



17796 Industrial Circle NW ■ Elk River, MN 55330  
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 www.spectrumhighschool.org

**Spectrum Board of Director’s Meeting Minutes**

**Date:** August 18, 2022  
**Scheduled Time:** 5:30 p.m.

**Attendance:**

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

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

**Guests Present:** Spectrum Building Company Board Members Scott Gangl and Tony Brunt, as well as Media Technician Clint Haley. Rod Haenke of Volunteers of America observed the meeting via electronic means utilizing Zoom.

- I. Call to Order:** 5:35 p.m.
- II. Reading of Vision and Mission Statements**
- III. Conflict of Interest Check**  
Mr. Thomas, Treasurer, called for conflict of interest acknowledgement. None noted.
- IV. Board Agenda.**  
Mr. DeBruyn asked that item B, Parking Lot Update, be added to Old Business.

Following discussion, on a motion duly made and seconded, Moe/Taylor, the Spectrum Board of Directors unanimously approved the August 18, 2022 meeting agenda as amended.

Voting Yaw: Thomas, Moe, Ruzek, and Taylor

Voting Nay: None

V. **Consent Agenda**

A. **Interim Financial Transactions** – None

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

- 3-year PSAT ACT Testing Contract (*approval*)
- July 21, 2022 Regular Board Meeting Minutes (*approval*)

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

Voting Yay: Thomas, Moe, Ruzek, and Taylor

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 – August 12, 2022**

Mr. Thomas summarized the minutes of the August 12, 2022 Finance Committee meeting. He noted that the Committee reviewed the unaudited preliminary June 2022 financials, as well as the financials for July. He went on to share that the Committee also reviewed the Management/Supplement reports for both June (submitted to the Board for approval at the July meeting) and July, the Contracted Services reports for June and July, as well as the Food Services Reports for June and July. In addition, the Committee heard an update on the proposed addition of a high school parking lot (cost estimates \$300,000-\$400,000), an update on the proposed donation of land (including legal fees and complicating factors), the on-line learning program and how to track attendance (which will affect payment for student ADMs), as well as an updated on current FY23 enrollment.

Following discussion, on a motion duly made and seconded, Taylor/Ruzek, the Spectrum Board of Directors unanimously accepted the August 12, 2022 Finance Committee meeting minutes as presented.

Voting Yay: Thomas, Moe, Ruzek, and Taylor

Voting Nay: None

b. **Unaudited Preliminary June Financial Report**

Mr. Thomas presented the executive summary of the unaudited preliminary June financials for the Board. He shared that the Average Daily Membership (ADM) was originally budgeted at 800 ADM; however, the revised budget approved in February 2022 was adjusted to 814. The year-end actual ADM was that of 813.

Mr. Thomas went on to state that the school budgeted a surplus for the year of \$100,000 with a projected cumulative fund balance of \$2,437,380 or 24% of expenditures at fiscal

year-end. Projected Days Cash on Hand for the fiscal year-end was 77 days. Above 30 days meets the minimum bond covenants. Likewise, the projected Debt Service Coverage Ratio at fiscal year-end was 1.30. Above 1.10x meets the minimum bond covenants.

As of the month-end, 100% of the year was completed. Cash Balance as of the reporting period is \$2,146,542, which is down slightly from the previous month of \$2,259,865. State aids receivable is estimated to be \$803,703. Prior Year Adjustments were made of \$104,502, which is comprised of additional General Education Aid, Concurrent Enrollment, and Special Education Aid. Lastly, Revenues received at the end of the reporting period were 99.9% as compared to Expenditures disbursed at the end of the reporting period of 97.2%.

Mr. Thomas went on to report that line item Staff Development is slightly over budget due to staff tuition payments made in May. Likewise, Furniture and Other Equipment is over budget due to a new Scrubber (\$8,200), Fieldlazer (\$2,500), Basketball Scoreboards (\$11,798), Batting Cage (\$7,700), and Wrestling Mat (\$8,670). Mr. DeBruyn shared that this line item gets balanced out with the line item for building capital expenses. Mr. Thomas stated that Athletic Expenditures are over budget due to several sports purchasing new uniforms, tournament expenses, and an additional \$30,000 in Athletic Training Services for the prior year. Athletic Revenues also came in over budget with additional admission, camp, and tournament revenue compared to the year previous.

Lastly, Mr. Thomas stated that currently, year-end financials look very favorable with an approximate additional \$200,000 to the original projected \$100,000 addition to the fund balance, which is 27% of expenditures.

Mr. DeBruyn shared that some of the surplus is for planned expenditures that were unable to be realized in FY22 due to supply chain issues and not being able to get the items in on a timely manner. As a result, the expenditures will now be realized in FY23, which will more than likely end in what appears to be deficit spending; however, the funds are in place, there just isn't a mechanism in place to carry over unspent funds into the next fiscal year. During the upcoming bond holder meetings, the annual S&P bond rating review, as well as Volunteers of America, the scenario will be explained to ensure for understanding that the school is not in deficit spending; rather, again, that the unspent funds from the previous fiscal year are unable to be carried over into the next fiscal year. He went on to state that the situation will be very much the same as when the school was completing construction of the 7/8 building and the high school College & Career Center.

Following discussion, *on a motion duly made and seconded, Taylor/Ruzek, the Spectrum Board of Directors unanimously approved the Unaudited Preliminary June Financials as presented.*

Voting Yay: Thomas, Moe, Ruzek, and Taylor

Voting Nay: None

**c. July Financials**

Mr. Thomas presented the executive summary of the July Financials. He noted that Average Daily Membership (ADM) is budgeted at 840. Actual will be determined as the year goes on. Currently, the school is budgeting a surplus for the year at \$7,983, with a

projected cumulative fund balance of \$2,714,055 or 24% of expenditures at fiscal year-end. Projected Days Cash on Hand for the fiscal year-end is 70 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.

Mr. Thomas went on to share that as of month end, 8.3% of the year was completed. Cash Balance as of the reporting period is \$1,947,612, which is down slightly from the previous month of \$2,173,138. The current year holdback balance is \$188,593 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 7.8% as compared to expenditures disbursed of 2.8%. There was nothing of significance to report on Revenues and Expenditures for the month of July 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 early October for the Finance Committee to review prior to presentation to the full Board.

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

Voting Yay: Thomas, Moe, Ruzek, and Taylor.

**d. July Management/Supplement Report**

The Board reviewed the June Management/Supplement Report. Mr. Thomas shared that there were sequencing skips noted as follows in the report: 99900277-99900278; 99900293-99900308; and 99900314. He shared that this may be due to vendor payments being entered and while doing so, a number was accidentally entered twice and 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, Taylor/Moe, the Spectrum Board of Directors unanimously approved the July Management/Supplement Report as presented.

Voting Yay: Lucas, Thomas, Moe, Ruzek, and Taylor

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 Jess Lingbeek has been hired as Lead Health and Attendance Clerk; Scott Baldwin and Hannah Johnson have been hired a para staff, and Aide Hernandez as Lunch Services Coordinator at the 7/8 building.

Mr. DeBruyn went on to state that ALICE, which stands for Alert, Lockdown, Inform, Counter, Evacuate, Training, took place on Thursday, August 18 for all office staff, maintenance staff, substitutes, and para staff in preparation for the upcoming school year.

The plight continues in our search for an athletic trainer. Mr. DeBruyn shared that when talking to the various athletic training companies, they inquire as to where the school’s athletic training room is located. Since the high school did not have such a room, one needed to be created. Temporarily, one of the music practice rooms is being converted into a training room. It is the room located closest to the door into the gym.

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

Voting Yaw: Lucas, Thomas, Moe, Ruzek, and Taylor

Voting Nay: None

**C. Committee Reports**

None

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

None

**ON A MOTION DULY MADE AND SECONDED, TAYLOR/THOMAS, THE SPECTRUM BOARD OF DIRECTORS UNANIMOUSLY MOTIONED TO RECESS AT 6:04 P.M. TO CONVENE THE SPECTRUM BUILDING COMPANY BOARD OF DIRECTORS MEETING.**

*Note: Since no action was required by the Spectrum School Board, it was determined that “Old Business” would be covered at the Spectrum Building Company meeting rather than repeat it when coming back into session.*

**IX. Old Business**

**A. Land Donation Update**

Mr. DeBruyn provided an update. He noted that work continues. Craig Kepler, Spectrum’s attorney who is assisting the school in working through all of the details of the transaction, has learned of an ordinance requiring a 60’ road frontage should a digital sign be placed on the land in the future. Mr. Kepler is working on both the donation and easement agreements, insuring that Spectrum is not liable for any costs and that the school retain full usage of the land. With the 60’ road frontage requirement, it means that both the donation parcel as well as Spectrum’s parcel must be re-platted in the future. In order to do so, the parcels must be surveyed. The entity donating the land would like the transaction to be completed prior to the end of the calendar year. Because the 60’ easement requirement does encroach upon land already owned by Spectrum, its bondholders must be consulted and give approve to proceed.

**B. Parking Lot Update**

Mr. DeBruyn provided an update on the progress of the proposed additional parking lot, which will be located on the south side of the high school where the current field is located. He shared that Spectrum’s architect has the design completed and is working with an engineering firm to ensure that water drainage and designated wetlands have been delineated on the plan. This parcel of land, as well as the donated land, both need to be surveyed and so it is planned to have the surveyor complete both at the same time. In addition to the parking lot, the architect is also working on a redesign of the entrance/exit at the high school building to accommodate the increase in parking spaces. Ideally, this work would be completed

before winter. In an attempt to do so, the application needs to be submitted by the end of August with plans will go before Planning and Zoning in September followed by City Council in early October. If all then goes as planned, constructing could take place in late October/early November.

Mr. DeBruyn went on to give a rough estimate construction cost. He anticipates at least \$300,000, which would be paid out of the FY23 budget. As a result, it will appear that the school is in a position of deficit spending; however, the money for construction is available – it is just that there isn't a budget mechanism in place to port the monies over from one fiscal year to the next without appearing to impact the current year's budget. Spectrum will have to explain to bondholders, as well as Standard & Poor's, the appearance of deficit spending. Spectrum's Financial Policy requires that the fund balance remain between 20-25% and he anticipates that following all construction costs that the school's fund balance will remain within the policy.

**ON A MOTION DULY MADE AND SECONDED, MOE/RUZEK, THE SPECTRUM BOARD OF DIRECTORS UNANIMOUSLY MOTIONED TO RE-CONVENE THE SPECTRUM SCHOOL BOARD MEETING AT 6:37 P.M.**

**XI. New Business**

**A. FY23 Student/Family Handbook**

Mr. DeBruyn presented the FY23 Student/Family Handbook to the Board. He noted the change in the Cell Phone Policy, which now states, "*Cell phones can be a significant distraction from learning. They are not to be seen or used in the classroom. Additional restrictions may be implemented in the middle school. Students may be asked to turn off sound and place cell phones in a pocket holder in the classroom in order to avoid distraction. Parents/guardians needing to contact their student in an emergency should call the school office.*" Mr. DeBruyn went on to note that last spring, restrictions on cell phone usage in the classroom were implemented and that staff reported it had a significant positive impact on learning.

Following discussion, on a motion duly made and seconded, Thomas/Ruzek, the Spectrum Board of Directors unanimously approved the FY23 Student/Family Handbook as presented.

Voting Yay: Lucas, Thomas, Moe, Ruzek, and Taylor

Voting Nay: None

**B. Annual Directory Information to Be Released – FERPA Statement**

Ms. Sorenson stated that it is a requirement that the Board approve on an annual basis Directory Information to be Released – FERPA Statement. Essentially, this is achieved through the approval of the Student/Family Handbook; however, for consistency and transparency, a separate motion should be considered for approval.

Following discussion, on a motion duly made and seconded, Thomas/Moe, the Spectrum Board of Directors unanimously approved the Annual Directory Information to Be Released – FERPA Statement for FY23.

Voting Yay: Lucas, Thomas, Moe, Ruzek, and Taylor

Voting Nay: None

**C. FY23 Student Activities Handbook**

Mr. DeBruyn stated that the FY23 Student Activities Handbook will be submitted to the Board for consideration of approval at its September meeting. The required Parent/Student Fall Sports' Meeting was held on August 8, where the increase in fees (previously approved by the Board) was addressed.

**D. FY23 Employee Handbook**

Mr. DeBruyn presented the two substantive changes to the FY23 Employee Handbook. He stated that section TIME AND ATTENDANCE, item IV. Report of Leave, wording was changed to state, “*If leave is extended, emails and other accounts may be temporarily suspended to minimize confusion and ensure separation from work responsibilities during the leave period.*” Mr. DeBruyn then went on to state that the other change within the handbook was under the same section; however, item VI. Holiday Pay, which now includes “President’s Day”. This was not included as a paid holiday previously.

Next, he shared that employees who are part time and not benefit eligible, but who want to be able to take time off, are now allotted 6 unpaid days (hours based on schedule).

Finally, he shared that the handbook also now includes language which states, “*Employees who exceed their allowable leave time will have their salary adjusted accordingly. Excessive use of leave time (outside of what is allowable by policy or law) may be subject to disciplinary action.*” This is a clarification rather than a change in policy.

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

Voting Yay: Lucas, Thomas, Moe, Ruzek, and Taylor

Voting Nay: None

Mr. DeBruyn went on to share that research is currently underway on the possibility of all employees being able to carryover some unused Flex Time and/or be paid out for some time at their daily rate of pay. Currently, only licensed staff requiring a sub are eligible to be paid out for unused time at ½ of the daily sub rate. All other employees forfeit unused time. Once the analysis has been completed, it will be submitted to staff for feedback and then the Finance Committee for consideration of recommendation to the Board. Any change in policy and/or procedure for unused Flex Time for all eligible employees would begin in the following fiscal year, FY24.

**E. Board Officer Elections**

All nominations were taken from the floor.

**BOARD CHAIR:** Board member Dave Lucas was nominated for the position of Board Chair. On a motion duly made and seconded, Moe/Thomas, the Spectrum Board of Directors unanimously elected Dave Lucas to the position of Board Chair.

Voting Yay: Thomas, Moe, Ruzek, and Taylor

Voting Nay: None

**VICE CHAIR:** Board member Tom Sagstetter was nominated for the position of Vice Chair. On a motion duly made and seconded, Ruzek/Taylor, the Spectrum Board of Directors unanimously elected Tom Sagstetter to the position of Vice Chair.

Voting Yay: Lucas, Thomas, Moe, Ruzek, and Taylor

Voting Nay: None

**SECRETARY:** Board member Jason Ruzek was nominated for the position of Secretary. On a motion duly made and seconded, Thomas/Moe, the Spectrum Board of Directors unanimously elected Jason Ruzek to the position of Secretary.

Voting Yay: Lucas, Thomas, Moe, Ruzek, and Taylor

Voting Nay: None

**TREASURER:** Board member Joe Thomas was nominated for the position of Treasurer. *On a motion duly made and seconded, Moe/Ruzek, the Spectrum Board of Directors unanimously elected Joe Thomas to the position of Treasurer.*

Voting Yay: Lucas, Thomas, Moe, Ruzek, and Taylor

Voting Nay: None

**F. Acknowledgement of Monthly Meeting Date/Time**

Ms. Sorenson noted that this item is mainly a formality. The meeting date and time was approved upon the approval of the FY23 school calendar, which listed the monthly Board meetings. She went on to state that unless otherwise noted, the monthly meeting will take place on the fourth Thursday of every month, beginning at 5:30 p.m. In the instance when there is a scheduling conflict, for example, Thanksgiving, the meeting will be held on the third Thursday in the month and it is so noted on the Board's full calendar.

**G. Review Director Conflict of Interest**

The Spectrum Board of Directors reviewed the annual Conflict of Interest policy.

**H. Review Director's Code of Conduct and Statement Signing**

The Spectrum Board of Directors reviewed the annual Director's Code of Conduct and signed the conflict of interest statement. The signed statements are retained on file within the school's permanent records. Ms. Sorenson will have Board members Sagstetter and Zehoski sign their statement forms at the meeting in September.

**I. Review Board Protocols and Statement Signing**

The Spectrum Board of Directors conducted its annual review of its protocols and signed the document. The signed document is retained on file with the school's permanent records.

**J. FY23 School Board Calendar**

The Spectrum Board of Directors reviewed the FY23 School Board Calendar.

Following discussion, *on a motion duly made and seconded, Thomas/Moe, the Spectrum Board of Directors unanimously approved the FY23 School Board Calendar as presented.*

Voting Yay: Lucas, Thomas, Moe, Ruzek, and Tylor

Voting Nay: None

**K. FY23 Board Ad-Hoc Committee Assignments**

The Board reviewed the various ad-hoc committee assignments. The following was decided upon:

- Annual Executive Director Review Process Committee: Dave Lucas and Joe Thomas
- Annual Board Self Evaluation: Joshua Zehoski
- Board Development Team Committee: Tom Sagstetter
- School Improvement Team/World's Best Workforce Committee: Nancy Moe
- Finance Committee: Joe Thomas

**L. Curriculum Purchase Recommendation – AP Biology**



Mr. DeBruyn reported that unfortunately there wasn't enough time to complete the process as per policy and no additional persons were able to provide more feedback of the material. As such, Mr. DeBruyn recommends a one-year pilot approval of the curriculum, which will allow the teacher to begin lesson planning as the start of the school year is fast approaching. In the meantime, the curriculum needs to be fully vetted and reviewed as is called for in policy. Once complete, the curriculum will be submitted to the Board for consideration of approval in the spring for its long-term use.

Following discussion, on a motion duly made and seconded, Thomas/Taylor, the Spectrum Board of Directors unanimously approved a 1-year pilot use of the AP Biology curriculum, which ends at the conclusion of the FY23 school year.

Voting Yay: Lucas, Thomas, Moe, and Taylor

Voting Nay: Ruzek

#### **M. Spectrum Building Company Board Roster**

Mr. DeBruyn shared that the Bylaws of the Spectrum Building Company Board (SBC) of Directors call for a majority of its members to be comprised of members of the Spectrum School Board. The current roster of members includes: Dave Lucas, Tom Sagstetter, Rick Peterson (non-school board member), Tony Brunt (non-school board member), and Scott Gangl (non-school board member). He shared that Mr. Gangl has resigned his position on the Spectrum Building Company and therefore a new member from the Spectrum School Board needs to be appointed. Mr. DeBruyn shared that Joshua Zehoski indicated an interest in serving on the SBC. Likewise, Cory Taylor expressed an interest in serving on the SBC.

Following discussion, on a motion duly made and seconded, Moe/Ruzek, the Spectrum Board of Directors unanimously appointed Cory Taylor as a member of the Spectrum Building Company Board of Directors.

Voting Yay: Lucas, Thomas, Moe, Ruzek, and Taylor

Voting Nay: None

#### **XII. Charter School Updates & Training**

None

#### **XIII. Board Goals 2020-2021 – NOTE: 2022-2023 Board Goals will be set at the September 22, 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 during its approval of the calendar at letter J. under New Business.

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

- FY23 Staff Roster
- Annual Approval of IoWA
- Annual Review of Executive Director Job Description
- Annual Review of Executive Director Performance Evaluation Policy, Procedure, and Timeline
- Annual Review of Executive Director Succession Policy
- Amended Harassment Policy
- Amended Title IX Policy
- FY23 Annual Board and Executive Director Goals
- FY23 Student Activities Handbook
- Amended Data Practices Policy – Members of the Public
- Amended Data Practices Policy – Data Subjects

**XV. Adjournment**

*On a motion duly made and seconded, Thomas/Moe, the Spectrum Board of Directors unanimously adjourned the meeting at 7:30 p.m.*

Voting Yea: Lucas, Thomas, Moe, Ruzek, and Taylor

Voting Nay: None



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A handwritten signature in blue ink, which appears to read 'Jason Ruzek', is positioned above a horizontal line.

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Board Secretary, Jason Ruzek, Certification