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 www.spectrumhighschool.org

Spectrum Board of Director’s Meeting Minutes

Date: November 17, 2022
Scheduled Time: 5:30 p.m.

Attendance:

Name/Position	Monthly Attendance												
	J	A	S	O	N	D	J	F	M	A	M	J	
Chair Dave Lucas	A	P	P	P	P								
Vice Chair Tom Sagstetter	P	A	P	P	P/VC								
Treasurer Joe Thomas	P	P	P	P	P								
Member Nancy Moe	P	P	P	P	P/VC								
Member Jason Ruzek	P	P	P	P/VC	P								
Member Cory Taylor	P	P	P	P	P								
Member Joshua Zehoski	P	A	P	P	P								
Exec. Director <i>(Ex Officio Member)</i> Dan DeBruyn	P	P	P	P	P								
Finance Adviser Bridget Merrill-Myhre	A	A	A	P/VC	P/VC								
Exec. Admin. Assistant Dawn Sorenson	P	P	P	P	P								

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

Guests Present: Michelle Hoffman, P/VC, CliftonLarsonAllen; Mary Chaffin; and Ann Hewitt

I. Call to Order: 5:30 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

On a motion duly made and seconded, Taylor/Moe, the Spectrum Board of Directors unanimously approved the November 17, 2022 meeting agenda as presented.

Roll Call Voting Y: 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

- Strategic Plan 2026 (Long Version) (*approval*)
- Jostens Yearbook 2-year Contract (2024-2026) (*approval*)
- October 27, 2022 Regular Board Meeting Minutes (*approval*)

Following discussion, on a motion duly made and seconded, Thomas/Taylor, the Spectrum Board of Directors unanimously 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

None

VIII. Ongoing Business

A. Budget Report

1. Finance Committee Meeting

a. Monthly Finance Committee meeting – November 14, 2022

Mr. Thomas summarized the minutes of the November 14, 2022 Finance Committee meeting. He stated that the Committee reviewed the October 2022 financials, the October Management/Supplement Report, the Contracted Services Report, and the Food Services Reports for October as well. In addition, the Committee reviewed the FY23 Revised Signature Lawn Care snow removal contract and is recommending approval by the Board.

Mr. Thomas went on to share that the Committee heard a report that the FY22 audit was in its final stages of review, no findings had been noted, and that the auditor was in the process of issuing a clean opinion.

Next, Mr. Thomas reported that the Committee reviewed the proposed FY23 Employee Insurance Benefits proposal and is recommending approval by the Board.

Following discussion, on a motion duly made and seconded, Ruzek/Zehoski, the Spectrum Board of Directors unanimously accepted the November 14, 2022 Finance Committee meeting minutes as presented.

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

Voting Nay: None

b. October Financials

Ms. Merrill-Myhre presented the executive summary of the October Financials. She reported that the FY23 budget is based on 840 Average Daily Membership (ADM) and actual ADM is currently 883. 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 103 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, 33% of the year was complete with a cash balance, as of the reporting period of \$2,891,152, which is up slightly from the previous month of \$2,650,179. State aids receivable shows a negative (\$7,705). This amount will be adjusted as MDE finalizes their year-end reviews. MDE most likely is paying more than expected based on last year's amounts. This will continue to be monitored over the next several months. The current year holdback balance is \$333,720 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 32.7% as compared to expenditures disbursed at 26.4%. There was nothing of significance to report on Revenues and Expenditures for the month of October and all is on track currently when comparing budget to actual.

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

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

Voting Nay: None

c. October Management/Supplement Report

The Board reviewed the October Management/Supplement Report. Ms. Merrill-Myhre shared that no skips in sequencing were noted.

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

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

Voting Nay: None

d. Inter-fund Transfer for FY22 \$49,647.65 from General Fund to Food Service Fund

Ms. Merrill-Myhre reported that the auditors have been asking to see approval from the Board regarding inter-fund transfers of funds from the general fund to the food services fund. She went on to state that most public schools run a deficit in their lunch services fund; however, according to State law, must zero out the loss with a transfer from the general fund. As a result, the Board must approve the inter-fund transfer. Mr. DeBruyn stated that the school has received approximately \$20,000 from the Supply Chain Assistance fund for which it will be using to cover costs associated with milk. It is anticipated that the FY23 deficit will be closer to \$30,000.

Following discussion, on a motion duly made and seconded, Zehoski/Thomas, the Spectrum Board of Directors unanimously approved the FY22 Inter-fund transfer of \$49,647.65 to cover the food service fund deficit.

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

Voting Nay: None

e. FY22 Annual Audit Results

Ms. Michelle Hoffman of CliftonLarsonAllen presented the FY22 audit in detail. She reported that the auditing firm is issuing a clean opinion with no findings. She went on to note the following key financial highlights for the 2021-2022 fiscal year:

- General Fund revenues were \$10,057,814 as compared to expenditures of \$9,650,158. After a transfer to the Food Service Fund of \$49,648, this resulted in a General Fund surplus of \$358,008 for fiscal year 2022.
- The fund balance of the General Fund increased from \$2,337,381 to \$2,695,389.
- The School grew to a total of 812.27 Average Daily Memberships (ADMs or students), an increase of 48.04 ADMs from the prior year.
- Building Company revenues were \$1,379,520 as compared to expenditures of \$1,344,661. The net result was a surplus of \$34,859 for the year and an ending fund balance in the Building Company Fund of \$2,305,880 as of June 30, 2022.

Mr. DeBruyn shared that much of the net surplus of \$358,008 was due in large part to planned expenditures not realized in FY22 as a result of supply chain issues. Ms. Hoffman mentioned that many schools are dealing with the same issues.

Following Ms. Hoffman’s presentation, Mr. DeBruyn publicly thanked employees Mary Chaffin and Patty Jorris for their excellent work over the school year and assistance with the audit. Ms. Hoffman echoed her thanks to them, in addition to all who were involved in the audit in one way or another.

The Board thanked Ms. Hoffman for her presentation.

Following discussion, on a motion duly made and seconded, Thomas/Ruzek, the Spectrum Board of Directors unanimously accepted the FY22 Audit Results as presented.

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

Voting Nay: None

B. Executive Director’s Report

Mr. DeBruyn presented the Executive Director’s Report for the month of November. In addition to the items presented in the report, Mr. DeBruyn shared that staffing remains challenging. Currently, there are three open positions – a middle school social studies teacher, a middle school language arts teacher, and an instructional coach position. He went on to state that all positions have been posted. All internal subs are needed to cover the open positions until they are filled and therefore are not available for other subbing needs. The School is working diligently to maximize available staff prior to pulling teachers to cover..

Mr. DeBruyn then went on to thank the Board for their support in the construction of the new parking lot. He shared how the new lot has freed up parking and overall traffic congestion around all three school buildings.

Mr. DeBruyn then went on and reported that he recently attended a Concurrent Enrollment Advisory Committee meeting at Anoka-Ramsey Community College. He reported on Spectrum’s unique C@SH program and that, as far as he can tell, it is the only one offered where students may earn a full Associates degree while remaining entirely on their high school campus. He shared that Anoka-Ramsey often looks to partner with Spectrum when implementing new programs related to concurrent enrollment.

Lastly, Mr. DeBruyn spoke about the great turnout for the Veterans Day Program (with over 80 visitors). He also thanked Mr. Lucas for his involvement in the Veterans Day Program on Friday, November 11, 2022. It was an honor to have Mr. Lucas present the United States Marines branch flag during the performance of the Armed Forces Salute.

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

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

Voting Nay: None

C. Committee Reports

None at this time.

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

Mr. DeBruyn mentioned briefly that we are planning to offer C@SH courses as an online program option during registration for the 2023-2024 school year (just like the year previous). Registration numbers will determine whether a course is offered online or in person. Mr. DeBruyn will continue to update the Board as more information becomes available.

IX. Old Business

A. Land Donation Update

Mr. DeBruyn provided a brief update. He stated that things are moving forward and that he should have more information for the Board at the December meeting.

B. Revised FY23 Signature Lawn Care Snow Removal Contract

The Board reviewed the Revised FY23 Signature Lawn Care Snow Removal Contract. Mr. DeBruyn reported with the addition of the new parking lot, the contract needed to be amended. Specifically, the changes to the contract are:

- 1-6 inch snowfall has changed from \$425 to \$725
- 6 inch plus snowfall changed from \$675 to \$975
- Salting parking lots changed from \$275 to \$550

Following discussion, on a motion duly made and seconded, Moe/Joshua, the Spectrum Board of Directors unanimously approved the Revised FY23 Signature Lawn Care Snow Removal Contract as presented.

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

Voting Nay: None

XI. New Business

A. Parent Involvement Plan

Mr. DeBruyn shared with the Board as a part of the Title Fund application process, it is a requirement that the School have in place a Parent Involvement Plan. He shared that the monies received through Title

funding are used to support student learning by providing opportunities for them to take remedial courses, sometimes allowing them to stretch out the content over a longer period of time.

Following discussion, on a motion duly made and seconded, Moe/Ruzek, the Spectrum Board of Directors unanimously approved the Parent Involvement Plan as presented.

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

B. FY23 Employee Insurance Benefits Proposal

Mr. DeBruyn provided an in-depth update on the proposal received for employee health insurance for FY23. He stated that the only viable option is with Medica as other insurance companies that provided bids were too high. With the goal to mitigate cost increase to the employee as well as the school while maintaining similar coverage, three options are available – a wider network option (2023 MHC/Medica Alternate) and two narrower network options (2023 MHC/Medica Vantage Plus and Preferred Network Fairview).

Medica Alternate would increase the monthly amount for the employee-only from \$32.92/mo to \$58.57. Employee + One would increase from \$596.21/mo to \$650.01/mo. Family coverage would increase from \$893.33/mo to \$961.99. Deductible amounts remain the same - \$3,000 for single, and \$6,000 for family. The employer contribution amount of \$480/employee would remain, as well as the yearly HSA contribution of \$1,000 (employee), \$1,500 (employee +1), and \$2,000 (family).

The two narrower network options have a significant cost savings to the employee and school. For employee-only, the monthly premium would decrease from \$32.92/mo to \$22/mo. Employee + One would decrease from \$596.21/mo to \$524.73/mo. Family coverage would decrease from \$893.33/mo to \$717.81/mo. Again, deductible amounts remain the same - \$3,000 for single and \$6,000 for family. The monthly contribution on the part of the school would be a decrease in cost from \$480/mo to \$435.78/mo. The yearly HSA contribution on the part of the school would remain the same

Following discussion, on a motion duly made and seconded, Sagstetter/Thomas, the Spectrum Board of Directors unanimously approved the FY23 Employee Insurance Benefits Proposal as presented.

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

C. 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 a future meeting. He stated that the staff who recently took students abroad would like to do so again in a couple of years. Ms. Moe inquired whether there is a policy in place for travel within the United States. Mr. DeBruyn shared that there is a Field Trip Policy in place, but was not certain to what extent it would cover interstate travel. He went on to share that as the policy for travel is being developed, it will be taken into advisement as to whether it is possible to combine everything into one – field trips, international travel, and travel within the United States – or whether it would be best if they remain separate. No action of the Board was required and none was taken.

D. Minnesota School Board Association Membership

Mr. DeBruyn shared that he is recommending that the Board consider renewing its membership with the Minnesota School Board Association (MSBA). He stated that, at the time that Spectrum was going

through its last strategic planning process, the membership proved to be of value. As the school has grown, there is more need for support and assistance with policy development for which MSBA is able to provide. Mr. DeBruyn went on to share membership costs stating that the annual cost to be an Associate Member of MSBA is \$1,950. The cost to enroll in Policy Services is \$2,000 for the first year and \$750 each year after to renew. Lastly, Mr. DeBruyn stated that he would like the school to fully review all legally required policies over the next several years.

Following discussion, on a motion duly made and seconded, Lucas/Sagstetter, the Spectrum Board of Directors unanimously approved membership in the Minnesota School Board Association.

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

E. FY22 Annual and World’s Best Workforce Report

Mr. DeBruyn shared the document electronically prior to the meeting. He noted that it would be submitted to VOA and that the Board would consider approval at the December meeting.

XII. Charter School Updates & Training

None

XIII. Board Goals 2022-2023 – No updates at this time

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: 3rd 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*)

XV. Adjournment



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On a motion duly made and seconded, Thomas/Sagstetter (U-Betcha!), the Spectrum Board of Directors unanimously adjourned the meeting at 7:03 p.m.

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

Voting Nay: None

Board Secretary, Jason Ruzek, Certification