

Spectrum Board of Director's Meeting Minutes

Date: October 26th, 2023
Scheduled Time: 5:45 p.m.

| Monthly Attendance | | | | | | | | | | | | |
|--------------------------------------------------------------------|------|--------------------------------------|-------------------------------------------------|------|------|------|------|---|------|---|---|---|
| Name/Position | N | D | J | F | M | A | M | J | J | A | S | O |
| Chair Dave Lucas | P | P/VC | P | P/VC | P | A | P | P | A | A | A | P |
| Vice Chair Tom Sagstetter | P/VC | P/VC | P/VC | P/VC | P/VC | A | P/VC | A | P/VC | P | P | P |
| Treasurer Joe Thomas | P | P | P Departed @ 6:15pm | P/VC | P | P | P/VC | P | P/VC | P | P | P |
| Member Nancy Moe | P/VC | P/VC | P/VC | P/VC | P/VC | P/VC | P | P | P | P | P | P |
| Member Jason Ruzek | P | P | P | P/VC | P | P | P | P | P | P | P | P |
| Member Cory Taylor | P | P Arrived @ 5:40 p.m. | P | P/VC | P | P | P | P | P | A | P | P |
| Member Joshua Zehoski | P | P | P | P/VC | P/VC | P | P | P | P | P | P | P |
| Exec. Director <i>(Ex Officio Member)</i> Dan DeBruyn | P | P | P | P/VC | P | P | P | P | P | P | P | P |
| Finance Adviser Bridget Merrill-Myhre | P/VC | A | AF | P/VC | A | A | A | A | A | A | A | P |
| Exec. Admin. Assistant Jennifer Linn | P | P Dawn Sorenson's last mtg. | P Jennifer Linn's 1 st mtg. | P/VC | P | P | P | P | P | P | P | P |

P/VC denotes meeting via Video Conferencing.

Guests Present: Krisi Diekman and Marilyn Binkley

- I. Call to Order: 5:45p.m.**
- II. Reading of Vision and Mission Statements**
Jason Ruzek read the Vision and Mission Statements.
- III. Conflict of Interest Check**
Dave Lucas called for conflict-of-interest acknowledgment: None noted.
- IV. Board Agenda**
On a motion duly made and seconded (Taylor/Ruzek), the Spectrum Board of Directors unanimously approved the Board Agenda.
- V. Consent Agenda**
 - A. September 28th, 2023 School Board Meeting Minutes
 - B. Revised Finance Committee Description

Following discussion, on a motion duly made and seconded (Moe/Sagstetter), 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

There will be an update provided at the November 10th meeting. This will provide data from the prior month. It was noted that Spectrum recently received a reimbursement from MDE for the lunch program of around \$40,000, which was not included in the financial report from September. As a result, the account will be in the black (rather than -\$25,000).

VIII. Ongoing Business

A. Finance Committee Minutes – October 23rd, 2023

Following discussion, *on a motion duly made and seconded (Moe/Ruzek), the Spectrum Board of Directors unanimously accepted the October Finance Committee Minutes, as presented.*

B. Finance Reports

1. September Financials – Summary of Key Financial Indicators

- a. Average Daily Membership Overview – Budgeted 895: ADM, Actual: 895. The school's projected budgeted surplus for the year is \$0.
- b. The Days Cash on Hand is currently 75.
- c. The Debt Service Coverage Ratio is currently at 1.27. This is above the 1.10x that meets minimum bond covenants.

2. September Finance – Financial Key Points

- a. As of month-end, 25% of the year was complete.
- b. The cash balance as of the reporting period was \$3,235,584, which is up from the previous month of \$2,839,687.
- c. The current year's holdback balance is estimated at \$253,265 as of the reporting period. The holdback amount will be paid back to the school in fiscal year 2025.
- d. Revenues received at the end of the reporting period were 24.2%
- e. Expenditures disbursed at end of the reporting period were 15.5%

3. September Management/Supplemental Report

No inconsistencies reported.

4. September Contract Services Report

No concerns were noted at this time. Mr. DeBruyn explained that concurrent enrollment is billed at the end of the semester.

5. September Food Services

The Board reviewed the Food Services Report. September shows an overall deficit of around \$25,000. However, we received a payment of around \$40,000 from the state not yet booked in the financial statement.

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

C. Executive Director's Report

1. Staffing Update

Mr. DeBruyn shared that an Instructional (Data) Coach was hired – Greg Quinn. This new position will help facilitate the progress monitoring process and will support teachers in planning for data driven instruction and interventions.

2. Construction Update – Timeline, application for concept review

Mr. DeBruyn reviewed the current timeline for construction. The PE field is now complete. Mr. DeBruyn and Rick Peterson attended the Elk River Planning and Zoning Meeting on Tuesday, October 24th @ 630pm and will be attending the City Council on Monday, November 6th. Spectrum is requesting approval for Planned Unit Development (PUD) within

the Business Park. Planning and Zoning was favorable toward a PUD. This process is going to delay the field house and bonding until the spring/summer.

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

- D. Committee Reports
None

IX. New Business

A. 2023-2024 Proposed Goals – Board and Executive Director (see below)

1. Academic Goals

- a. 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).
- b. 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.
- c. 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).
- d. Spectrum will maintain an average state-determined minimum growth score between 0 and 0.5.

e. Q-Comp Goals

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.

Grade 7/8 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 74.0% in Fall 2023 to 75.0% in Spring 2024.

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.

2. Non-Academic Board and Executive Director Goals

- a. 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.
- b. 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.
- c. 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.

Following discussion, *on a motion duly made and seconded (Moe/Sagstetter), the Spectrum Board of Directors unanimously approved the Board and Executive Director Goals for 2023-2024, as presented.*

B. Review of Grievance Policy

The Board discussed the Grievance Policy and its implementation. Mr. DeBruyn commended the Board on their collaboration and professionalism, especially when approaching sensitive matters and referring them to administration.

C. 2023 Annual Report

Mr. DeBruyn explained that the 2023 Annual Report, most of which was presented as part of the Annual Meeting (held prior to the Board mtg. this evening) will be sent to VOA next week and presented for final approval of the Board in November.

X. Charter School Updates and Training

None

XI. 2023-2024 Board Calendar and Next Meeting Agenda Input – Thursday November 16th, 2023

A. MN Charter School Leadership Conference attendance – Bemidji, MN (June 10th-12th, 2024)

B. 2023-2024 School Board Training Plan – Policy 205

C. Legislative Changes FY24

D. Final approval of the FY22-FY23 Annual Report

XII. Adjournment at 8:35p.m.