



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

**Spectrum Schools Board of Director's Meeting Minutes**

**Date:** August 17<sup>th</sup>, 2023

**Scheduled Time:** 5:30 p.m.

**Attendance:**

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

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

**Guests Present:** None

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

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

**III. Conflict of Interest Check**  
 Vice Chair, Tom Sagstetter called for conflict-of-interest acknowledgement. None noted.

**IV. Board Agenda**  
*On a motion duly made and seconded (Thomas/Ruzek), the Spectrum Board of Directors unanimously approved the change in Board Agenda to add the Employee Reimbursement Policy Changes in the Executive Director Report.*

**V. Consent Agenda**

A. July 20<sup>th</sup>, 2023, School Board Meeting Minutes

B. Charter School Pledge of Compliance

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

## **VI. Public Input**

None

## **VII. Old Business**

A. Free Meals implications and decisions update information

The caterer will be at Open House for taste testing. They will provide some of the options that will be offered. The serving of breakfast will not start until the second day of school.

B. Candidates for Finance Committee

There are two candidates presented for the open Finance Committee position. One has a career in finance planning and the other in taxes. It was suggested that we could consider appointing both since they would bring a variety of knowledge to the committee.

Following discussion, on a motion duly made and seconded (Moe/Thomas), the Spectrum Board of Directors unanimously agreed to appoint both candidates for the position.

## **VIII. Ongoing Business**

A. Finance Committee Reports

1. June Financials – Summary of Key Financial Indicators

- a. Average Daily Membership (ADM) Overview – Budgeted 840: ADM, Revised: 855 (ADM), Actual: 857 (ADM) Note: The committee acknowledged that this number will likely go down once we reconcile our ADMs in light of concurrent enrollment. The School's budgeted surplus for the year is \$0.
- b. The projected cumulative fund balance is \$2,695,387 or 24% of expenditures at fiscal year-end.
- c. Projected Days Cash on Hand for the projected fiscal year-end is 80 days, which is above 30-day minimum bond covenant.
- d. Projected Debt Service Coverage Ratio at fiscal year-end is 1.17. Above 1.10x meets minimum bond covenants.

2. June Financial Statement Key Points

- a. As of month-end, 100% of the year was complete.
- b. Cash Balance as of the reporting period is \$2,342,437, which is slightly down from the previous month of \$2,351,445.
- c. State aids receivable is estimated to be \$834,818.
- d. Prior Year Adjustments of \$59,808 is primarily comprised of SPED and Concurrent Enrollment aid.
- e. Revenues received at end of the reporting period -100.2%
- f. Expenditures disbursed at end of the reporting period -98.3%

3. June Management Report

- a. 99900354-9900359 are July checks.
- b. 202202191 is an ABC bank account wire.
- c. 202202249-202202255-202202257  
If anything is changed with a pending voucher (removed, payment type updated from wire to check/manual/single, etc.) It will not register that a prior number was unused and goes on to the next number. It is a known issue and is something Skyward has no urgency around fixing. Any number that is used even if it is a void will show up on reporting.

4. June Food Services Report

The committee reviewed the Food Services Report. Services are at 111.7% of the revised budget with YTD activity of \$239,951.21 in revenue and \$206,364.73 in expenditures. The current budget shows

a surplus of \$33,586. The committee clarified that any food service surplus funds are expected to end with a surplus, rather than a budgeted deficit of \$8k.

5. July Financials – Summary of Key Financial Indicators
  - a. Average Daily Membership (ADM) Overview – Budgeted 890: ADM Actual: TBD
  - b. The school’s budgeted surplus for the year is \$0. A projected cumulative fund balance of \$2,695,387 or 23% of expenditures at fiscal year-end.
  - c. Projected Days Cash on Hand for the projected fiscal year-end is 71 days. Above 30 days meets minimum bond covenants.
  - d. Projected Debt Service Coverage Ratio at fiscal year-end is 1.27. Above 1.10x meets minimum bond covenants.
6. July Management /Supplement Report
  - a. Committee reviewed the Management / Supplement Report. Noted: Total Cash Receipts - \$808,590.37
7. July Contracted Services  
Committee reviewed the Contracted Services Report. Services are at 10.3% of the revised budget with YTD activity of \$62,776.62.

Following discussion, on a motion duly made and seconded (Moe/Thomas), the Spectrum Board of Directors unanimously accepted the June/July Financial Reports, as presented.

8. July Food Services Report
  - b. Committee reviewed the Food Services Report. Services are at YTD activity of total revenue of \$97.25.
9. USDA Foods Report Received
  - c. Committee reviewed the USDA Foods Received Report for the Auditor  
This is submitted to MDE. Booked revenue against expenses. Received \$3,300 credit and \$7,300 is due to us. Beginning Entitlement amount is \$9,800.13 with an ending Entitlement balance of - \$831.32. Total Bonus Value and Total USDA Foods Value are \$10,631.45.

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

- B. Finance Committee Minutes – August 14, 2023  
Following discussion, on a motion duly made and seconded (Thomas/Ruzek), the Spectrum Board of Directors unanimously accepted the August 14<sup>th</sup>, 2023, Finance Committee Minutes, as presented.

## **IX. Executive Director’s Report**

- A. Construction Update  
Initial designs of field house and performing arts center were presented and reviewed.
- B. Staffing Update: Mr. DeBruyn provided information about new hires, including Theo Frentzos returning as a Physical Education Teacher. The following positions remain open: MS Art, Special Education, MS Tech & Coding, and MS Language Arts.
- C. Employee Tuition Reimbursement Policy Change  
Due to the high need of teachers, the board was asked to wave the time that is required for teachers to receive employer paid schooling to achieve a master’s degree. The revised policy would allow all newly hired teachers to take advantage of this immediately.  
Following discussion, on a motion duly made and seconded (Moe/Zehoski), the Spectrum Board of Directors unanimously approved waving & revising temporarily the current Employee Reimbursement Policy to provide new hires the opportunity to start school immediately toward licensure.

## **X. Committee Reports**

None

## **XI. New Business**

- A. Bond Rating Report – Mr. DeBruyn shared the report received from Standard and Poors indicating that Spectrum’s bond rating will remain at BB+.

- B. Spectrum Schools Organizational Chart  
Following discussion, on a motion duly made and seconded (Moe/Zehoski), the Spectrum Board of Directors unanimously approved the updated Spectrum Schools Organization Chart.
- C. School Name Proposal  
Following discussion, on a motion duly made and seconded (Moe/Thomasi), the Spectrum Board of Directors unanimously approved the School Name Proposal. Spectrum will now be referred to as Spectrum Schools at the district level, while remaining as Spectrum High School and Spectrum Middle School at the school level.
- D. Family/Student Handbook  
Following discussion, on a motion duly made and seconded (Thomas/Moe), the Spectrum Board of Directors unanimously approved the Family/Student Handbook.
- E. Employee Handbook  
Following discussion, on a motion duly made and seconded (Moe/Zehoski), the Spectrum Board of Directors unanimously approved the Employee Handbook.
- F. Peterson Contract for HS field  
Following discussion, on a motion duly made and seconded (Moe/Zehoski), the Spectrum Board of Directors unanimously approved the Peterson contract.
- G. Plan for Field House and Performing Arts Center  
Following discussion, on a motion duly made and seconded (Moe/Zehoski), the Spectrum Board of Directors unanimously approved to continue working with our architect on the designs for the Field House and Performing Arts Center.

**XII. Charter School Updates & Training**

None

**XIII. Board Goals 2022-2023**

No updates at this time.

**XIV. Spectrum Building Company Meeting**

On a motion duly made (Moe/Zehoski), the School Board suspended it's meeting at 6:30 p.m. in order for Spectrum Building Company to meet.

**XV. Readjourn Open Meeting**

The School Board meeting readjourned at 7:00 p.m.

**XVI. 2022-2023 Board Calendar and Next Meeting Agenda Input – September 28<sup>th</sup>, 2023**

**XVII. Adjournment**

On a motion duly made and seconded (Thomas/Taylor), the Spectrum Board of Directors unanimously approved adjournment of the meeting at 7:30 p.m.

---

**Board Secretary, Jason Ruzek, Certification**

Respectfully submitted,  
Jennifer Linn  
Executive Administrative Assistant