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www.spectrumhighschool.org

Date: January 25th, 2024

Meeting Minutes

Scheduled Time: 5:30p.m.

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

P/VC denotes meeting via Video Conferencing:

Guests Present: Terry Warnke, Daniel Grib, Jeff Smith, Jake Yost, Joe Ambrose, Graham Smith, Liam LeForce, Jonah Annen, Cohen Gagnon, Mr. Heinecke (Middle School Principal), Tai Warnke, Etta Glinsek, Danica Orth, and Mark Leland (High School Principal)

I. Call to Order

Dave Lucas called the meeting to order at 5:40p.m.

II. Reading of Vision and Mission Statements

Jason Ruzek read the Vision and Mission Statements.

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 and to move Student Leadership Presentations before Ongoing Business.

V. Student Leadership Presentations

A. Middle School – Student Advisory Council (SAC)

1. The middle school students from the SAC presented to the school board. There were 6 members present.
 - a. When asked about what they like about being on the SAC, students responded with the following: sharing their voice; the ability to make physical change, helping other students, helping improved the school, and encouraging others to reach out to SAC if needed.
 - b. The students explained that the SAC takes time to discuss important issues and help students become interested in doing their part to create a strong school community. They are involved in assisting with morning announcements, assisting with Pep fest, and other tasks as needed. The SAC wants to help keep Spectrum Schools as a great place for new students starting middle school.

B. High School – Student Voice Collaborative (SVC) and Student Council

1. SVC and NHS presented to the school board – 4 (SVC) members and 1 (NHS) member. They explained and expressed their involvement within the school.
2. SVC President, Tai Warnke, shared that they have been working through the survey information from the 2022-2023 school year and came to the conclusion that many of the responses point to trust, respect, and integrity.
3. The SVC allows students to come to them with ideas, thoughts, and concerns so they have a voice and are heard.

C. Student Council

1. 33 students. They focus on the overall culture of the school and on the larger events such as Outstanding Stingers, Powder Puff and Powder Tough.

VI. Ongoing Business

A. Finance Committee Minutes – January 19th, 2024

Following discussion, *on a motion duly made and seconded (Taylor/Ruzek), the Spectrum Board of Directors unanimously approved the January 19th, 2024, Finance Committee Minutes as presented.*

B. Finance Reports

1. December Financials – Summary of Key Financial Indicators
 - a. Average Daily Membership (ADM) Overview – Budgeted 895: Actual 875.
 - 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 70 days. 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. December Management/Supplemental Report
 - a. As of month-end, 50%of the year was complete.
 - b. Revenues received at the end of the reporting period 49.3% %

- c. Expenditures disbursed at the end of the reporting period 43.5%
 - d. Cash Balance as of the reporting period is \$2,890,196 down from the previous month of \$3,004,561.
 - e. The current year's holdback balance is estimated at \$513,808 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. December Food Services
December showed a revenue of \$58,162.74 and total expenditures of \$57,570.60.
 - 4. December Contract Services
No concerns noted.

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

C. Executive Directors Report

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

- 1. Staffing Update – Mr. DeBruyn shared that Crystal Johnson (a Spectrum parent) has been hired to teach 8th grade language arts. She started at the beginning of the second semester.
- 2. Construction Update - Mr. DeBruyn and Mr. Peterson attended the Planning Commission meeting on Tuesday, January 23rd at 6:30 p.m. The public hearing will be closed at the February 27 Commission meeting. No public comments were shared at the first meeting. The PUD and realignment of the properties is now anticipated to be addressed at the City Council meeting on Monday, March 4.
- 3. Employee Retention Credit
The federal government is proposing a law to completely end the program as of January 2024 (rather than the current anticipated date of March 2025). Spectrum has not yet received a final response on the ERC application from spring of 2023.
- 4. Mr. DeBruyn is recommending the purchase of a software program for the Board that will allow all members to review and see agendas, packets, and minutes online – in addition to archiving all board documents and work.

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

D. School Improvement Team Meeting Minutes - December 20th, 2023

Mr. DeBruyn explained the work of the committee in December, consisting of a review of Climate Survey results and actions taken.

Following discussion, on a motion duly made and seconded (Thomas/Moe), the Spectrum Board of Directors unanimously accepted the December SIT Team Minutes, as presented.

VII. Consent Agenda

A. December 21st, 2023, Regular School Board Meeting Minutes

B. Fundraising and Donations – Annual Report (postponed to February meeting)

Following discussion, on a motion duly made and seconded by (Zehoski/Moe), the Spectrum Board of Directors unanimously approve the Consent Agenda consisting of only the

December 2023 minutes. The Annual Fundraising and Donations Report was moved to the February meeting agenda.

VIII. Public Input

None

IX. Old Business

None

X. New Business

A. School Improvement Team Membership

A communication was sent out to the community regarding an opening for a parent member for the SIT. Mr. DeBruyn is asking that the Board proceed with the approval of the SIT membership. New members include Brysen Jones (student), Josh Beck (parent), and Ashley Johnson (parent).

Following discussion, on a motion duly made and seconded (Sagstetter/Taylor), the Spectrum Board of Directors unanimously approved the School Improvement Team Membership, as presented.

B. Personal Tech Training for non-staff members

Contact information (emails) for board members is required to be included on the website. Due to technology requirements, and in an effort to avoid spam and phishing, all emails had been previously directed to a general school board email account that is monitored by the Executive Administrative Assistant and forwarded to members. VOA has requested that individual emails be listed. While administration feels that the current practice can meet statutory requirements while also protecting the school from spam and phishing (which have been a problem in the past), we are working to accommodate the request from VOA. Teacher board member emails have been adjusted. All other board members will need to complete technology training prior to having individual emails listed. Language will be adjusted accordingly on the website.

Mr. Rupert, Spectrum's Technology Manager, will send out information to members explaining how to complete the training right away.

C. Timeline for Executive Director Evaluation

Mr. DeBruyn walked through the revised timeline that was sent to the Board prior to the meeting. This condensed timeline avoids repetitive items and puts the various actions into the proper sequence.

- Board Chair initiates evaluation process on January 25th, 2024
- Submission of the ED progress on Professional Development Goals for the current year on February 9th, 2024
- Submission of the completed feedback surveys from the Board Members to the Executive Administrative Assistant.
- Submission of the completed feedback survey from the Direct Reports to the Board chair/ the committee.
Distribute via Survey Monkey on February 16th, 2024.
Due back February 23rd, 2024

Following discussion, on a motion duly made and seconded (Moe/Taylor), the Spectrum Board of Directors unanimously approved the Timeline for Executive Director Evaluation, as presented.

XI. 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.

XII. Charter School Updates and Training

- A. Marketing and Enrollment presentation (March 2024)
- B. April – Program Review (C@SH)
- C. June – Program Review (Academics/Math)

XIII. 2023-2024 Board Calendar and Next Meeting Input – Thursday, February 22nd, 2024

- A. Additional legislative changes
- B. Program Review – Activities
- C. Policy Review Plan – Communication to the Board
- D. Fundraising and Donations – Annual Spreadsheets

XIV. 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 7:40 p.m.