



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: May 18, 2023

Scheduled Time: 5:30 p.m.

**Attendance:**

Monthly Attendance												
Name/Position	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	P/VC	P	A	P	
<b>Vice Chair</b> Tom Sagstetter	P	A	P	P	P/VC	P/VC	P/VC	P/VC	P/VC	A	P/VC	
<b>Treasurer</b> Joe Thomas	P	P	P	P	P	P	P Departed @ 6:15pm	P/VC	P	P	P/VC	
<b>Member</b> Nancy Moe	P	P	P	P	P/VC	P/VC	P/VC	P/VC	P/VC	P/VC	P	
<b>Member</b> Jason Ruzek	P	P	P	P/VC	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	P/VC	P	P	P	
<b>Member</b> Joshua Zehoski	P	A	P	P	P	P	P	P/VC	P/VC	P	P	
<b>Exec. Director</b> <i>(Ex Officio Member)</i> Dan DeBruyn	P	P	P	P	P	P	P	P/VC	P	P	P	
<b>Finance Adviser</b> Bridget Merrill-Myhre	A	A	A	P/VC	P/VC	A	AF	P/VC	A	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	P	P	P	

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

**Guests Present:** Jess Lingbeek, Ann Hewitt, Mary Chaffin, and Rochel Perna (VOA Representative)

**I. Call to Order:** 5:45 p.m.

**II. Reading of Vision and Mission Statements**  
 Jason Ruzek read the Vision and Mission Statement

**III. Conflict of Interest Check**  
 President, Dave Lucas, called for conflict of interest acknowledgement. None noted.

**IV. Board Agenda**  
*On a motion duly made and seconded (Ruzek/Taylor), the Spectrum Board of Directors unanimously approved the Board Agenda as presented.*

- V. Consent Agenda**
- A. April 27<sup>th</sup>, 2023 School Board Meeting Minutes**
  - B. Capernaum Pediatric Therapy, INC Agreement**
  - C. WordPlay Speech and Language Agreement**
  - D. Audiology Services Contract**
  - E. Indigo Special Education Director FY24 Contract**

Following discussion, on a motion duly made and seconded (Thomas/Zehoski), the Spectrum Board of Directors unanimously approved to move the Capernaum to New Business for additional information on sections E & F. Remaining Consent Agenda items were approved as presented.

## **VI. Public Input**

None

## **VII. Ongoing Business**

### **A. Finance Report**

#### 1. Minutes

Mr. Thomas reviewed highlighted items from the minutes. He mentioned that the Committee discussed bonding and allocating funds toward work with an architect who has designed all of Spectrum's buildings. The Committee reviewed information about textbooks/costs as well as a new auditing service recommendation for Schlenner Wenner.

Following discussion, on a motion duly made and seconded (Thomas/Zehoski), the Spectrum Board of Directors unanimously accepted the May 15<sup>th</sup>, 2023 Finance Committee meeting minutes, as presented.

#### 2. April Management/Supplement Report

The Board reviewed the Management/Supplemental Report. Total expenditures (including payroll) were \$504,110.27. Cash receipts 22-50218 and 22-50221 were noted as cash receipts.

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

#### 3. April Financials

Average Daily Membership (ADM) through April 30 was 855. Current ADM is at 860. The School's budgeted surplus for the year is \$0 with a projected cumulative fund balance of \$2,695,387 or 24% of expenditures at fiscal year-end. Projected Days Cash on Hand for the projected fiscal year-end is 87 days. Above 30 days meets minimum bond covenants. Projected Debt Service Coverage Ratio at fiscal year-end is 1.17. Above 1.10x meets minimum bond covenants. As of month-end, 83.3% of the year was complete. Cash Balance as of the reporting period was \$2,494,916, which is up from the previous month of \$2,599,3954.

Following discussion, on a motion duly made and seconded (Thomas/Taylor), the Spectrum Board of Directors unanimously accepted the April Financials, as presented.

#### 4. April Food Services

The Board reviewed the Food Services Report. YTD activity of \$204,679 in revenue and \$160,858 in expenditures.

Following discussion, on a motion duly made and seconded (Zehoski/Moe), the Spectrum Board of Directors unanimously accepted the April Food Services Report, as presented.

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

In addition to the written report included in the Board materials, Mr. DeBruyn shared a number of items:

1. A reminder was given to Board members about an email that will be coming their way (via Adobe) for signature regarding the lease aid application for both the School Board and the Building Company.
2. Mr. DeBruyn expressed appreciation to the Board for their ongoing approval of our longevity pay policy. He shared that we have 15 staff members celebrating 5 years of service and 4 at 10 years of service. The total payout will be \$11,500. Mr. DeBruyn acknowledged the following employees and expressed appreciation for their service to Spectrum.

Celebrating 5 Years of Service:

Nicole Beehler (Teacher)  
Corey Brooks (Teacher)  
Bret Brown (Custodian)  
Sara Burfeind (Health/Attendance Clerk)  
Melissa Guse (Paraprofessional)  
Nancy Houghtelin (Custodian)  
Erika Kelly (Coach)  
Susan Ingham (Paraprofessional)  
Jill Johnson (Coordinator of Curriculum and Instruction)  
Abby Lerom (Teacher)  
Billi Jo Mehrer (College and Career Coordinator)  
Kim Pooley (Paraprofessional)  
Dan Roddin (Teacher)  
Christy Siegel (Registrar/Office Manager)  
Nicole Waggoner (Coach)

Celebrating 10 Years of Service:

Cathy Durkot (Office Manager/State Report Coordinator)  
Clint Haley (Media Technician)  
Julie Johnson (Technology Integration Specialist)  
Kathy Tyler (Teacher)

3. Mr. DeBruyn shared legislative updates, including the passing of a 4% increase for FY24. On a motion duly made and seconded (Ruzek/Moe), the Spectrum Board of Directors unanimously accepted the April Executive Director's Report, as presented.

**C. Committee Reports**

1. SIT/WBWF Meeting Minutes – May 10<sup>th</sup>, 2023  
On a motion duly made and seconded (Zehoski/Ruzek), the Spectrum Board of Directors unanimously accepted the SIT/WBWF Minutes from March 22<sup>nd</sup>, as presented.
2. The next SIT/WBWF meeting will be held in the fall.

**VIII. Old Business**

None

**IX. New Business**

**A. Building Projects and Future Bonding**

1. Mr. DeBruyn reminded the Board about the need for additional space as the enrollment numbers continue to grow (projected at over 900 students for FY24 and growing at 30-50 students a year up to our current 1,000 student cap. He also reminded the Board of the potential timeline for construction and bonding. He laid out the priority order of construction and potential timeline: west play field on newly donated property (summer/fall 2023), field house on MS field (spring/summer 2024), performing arts center in current HS gym (fall/winter 2024). Other pieces to the project (dependent upon construction costs and approved bond numbers) may include a track at the athletic complex, additional classroom space, and maintenance space.
2. Discussion ensued about the need to proceed with the preparations, design work, surveys, engineering, etc. to get the field moving forward in a timely manner. In addition, Design work will need to take place in order to approve designs and get tentative construction costs to determine actual bond needs and plans. Mr. DeBruyn reminded the Board that no plans for bonding would proceed unless the Board approved a contract with a bonding company and bond amounts to pursue.

After discussion, on a motion duly made and seconded (Moe/Taylor), the Spectrum Board of Directors unanimously approved expenditures not to exceed \$25,000 for the purpose of moving the building

projects forward and giving Mr. DeBruyn authority to proceed. Mr. DeBruyn reminded the Board that these expenditures will be coming from the Building Company long-term and are dedicated funds for building related projects.

**B. State approved free meals programs implications and decisions.**

Mr. DeBruyn explained that he and Mary Chaffin, Business Accounts Specialist, are working on pulling together a document that summarizes all of the potential needs and implications of decisions to be made regarding the school meal program. We are waiting on final numbers from two catering companies and hope to have a recommendation for the Board soon.

**C. Northstar FY24 Contract Proposal Increase**

Mr. DeBruyn shared the proposed contract from Northstar, which includes close to 50% increase for FY24. The Board discussed the budgetary impact And determine to proceed.

On a motion duly made and seconded (Zehoski/Ruzek), the Spectrum Board of Directors unanimously approved the FY24 contract with Northstar Transportation as presented.

determined that this is the way we need to move forward.

**D. Audit Services Proposal – CLA/Schlenner Wenner**

The Board reviewed the audit service proposals from Clifton Larson Allen (CLA) and Schlenner Wenner. After discussion, the Board expressed appreciation for the work down by CLA for the past three years. However, the Board chose to proceed with the bid from Schlenner Wenner based on the recommendation of the Finance Committee.

Following discussion, on a motion duly made and seconded (Ruzek/Moe), the Spectrum Board of Directors unanimously approved the bid to proceed with Schlenner Wenner for the FY23 audit.

**E. Capernaum Pediatric Therapy Inc. Agreement –Sections E&F**

This item was moved from the Consent Agenda in order to review the two items that were missing in the packet provided to the Board in advance. After review of the full document, including the price increase, on a motion duly made and seconded (Zehoski/Taylor), the Spectrum Board of Directors unanimously approved the contract with Capernaum Pediatric Therapy, Inc. as presented.

**X. Charter School Updates & Training**

None

**XI. Board Goals 2022-2023 – See “New Business, letter A”**

**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)**

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).

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. Spectrum will maintain an average state-determined minimum growth score between 0 and -0.5.

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).

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.*

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).

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.

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.

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

**A. Next Meeting Agenda – June 22<sup>nd</sup>, 2023**

**1. FY24 Food Services Contract Proposal**

**XIII. Adjournment**

*On a motion duly made and seconded (Thomas/Ruzek), the Spectrum Board of Directors unanimously approved adjournment of the meeting at 8:35 p.m.*

---

**Board Secretary, Jason Ruzek, Certification**

Respectfully submitted,  
*Jennifer Linn*  
Executive Administrative Assistant