation of the school’s Weapons Policy on school grounds (and federal law).

Following discussion, on a motion duly made and seconded, Taylor/Thomas, the Spectrum Board of Directors unanimously approved adding cheerleading, as well as a Clay Target Shooting co-op with PACT charter school.

Roll Call Voting Yay: Lucas, Sagstetter, Ruzek, Thomas, Moe, Taylor, and Zehoski  
Voting Nay: None

**C. Traffic Concerns (Twin Lakes/Industrial Circle) Resolution**

Mr. DeBruyn reported on the conversations of the School with the City of Elk River on the traffic concerns with Twin Lakes Road and Industrial Circle. He reiterated that the City is aware of the concern and he believes the City will work collaboratively with the school to identify possible solutions. Mr. DeBruyn went on to seek the Board’s approval to speak on behalf of the school as it works with the City of Elk River in its effort to mitigate traffic concerns and to create a safe plan for all.

Following discussion, on a motion duly made and seconded, Moe/Thomas, the Spectrum Board of Directors unanimously approved Mr. DeBruyn to speak on behalf of the school as it works with the City of Elk River in its effort to mitigate traffic and to create a safety plan for all.

Roll Call Voting Yay: Lucas, Sagstetter, Ruzek, Thomas, Moe, Taylor, and Zehoski.

Voting Nay: None

**XII. Charter School Updates & Training**

None

**XIII. Board Goals 2022-2023**

**I. 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)**

1. 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).
2. 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.
3. Spectrum will maintain an average state-determined minimum growth score between 0 and -0.5.
4. 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).
5. 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**

**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.*

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.

**XIV. 2022-2023 Board Calendar and Next Meeting Agenda Input**

**A. Board Calendar**

None

**B. Next Meeting Agenda – November 17, 2022 – NOTE: 3<sup>rd</sup> Thursday due to conflict with Thanksgiving**

- Amended Harassment Policy (*approval*)
- Amended Title IX Policy (*approval*)
- Revised International Travel Policy (*approval*)
- 2021-2022 Annual Report and WBWF Report (*approval*)
- Strategic Plan 2026 (Long Version) (*approval*)

**XV. Adjournment**

*On a motion duly made and seconded, Sagstetter/Moe, the Spectrum Board of Directors unanimously adjourned the meeting at 8:29 p.m.*





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Roll Call Voting Yay: Lucas, Sagstetter, Ruzek, Thomas, Moe, Taylor, and Zehoski  
Voting Nay: None

A handwritten signature in blue ink, which appears to read 'Jason Ruzek'.

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**Board Secretary, Jason Ruzek, Certification**