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Spectrum Board of Director’s Meeting Minutes

Date: April 27, 2023
Scheduled Time: 5:30 p.m.

Attendance:

Monthly Attendance												
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	A		
Vice Chair Tom Sagstetter	P	A	P	P	P/VC	P/VC	P/VC	P/VC	P/VC	A		
Treasurer Joe Thomas	P	P	P	P	P	P	P Departed @ 6:15pm	P/VC	P	P		
Member Nancy Moe	P	P	P	P	P/VC	P/VC	P/VC	P/VC	P/VC	P/VC		
Member Jason Ruzek	P	P	P	P/VC	P	P	P	P/VC	P	P		
Member Cory Taylor	P	P	P	P	P	P Arrived @ 5:40 p.m.	P	P/VC	P	P		
Member Joshua Zehoski	P	A	P	P	P	P	P	P/VC	P/VC	P		
Exec. Director (Ex Officio Member) Dan DeBruyn	P	P	P	P	P	P	P	P/VC	P	P		
Finance Adviser Bridget Merrill-Myhre	A	A	A	P/VC	P/VC	A	AF	P/VC	A	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		

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: Jessica Favre, Ann Hewitt, Mary Chaffin, and Katie Aase

- I. Call to Order:** 5:40 p.m.
- II. Reading of Vision and Mission Statements**
- III. Conflict of Interest Check**
Treasurer (and Acting Chair) Joe Thomas, called for conflict of interest acknowledgement. None noted.
- IV. Board Agenda**
On a motion duly made and seconded (Moe/Thomas), the Spectrum Board of Directors unanimously approved the Board Agenda as presented. The Board was given an updated copy of the Arvig contract.
- V. Consent Agenda (approval)**
 - A. April 27th, 2023 Meeting Minutes**
 - B. TDS – Telecommunications Service Agreement**
 - C. Arvig – Network Service Agreement (3 buildings – 3 Services)**
 - D. Indigo Special Education Director FY24 Contract**

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

VI. Public Input

Public input was received regarding the use of upcoming Employee Retention Grant funds.

VII. Ongoing Business

A. Finance Report

1. Minutes

Following discussion, on a motion duly made and seconded (Thomas/Ruzek), the Spectrum Board of Directors unanimously accepted the March 20th, 2023 Finance Committee meeting minutes, as presented.

2. March Management/Supplement Report

The Committee reviewed the Management/Supplemental Reports. The following items were noted: cash receipts #CR-22-50193 and #CR-22-50194 are Fund 50/ABC Cash Receipts. No other concerns noted.

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

3. March Financials

Average Daily Membership (ADM) through March 31 was 855 in the revised budget. Current ADM is at 860. 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. Projected Days Cash on Hand for the projected fiscal year-end is 91 days. Above 30 days meets minimum bond covenants. Projected Debt Service Coverage Ratio at fiscal year-end is 1.17. Above 1.10x meets minimum bond covenants. As of month-end, 75% of the year was complete. Cash Balance as of the reporting period was \$2,599,954, which is up from the previous month of \$2,574,375.

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

4. March Food Services

The Food Services Report currently shows a positive balance of \$40,434.91. Mr. DeBruyn praised the work of Mrs. Chaffin and Mrs. Russell in keeping costs down and maximizing meals ordered.

Following discussion, on a motion duly made and seconded (Thomas/Taylor), the Spectrum Board of Directors unanimously accepted the March Food Services Report, as presented.

B. Executive Director's Report

In addition to the written report included in the Board materials, Mr. DeBruyn shared a number of items. He shared that we were informed today that Rochel Perna, VOA's financial oversight staff person, will be attending the May meeting in person. Mr. DeBruyn also shared briefly about the incident that took place this week on the high school campus and the communication that was shared with the community. He will let the Board know if there is additional work needed on their part. Mr. DeBruyn let Board members know that Mrs. Tuckey, our new Events Coordinator, will be contacting them to see if they are interested in reserved seating at any of the upcoming events (band, choir, and graduation). He also shared the great work she is doing in preparation for these events. Lastly, Mr. DeBruyn shared some current thoughts being considered administratively regarding the need for an operations manager role. No action was requested at this time.

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

C. Committee Reports

1. SIT/WBWF Meeting Minutes – March 22nd, 2023

On a motion duly made and seconded (Moe/Zehoski), the Spectrum Board of Directors unanimously accepted the SIT/WBWF Minutes from March 22nd, as presented.

2. The next SIT/WBWF meeting will be held at 7:45a.m. May 10th, 2023.

3. Revised 2023 Climate Surveys (Students, Staff, and Parents/Guardians)

Following discussion of minor adjustments recommended by the SIT/WBWF Committee and the SVC high school group, on a motion duly made and seconded (Moe/Rusek), the Spectrum Board of Directors unanimously approved the revised 2023 Climate Surveys.

VIII. Old Business

None

IX. New Business

A. Presentation on Strategic Plan

Jill Johnson, Coordinator of Curriculum and Instruction, provided updates on the current Board goals – which come directly from the current strategic plan: (1) ensuring the design and implementation of a comprehensive plan to ensure all Spectrum students receive life skills training (knowledge, skills, and attributes) prior to graduation and (2) monitoring 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.

B. Potential future bonding with Piper Jaffrey

Mr. DeBruyn shared that he and Nick Taintor from BerganKDV met with Piper Jaffray to get some preliminary numbers on potential bonding for a performing arts center, field house, and track based on conservative enrollment projections. He shared that Spectrum is currently 50 students above the necessary enrollment to pay its current bonds (860). Based on enrollment of 970 students by 2026, the preliminary numbers for bonding range between \$4 and \$7.4 million.

Mr. DeBruyn shared that he is hoping the Board will consider moving the initial steps forward on the project at their May meeting.

C. State approved free meals programs implications and decisions.

Mr. DeBruyn shared the requirements from the Minnesota Department of Education related to the newly passed free meals program through the state. He expressed concerns, based on initial analysis, as to whether the school can afford to proceed with the program or should consider other options for FY24. Since Spectrum utilizes the federal free and reduced program, we would be required to provide free breakfast and free lunch to all students. Concerns range from loss of revenue due to ordered and not taken meals, to cost for equipping our kitchens (equipment for storage capacity), to lack of funds from the state to cover those expenses, to capacity of catering companies, to staffing. Mr. DeBruyn will work with BerganKDV and Mary Chaffin to gather more information for a potential proposal at the May meeting.

D. Northstar FY24 Contract Proposal – 50% increase

Mr. DeBruyn shared the proposed contract from Northstar, which includes a 50% increase for FY24. He is working with Mr. Skog, our Transportation Director, to connect with other transportation providers and is hopeful that he will have a final proposal, including Northstar as an option, at the May meeting.

E. Proposal to increase Senior Capstone credit requirements from ½ to 1 credit

Mr. DeBruyn shared the rationale for the proposed increase in credit requirements (as requested by the senior capstone staff and high school administration). This is informational at this time. It will be coming back to the Board after a review of all credit requirements in the fall for approval around December.

Around 50 students have currently indicated an interest in taking the full year course next year where they will receive elective credit. The requirement will remain at ½ credit at this time.

Following discussions, on a motion duly made and seconded (Rusek/Moe), the Spectrum Board of Directors unanimously accepted the Executive Director's Report.

X. Charter School Updates & Training

None

XI. Board Goals 2022-2023 – See “New Business, letter A”

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

A. 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.

B. 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.

C. 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.

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

A. Next Meeting Agenda – May 18th, 2023

1. FY24 Transportation Proposal
2. FY24 Food Services Proposal
3. Bonding/Facilities Expansion decision to explore
4. Textbook decisions

XIII. Adjournment

On a motion duly made and seconded (Thomas/Ruzek), the Spectrum Board of Directors unanimously approved adjournment of the meeting at 8:35 p.m.

Board Secretary, Jason Ruzek, Certification