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Spectrum Board of Director’s Meeting Minutes

Date: June 22nd, 2023
Scheduled Time: 5:35 p.m.
Attendance:

Monthly Attendance												
Name/Position	J	A	S	O	N	D	J	F	M	A	M	J
Chair Dave Lucas	A	P	P	P	P	P/VC	P	P/VC	P	A	P	P
Vice Chair Tom Sagstetter	P	A	P	P	P/VC	P/VC	P/VC	P/VC	P/VC	A	P/VC	P/VC
Treasurer Joe Thomas	P	P	P	P	P	P	P Departed @ 6:15pm	P/VC	P	P	P/VC	P
Member Nancy Moe	P	P	P	P	P/VC	P/VC	P/VC	P/VC	P/VC	P/VC	P	P/VC
Member Jason Ruzek	P	P	P	P/VC	P	P	P	P/VC	P	P	P	P
Member Cory Taylor	P	P	P	P	P	P Arrived @ 5:40 p.m.	P	P/VC	P	P	P	P
Member Joshua Zehoski	P	A	P	P	P	P	P	P/VC	P/VC	P	P	P
Exec. Director <i>(Ex Officio Member)</i> Dan DeBruyn	P	P	P	P	P	P	P	P/VC	P	P	P	P
Finance Adviser Bridget Merrill-Myhre	A	A	A	P/VC	P/VC	A	AF	P/VC	A	A	A	P/VC
Exec. Admin. Assistant Jennifer Linn	P	P	P	P	P	P Dawn Sorenson’s last mtg.	P Jennifer Linn’s 1 st mtg.	P/VC	P	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:** 5:35p.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 (Taylor/Thomas), the Spectrum Board of Directors unanimously approved the Board Agenda as presented.
- V. Consent Agenda**
 - A. May 18th, 2023 School Board Meeting Minutes**
 - B. MSHSL Membership Resolution**
 - C. Power School – Schoology LMS Subscription**
 - D. FY23 Testing Calendar**
 - E. Rivers of Hope Working Agreement**
Following discussion, on a motion duly made and seconded (Taylor/Moe), the Spectrum Board of Directors unanimously approved the Consent Agenda as presented.

VI. Public Input

None

VII. Old Business

A. Update on Free School Meals Requirements

Mr. DeBruyn summarized the work done on seeking bids, meeting with providers, and sorting through new requirements. He praised Mary Chaffin for her diligence in presenting workable solutions. Both Premier and Caravan Kids Catering (CKC) have the capacity to meet Spectrum's needs in ramping up our capacity to serve more lunches and add breakfast for all students.

B. FY24 Food Services Contract

After a thorough analysis, school administration and the Finance Committee recommended proceeding with CKC. CKC's lunch prices are a little higher, while breakfast prices are lower. The main reason for the recommendation is the value added that CKC brings to the school. CKC offers more options for meals and provides more administrative support to ensure that Spectrum maximizes income, minimizes expenditures, and claims all available commodities. In addition, they provide back-up meal options that can be claimed instead of losing money on each meal ordered, but not purchased. CKC also provides equipment for warming trays allowing for more efficient serving that will allow the school to serve the increased number of meals while maintaining current staffing levels.

Following discussion, on a motion duly made and seconded (Thomas/Zehoski), the Spectrum Board of Directors unanimously approved the Finance Committee's recommendation to proceed with Caravan Kids Catering for the 2023-2024 school year. Motion passed unanimously.

VIII. Ongoing Business

A. June 16th, 2023 Finance Committee Meeting Minutes

Mr. Thomas summarized the highlights of the meeting for the Board. On a motion duly made and seconded (Thomas/Zehoski), the Spectrum Board of Directors unanimously accepted the June 16th, 2023 Finance Committee meeting minutes, as presented.

B. Finance Reports

1. May Financials

Average Daily Membership (ADM) through April 30 was 855. Current ADM is 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.

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

2. May Management/Supplement Report

The Board reviewed the Management/Supplemental Report – Noted: 202201892 is an ABC Bank account wire. 202201892 is an Escrow bank account wire. 202202009 is an ABC bank account wire.

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

3. May Food Services

The Board reviewed the Food Services Report. Services are at 78.4% of the revised budget with YTD activity of \$221,197.23 in revenue and \$186,928.55 in expenditures. Current budget is showing a surplus of \$34,268.68. The committee clarified that any surplus funds within the Food Service account are required to remain as dedicated funds for the food service program.

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

C. Executive Director's Report

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

1. Update on FastBridge Assessment Tool and Q-Comp Goals – Mr. DeBruyn noted Q-Comp goal completion info submitted and compensation was included in the June 15th payroll. All FastBridge school goals were met. Next school year will focus on the next steps in implementation, including timely analysis of data and use of data to drive instruction.
2. Staffing Update: Mr. DeBruyn provided information about new hires:
 - a. HS Science teacher hired – Kaylee Thompson
 - b. HS Spanish teacher hired – Sara Navratil
 - c. MS Math teacher hired – Nicholas Johnson
 - d. HS Physical Education teacher position hired – Tanya Reemts
 - e. MS Science teacher hired – Michele Batts
 - f. MS Language Arts teacher hired – Abby Gunnarson
 - g. PT HS Math teacher hired – Jill Murphy
 - h. Special Education teacher hired – Eric Thompson
 - i. HS Technology teacher interviews in process
 - j. Our technology intern started on May 15th – Wilson Marks
 - k. Jeremy Johnson has been hired as our new Facilities Manager and we are currently in the process of hiring to fill the maintenance technician position.
3. Grading Practice and Discipline Practices (middle school) - Mr. DeBruyn met with the Principals, Deans, Coordinator of Curriculum, and other staff. They discussed the long-term goal to grade for learning. There will be some adjustments to homework and classwork expectations providing more flexibility for teachers as we work toward the goal over a number of years. Student behavioral choices have been making learning challenging in some MS classrooms. Mr. DeBruyn discussed the idea of hiring someone in the middle school to help with behavioral accountability potential in a separate room. Jessica Hegseth, Instructional Coach, has a plan for working with new teachers on classroom management, etc.
4. VOA Conference and Awards – Dan DeBruyn, Rick Peterson, Nancy Moe, and Jason Ruzek attended the VOA Annual Charter School Conference in Bemidji, June 12th-14th. Mr. DeBruyn and Rick Peterson (Athletic Director) presented at the conference. Spectrum High School was the only school to be presented all three awards: Board Governance, Employment Matters, and Finance Matters.
5. VOA Scorecard FY22 – Spectrum High School received a cumulative average of 93%. This scorecard is used annually to measure progress. Spectrum's contract with VOA will be up for renewal at the end of the 2023-2024 school year.
6. Mr. DeBruyn shared that the S&P rating process for Spectrum's current bonds is in process and will likely be completed this summer.
7. Mr. DeBruyn provided an update on the timeline for (potential construction):
 - a. The new playfield on the recently acquired property to the west of the high school is currently being surveyed and designed. We are hopeful that construction can still take place this summer.
 - b. Design work will be happening simultaneously for the field house, the performing arts center, and additional storage, maintenance, and classroom space.
 - c. The goal is to complete the design work early fall, get construction bids in the fall, proceed with bonding early winter, finalize a construction contract in the winter, and start construction of the field house in the spring. Performing arts center construction would follow.

- d. There are a number of contracts for services that were received just prior to the Board meeting needing to be approved by the Spectrum Building Company (SBC). As a result, a meeting of the SBC will need to be held in the next week.

8. Mr. DeBruyn shared information about open meeting law (as it relates to meetings held in a virtual format) that will need to be discussed by the School Board at their July meeting.

9. Mr. DeBruyn will be attending the Minnesota Concurrent Enrollment Partnership (MNCEP) Conference as a partner school in Duluth on behalf of Spectrum July 13th-14th.

On a motion duly made and seconded (Moe/Ruzek), the Spectrum Board of Directors unanimously accepted the June Executive Director's Report, as presented.

D. Committee Reports

None

IX. Old Business

None

X. New Business

A. FY24 School Board Calendar

Following discussion, on a motion duly made and seconded (Moe/Thomas), the Spectrum Board of Directors unanimously approved the FY24 School Board Calendar, as presented. The Board will continue to meet on the 4th Thursday evening at 5:30 p.m. unless otherwise noted.

B. Review Directors Conflict of Interest and Code of Conduct

The Board reviewed the purpose of the Conflict of Interest provisions and the Code of Conduct. All Board members signed the document, which will be kept on file for the upcoming fiscal year.

C. Review Board Protocols

Mr. DeBruyn highlighted a number of the protocol. He thanked the Board for their diligence in working with the protocol. He also expressed appreciation for the positive working relationship he has with the Board. After review, all Board members signed the Board Protocol document indicating their agreement with the information and willingness to work within the protocols.

D. Annual Approval of Safety Drill Reports

Following discussion, on a motion duly made and seconded (Thomas/Taylor), the Spectrum Board of Directors unanimously accepted the Annual Approval of Safety Drill Reports, as presented.

E. Spectrum Building Company Board Roster

Following discussion, on a motion duly made and seconded (Moe/Thomas) the Spectrum Board of Directors unanimously approved appointing Board Members Dave Lucas, Tom Sagstetter, and Cory Taylor to the Spectrum Building Company Board. The Board also agreed to removing the authorizer liaison's name from the roster since the authorizer does not serve on the Spectrum Building Company in any manner.

F. Board Officer Elections

1. **BOARD CHAIR:** Board member Dave Lucas was nominated for the position of Board Chair. On a motion duly made and seconded, (Thomas/Ruzek), the Spectrum High School Board of Directors unanimously (re)elected Dave Lucas to the position of Board Chair.
2. **VICE CHAIR:** Board member Tom Stagstetter was nominated for the position of Board Vice Chair. On a motion duly made and seconded, (Lucas/Taylor), the Spectrum High School Board of Directors unanimously (re)elected Tom Stagstetter to the position of Vice Chair.

3. **TREASURER:** Board Member Joseph Thomas was nominated for the position of Board Treasurer. On a motion duly made and seconded, (Ruzek/Moe), the Spectrum High School Board of Directors unanimously (re)elected Joseph Thomas to the position of Treasurer.
4. **SECRETARY:** Board member Jason Ruzek was nominated for the position of Secretary. On a motion duly made and seconded, (Taylor/Zehoski) the Spectrum High School Board of Directors unanimously (re)elected Jason Ruzek to the position of Secretary.

G. Board Member Committee Assignments (SIT/WBWF), Finance Committee, and Director’s Review Team)

Following discussion, on a motion duly made and seconded (Lucas/Sagstetter), the following Board members were unanimously assigned to these committee assignments:

1. SIT/WBWF Committee – Nancy Moe
2. Finance Committee – Joe Thomas
3. Director’s Review Team – Joe Thomas

H. Additional Finance Committee Member Request

Mr. DeBruyn informed the Board that Annalise Marberg, the parent currently serving on the Finance Committee, will be ending her term on the committee due to her last child graduating from Spectrum this spring. He will put a call out for a new committee member in an upcoming communication. The goal will be for the Board to assign a new member in the coming months.

I. Property, Liability, Cyber, Worker’s Comp, and Directors & Officers Liability Insurance

Mr. DeBruyn shared the proposed FY24 liability, property, legal, workers comp, cyber, and D&O liability insurance bid from the insurance broker, Chirstensen Insurance Group. He noted that the overall increase is 5.4% (\$85,726.56 to \$90,600.86). Most of the increase is due to building replacement value and construction costs. Two options were provided to lower the impact up to \$5,000. It would increase the wind and hail deductible in \$25,000 increments. One change includes moving from Philadelphia to Cowbell for cyber insurance (at close to the same premium).

On a motion duly made and seconded (Sagstetter/Lucas), the Spectrum Board of Directors unanimously approved the insurance renewal, as presented.

- J. Legislative Changes** – Mr. DeBruyn shared that there are many law changes related to education being reviewed to determine if action is needed by the Board. He will be presenting at either the July or August Board meeting.

XI. Charter School Updates & Training

None

XII. Board Goals 2022-2023

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.

XIII. 2022-2023 Board Calendar and Next Meeting Agenda Input – July 20th, 2023

- A. School Board self-evaluation
- B. FY24 goal setting (July/August)
- C. Extracurricular fees, including the family max
- D. Demographics information for new students
- E. Legislative changes for FY24
- F. Handbooks (Family/Student, Employee, and Extracurricular) – July and/or August

XIV. Adjournment

On a motion duly made and seconded (Thomas/Ruzek), the Spectrum Board of Directors unanimously approved adjournment of the meeting at 7:40 p.m.

Board Secretary, Jason Ruzek, Certification

Respectfully submitted,
Jennifer Linn
Executive Administrative Assistant