

Date: December 21st, 2023
Scheduled Time: 5:30p.m.

Meeting Minutes

Monthly Attendance (Last 12 months)													
Name/Position	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	Sept.	Oct.	Nov.	Dec.
Chair Dave Lucas	P	P	P	P	P	P/VC	P	A	P	A	P	P	P
Vice Chair Tom Sagstetter	P	P	P/VC	P/V C	P/VC	P/VC	A	P	P/VC	P	P	P	P
Treasurer Joe Thomas	P	P	P	P	P	P/VC	P	P	P	P	P	P	P
Member Nancy Moe	P	P	P/VC	P/V C	P/VC	P/VC	P	P	P/VC	P	P	P	P
Member Jason Ruzek	P	P/VC	P	P	P	P/VC	P	P	P	P	P	P	P
Member Cory Taylor	P	P	P	P	P	P/VC	P	A	P	P	P	P	P
Member Joshua Zehoski	P	P	P	P	P	P/VC	A	P	P/VC	P	P	P	P
Exec. Director <i>(Ex Officio Member)</i> Dan DeBruyn	P	P	P	P	P	P/VC	P	P	P	P	P	P	P
Finance Adviser Bridget Merrill-Myhre	A	P/VC	P/VC	A	A	P/VC	A	A	A	A	P	A	P
Exec. Admin. Assistant Jennifer Linn	P	P	P	P	P	P/VC	P	P	P	P	P	P	P

P/VC denotes meeting via Video Conferencing:

Guests Present: Bridget Merrill-Myhre (BerganKDV), Ryan Schmidt (Schlenner Wenner & CO.), Paul Fisher, Jessica Lingbeek, Jonathan Gray, Isaiah Zehoski, Breann Forliti, Paul Forliti, Maddie Fritel, Emme Guse, Sophia Vinlove, Bel Dimaze, Aden Khamdamov, Katie Hanson, Lucy Hanson, Karen Kleinman, Amy Hanson, Emma Nelson, Naomi Orth, Amelia Halverson, Sam Lerom, Gina Dahl, and Sandy Peterson.

I. Call to Order: 5:32p.m.

II. Reading of Vision and Mission Statements

Jason Ruzek read the Vision and Mission Statement.

III. Conflict of Interest

Dave Lucas called for conflict-of-interest acknowledgment. None noted.

IV. Board Agenda

On a motion duly made and seconded (Moe/Thomas), the Spectrum Board of Directors unanimously approved the Board Agenda.



V. Ongoing Business

A. Finance Committee Minutes - December 15th, 2023

Following discussion, on a motion duly made and seconded (Zehoski/Moe), the Spectrum Board of Directors unanimously approved the December 15th, 2023 Finance Committee Minutes as presented.

B. Finance Reports

1. November Financials – Summary of Key Financial Indicators
 - a. Average Daily Membership (ADMM) Overview – Budgeted 895: Actual 894.
 - b. The school’s surplus for the year is \$0 with a projected cumulative fund balance of \$2,993,760 or 25% expenditures at fiscal year-end.
 - c. Projected Days Cash on Hand for the projected fiscal year-end is 71days. Above 30 days meets minimum bond covenants.
 - d. Projected Debt Service Coverage Ratio at fiscal year-end is 1.27. Above 1.10xmeets minimum bond covenants.
2. November Management/Supplemental Report
 - a. As of month-end, 41.7% of the year was complete.
 - b. Cash Balance as of the reporting period is \$3,004.561, which is slightly down from the previous month of \$3,040.953.
 - c. Current year holdback balance is estimated at \$420,778 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 2025.
3. November Food Services
The Committee reviewed the Food Services Report. November showed revenue at \$67,842.51 and total expenditures of \$49,422.22. Note: Finance reporting regarding the food service account doesn’t necessarily align with the specific monthly food service numbers. Revenue and expenses for budgeting purposes sometimes overlap months.
4. November Contract Services
No concerns noted.
Following discussion, on a motion duly made and seconded (Sagstetter/Thomas), the Spectrum Board of Directors unanimously approved the Finance Reports as presented.

C. 2023 Audit

1. Audited Financial Statements
Ryan Schmidt from Schlenner Wenner and Company presented the 2023 audited financials. Overall Spectrum is in a very good financial position. There were no findings during the audit process and Spectrum received a clean audit.
2. Report to the Members of Governance
The Committee reviewed both reports from Schlenner-Wenner (the School Board’s contracted auditor) regarding the 2023 Audit. No concerns noted.
Following discussion, on a motion duly made and seconded (Thomas/Ruzek), the Spectrum Board of Directors unanimously approved 2023 Audit report as presented.

D. Update on School Meal Program

The Committee reviewed the Food Service Program spreadsheet, which laid out the revenue and expenses for each month. Significant strides are being made in narrowing the gap between ordered versus served meals. Mr. DeBruyn praised the efforts of our food service staff led by Jennifer Russell.

E. Executive Directors Report

In addition to the written report provided in the Board packet, Mr. DeBruyn shared information on the following items.

1. Investor Update -

The annual bond holder call was held on the afternoon of Thursday, December 21st, 2023. This is a requirement on the bonds where the school and Creative Planning staff update bond holders on the school's progress related to academics, enrollment, and governance.

2. Construction Update -

Construction will be extended further due to the plat having to be redrawn. They require the Plat and PUD to be completed at the same time.

Mr. DeBruyn and Mr. Peterson will be going back to the Planning Commission in January and the City Council in February. The hope is to have the completion of both structures by Spring of 2025.

3. Staffing Update – Current openings were discussed.

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

VI. Public Input

Prior to opening the floor for public input, Mr. DeBruyn read a prepared communication regarding some of the current happenings at the school and the need to treat people with respect and follow the proper communication process. He also shared a number of items related to the football program.

A handful of people shared their thoughts regarding the football program and the athletic department.

VII. Consent Agenda

A. November 16th, 2023 Regular School Board Meeting Minutes

B. EDIAM Resolution

C. Revised 2023-2024 Testing Calendar

D. Updated Financial Policies

Following discussion, on a motion duly made and seconded by (Taylor/Sagstetter), the Spectrum Board of Directors unanimously approve the Consent Agenda as presented.

VIII. Old Business

A. The Committee reviewed the Board Training Survey Results. Priority items on which the Board would like to receive additional training include (in order of priority) the following: athletics/activities, STING time/Advisory, math, C@SH program, and College and Career

Readiness. Training will be provided approximately every other month at Board meetings until the list is complete.

Following discussion, on a motion duly made and seconded by (Sagstetter/Moe), the Spectrum Board of Directors unanimously accepted the results of the training survey as presented.

IX. New Business

- A. The Committee reviewed the New Law (effective January 1, 2024) – Sick and Safety Leave Policy.

The Board reviewed the newly proposed policy and discussed the impact. The policy makes changes to the policy passed in the spring of 2023 allowing employees to earn 1 hour of sick and safety leave for every 30 hours worked. It also allows employees to carry over up to 24 sick and safety hours annually up to a maximum of 80 sick and safety hours cumulative.

Following discussion, on a motion duly made and seconded (Thomas/Moe), the Spectrum Board of Directors unanimously approved the new Sick and Safety Leave Policy as presented.

- B. GZA Geo Environmental, Inc, Property Condition Assessment

This assessment is required every five years by the bond holders and will be paid for by Spectrum Building Company. No action was needed as this was for informational purposes.

X. 2023-2024 Goal Setting – Board and Administration

- A. Academic Goals

1. 2023-2024 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).
 - a. When compared to local schools with similar demographics that students will perform as well or better on the ACT test.
 - b. 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).
 - c. Spectrum will maintain an average state-determined minimum growth score between 0 and 0.5.
2. Q-Comp Goals
 - a. Grade 6 Building
The percentage of all students in grade 6 at Spectrum High School who are in the “low risk” and “above average” categories on the FAST aReading standardized assessment will increase from 75.0% in Fall 2023 to 76.0% in Spring 2024.
 - b. Grade 7/8 Building
The percentage of all students in grades 7 & 8 at Spectrum High School who are in the “low risk” and “above average” categories on the FAST

aReading standardized assessment will increase from 74.0% in Fall 2023 to 75.0% in the Spring 2024.

c. High School Building

The percentage of all students in grades 9 & 10 at Spectrum High School who are in the “low risk” and “above average” categories on the FAST aReading standardized assessment will increase from 80.0% in Spring 2023 to 81.0% in Spring 2024.

B. Non-Academic Board and Executive Director Goals

1. By December 2023, the School Board will approve a proposed review schedule for all school policies. This will include all legally required policies as well as all policies in need of review.
2. By January 2024, the School Board will receive a review of all current and proposed high school courses in line with legislative requirements and college preparatory expectations.
3. By December 2023, the School Board will begin implementation of student leadership presentations from the Middle School Advisory Crew and the High School Student Voice Collaborative.

XI. Charter School Updates and Training

None

XII. Suspension of Regular Board Meeting @ 7:30p.m. and Convening of Closed Meeting

On a motion duly made and seconded (Zehoski/Sagstetter), the Spectrum Board of Directors unanimously approved suspending the open meeting to move into a closed meeting.

The closed meeting was held, pursuant to Open Meeting Law, Minnesota Statutes, chapter 13D, for the purpose of reviewing an employee.

XIII. Reconvene Open Meeting

The open Board meeting was reconvened at 9:45 p.m.

No action was taken during the closed meeting. The Board thanked Mr. Peterson for his commitment to Spectrum and his ongoing work in the areas of athletics, activities, and facilities. Mr. DeBruyn will be following up on behalf of the Board regarding recent concerns that have been brought to the Board’s attention.

XIV. 2023-2024 Board Calendar and Next Meeting Input – Thursday, January 25, 2024

- A. Additional legislative changes
- B. Student leadership presentation (Jan/Feb)

XV. Adjournment of Open Meeting

On a motion duly made and seconded (Moe/Sagstetter), the Spectrum Board of Directors unanimously approved a motion to adjourn at 10:00 p.m.