



District Office
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Board of Director’s Meeting Minutes (UNAPPROVED)

Date: March 23, 2023

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

*P/VC denotes meeting via Video Conferencing in compliance with Minnesota State Statutes 13D, Open Meeting Law.
 Note: The meeting was held fully online due to a severe snowstorm. The agenda and link were provided for the public on the school website in advance.*

Guests Present: Cindy Herstad, Lenora Person, JoAnn Barrows, Katie Aase, and Lauren Rudy

- I. Call to Order:** 5:40 p.m.
- II. Reading of Vision and Mission Statements**
Jason Ruzek read the school vision and mission.
- III. Conflict of Interest**
Chair Lucas, called for conflict of interest acknowledgement. None noted.
- IV. Board Agenda**
On a motion duly made and seconded (Zehoski/Taylor), the Spectrum Board of Directors unanimously approved the Board Agenda as amended. Jill Johnson will present an update on strategic planning goals related to curriculum and instruction at the next meeting.
- V. Consent Agenda (approval)**
 - A. February 23rd, 2023 Meeting Minutes**
Following discussion, *on a motion duly made and seconded (Zehoski/Thomas), the Spectrum Board of Directors unanimously approved the Consent Agenda, as presented.*
- VI. Public Input**
Topics covered related to ChatGPT and clubs.

VII. Ongoing Business

A. Finance Committee Meeting

1. Finance Committee Meeting Minutes – March 21, 2023

Following discussion, on a motion duly made and seconded (Moe/Thomas), the Spectrum Board of Directors unanimously accepted the March 21, 2023 Finance Committee meeting minutes, as presented.

2. February Financials Average Daily Membership

- a. (ADM) Overview – Original Budget was 840 ADM; Revised Budget was 855 ADM; and Actual Budget is 861 ADM.
- b. The School's budgeted surplus for the year is \$0 with a projected cumulative fund balance of \$2,695,387 or 24% of expenditures at fiscal year-end.
- c. Projected Days Cash on Hand for the projected fiscal year-end is 91 days. Above 30 days meets minimum bond covenants.
- d. Projected Debt Service Coverage Ratio at fiscal year-end is 1.17. Above 1.10x meets minimum bond covenants.
- e. The Cash Balance as of the reporting period is \$2,574,375 down from the previous month of \$2,639,671.
- f. State aids receivable shows a negative (\$77,926). This amount will be adjusted as MDE finalizes their year-end reviews. When realized, this will be an addition to the budget.
- g. Current year holdback balance is estimated at \$423,417 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 2024.
- h. Revenues received at end of the reporting period was 65.9%. Expenditures disbursed at end of the reporting period were 62.7%.

Following discussion, on a motion duly made and seconded (Taylor/Moe), the Spectrum Board of Directors unanimously approved the February 2023 Financials.

3. February Management/Supplement Report

The Committee reviewed the Management/Supplemental Reports. The following items were noted: Two skipped numbers - #202201452 was a check written on behalf of from the building company and #CR-22-50179 is a March cash receipt. No other concerns noted.

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

4. FY24 Percent Increase for Staff

Following discussion, on a motion duly made and seconded (Moe/Zehoski), the Spectrum Board of Directors unanimously approved a 3% minimum increase in pay for employees for FY24.

B. Executive Director's Report

In addition to the written report included in the Board materials, Mr. DeBruyn gave an update on the Employee Retention Credit. The application was completed on March 22 and mailed. Spectrum anticipates receiving approximately \$778,000 within the next nine months. He noted that these will be one-time funds. He expects to be presenting a proposal in the next few months on how to best utilize the funds. He indicated it will likely include money for completing the field to the west of the school, a bonus for staff in FY24, and setting aside funds for significant future building projects to lower the amount of bonding needed.

Mr. DeBruyn also shared that he would like the Board to consider having an opportunity for student leaders from the (HS) Student Voice Collaborative and MS to present to the School Board starting in FY24. This was well-received by the Board and will likely be included in Board goals for FY24.

On a motion duly made and seconded (Zehoski/Sagstetter), the Spectrum Board of Directors unanimously accepted the December Executive Director's Report, as presented.

C. Committee Reports

SIT/WBWF – Meeting was held Wednesday, March 22nd, 2023

Due to the timing of the meeting, the minutes will be included in the April Board packet for acceptance.

VIII. Old Business

Presentation on Executive Director and Board Goals

This item was moved to the April meeting when Jill Johnson will be available to present in relation to the current strategic planning goals.

IX. New Business

A. Board Elections Timeline

1. Board elections will take place April 18th, 2023 – April 21st, 2023.
2. All candidates were asked to submit their profiles by March 10th, 2023. The Board was provided a hard copy of all candidate profiles as follows:
Running for the teacher position: Nancy Moe
Running for the two parent seats: Joshua Zehoski (incumbent), Cory Taylor (incumbent), and Emily Rupar
After discussion, on a motion duly made (Taylor/Zehoski), the Spectrum Board of Directions approved the slate of candidates for the 2023 election.

B. Leave Carryover Proposal

The proposal provides for up to two days of unused flex time to be carried over as sick leave (only) and up to two days to be paid out at per diem pay at the end of the school year. The Board reviewed the budget projections and rationale provided within the written proposal.

After discussion, on a motion duly made (Zehoski/Taylor), the Spectrum Board of Directors unanimously approved the Leave Carryover Proposal, as presented.

X. Charter School Updates & Training

None

XI. Board Goals 2022-2023 – No updates at this time

A. School Board Goals for the 2022-2023 School Year – Board Approval 10.27.22

B. 2022-2023 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 might otherwise attend (grade levels and subject areas), Spectrum students will perform as well or better on the ACT test.
- Spectrum will maintain an average state-determined minimum growth score between 0 and -0.5.
- 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).
- The percent of students who are in the “low risk” and “above average” categories on the FastBridge Math assessment in Grades 6, 7, 8, 9, & 10 will be at or above 50% in spring of 2023.

C. Non-Board School Academic Goals – Board Approved 10. 27.22

2022-2023 School-wide Q-Comp Goals (indirectly supporting the Board Academic Goals)

- The percentage of all students in grade 6 at Spectrum Middle School who are in the “low risk” and “above average” categories on the FastBridge Math standardized assessment will be at or above 50% by Spring 2023.
- The percentage of all students in grades 7 and 8 at Spectrum Middle School who are in the “low risk” and “above average” categories on the FastBridge Math standardized assessment will be at or above 50% by Spring 2023.
- The percentage of all students in grades 9 and 10 at Spectrum High School who are in the “low risk” and “above average” categories on the FastBridge Math standardized assessment will be at or above 50% by Spring 2023.

D. 2022-2023 Board of Directors Non-Academic Goals – Board Approved 9.22.23

Note: In addition to the school-wide academic goals stated above, the Board will pursue the following non-academic goals for the 2022-2023 school year. These goals were determined based upon the results of the School Board Self-evaluation survey in April 2022 and the Strategic Plan 2026.

- The Board of Directors will work with the Executive Director to ensure the design and implementation of a comprehensive plan to ensure all Spectrum students receive life skills training (knowledge, skills, and attributes) prior to graduation. This will include a presentation to the Board by November 2022 an analysis of the program in June 2023 (see Strategic Plan Goal #1).
- The Board of Directors will work with the Executive Director to monitor the implementation of the online courses as part of the ongoing development of Spectrum’s online program (see Strategic Plan Goal #2). This will include a presentation in January 2023, to include an analysis of current classes and plans for future online classes.
- The Board of Directors will monitor the design and implementation of a school-wide uniform teaching and learning framework for determining curriculum content, processing, aligning, and reviewing curriculum and assessment, establishing instructional expectations, and coordinating support systems. The Board will receive a presentation on current progress in March 2023.

XII. Closed Meeting

On a motion duly made (Ruzek/Sagstetter) the Board moved into a closed meeting, per Minnesota Statutes, Chapter 13D (Open Meeting Law), for the purpose of evaluating the Executive Director.

XIII. Readjourn Open Meeting

Upon readjourning the Open Meeting, *a motion was duly made (Moe/Taylor) to offer the continuing employment agreement to the Executive Director, Dan DeBruyn, for the 2023-2024 school year with a 3% increase in pay.* This is in line with the previously approved increase for all staff. The Board acknowledged their appreciate for the job Mr. DeBruyn has done this year and his continued leadership at Spectrum.

XIV. 2022-2023 Board Calendar and Next Meeting Agenda Input

A. Board Calendar – Next Mtg. April 24th, 2023

B. Next Meeting Agenda

1. FY24 School Year Calendar (April)
2. Presentation by Jill Johnson, Coordinator of Curriculum and Instruction (Updates on strategic plan goals) (April)
3. Presentation on Climate Survey results and recommendations from SIT/WBWF Committee (May)
4. Minutes from March SIT/WBWF (April)
5. Revised International Travel Policy (future meeting)

XV. Adjournment

On a motion duly made and seconded (Sagstetter/Thomas), the Spectrum Board of Directors unanimously approved adjournment of the meeting at 6:35 p.m.

Board Secretary, Jason Ruzek, Certification