



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

**Date:** January 26, 2023  
**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	P	P	P	P/VC	P						
<b>Vice Chair</b> Tom Sagstetter	P	A	P	P	P/VC	P/VC	P/VC						
<b>Treasurer</b> Joe Thomas	P	P	P	P	P	P	P Departed @ 6:15pm						
<b>Member</b> Nancy Moe	P	P	P	P	P/VC	P/VC	P/VC						
<b>Member</b> Jason Ruzek	P	P	P	P/VC	P	P	P						
<b>Member</b> Cory Taylor	P	P	P	P	P	P Arrived @ 5:40 p.m.	P						
<b>Member</b> Joshua Zehoski	P	A	P	P	P	P	P						
<b>Exec. Director</b> (Ex Officio Member) Dan DeBruyn	P	P	P	P	P	P	P						
<b>Finance Adviser</b> Bridget Merrill-Myhre	A	A	A	P/VC	P/VC	A	A						
<b>Exec. Admin. Assistant</b> Jennifer Linn	P	P	P	P	P	P Dawn Sorenson’s last mtg.	P Jennifer Linn’s 1 <sup>st</sup> mtg.						

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

**Guests Present:** Jessica Favre, Katie Aase, and Ann Hewitt.

- I. Call to Order:** 5:30 p.m.
- II. Reading of Vision and Mission Statements**
- III. Conflict of Interest Check**  
Chair Lucas, called for conflict of interest acknowledgement. None noted.

**IV. Board Agenda**  
 Mr. DeBruyn requested to changes to the agenda. First, the revised E-Learning Policy would be moved to New Business for discussion prior to approval based on additional feedback received by staff. Second, approval of the bid for replacing the two projectors in the gym would be added to New Business. Both projectors broke in the last two weeks, parts are not available, and options have been explored.

On a motion duly made and seconded, Ruzek/Moe, the Spectrum Board of Directors unanimously approved the January 26 2023 meeting agenda as amended.

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

Voting Nay: None

- V. **Consent Agenda** (approval) *The consent agenda covers routine items and is intended to be approved in one action.*
- A. December 15, 2022 Meeting Minutes\*
  - B. FY23 VOA Site Visit Report\*

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

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

- VI. **Public Input**  
None

- VII. **Ongoing Business**  
A. **Budget Report**

**1. Finance Committee Meeting**

**a. Monthly Finance Committee meeting – January 20, 2023**

Mr. Thomas summarized the minutes of the January 20, 2023 Finance Committee meeting. He stated that the Committee reviewed the December 2022 Financials, the December Management/Supplement Report, the Contracted Services Report, and the Food Services Report.

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

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

**b. December Financials**

Mr. Thomas presented the executive summary of the December Financials. He reported that the FY23 budget is based on 840 Average Daily Membership (ADM) and actual ADM is currently 878. Mr. Thomas 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 110 days, which is above the 30 day minimum bond covenant. The Projected Debt Service Coverage Ratio at fiscal year-end is 1.18, which is above the 1.10x minimum required by the bond covenants.

As of month end, 50% of the year was complete, with a cash balance, as of the reporting period, of \$2,587,455, which is down from the previous month of \$3,072,682. 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 \$505,108 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 -52.3% as compared to expenditures disbursed at 47.9%. Mr. Thomas stated that the school revenues are higher due to the \$250,000 loan received by the school to help pay for the parking lot project. Mr. Thomas stated that there was nothing of significance to report with regard to revenues and expenditures and that all is on track currently when comparing budget to actual.

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

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

Voting Nay: None

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

1. Mr. DeBruyn presented the Executive Director's Report for the month of December. In addition to the items presented in the report, Mr. DeBruyn shared a number of staffing changes.

- Jennifer Linn – (new) Administrative Executive Assistant
- Jessica Hegseth – (new) Instructional Coach
- Dylan Steensland – (returning) Middle School Social Studies Teacher

Mr. DeBruyn shared the adjustment to five sections in 6<sup>th</sup> grade, allowing the Katie Johnson to move to 8<sup>th</sup> grade language arts. He also stated that administration is doing all it can to preserve teacher prep time and minimize the impact to staffing adjustments. Spectrum teachers have done an amazing job of stepping up when needed to support each other, our students, and the program.

2. Kirstin Tuckey has accepted the position as the Events Coordinator and will start on Monday.

She will be taking on the role of larger school events/functions while Jennifer will stay somewhat involved to cross train. This is a good time to make this transition. It will allow Jennifer to assist in the area of human resources as needed.

3. Mr. DeBruyn shared a letter that he sent to the Elk River City Manager and Mayor as a follow up to traffic concerns on Twin Lakes Road. He is hoping to connect with them next week to get an update on any plans the City may have to address pedestrian and vehicle safety and how the school might support those efforts.

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

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

## **C. Committee Reports**

None – SIT/WBWF – January Meeting postponed due to staff transition.

**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 courses are offered online or in person. Mr. DeBruyn will continue to update the Board as more information becomes available.

**VIII. Old Business**

**A. Land Donation Finalization**

Mr. DeBruyn provided a brief update on the donation of approximately 2 ½ usable acres of land to the west of Spectrum High School. The transaction was completed prior to winter break – in time for the donor to receive a tax deduction. The Spectrum Building Company approved the transaction prior to implantation.

Mr. DeBruyn explained that there are still two outstanding items: filing for tax exemption on the land and potential merging of properties for zoning purposes.

He also explained that City staff have given the go ahead to move dirt for a field when the school is ready to do so. If any buildings will be constructed in the future, permits and approvals would be required.

Following discussion, on a motion duly made and seconded, Taylor/Zehoski, the Spectrum Board of Directors unanimously approved ratifying the land donation agreement.

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

Voting Nay: None

**XI. New Business**

**A. FY24 Key Calendar Dates**

Mr. DeBruyn shared the rationale for the proposed key calendar dates for the 2023-2024 school year, including the schools efforts to align major breaks with District 728 since the majority of Spectrum’s families current reside within the district. The dates presented were as follows:

1<sup>st</sup> Semester: Monday, August 28 - Friday, January 12, 2024 (approximately 85 instructional days)

2<sup>nd</sup> Semester: Wednesday, January 17 – Friday, May 24, 2024 (approximately 82 instructional days)

Following discussion, on a motion duly made and seconded, Sagstetter/Moe, the Spectrum Board of Directors unanimously approved the amended the proposed key calendar dates for the 2023-2024 school year as presented Title IX Policy as presented.

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

Voting Nay: None

**B. Bid for Replacement the Two Projectors in the High School Gym**

Mr. DeBruyn explained that both projectors have gone out in the past two weeks. After significant effort to repair, it was determined that parts are no longer available and the best option is to replace the projectors with a significant upgraded product (by around 12 years)

Following discussion, on a month duly made and seconded, Zehoski/Moe, the Spectrum Board of Directors unanimously approved proceeding with the purchase of two projectors not to exceed \$25,000. Administration is seeking multiple bids.

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

Voting: None

**C. Revised E-Learning Policy**

Mr. DeBruyn shared the additional comments received from staff this week as slight clarifications to the policy provided within the Board packet.

Following discussions, on a motion duly made and seconded, Taylor/Zehoski, the Spectrum Board of Directors unanimously approved the revised E-Learning Policy as amended.

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

Voting Nay: None

**XII. Charter School Updates & Training**

None

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

**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 – Next Mtg. February 23, 2023**

**B. Next Meeting Agenda – February 23, 2023**

- Revised International Travel Policy (Feb./March)
- Leave Carryover Policy proposal (Feb./March)

**XV. Adjournment**

*On a motion duly made and seconded, Sagstter/Taylor, the Spectrum Board of Directors unanimously adjourned the meeting at 6:16 p.m.*

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

Voting Nay - None

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**Board Secretary, Jason Ruzek, Certification**