

Board Minutes

Date: September 20, 2012  
 Scheduled Time: 5:40 PM  
 Attendance:

Position	Committee Member	Arrive	Depart
Chair	Dave Lucas	Present	
Vice-Chair	Rob Rogers	Present	
Treasurer	Eric Bubna	Present	
Secretary	Don Stauffer	Present	
Member	Kerry Jerred	Absent	
Member	Sara Peloquin	Present	
Member	Mike Winyinger	Present	
Ex-Officio	Vanessta Spark	Present	
Ex-Officio	Patty Jorris	Absent	
Advisor	Rick Peterson	Present	
Staff Member	Dawn Sorenson	Present	
Guest	Brenda Schulze	Present	
Guest	Jeff Uecker	Present	

1. Meeting called to order with quorum present at 5:40 PM

2. Reading of Mission and Vision Statement

3. Consent Agenda

Board member, Rob Rogers requested that the Technology Committee minutes under New Business be added to the agenda.

Clarification and correction of August 18, 2012 meeting minute attendance.

On a motion duly made and seconded by Bubna/Peloquin, the consent agenda, along with the addition as noted above, and the corrected minutes of the August 18, 2012 regular Board of Directors meeting were approved.

4. Public Input

None

5. Budget Report

5.1 BUDGET REPORT

Mr. Taintor presented the Executive Summary on the current financials of the month of August, 2012. He noted that the working budget projects revenues exceeding expenditures in all funds by \$418,688. The budgeting has been based off of state revenues of 525 students. Currently, the Finance Committee has met and the budget is being revised to reflect current enrollment. A revised budget will be presented to the Board for its approval at the October meeting.

Mr. Taintor went on to say that the yearly audit is currently in process. He will provide more information as it becomes available.

Following discussion, on a motion duly made and seconded, Rogers/Wyninger, the Spectrum High School Board of Directors unanimously approved the August 2012 Financial Statements and the minutes from the Finance Committee meeting of September 13, 2012 as presented.

#### RETIREMENT PLANNING

At its meeting in August, the Spectrum High School Board of Directors asked Finance Committee member, Jeff Uecker, to do some work on behalf of Spectrum's staff in soliciting information on different retirement plans available and do some comparative analysis. Mr. Uecker reported that he is still in the process of this work. He is surveying the Spectrum teachers and staff to find out how many employees would be interested in participating in a retirement plan in addition to the required contribution to TRA for teachers and PERA for staff. More information will be provided to the Board as it becomes available.

#### 5.2 LEGAL COMPLIANCE ITEMS

Designation of Chief Financial Officer:

The Spectrum High School Board of Directors discussed at length the definition and designation of a chief financial officer for Spectrum High School. It noted that its legal counsel, John Cairns, provided his legal opinion of the matter in the form of an email response written to Dawn Sorenson which was provided for the Board.

Following discussion, on a motion duly made and seconded, Rogers/Bubna, the Spectrum High School Board of Directors unanimously approved the designation of chief financial officer to Nick Taintor, per Minnesota State statute 124D.10 and the legal opinion of John Cairns, as a non-voting, ex officio member of the Spectrum High School Board of Directors.

Delegation of Authority to Make Electronic Funds Transfers:

Following discussion, on a motion duly made and seconded, Stauffer/Bubna, the Spectrum High School Board of Directors unanimously approved the following:

- Nick Taintor, or his designee at Beltz, Kes, Darling and Associates
- Electronic Funds Transfers can be made for:
  - A claim for payment from an imprest payroll bank account or investment of excess money.
  - Payment of employee payroll direct deposits
  - Payment of federal, state, and unemployment taxes (deductions and/or benefits)
  - Payment of contributions to the Teachers Retirement Association (TRA) and to the Public Employee Retirement Association (PERA) (deductions and benefits)
  - Payment of other payroll related deductions and benefits (when appropriate)
  - Vendor payments (when appropriate)

Designation of Depositories:

Following discussion, on a motion duly made and seconded, Bubna/Peloquin, the Spectrum High School Board of Directors unanimously approved naming First National Bank of Elk River its designation of depositories.

6. Old Business

FACILITIES UPDATE

Mr. Peterson provided the Board an updated and in-depth report on the current state of Phase II and Phase III construction, and the correlated timeline of events.

Following discussion, on a motion duly made and seconded, Rogers/Wyningner, the Spectrum High School Board of Directors unanimously approved giving authorization to the Director of the school, Vanessta Spark, to make the necessary expenditures for the CUP process.

7. Director's Report

Ms. Spark commented on the Director's Report for the Board. She noted that Brenda Schulze has been brought on board at Spectrum for the purpose of concentrated marketing and fund raising. Currently, Brenda is working on a billboard to be placed along Hwy 169 advertising Spectrum High School. In addition, Ms. Spark reported that an email letter went out to all families informing them of a monetary incentive to refer students to Spectrum High School for the purpose of boosting Spectrum's enrollment.

Following discussion, on a motion duly made and seconded, Wyningner/Bubna, the Spectrum High School Board of Directors unanimously approved the Director's Report as presented.

8. New Business

COMMITTEE REPORTS

A. Technology Committee – Mr. Rogers reported that the Technology Committee met prior to the start of the Board meeting. Copies of the Technology Committee meeting minutes were disseminated to the Board for their consideration. Mr. Rogers went on to note that the Tech. Committee is beginning the organizational process of becoming a formal committee. In addition, Mr. Rogers reported that the Committee is also looking at ways to best utilize the technology that is currently available within the school.

Following discussion, on a motion duly made and seconded, Rogers/ Bubna, the Spectrum High School Board of Directors unanimously approved the Technology Committee Minutes and report as presented.

REVIEW PROVISIONS & COVENANTS OF BONDING AGREEMENT

The Board discussed the possibility of having John Cairns prepare a memo/report for the Board regarding the Bonding agreement to provide the Board with additional information prior to signing the agreement. Brenda Schulze will contact John Cairns and ask him to prepare the document for presentation at the Board's next meeting in October.

Following discussion, on a motion duly made and seconded, Bubna/Rogers, the Spectrum High School Board of Directors unanimously approved the tabling of this item until its meeting in October.

STUDENT INPUT AT BOARD MEETINGS.

The Board discussed various ways in which to encourage student involvement, to hear their voice, at regular Board meetings. It was thought that utilizing the National Honor Society students, as well as the Student Council members, would be an avenue to share information with the student body that the Board of Directors is welcoming of student input at its meetings. The Board discussed where in the agenda it would make most sense to have this item. It was determined that this agenda item should take place directly after Public Input. Dawn Sorenson made note of this request. All agendas from this point forward will be inclusive of the item Student Input.

#### APPROVE 2011-2012 ANNUAL REPORT

8.1 The Board commended Eric Bubna and Vanessta Spark on their work for the Annual Report. A few minor updates were noted: Update dates of Board Training, add that Brad Revolinski and Rochelle Stein are not returning, check the spelling of Brenda Schulze's name, and add an updated copy of the Release of Information form.

Following discussion, *on a motion duly made and seconded, Rogers/Stauffer, the Spectrum High School Board of Directors unanimously approved the 2011-2012 Annual Report as presented with the changes noted above.*

#### 9. Academic Oversight

Ms. Spark presented an in-depth overview of the AVID program, and its implementation at Spectrum High School for the Board of Directors. She noted that due to some changes in personnel, Eric Bubna will be taking over teaching the course. She went on share that AVID targets the student in the academic middle, and provides them with hands-on tutoring and support for the purpose of boosting their overall academic scores. In addition, it equips students with tools in study skills, Cornell note-taking, and time management, which are all necessary skills for students who are planning to move on to college. In addition, middle school students who are enrolled in the AVID program will be supported in these same academic areas in an effort to best prepare them to take the CIS courses offered at Spectrum once they reach the upper grades. Copies of Ms. Spark's slides are on file with the permanent minutes of the meeting.

Following the presentation, the Board thanked Ms. Spark for her work with AVID, and commented on how well AVID is a good fit for Spectrum High School whose mission is to be college prep.

#### 10. Charter School Updates & Training

Board Member Don Stauffer presented an overview in Board Governance, Open Meeting Law, and Roles and Responsibilities of Charter School Board Members. Mr. Stauffer recently attending mandatory training as a new incoming member of the Board, and shared the information that was disseminated at his training. Mr. Stauffer outlined the details of the new Charter School requirements as of August 1, 2012, as well as other details as they pertain to Open Meeting Law an recommended policies.

Following his presentation, the Board thanked Mr. Stauffer for the refresher training that he provided them, especially in the area of Minnesota State Statute 124D.10, which pertains specifically to Charter Schools. Copies of his slides are on file with the permanent minutes of the meeting.

#### 11. Previously Tabled Items

None

12. Next Meeting Agenda Input
- Review Provisions & Covenants of Bonding Agreement

13. Miscellaneous

UPDATE BOARD CALENDAR

Mr. Stauffer presented the Board with an updated calendar which includes the quarterly Board Workshop Meetings on October 13, 2012, January 12, 2012, and April 12, 2012.

Following discussion, *on a motion duly made and seconded, Rogers/Peloquin, the Spectrum High School Board of Directors unanimously approved the canceling of the October 13, 2012 Board Workshop meeting.*

BOARD POLICY NUMBERING

Mr. Stauffer presented a possible policy numbering system for all policies – noting that some policies are stand alone and others are encompassed within the Student Handbook. Dawn Sorenson will work on implementing the numbering system with all policies – stand alone and within the Student Handbook.

17. Adjournment

*On a motion duly made and seconded, Peloquin/Bubna, the Spectrum High School Board of Directors unanimously adjourned the meeting at 8:30 p.m.*

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Board Secretary Certification, Don Stauffer

# Advancement Via Individual Determination



# AVID's mission

AVID's mission is to close the achievement gap by preparing all students for college readiness and success in a global society.

# What is AVID?

- A structured **college preparatory system** working directly with schools and districts
- A **direct support** structure for first-generation college goers, grades 4-16
- A **schoolwide approach** to curriculum and rigor





# What is AVID?

- **A non-profit, college readiness system**
- A support structure for typically **low-income, underserved students**
- For **elementary through postsecondary** grade levels
- **A schoolwide approach** to rigorous curriculum
- **Professional development** for educators

# The AVID Elective student profile

## Has academic potential

- Average to high test scores
- 2.0-3.5 GPA
- College potential with support
- Desire and determination

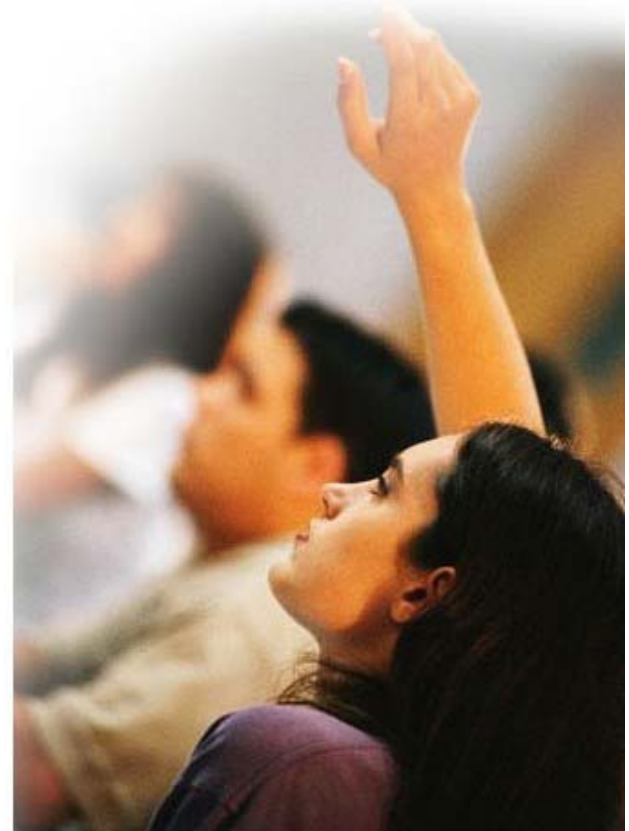
## Writing

- Writing process (prewrite to final draft)
- Respond, revise
- Edit, final draft
- Cornell notes
- Quickwrites
- Learning logs, journals



## Inquiry

- Skilled questioning
- Socratic Seminars
- Quickwrites/discussions
- Critical-thinking activities
- Writing questions
- Open-minded activities



## Collaboration

- Group projects
- Response/edit/revision groups
- Collaboration activities
- Tutorials
- Study groups
- Jigsaw activities
- Read-arounds



## Organization

### Tools

- Binders
- Calendars, planners, agendas
- Graphic organizers

### Methods

- Focused note-taking system
- Tutorials, study groups
- Project planning, SMART goals



## Reading

- SQ5R (Survey, Question, Read, Record, Recite, Review, Reflect)
- KWL (What I Know; What to Learn; Learned)
- Reciprocal teaching
- “Think-alouds”
- Text structure
- Critical reading



# More than 30 years of success

In just over 30 years, AVID has become one of the most successful college-preparatory programs for low-income, underserved students, and today reaches more than **425,000 students** in approximately **4,800 schools** in **48 states** and **16 other countries/territories**.

*Since 1990, more than 110,000 AVID students have graduated from high school and planned to attend college.*



# Why does AVID work?

- Places AVID students in rigorous curriculum and gives them the support to achieve
- Provides the explicit “hidden curriculum” of schools
- Provides a team of students for positive peer identification
- Redefines the teacher’s role as that of student advocate

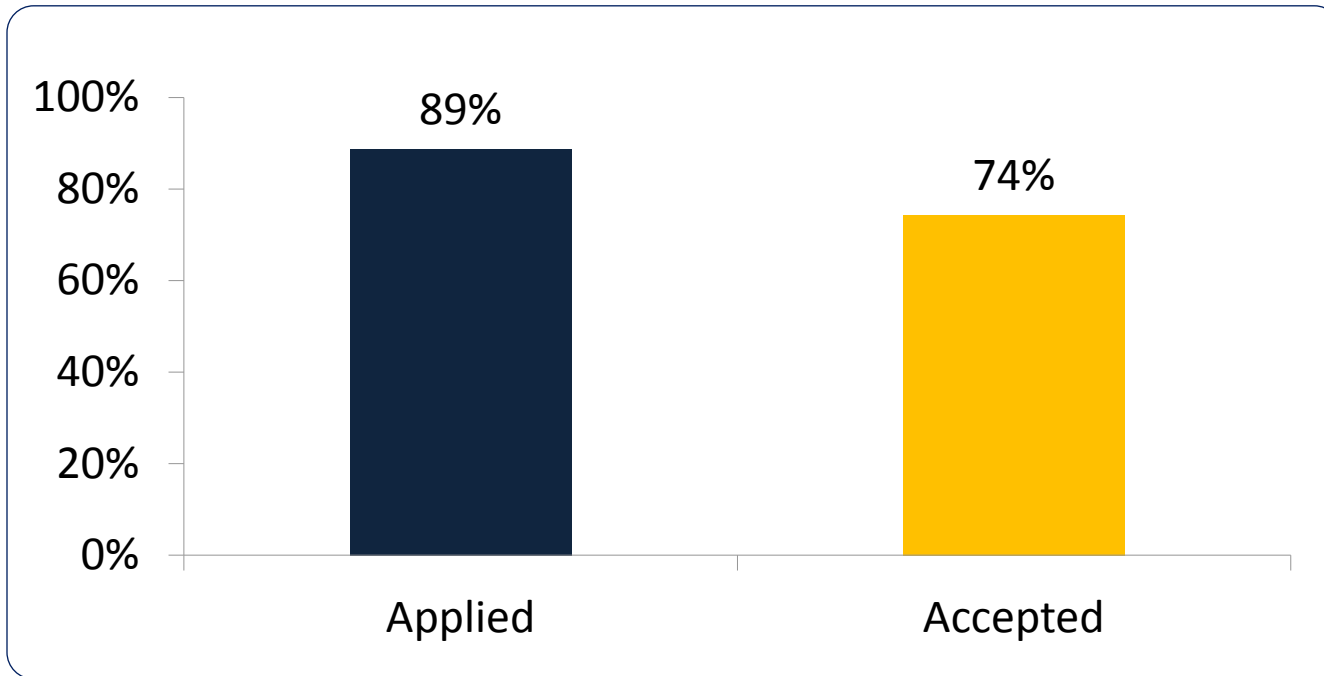
# AVID Graduates

- 91.3 percent plan to enroll in a college or university
  - 58.3 percent plan to enroll in a four-year university
  - 33.0 percent to enroll in a two-year college

Source: AVID Center Senior Data Collection System, 2010-2011  
Percentages have been rounded to the nearest whole percent

# Getting accepted to 4-year colleges

*Almost 3 out of 4 AVID graduates were accepted to a four-year college.*



AVID Senior Data Collection, All Seniors 2010-2011, n = 27,783

# Spectrum High School Board Training

## **Board Governance; Roles and Responsibilities Summary**

**9/20/12**

Overview of presentation by Ratwik, Roszak &  
Maloney, P.A. presented June 2, 2012

# Minnesota Statutes Section 124D.10

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- Primary statute governing the formation and operation of charter schools in MN.
- As Board members, we should read and know this statute well.

# New requirements August 1, 2012

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Publish and maintain the following on the school's official website;

- Minutes of Board and committee meetings\*
- Directory info of Board and committees\*
- Identifying and contact information for the school's authorizer.
  
- Training attended by each board member during the previous year must be included in the annual report.

- \*Only includes committees with "board-delegated authority," that is, authority to take official action on behalf of the Board. Does not include advisory committees.

# Legal obligations of the Board

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- State and local health and safety requirements
- Nonsectarian
- May not charge tuition
- Subject to audits and annual public reports
- Flag and Pledge of Allegiance
- Length of school year  
(1020 hours, 7-12 grade)
- Transportation

# Open Meeting Law

## Minn Statute 13D.01

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MN Supreme Court described the law's purpose;

- To prohibit actions being taken at a secret meeting where it is impossible for the interested public to become fully informed concerning board decisions or to detect improper influences. Lindahl v. ISD No. 306, 1965
- To assure the public's right to be informed. Channel 10, Inc. v. ISD No. 709, 1974
- To afford the public an opportunity to present its views to the board. Sullivan v. Credit River Tp., 1974



# Open Meeting Law

## Key concepts

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- All meetings are open to the public.
- Meetings covered by the law
  - Board of Directors, certain committees.
    - “...gathering of a quorum or more...at which members discuss, decide, or receive information as a group on issues relating to the official business of that governing body.”

# Open Meeting Law

## What's not included

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- Chance or social gatherings, even with a quorum.
- Training programs attended by a quorum to develop skills and understanding regarding board responsibilities and directed toward general municipal matters rather than a specific problems is not a meeting.
- Telephone conversations between fewer than a quorum, nor letters.
- However, serial meetings of less than a quorum, for purposes of avoiding the requirements of the law, may be in violation.

# Open Meeting Law

## What about Emergency Meetings?

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- They can be called, but must meet certain criteria;
  - Good faith effort to provide notice to news media that have requested notice.
  - Reasonable notice to all Board members, either phone or other method.
  - No requirement to be posted.
  - If matters not directly related to the emergency are discussed or acted upon, minutes must reflect a specific description of that.

# Open Meeting Law

## What about Remote locations?

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- Meetings can held with multiple remote locations with specific requirements met.
- Interactive TV
  - All members and public must be able to see and hear one another.
  - At least one member must be present at the regular meeting location.
  - Each location must be open to the public and notification provided.
- Teleconference can only be used if the presiding officer, chief legal counsel or chief administrative officer for the school determines an in-person meeting is not practical or prudent because of a health pandemic or an emergence declared under MN statutes, Chapter 12. More detail in MN Stat 13D.021

# Open Meeting Law

## Closing a meeting

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### Grounds to close

- Labor negotiations
- Preliminary consideration of allegations against an employee (however, if it is determined discipline is warranted, future meetings must be public.)
- Performance evaluations
- Security briefings and reports
- Certain types of data (e.g. active investigation relating to child abuse or neglect)
- Attorney-client privilege
- Certain procedures and record retention procedures must be followed.

# Open Meeting Law

## Penalties for non-compliance

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- Civil penalty not to exceed \$300 for each violation, per person who intentionally violates the law
- Board member removed if three violations
- Up to \$13,000 for court and attorney's fees to each plaintiff
- Any costs and disbursement or attorney's fees by any of its members.

# Recommended policies list

by Ratwik, Roszak and Maloney, P.A.

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- Visitor+
- Code of Conduct/discipline+
- Non-discrimination+
- Anti-harassment+
- Anti-hazing+
- Admission and determination of class status\*
- Attendance+
- Curriculum/graduation requirements+
- Grading system+
- Extracurricular activities+
- Directory data
- Locker search+
- Appropriate computer usage\*
- Use of cell phones and pagers\*
- Bullying+
- Rights of non-custodial parents
- Transportation policy\*
- Dress Code+
- Medication procedures+
- Emergency response+
- Fire drills+
- Parking+
- Academic dishonesty\*
- Conduct on school buses\*

\*SHS Official policy

+In SHS student handbook