

Date: November 16<sup>th</sup>, 2023  
Scheduled Time: 5:30p.m.

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

*P/VC denotes meeting via Video Conferencing:*

Guests Present: Katie Hanson, Emma Nelson, Amelia Halverson, Kristine Toensing, Megan Conroy, Kristi Reinke, Justin Femrite, Paul Peterson, Sandy Peterson, Ingrid Herstad, Amy Hanson, and Brady Anacker

**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**

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

**IV. Board Agenda**

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

**V. Consent Agenda**

A. October 26<sup>th</sup>, 2023 Regular School Board Meeting Minutes

B. October 26<sup>th</sup>, 2023 Annual School Board Meeting Minutes

C. Final Approval of the FY22-FY23 Annual Report



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

**VI. Public Input**

Several parents shared their thoughts regarding the football program and the athletic department.

**VII. Old Business**

None

**VIII. Ongoing Business**

A. Finance Committee Minutes – November 10<sup>th</sup>, 2023

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

B. Finance Reports

1. October Financial Statement – Summary of Key Financial Indicators
  - a. Average Daily Membership Overview - Budgeted 895: Actual: 896. The school's budgeted surplus for the year is \$0. A projected cumulative fund balance of \$2,993,760 or 25% of expenditures at fiscal year-end is anticipated.
  - b. The current Days Cash on Hand is 71 days.
  - c. The Debt Service Coverage Ratio is 1.27. This is above the 1.10x that meets minimum bond covenants.
  - d. As of month-end 33% of the year was complete.
  - e. Cash balance as of the reporting period is \$3,040,953, which is down from the previous month of \$3,235,584.
  - f. The current year holdback balance is estimated at \$346,217 as of the reporting period. The holdback amount is 10% of total state aids. The remaining holdback amount will be paid back to the school in fiscal year 2025.
  - g. Revenues received at the end of the reporting period were 32.4%.
  - h. Expenditures disbursed at end of the reporting period were 26.1%.
  - i. Other rentals are 65% spent, which includes the tent rental in August.
  - j. Building/Land Improvements includes the HS PE Field payment of \$94k. The budget will be updated at midyear.
  - k. Furniture & Other Equipment is 96% spent, which includes two golf cart purchases, chairs, and downpayment for lockers.
2. October Management/Supplemental Report  
No inconsistencies to report.
3. October Food Services Report  
The Committee reviewed the Food Services Report. It was noted that the report is generally a month behind, but the committee is tracking revenue and expenses monthly to ensure we are maximizing revenue and minimizing expenses.
4. October Contracted Services

No concerns noted.

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

C. Update on School Meal Program

Mary Chaffin created a new Food Service Program spreadsheet that lays out the revenue and expenses for each month. Food and Supplies, Salaries and Equipment, and Grand Totals will be calculated and included.

D. Executive Directors Report

1. Staffing Update

All teaching positions are filled – although we are still hoping to hire another special education teacher.

2. Construction Update

Mr. DeBruyn and Mr. Peterson met with the Planning and Zoning Commission in October. They were favorable toward recommending a Planned Unit Development (PUD) for Spectrum's properties in the Business Park.

Mr. DeBruyn and Mr. Peterson also met with the City Council in a work session. After discussion, they appeared as though they would lean toward a PUD.

The school will complete the full PUD application in the next two weeks. We anticipate working with Planning and Zoning in December and the City Council in January in the hopes of securing the PUD.

If all goes accordingly to plan, we are hopeful to proceed with final design and bonding in January/February.

3. MN Charter School Leadership Conference attendance – Bemidji, MN (June 10th-12<sup>th</sup>, 2024) Moved to December Agenda – Interested parties: Jason Ruzek and Nancy Moe

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

E. Committee Reports

None

**IX. New Business**

A. Annual Meeting Presentation – Due to Mr. Leland's absence at the Annual Meeting, he provided a prerecorded presentation via mp4 file. This was sent out to each Board Member in advance for review. Board members expressed their appreciation for the positive work taking place at the high school and the focus on school culture.

B. Medica Insurance Bid was presented for approval.

The Finance Committee reviewed the bid from Medica and recommended approval by the Board. The bid includes an 11.3% increase to overall costs. The increase is being shared by the school and employees. The plan will remain similar to 2023 with the school continuing to contribute \$1,000-\$2,000 toward employees' HSA accounts.

Following discussion, on a motion duly made and seconded (Thomas/Sagstetter), the Spectrum Board of Directors unanimously approved proceeding with the Medical insurance bid for 2024.

C. Beginning and Ending Dates for the 2024-2025 School Year

Following discussion, on a motion duly made and seconded (Moe/Ruzek), the Spectrum Board of Directors unanimously approved Monday, August 26, 2024 and Friday, May 23, 2025 as the first and last student days for the 2024-2025 school year.

D. 2023-2024 School Board Training Plan – Policy #205

Mr. DeBruyn presented the School Board with a proposed Spectrum School Board Ongoing Training and Development Plan for the 2023-2024 School Year. Board members gave general approval of the plan and will be offering suggested program update options through a survey being sent prior to the next Board meeting.

E. Legislative Changes (FY24) – This was moved to the December Board meeting.

F. 2023-2024 Goal Setting – Board and Administration

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).

- When compared to local schools with similar demographics that students will perform as well or better on the ACT test.
- 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).

Spectrum will maintain an average state-determined minimum growth score between 0 and 0.5.

b. 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 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.

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.

**X. Charter School Updates and Training**

Mr. Dan DeBruyn attended the School Law Conference held in Minneapolis on Wednesday, November 15<sup>th</sup>, 2023.

**XI. 2023-2024 Board Calendar and Next Meeting Agenda Input – Thursday, December 21<sup>st</sup>, 2023**

- A. Review Survey for Proposed Ongoing Board Training and Development
- B. Legislative Changes FY24
- C. Schlenner Wenner Audit

**XII. Adjournment**

On a motion duly made and seconded (Moe/Ruzek), the Spectrum Board of Directors unanimously approved a motion to adjourn at 7:35 p.m.