



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

Spectrum Board of Director’s Meeting Minutes

Date: September 22, 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										
Vice Chair Tom Sagstetter	P	A	P										
Treasurer Joe Thomas	P	P	P										
Member Nancy Moe	P	P	P										
Member Jason Ruzek	P	P	P										
Member Cory Taylor	P	P	P										
Member Joshua Zehoski	P	A	P										
Exec. Director <i>(Ex Officio Member)</i> Dan DeBruyn	P	P	P										
Finance Adviser Nick Taintor/ Bridget Merrill-Myhre	A	A	A										
Exec. Admin. Assistant Dawn Sorenson	P	P	P										

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

Guests Present: Mary Chaffin, Spectrum Business Accounts Specialist

I. Call to Order: 5:31 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, Zehoski/Moe, the Spectrum Board of Directors unanimously approved the September 22, 2022 meeting agenda as presented.

Voting Yay: 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

- 2022-2023 MDE Annual Charter School Assurances (*approval*)
- 2022-2023 Signature Lawn Care, LLC Snow Removal Contract (*approval*)
- FY23 Annual Approval of Staff Roster (*approval*)
- FY23 Annual Approval of IOwA Resolution (*approval*)
- 8.18.22 VOA Board Observation Report (*acceptance*)
- Preparedness Plan (*approval*)
- August 18, 2022 Regular Board Meeting Minutes (*approval*)

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

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 – September 16, 2022

Mr. Thomas summarized the minutes of the September 16, 2022 Finance Committee meeting. He stated that the Committee reviewed possible finance goals for the FY23 school year and decided upon the following:

- *The Finance Committee will work with the Business Account Specialist to research, apply for, and track the food commodities application with Premier Kitchen to ensure it is completed by the required timeline and the refund obtained by June 2023; and*
- *The Finance Committee will work with administration and BerganKDV to ensure the detailed budget for FY24 is keyed into Skyward by July 2023 leading to more current internal reports for improved and timely decision-making.*

Mr. Thomas went on to state that the Committee reviewed the August 2022 financials, the August Management/Supplement Report, the Contracted Services Report, and the Food Services Reports for August as well. In addition, the Committee reviewed the proposed amendments to the Finance Committee Description for which it is recommending approval as presented. Lastly, the Committee received an update on the high school parking lot, the land donation, and large ticket purchases such as an increased security system at the high school building and the purchase of additional student lockers.

Following discussion, on a motion duly made and seconded, Zehoski/Sagstetter, the Spectrum Board of Directors unanimously accepted the September 16, 2022 Finance Committee meeting minutes as presented.

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

b. August Financials

Mr. Thomas presented the executive summary of the August 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 \$2,621,541 or 25% of expenditures at fiscal year-end. Projected Days Cash on Hand for the fiscal year-end is 81 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, 16.7% of the year was completed. Cash Balance, as of the reporting period, is \$2,273,923, which is up slightly from the previous month of \$1,947,612. The current year holdback balance is \$182,890 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 16.4% as compared to expenditures disbursed of 8.3%. 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, Ruzek/Sagstetter, the Spectrum Board of Directors unanimously approved the August Financials as presented.*

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

c. August Management/Supplement Report

The Board reviewed the August Management/Supplement Report. Mr. Thomas shared that there were sequencing skips noted as follows: 99900315-99900319 and 202200191, as well as 202200198. He 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/Ruzek, the Spectrum Board of Directors unanimously approved the August Management/Supplement Report as presented.*

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

d. Amended Finance Committee Description

The Board reviewed the proposed amendments to the Finance Committee Description. It noted that the Finance Committee is recommending approval as presented.

Following discussion, *on a motion duly made and seconded, Moe/Taylor, the Spectrum Board of Directors unanimously approved the Amended Finance Committee Description as presented.*

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 September. In addition to the items presented in the report, Mr. DeBruyn provided an update on large-ticket items. With the increase in enrollment comes the need for additional lockers. The realization was made later in the summer and so interim provisions were put in place for some of the junior and senior students who are currently using the shelves in the College & Career Center on which to store their items. The cost estimate for the additional lockers is anticipated to be around \$15,000.

Mr. DeBruyn then went on to share that an upgrade in security is needed. Currently, there is no way to be alerted if an exit/entrance door, other than the front entrance of the high school building, is opened during the school day. A system will be installed to alert front desk staff when doors are opened with a door-specific light which will illuminate. In this way, front desk staff are able to monitor the respective door to see who is coming in/going out during the school day. The cost estimate for the security upgrade is approximately \$4,000. The high school building will pilot the upgraded security system, and if found to be affective, each school building will be upgraded with the same security system.

Next, Mr. DeBruyn updated the Board on the installation of an additional section of bleachers at Spectrum's Athletic Complex. There has been a need for additional bleacher seating for some time and it has finally been delivered and readied for installation. Also out at Spectrum's Athletic Complex, the digital sign that has been planned for some time is finally going to have the post installed. The cost of the sign is \$40,000-\$45,000 for which the FY22 budget contained the monies needed; however, due to supply chain issues, the final installation will not be realized until FY23 and there is no means by which to port over the unspent funds from FY22 to FY23.

Mr. DeBruyn then went on to provide an update on the boys' hockey program. He shared that over the summer the turnout for the summer camps was very good, but in the end, the players needed to run a junior varsity team are not in place for this season and therefore the decision has been made to not field a team this year. The students in grades 7/8 are eligible to play bantams for one more year and so will be ready to play for Spectrum for the 2022-2023 season. The coaching staff are committed to maintaining moment with the program and are excited to have the hockey program up and running in FY24.

Lastly, Mr. DeBruyn provided an update on staffing at Spectrum. He shared that two middle school math positions have opened. Both positions will likely be filled by next week. Then, he went on to share that Spectrum's Instructional Coach position is also now open. The school has been advertising for the open position, but the first priority is to fill the two open math positions in the classroom.

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

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

Voting Nay: None

C. Committee Reports

None

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

None

IX. Old Business

A. Land Donation Update

Mr. DeBruyn provided an update on the status of the approximate 4-acre parcel located adjacent to the high school building to the west and north. Mr. DeBruyn shared that the school's attorney, Craig Kepler, whose area of expertise is Commercial Real Estate, has been working with the current land-owner council. He went on to state that Mr. Kepler is recommending a land swap – Spectrum to give 60' access of low-lying land, which isn't useable for the school's needs, in exchange for part of the 4-acre parcel on which the school may construct a play field. However, upon further investigation, it has been found that in doing so, there would not be enough land available to Spectrum on which to construct the field. So, it is somewhat back to the drawing board in terms of figuring out how the transaction may be realized. Mr. DeBruyn will continue to keep the Board apprised of further information as it becomes available.

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 stated that Spectrum heard back from the City of Elk River that there are no concerns with the school constructing a parking lot on its owned property. He shared that a variance letter to Spectrum's CUP was sent out to all of the neighboring business within the business park. Mr. DeBruyn plans to attend the Elk River Planning Commission meeting on Tuesday, September 27th in case there are any questions from either members of the public and/or members of the Planning Commission. Following the meeting on September 27th, there is a 10-day waiting period in case any questions should arise. In the meantime, Spectrum is waiting on one final bid to come in on the project and is hoping that the cost quoted will be more in line with what is financially feasible for the school. If so, then Spectrum will need to seek outside funding for the project in the form of a loan, etc. Mr. DeBruyn is working with BerganKDV to make sure that securing a loan is in keeping with the bond covenants. Mr. DeBruyn will continue to keep the Board apprised as more information becomes available.

XI. New Business

A. FY23 Student Activities Handbook

Mr. DeBruyn presented the FY23 Student Activities Handbook. In addition to the amendments noted in the document provided in the meeting packet, Mr. DeBruyn shared that Mr. Peterson asked that the following language be added to page 5, at the end of #5 under section Expectations and Philosophy of a Competitive Program. It will now state:

“Players should talk to the coach directly if they have questions about playing time. Coaches will gladly discuss skill development with parents/guardians, but are unable to discuss playing time.”

Following discussion, on a motion duly made and seconded, Sagstetter/Taylor, the Spectrum Board of Directors unanimously approved the amended FY23 Student Activities Handbook as further amended on page 5, item #5, under section Expectations and Philosophy of a Competitive Program.

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

Voting Nay: None

B. Proposed FY23 Board Goals – Academic and Non-Academic

Mr. DeBruyn began with sharing that within the meeting packet, the academic goals were highlighted due to the implementation of the FastBridge Assessment Program this school year. Staff training on FastBridge was received on Monday, September 19. He went on to note that Administration will be determining options available within the authorizer contract and Q-Comp program to present academic goals outside of MCA limitations. New academic goals will be presented at the October meeting for consideration of approval.

Then Mr. DeBruyn went on to present the proposed non-academic Board goals for FY23. He shared that, in addition to the school-wide academic goals being presented in October, 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 a 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.

Following discussion, on a motion duly made and seconded, Moe/Ruzek, the Spectrum Board of Directors unanimously approved the FY23 Non-Academic Board Goals as presented.

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

Voting Nay: None

C. Proposed FY23 Annual Executive Director Goals

Mr. DeBruyn shared that the following goals address areas of opportunity identified by needs throughout the school, work prioritized by the Board of Directors, or opportunities identified in the Annual Executive Director Performance Appraisal.

A. Academic

The Executive Director will work with school administration toward achieving the Board approved school-wide academic goals by August 2023.

B. Program

1. The Executive Director will work with the Leadership Team to re-establish a consistent and regular meeting schedule for the School Improvement Team/World’s Best Workforce Committee (SIT/WBWF) post COVID. By November 2022, the SIT/WBWF Committee will have had their first meeting of the school year meeting at least quarterly throughout the remainder of the FY23 school year.
2. The Executive Director will work with the Business Account Specialist, the Finance Committee, and BerganKDV to ensure the detailed budget for FY24 is keyed into Skyward by July 2023 leading to more current internal reports for improved and timely decision-making.
3. The Executive Director will work with the Human Resource Manager, staff, the Finance Committee, and BerganKDV to develop, propose, and implement a leave payout and/or carryover policy by December 2022 to begin implementation in June 2023.

Following discussion, on a motion duly made and seconded, Thomas/Taylor, the Spectrum Board of Directors unanimously approved the FY23 Executive Director Academic and Program goals as presented.

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

Voting Nay: None

D. Annual Review of Executive Director Job Description

The Board reviewed the proposed amendments to the Executive Director Job Description.

Following discussion, on a motion duly made and seconded, Nancy/Sagstetter, the Spectrum Board of Directors unanimously approved the amended Executive Director Job Description as presented.

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

Voting Nay: None.

E. Annual Approval of Amended Executive Director Performance Evaluation Policy, Procedure, and Timeline.

The Board reviewed the proposed amendments to the Executive Director Performance Evaluation Policy, Procedure, and Timeline.

Following discussion, on a motion duly made and seconded, Moe/Thomas, the Spectrum Board of Directors unanimously approved the amended Executive Director Performance Evaluation Policy, Procedure, and Timeline as present.

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

Voting Nay: None

F. Amended Executive Director Succession Policy

The Board reviewed the proposed amendments to the Executive Director Succession Policy.

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

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

Voting Nay: None

G. Admissions Pilot

Mr. DeBruyn presented the Direct Admissions Pilot program information. He shared that the agreement is entered into by the Minnesota Office of Higher Education (OHE) and Spectrum for the purposes of sharing data for administration of the Direct Admissions Minnesota program which is a state-wide college admissions program for high school seniors. Mr. DeBruyn went on to share that Spectrum has been chosen as one of approximately 30 high schools throughout the state to pilot the program. It is a means to streamline the admissions process for high school seniors into Minnesota colleges and universities. Basically, if the student meets all of the requirements necessary the student will be accepted into Minnesota colleges and universities. Mr. DeBruyn went on to state that at Spectrum it is an “Opt In” process where parents/guardians have to give prior approval for their student to be opted into the pilot program as a means to protect data privacy for our students. Once the respective information is loaded into Infinite Campus, then colleges and universities will have access to the information for admission purposes but, again, only if the parent/guardian has given prior approval to opt into the pilot. Mr. DeBruyn went on to state that he feels that if all goes as planned that it will be valuable to Spectrum students and therefore is recommending that the Board consider approval of participating in the pilot.

Following discussion, on a motion duly made and seconded, Moe/Sagstetter, the Spectrum Board of Directors unanimously approved Spectrum entering into the Minnesota Office of High Education (OHE) Data Sharing Agreement Admissions Pilot as presented.

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

Voting Nay: None

XII. Charter School Updates & Training

A. Amended Data Practices Policy – Data Subjects

Mr. DeBruyn presented the proposed amendments to the Spectrum Data Practices Policy – Data Subjects.

Following discussion, on a motion duly made and seconded, Thomas/Moe, the Spectrum Board of Directors unanimously approved the amended Data Practices Policy – Data Subjects as presented.

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

Voting Nay: None

B. Amended Data Practices Policy – Members of the Public

Mr. DeBruyn presented the proposed amendments to the Spectrum Data Practices Policy – Members of the Public.

Following discussion, on a motion duly made and seconded, Thomas/Moe, the Spectrum Board of Directors unanimously approved the amended Data Practices Policy – Members of the Public as presented.

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

Voting Nay: None

XIII. **Board Goals 2022-2023**
Pending

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

A. **Board Calendar**
None

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

- Amended Harassment Policy
- Amended Title IX Policy
- FY23 Annual Board School-wide and Academic Goals and Executive Director Goals
- 2021-2022 Annual Report and WBWF Report

XV. **Adjournment**

On a motion duly made and seconded, Thomas/Moe, the Spectrum Board of Directors unanimously adjourned the meeting at 6:50 p.m.

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

Voting Nay: None



Board Secretary, Jason Ruzek, Certification