



Spectrum Board of Director’s Meeting Minutes

Date: July 21, 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												
Vice Chair Tom Sagstetter	P												
Treasurer Joe Thomas	P												
Member Nancy Moe	P												
Member Jason Ruzek	P												
Member Cory Taylor	P												
Member Joshua Zehoski	P												
Exec. Director <i>(Ex Officio Member)</i> Dan DeBruyn	P												
Finance Adviser Nick Taintor/ Bridget Merrill-Myhre	A												
Exec. Admin. Assistant Dawn Sorenson	P												

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

Guests Present:

- I. Call to Order:** 5:30 p.m.
- II. Reading of Vision and Mission Statements**
- III. Conflict of Interest Check**
Mr. Sagstetter, Vice Chair, called for conflict of interest acknowledgement. None noted.
- IV. Board Agenda.**
Ms. Sorenson noted an error on the agenda. She asked that items *Spectrum School FY22 CLA Audit Engagement Letter* and *Spectrum Building Company FY22 CLA Audit Engagement Letter* be struck from the Consent Agenda as they are presented for consideration of approval under New Business, items C and D.

Following discussion, on a motion duly made and seconded, Thomas/Taylor, the Spectrum Board of Directors unanimously approved the July 21, 2022 meeting agenda as amended.

Voting Yay: Sagstetter, Thomas, Moe, Taylor, Ruzek, and Zehoski

Voting Nay: None

V. Consent Agenda

A. Interim Financial Transactions – None

B. Important Documents, Policies, and Meeting Minutes

- June 23, 2022 Regular Board Meeting Minutes (*approval*)

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

Voting Yay: Sagstetter, Thomas, Moe, Taylor, Ruzek, 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 – None for Month of July

b. June Financial Report

Unaudited preliminary June financials, along with July financials, will be presented in August.

c. June Management/Supplement Report

The Board reviewed the June Management/Supplement Report. Ms. Sorenson shared that the June Management/Supplement Report was disseminated to all members of the Finance Committee and Mr. Thomas stated that there were no concerns with the June Management/Supplement report

Sequencing skips within the report were as follows: 202102066, 202102086-202102093, and 202102096-202102097. Vendor payments entered go in sequential order. Accounts Payable accidentally entered a wire twice in the middle of the batch and had to delete. In doing so, the system does not go back and fill in the next sequential number and therefore some numbers were skipped.

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

Voting Yay: Sagstetter, Thomas, Moe, Taylor, Ruzek, and Zehoski

Voting Nay: None

B. Executive Director's Report

Mr. DeBruyn presented the Executive Director's Report for the month of July. In addition to the items presented in the report, Mr. DeBruyn reported on additional staffing changes not noted in the report. He

stated that a high school counselor position became available and that the team had conducted an interview with a potential candidate and is waiting to hear back on the employment offer.

Mr. DeBruyn then went on to report on a restructure within the IT department. As previously reported at the June meeting, Julie Johnson will no longer be leaving Spectrum and is remaining on staff as the new Technology Integration Specialist (title may still change). In addition, Jeff Rupert, formally in the role of Network Administrator, will be moving into the position of Technology Manager over the next 6 months. Mr. DeBruyn went on to report that Mr. Rupert will have the opportunity to work alongside Ms. Johnson as they transition the position.

Mr. Sagstetter stated that he was pleased to see that the student retention rate, as listed in the Executive Director Report, is currently at 96% overall from FY22 to FY23.

Following discussion, on a motion duly made and seconded, Thomas/Ruzek, the Spectrum Board of Directors unanimously accepted the July Executive Director's Report as presented.
Voting Yay: Sagstetter, Thomas, Moe, Taylor, Ruzek, and Zehoski
Voting Nay: None

C. Committee Reports

None

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

As reported at the June Board meeting, Spectrum's application to become a state-approved online provider has been approved. Mr. DeBruyn shared that the site name will be recorded as "Spectrum Online". He went on to share that the school is in the process of determining whether it would be better for reporting purposes (MARRS, grading, GPA), etc., to have two sites "Spectrum Online Middle School", for students in grades 6-8, and "Spectrum Online High School", for students in grades 9-12. Once determined, site number(s) will be recorded with MDE.

IX. Old Business

A. Land Donation Update

Mr. DeBruyn provided a brief update. He noted that work continues and that he has been in contact with Spectrum's attorney, Craig Kepler, who is assisting the school in working through all of the details of the transaction. He went on to share that Mr. Kepler is currently working on the agreement. Mr. DeBruyn went on to note that within the agreement it is being requested that 60' of property be set aside as an access road should it be decided at a later date to erect a digital sign at the location. Since the 60' being requested now includes property already owned by Spectrum, the agreement would have to be submitted to bond holders for consideration of approval. Mr. DeBruyn went on to state that he hopes to have the agreement back in time for the August Board meeting. Mr. DeBruyn will continue to keep the Board informed as more information becomes available.

XI. New Business

A. Parking Proposal

Mr. DeBruyn stated that Spectrum currently has approximately 150 dedicated parking spaces available for students. While this was sufficient through the 2021-2022 school year, there were growing frustrations over limited parking and students parking outside of the dedicated student spaces on and off of Spectrum property. Since student numbers continue to increase, we are in need of an additional 50-150 parking

spaces to address short and long-term needs. Projected student numbers for the 2022-2023 include 103 seniors, 127 juniors, and 108 sophomores or up to 338 potential student drives.

Mr. DeBruyn went on to share that Spectrum has been exploring options for additional parking, which includes the building of an additional parking lot on the high school campus. This lot would be placed over the existing play field. In addition to making parking much more convenient for students, it will serve the school well for all activities and large events in close proximity to the entrance for those events. As a temporary fix, Spectrum has been pursuing the leasing of additional spaces from neighboring businesses.

In addition, Spectrum is working on acquiring the 4+ acre property to the west of the high school to build a new play field next school year. In the meantime, middle and high school classes would share the play field centrally located between all buildings.

Mr. DeBruyn went on to share that Spectrum has been in discussion with the City of Elk River staff regarding the current high school field transition to a parking lot. They have indicated that parking on the grass as a temporary option is not allowable. As a result, it will require drawings, engineering work to determine sufficient run-off capabilities, and meetings with Planning and Zoning and the City Council, which is likely a 3-month process. It is hoped; however probably unlikely, that a paved parking lot could be completed before winter.

Mr. DeBruyn stated that Administration is requesting the Board consider approval of moving forward with the City of Elk River on getting approval to expand parking at the high school, which may also include creating an additional entrance onto Industrial Circle. In addition, this may include a temporary solution to park on class five gravel while awaiting approval for blacktop.

Also, Mr. DeBruyn shared that he is looking for approval of up to \$20,000 for work to move the proposal forward to the City. He stated that funds could be procured from building and land expenditures, but the full project will likely need additional funding to be approved at the August meeting

Following discussion, on a motion duly made and seconded, Moe/Thomas, the Spectrum Board of Directors unanimously approved spending up to a not to exceed amount of \$20,000 for the proposed Parking Plan as presented.

Voting Yay: Sagstetter, Thomas, Moe, Taylor, Ruzek, and Zehoski

Voting Nay: None

B. Adjusted Activity Fees for 2022-2023

Mr. DeBruyn reported that after a number of years at the same price level, the Spectrum School Board approved an increase of \$10 per student/sport for the 2021-2022 school year. In addition, the family maximum went from \$850 to \$1,200. Even with this increase, Spectrum continues to experience increased costs due to comparable wage increases for coaches, gas for transportation, contracted transportation increases, and contracted athletic training services. As a result, a small increase of \$15 is being proposed for the 2022-2023 school year. This increase should help to raise approximately \$10,000 for the extracurricular activities budget. The school has also increased its contributions to the extracurricular activities budget from its general fund by \$50,000 for the FY23 school year.

Following discussion, on a motion duly made and seconded, Taylor/Ruzek, the Spectrum Board of Directors unanimously approved a \$15 increase per student/sport for the FY23 school year as presented.

Voting Yay: Sagstetter, Thomas, Moe, Taylor, Ruzek, and Zehoski

Voting Nay: None

C. Spectrum School FY22 CLA Audit Engagement Letter

The Board reviewed the Spectrum School FY22 CLA Audit Engagement letter.

Following discussion, on a motion duly made and seconded, Moe/Thomas, the Spectrum Board of Directors unanimously approved the Spectrum School FY22 CLA Audit Engagement Letter as presented.

Voting Yay: Sagstetter, Thomas, Moe, Taylor, Ruzek, and Zehoski

Voting Nay: None

D. Spectrum Building Company FY22 CLA Audit Engagement Letter

The Board reviewed the Spectrum Building Company FY22 CLA Audit Engagement letter.

Following discussion, on a motion duly made and seconded, Moe/Thomas, the Spectrum Board of Directors unanimously approved the Spectrum Building Company FY22 CLA Audit Engagement Letter as presented.

Voting Yay: Sagstetter, Thomas, Moe, Taylor, Ruzek, and Zehoski

Voting Nay: None

XII. Charter School Updates & Training

None

XIII. Board Goals 2020-2021 – NOTE: 2022-2023 Board Goals will be set at the August 18, 2022 Board Meeting

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. 2022-2023 Board Calendar and Next Meeting Agenda Input

A. Board Calendar

The Board reviewed the 2022-2023 Board Calendar. Nothing of significance to note.

B. Next Meeting Agenda – August 18, 2022 – NOTE: 3rd Thursday due to conflict with Open House

- FY23 Student/Family Handbook (*approval*)
- Annual Approval of Directory Information to Be Released (achieved through annual approval of Student/Family Handbook – FERPA Statement) (*approval*)
- FY23 Student Activities Handbook (*approval*)
- FY23 Employee Handbook (*approval*)
- Amended Harassment Policy (*approval*)
- Amended Title IX Policy (*approval*)
- FY23 Board Ad-Hoc Committee Assignments
- FY23 Annual Board and Executive Director Goals
- Board Officer Elections
- Set Annual Meeting Date/Time
- Review Director Conflict of Interest
- Review Director’s Code of Conduct and Statement Signing
- Review Board Protocols and Statement Signing
- Review Spectrum Building Company Board of Directors Roster and Appoint New Members
- FY23 School Board Calendar (*acceptance*)

XV. Adjournment

On a motion duly made and seconded, Moe/Ruzek, the Spectrum Board of Directors unanimously adjourned the meeting at 6:56 p.m.

Voting Yea: Sagstetter, Thomas, Moe, Taylor, Ruzek, and Zehoski

Voting Nay: None