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 www.spectrumhighschool.org

## Spectrum Board of Director's Meeting Minutes

**Date:** September 28<sup>th</sup>, 2023

**Scheduled Time:** 5:40 p.m.

**Attendance:**

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

*P/VC denotes meeting via Video Conferencing in compliance with Minnesota State Statutes 13D, Open Meeting Law.*

**Guests Present:** Mary Chaffin, Mike and Rachel Brueckner and Rod Haenke (Volunteers of America – Authorizer)

**I. Call to Order:** 5:45p.m.

**II. Reading of Vision and Mission Statements**

Joe Thomas read the Vision and Mission Statement.

**III. Conflict of Interest Check**

Vice Chair, Tom Sagstetter called for conflict-of-interest acknowledgement. None noted.

**IV. Board Agenda**

*On a motion duly made and seconded (Moe/Zehoski), the Spectrum Board of Directors unanimously approved the Board Agenda including the revised Snow Removal Contract receive after the Board packet was distributed.*

## **V. Consent Agenda**

### **A. August 17<sup>th</sup>, 2023, School Board Meeting Minutes**

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

## **VI. Public Input**

Parent, Mike Brueckner, spoke to the Board regarding concerns over content chosen to be included in the Yearbook over the past three years.

## **VII. Old Business**

### **A. Update on Free School Meals Requirements**

An update regarding budget and use will be presented at next month's October 26<sup>th</sup>, 2023, Board Meeting. The update will include Breakfast's and Lunch's ordered, claimed, and reimbursed.

### **B. Update on Employee Retention Credit (ERC) Application**

Mr. DeBruyn reminded the Board that the IRS initially denied Spectrum's claim to ERC funds based on the application submitted in the spring. Spectrum submitted an appeal in July. Since we have not heard back, Mr. DeBruyn sent a follow-up letter on September 20<sup>th</sup>. Unfortunately, at around the same time, the IRS announced nationally that they are suspending the Employee Retention Credit (ERC) claims processing for any new claims. They also indicated that pending applications may take up to an additional six months to resolve.

## **VIII. Ongoing Business**

### **A. Committee Membership – New Member Introductions. Ben Slater and Daniel Parke**

### **B. Finance Reports**

#### **1. Finance Committee Minutes – September 22<sup>nd</sup>, 2023**

#### **2. Finance Reports**

##### **a. August Financials – Summary of Key Financial Indicators**

1. Average Daily Membership (ADM) Overview – Budgeted: 895: ADM, Actual: TBD. The school's budgeted surplus for the year is \$0.

2. The projected cumulative fund balance is \$2,695,87 of expenditures at fiscal year-end.

3. Projected Days cash on hand for the projected fiscal year-end is 75 days. Above 30 days meets minimum bond covenants.

#### **b. August Finance – Financial Statement Key Points**

1. As of month-end, 16.7% of the year was complete.

2. The cash balance as of the reporting period is \$2,839,687 which is up from the previous month of \$2,345,975.

3. The current holdback balance is approximately 10% of total state aid. The remaining holdback amount will be paid back to the school in fiscal year 2025.

4. Revenues received at the end of the reporting period – 16.3%.

5. Expenditures disbursed at the end of the reporting period were – 8.3%.

#### **c. August Management/Supplemental Report**

1. The Board reviewed the Management Report.

2. Check# 5327 – there are gaps in the payment register sequence due to a Skyward system flaw. If anything changed with pending voucher (removed, payment type

updated from the wire to check/manual/single, etc.) it will not register that a prior number was unused and goes on to the next number. It is a known issue and is something Skyward has no urgency around fixing. Any number that is used even if it is a void will show up on reporting.

3. 202300023 was a July wire.
- d. August Contract Services Report
  1. FY 23-24 Original Budget \$621,567.00  
FY 23-24 8.31.23 YTD \$107,503.26 17.7% differential.
- e. Other Items
  - a. The Cash Flow will be looked at in more detail this fall, and an update will be forthcoming as enrollment, and spending gets more consistent.
  - b. FY23 Audit is underway with Schlenner Wenner.
- f. August Food Services Report  
The committee reviewed the Food Services Report. Services are at 18.8% of the revised budget with YTD activity of \$238,662 in revenue and \$206,365 in expenditures.

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

### **C. Executive Director's Report**

In addition to the written report provided to the Board, Mr. DeBruyn covered the following information:

1. Staffing Update – Mr. DeBruyn shared that all positions are filled with the exception of one special education teacher.
2. Construction Update – Mr. DeBruyn reviewed the current timeline for construction. The PE field is almost complete. A Concept Review has been submitted to the City. This will be considered by the Planning and Zoning Commission on Tuesday, October 24<sup>th</sup> and the City Council on Monday, November 6<sup>th</sup>. This process will delay approval of the field house and bonding until the spring (at the earliest).
3. Upcoming VOA Site Visits will take place on Thursday, October 26<sup>th</sup> and Thursday November 2<sup>nd</sup>. Mr. DeBruyn shared that this is a contract review year with VOA (2019-2024). Our goal is to receive another 5-year contract.
4. The FY24 Annual School Board Meeting will take place on Thursday, October 26<sup>th</sup>, 2023. The regularly scheduled School Board mtg. will follow.

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

### **D. Committee Reports**

None

## **IX. New Business**

### **A. 2023-2024 Goal Setting – Board and Administration**

#### **DRAFT/Proposed goals for approval on October 26<sup>th</sup>, 2023**

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).

- 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 percentage 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 – being presented for approval at Annual Meeting on October 26<sup>th</sup>, 2023.**

**DRAFT/Possible goals for approval on October 26<sup>th</sup>, 2023**

- By November of 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.
- 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.
- 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.

The School Board reviewed the proposed goals with the understanding that they may be revised with input for administrative staff prior to the October Board meeting.

**X. Charter School Updates & Training**

None

**XI. 202-2024 Board Calendar and Next Meeting (Possible) Agenda Items – October 26<sup>th</sup>, 2023**

**A. MN Charter School Leadership Conference attendance plans**

**B. 2023-2024 School Board Training Plan**

**C. Legislative changes FY24**

**D. FY24 Annual Report**

**XII. Adjournment**

On a motion duly made and seconded (Moe/Taylor), the Spectrum Board of Directors unanimously approved adjournment of the meeting at 7:00 p.m.

Respectfully submitted,

*Jennifer Linn*

Executive Administrative Assistant

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**Board Secretary, Jason Ruzek, Certification**

