

Beacon Academy Charter District 4124
 Board Meeting Minutes, October 8th, 2008 6:00 p.m.
 12325 Highway 55, Plymouth, MN 55441

CALL TO ORDER Tam Harken called the meeting to order to at 6:00

ROLL CALL (present at time of meeting unless otherwise noted)

Board Member	Present	Absent
Cathy Burke	X	
Bob Zarriello	X	
Tam Harken	X	
Kalin Farrell	X	
Scott DesBles	X	

Board Member	Present	Absent
Jordan Ford (ex-officio)	X	
Gretchen McQuillan	X	
Candace Newman	X	
Anne Ingvaldson		X
Lori Karcz	X	
Anne Marie Roder	X	

Board Member	Present	Absent
Terese Corey Blanck	X	

ADVISORY MEMBERS Sean Koster

MISC. ATTENDEES David Goeske

SCHOOL MISSION STATEMENT *(choral reading) "To provide Twin Cities' families with a proven, rigorous and content-rich curriculum integrated with sequential Spanish language instruction. The School will create a results-driven small learning community built around a culture of positive character development and committed parental involvement."*

APPROVAL OF MEETING AGENDA: Forwarded by Ann Marie, seconded by Lori, unanimously approved.

REVIEW AND APPROVAL OF PREVIOUS MEETING MINUTES 9-17: Kalin forwarded motion to approve; Terese seconded it, unanimously approved.

Open Floor Comments:
None

PAC Report:

David Goeske spoke regarding the Brilliance campaign, raising funds for playground. He wanted to come to the board to get the blessing to do a fundraiser for the playground. They are thinking of pledging money for memory bricks. People would pledge money for the bricks and the money would go towards the playground. He wanted to come to get comments. Brilliance team wants to use the results that were taken two years ago from student surveys. He also mentioned teaming up with the local builder. Brilliance team also wants to have parents possibly put together the playground to help save money and get parent involvement. It's not a final thing, but they wanted to let the board know. Board agreed that the idea was positive, and could be an ongoing project. Bob asked about the cost of doing this project, David did not have numbers yet but will obtaining those. Gretchen mentioned the flag could also be in the path. Jordan mentioned possibly even having a garden path as a separate campaign. Terese mentioned the benefit of doing it before 2009 for tax purposes, or at least announcing the campaign will be in 2009 and that early donations for the 2008 tax year would be accepted. David mentioned that Wells Fargo could possibly match what families donate up to \$6500. The board supports the decision, and Brilliance team will update at further meetings.

Treasurers Report-Bob Zarriello

- *Bank Balance as of 9/30/2008 \$960,522.97.*
- *It was too early in the month to have September's financial report ready.*
- *Beacon Academy did purchase a- \$250,000 c.d. through Venture Bank. Friends of Beacon has established a line of credit using the C.D. as collateral.*
- *Still waiting to hear from the construction company to see further costs.*

Principal's Report (Jordan Ford):

1. Enrollment update- *372 students, will be 374 by Monday. We've picked up 12 students since Monday. Some of the students are coming from Quest. Our budget was based on 377. Still a long wait list for Kindergarten, first, second, and third grade. (See handout)*

Motion:	To approve the Assurance of Compliance with state and federal laws prohibiting discrimination to be signed by Tam, Jordan, and Anne.		
Made by:	Gretchen	Seconded by:	Terese
Discussion:			
Vote:	Yea: all	Nay: none	Abstain: none
Decision:	passes		

2. Hot Lunch Program

- a. *Negative Lunch Progress- The new system will help maintain parents spiraling down to a negative balance. We had to wipe out last years lunch balance-which was approximately -\$1100. Parents now have access to the accounts to see what their balance is. Now there is a net negative amount of only \$34.85 – from 14 families having a negative balance. Jeanette and Jordan are staying on top of things and letting parents know if they are in debt. Ala cart has been going well. Jordan mentioned possibly surveying the parents to get their feed back.*
- b. *Caravan for Kids- Jordan met with them today. The board has to consider what type of kitchen will be in the new building. CKC's recommendation is to install the ventilation system and a dishwasher for plastic trays. They also suggested that 900 square feet is more than enough room.*

3. Bus company- we signed up with Metropolitan Transit Network Inc. and the name is now changing to Transit America. They are going to provide shuttle service from Fourth Baptist Church on the Roaring 20's dance. Everything is running smoothly this year. Kristi Pingel has greatly helped by identifying who rides the bus and is transported via car.

Motion:	To except the change of the name to Transit America instead of Metropolitan Transit Network Inc.		
Made by:	Ann Marie	Seconded by:	Scott
Discussion:			
Vote:	Yea: all	Nay: none	Abstain: none
Decision:	passes		

4. 8th Grade Graduation update- *this is the first year we will have graduates of Beacon. PAC is working with the 8th grade parents to thank the 8th grade students for all of their hard work. PAC approved a motion to fund and work with the parents to help pay for 8th grade graduation and will continue to do for the coming years. Ten of the 21 8th grade families were represented at the PAC meeting last night. They are planning on a dedication, and*

want to purchase a flagpole for the new building to fly the donated flag that was flown in Iraq would be hung up. Scott mentioned that future fundraising should be centralized so there isn't too many fundraising going on. Gretchen mentioned personal fundraising- do all fundraisers have to go through PAC? Jordan said that's something we have to consider in the future. Cathy asked questions regarding the fundraising with the O Ambassador program- all of the money raised will go to the program. It was mentioned to have a joint fundraising committee comprised of at least someone from PAC, the school board, and administration to review all fundraising requests before they go to PAC and the school board for approval. No fundraiser should be put forth unless it's brought to PAC who will then present it to the board. Tam, Liz, Jordan, Rachel, and Sean will discuss fundraising in the future with outside organizations.

5. A student with the University of Minnesota Charter School Governance Study is conducting a survey to the board members and if it's completed by next Wednesday we'll get \$100.
6. Time capsule for next year's building- an artifact from each grade. Ann Marie is also making a scrapbook of this year.

Assistant Principal's Report (Sean Koster- see handout):

1. Student Conduct:

One of the areas of concern for us as a staff was our role in providing supervision for students in the hallways before school and during passing time. In order to maintain a sense of structure and support we have a morning hallway monitor and a weekly schedule for passing time supervision. Both have added support and helped the students to maintain self-control in the building.

Our middle school staff is also working on a Hallway Warning Program in order to help the students maintain self-control when it comes to RUNNING, INAPPROPRIATE PHYSICAL CONTACT/HORSEPLAY, and INAPPROPRIATE LANGUAGE/NOISE. These behaviors will be tracked and calls home made to allow parents to be aware and help in the process of their children maintaining self-control.

2. NWEA testing:

All of our students in grades two through eight have been taking part in the Northwest Evaluation Association (NWEA) computerized tests. The NWEA provides products and services to measure and promote academic student growth and school improvement. Each student will have taken all three sections by Friday – Language Usage, Mathematics, and Reading. We use the tests to map student growth throughout the year. The measures of Academic Progress (MAP) tests are state-aligned computerized adaptive assessments that provide accurate, useful information for all of our teachers.

3. Classroom Observations:

All of our new Beacon teachers have been officially observed and most have finished the first cycle of the observation process. I will also be meeting with the paraprofessionals and support staff to set goals and assists in their growth as professionals.

Dean of Student's Report (Janet Carlson):

1. ELL

Home language questionnaires were checked and several students were assessed for English proficiency . Five Beacon students will receive some individual tutoring to build English

comprehension, grammar and pronunciation by Lori Schultz and Terri Drake. Dept. of Ed forms were completed and sent in for an Oct. 1 deadline.

2. Wolf Ridge

As of this memo all 5th grade students and 11 parents are planning to go to Wolf Ridge Environmental Camp with Anne Ingvaldson, Jamie Campbell, Michelle Thyren and myself. We are hoping for dry weather, safe adventures and lots of experiential learning. Ask any of these people for stories about the trip if they are back in time for the board meeting !

3. Prof. Development

The goal setting report for Q Comp was written and sent to the Dept. of Ed by the Oct . 1 deadline. This included a list of all professional development activities planned for the year along with data from math assessments to support the new school goal for math. Teachers have set their professional goals based on Charlotte Danielson's rubrics, and will set their classroom goal related to math after the NWEA scores are received in the next week or so.

Jordan and I attended the MN Humanities leadership roundtable last week and saw some great examples of school wide Core Knowledge "mappies", a variety of assessments for core knowledge units (not just Q and A tests), and shared ideas for curriculum management and assessment with other CK schools.

We also attended the Friends of Ascension networking meeting regarding curricular options for secondary and post secondary courses including Pre AP programs for middle schools. We'd like to send some of the middle school teachers to Pre AP workshops next summer to enrich the middle school courses at Beacon. There are grants available to pay for this training.

Mindy Boehnen attended a F or A workshop on teaching Grammar.

4. Curriculum Development

The GLO (Gifted and Talented) committee is finalizing courses and the registration for Kids College. 21 courses will be offered by various community volunteers including some repeats from last year as well as some new topics.

Lori Karcz can report on the first meeting of the Curriculum Review committee this year.

The Annual Report on Curriculum, Instruction and Student Achievement will be ready for the Dept. of Ed. by October 15. It will be sent to all board members before that date for approval.

Board Chair Report (Tam Harken):

Friends of Beacon

1. *Purchase agreement- Bob signed the purchase agreement. We should be seeing photographs of the site. Friends of Beacon tapped into two the line of credit twice.*
2. *Still waiting to see from the construction company their schedule of interim costs prior to the bond closing.*
3. *Jordan met with the architects and helped explain the programming and what is most cost effective. Currently the new building is approximately 54,000 square feet (See handout). He put together the projected enrollment, it was suggested that we add two sections to Kindergarten, two full day and two half day. (Instead of the three sections like originally*

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 Board Meeting Minutes, October 8th, 2008 6:00 p.m.
 12325 Highway 55, Plymouth, MN 55441

discussed. In addition to the three sections total in grades 1st, 2nd, and possibly 3rd grade. Each of the grades having 23 students with a total of 633 students (budget 624 students). Terese questioned what is going to happen to the students who are in all day Kindergarten versus the half day. Jordan responded that specialists, lunch, etc. would eat up the afternoon. Parents would have to pay extra for the full day. Scott brought up the survey that was conducted at the end of the 04/05 school year for the 05/06 school year. At the time there wasn't enough parent interest to pursue this all day Kindergarten option. It was suggested that another survey would be conducted. Daycare options are still being investigated for the other students who aren't in full day Kindergarten. Growing into the building versus out of the building was also discussed, so we want to make sure we have enough rooms in the new building down the road when we have all of the three sections in all of the grades.

Motion:	Beacon Academy will expand to three tracks in Kindergarten, 1 st , 2 nd , and 3 grades with the intention of expanding one section per grade.				
Made by:	Scott	Seconded by:		Ann Marie	
Discussion:					
Vote:	Yea:	None	Nay:	All	Abstain: None
Decision:	Fails				
Motion denied					

Motion:	Starting in 2009-2010, Kindergarten will have four sections, with 1 st , 2 nd and 3 rd having three sections. We will expand one section per sequential grade level per year after that in grades 4-8 th .				
Made by:	Scott	Seconded by:		Ann Marie	
Discussion:					
Vote:	Yea:	All	Nay:	None	Abstain: None
Decision:	Passes				

Discussion about 24 students in 3rd grade, and 23 students in 1st grade might be too much (according to 1st grade teachers). Jordan responded that if we have four sections in 1st grade- there is room to maneuver, but we should wait and see how what actually happens. He also mentioned possibly having paras to help out in the room. Scott mentioned, as a board we should limit class sizes. Gretchen suggested that we should wait to make a motion until the next board meeting to see what old board minutes say. Tam will review the board minutes for the past two years to see if there is a motion regarding this issue. Scott wants to know if we formally have a motion that we have a class size to put in the by-laws. Eventually we might want to set the bar that high. Scott brought up the concern that we won't lose students and then we'll not have enough rooms to put the four sections. Jordan doesn't think that will be a problem based on natural attrition Bob wants to compare the current 4th graders (who started in Kindergarten in our first year) to now- how many new students do we currently have compared to how the class looked in kindergarten.

Communication to Parents- Subcommittees formed- met today- Scott set up an email address to forward information with new building information and the office staff will forward on to the appropriate committee chair. There is a meeting, which will be conducted on October 20th with the 5th grade parents to discuss any concerns about what the middle school grades will look like and offer for the 09/10 school year.

COMMITTEE REPORTS

- BOARD COMMITTEES
 - a. **Governance** (see handout)

Beacon Academy Charter District 4124
 Board Meeting Minutes, October 8th, 2008 6:00 p.m.
 12325 Highway 55, Plymouth, MN 55441

Academic Probation Policy for the 2nd reading. *Cathy mentioned if this is something that will be implemented this trimester (the answer is yes). Parents will get a copy of this at conferences. This will be enforced by administration at the end of each trimester. Scott added that this applies to grades 6-8. Governance will look at what should be implemented in grades K-5. This is something that the teachers will help out. Bob added that teachers send out progress reports on a regular basis.*

Motion:	To approve the Beacon Academy Academic Probation Policy.				
Made by:	Terese	Seconded by:	Lori		
Discussion:					
Vote:	Yea:	All	Nay:	None	Abstain: None
Decision:	Passes				

Next Governance meeting will be Monday October 13th at 5:15.

- b. Executive-** nothing to report
- c. Finance-** meeting will be 4:30 on October 22nd.
- d. Technology Committee-** *There were a lot of parents at the parent information night that indicated they would like to be on the committee. Usually they're on Tuesdays. The committee will help out with Ricoh- Scott's concern is we are reactive instead of proactive. Concerns- part of Ricoh contract is \$800 charge to back up data. Scott states that it only backs up data on the O-drive. The software isn't supporting what we want backed up. Scott found a solution that is \$1100-\$1300/month for what we actually need, in addition to the maintenance. Through the web, the data would go into a "vault" storage facility (will not be on a tape-80% of the time the tapes don't work.). Scott will report to Ricoh that we are concerned with the back up portion of the contract.*

Motion:	To authorize the IT committee to move forward and investigate online back-up system for all of our data and not to exceed \$15,000.				
Made by:	Cathy	Seconded by:	Gretchen		
Discussion:					
Vote:	Yea:	All	Nay:	None	Abstain: None
Decision:	Passes				

Power School- Scott mentioned that we may need make a decision to move on and not go with Power School. If we want to go with Power School, then we need to hire a representative. Ann Marie commented that if we do not follow through with it the board threw a lot of money away, and we pumped up the parents and we need to have accountability. We need to get a hold of Dan who was the middle person between Power School and us. Gretchen mentioned that if we bought it, then they should be able to get it running for us. Scott wanted to inform the board that it would cost more money to get it up and running. Scott will update us through email with what he finds out from Power School and will bring to the boards attention before the next board meeting. JMC is what we currently use for attendance, lunch cost, and should be under consideration about using them for grades. The IT group will update us within two weeks about Power School and the direction we should go.

IT will be interviewing a candidate for an onsite IT position tomorrow October 9th.

- SCHOOL COMMITTEES

- a. Curriculum (see handout)-** *the curriculum committee met and the consensus was that the five columns was confusing, Lori condensed it (she will revamp it because currently it only has a three year outlook)*
Focus on technology, student support, Science/Health with the Human Growth and Development unit and standards, Spanish, Music, and Art under revision.
 - a. Technology first under priority- focus on each meeting. Terese has a technology grant as a possibility. Next meeting is November 17th.*

- b. Marketing and Public Relations-** *met a twice so far. Currently working on flyers, possible open house meetings press release, and interviews with channel 12 and Star Tribune. We are doing behind the scene work, but don't want push anything until after ground breaking. Meeting will be November 15th.*
Plymouth on Parade- *great turnout with a possibility of doing it again next year. The magnets were all passed out with the brochures. It was a success!!*

- c. New Building-** *they met with Jordan yesterday before Jordan met with POPE architect. Preliminary plans will hopefully be in Monday October 13th. No set meeting made yet, eventually will depend on needs of when they need to meet.*

- d. Transition-** *will ask teachers at the end of the month to identify in their rooms what is Beacon's, what might be Beacon's to begin to figure out what is actually ours. They are going to contact PAC to see what they have actually bought. Will meet again at the beginning of November.*

Board Correspondence and Communication-

Old Business-

Lease Update- *silt fence will be put in tonight. Permits have been obtained in regards to the portable and parking lot. Clint and Bob have been busy and haven't had a chance to meet. Bob states Clint requested that we could pay him what Beacon Academy and Prep were paying until last year so he can get some funds. Bob also informed the board that any monies paid to the building owner without a current signed lease would not be reimbursed by the lease aid from of the state. After discussion there was a consensus by the board that we would not pay Clint any monies until the lease for the current year is signed. We have presented the lease to Clint several times since May. The lease currently has the portable included, but we need to rework the cost because the portable won't be up until at the earliest November. We agree that someone will test the CO2 level in all of the classrooms on a regular basis throughout the winter months. The school will purchase a CO2 level tester. If they are too high, then the landlord will be notified ASAP.*

New Business- *Terese met a representative from Search Institute and has information regarding a possible professional development opportunity.*

NEXT MEETING IS NOVEMBER 12TH AT 6:00 P.M.

Motion:	Approve the agenda for the November 12 th meeting (see handout).		
Made by:	Cathy	Seconded by:	Gretchen
Discussion:			

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Board Meeting Minutes, October 8th, 2008 6:00 p.m.
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Vote:	Yea:	All	Nay:	None	Abstain:	None
Decision:	Fails					
Motion passed						

REVIEW AND APPROVAL OF NEXT MEETING AGENDA

THE AGENDA WAS NOT REVIEWED OR APPROVED.

MOTION TO ADJOURN

Motion to adjourn forwarded by Cathy, seconded by Lori. Approved unanimously.
Meeting adjourned at 8:52.

Approved on _____

Candace Newman
Beacon Academy School Board

Approved