

**Beacon Academy Charter District 4124**  
 Board Meeting Minutes, May 13, 2009 6:00 p.m.  
 12325 Highway 55, Plymouth, MN 55441

**CALL TO ORDER** Tam Harken called the meeting to order to at 6:01 pm.

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

Board Member	Present	Absent
Cathy Burke	✓	
Bob Zarriello	✓	
Tam Harken	✓	
Kalin Farrell		✓

Board Member	Present	Absent
Scott DesBles	✓	
Jordan Ford (ex-officio)		✓
Rainey Miller	✓	
Candace Newman	✓	

Board Member	Present	Absent
Anne Ingvaldson	✓	
Lori Karcz	✓	
Anne Marie Roder	✓	
Terese Corey Blanck	✓	

**ADVISORY MEMBERS** Keith Johnson, Sean Koster

**MISC. ATTENDEES** Denise Peterson (Friends of Education), Karen DesBles

**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 Cathy, unanimously approved.

**REVIEW AND APPROVAL OF PREVIOUS MEETING MINUTES**  
 4-8-09: forwarded by Bob, seconded by Cathy, unanimously approved.  
 4-29-09: forwarded by Candace, seconded by Cathy, unanimously approved.

**Open Floor Comments: None**

**Treasurers Report-Bob Zarriello-(see handouts)**

- Bank Balance as of 4-30-09: \$616,774.57, plus \$250,000 CD (opened 9/29/08)
- *There are 2 financial reports at this meeting because the March 31, 2009 report was not ready for the April meeting.*
- *The fund balance is still at 20% and the lunch budget is budgeted at breakeven.*
- *The budget includes \$10,000 for a moving cost estimate and \$40,000 for technology costs related to the move.*
- *Keith has started to work on numbers for next year's budget, but lease and revenue for next year is still unknown. More money is available next year for Q Comp, free and reduced lunch, and Title 1.*
- *Next year's budget will be approved at the next meeting.*

<b>Motion:</b>	To approve the March 31, 2009 financial report.		
<b>Made by:</b>	Anne	<b>Seconded by:</b>	Candace
<b>Discussion:</b>			
<b>Vote:</b>	<b>Yea:</b> all	<b>Nay:</b> none	<b>Abstain:</b> none
<b>Decision:</b>	passes		

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Board Meeting Minutes, May 13, 2009 6:00 p.m.  
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<b>Motion:</b>	To approve the April 30, 2009 financial report.		
<b>Made by:</b>	Terese	<b>Seconded by:</b>	Candace
<b>Discussion:</b>			
<b>Vote:</b>	<b>Yea:</b> all	<b>Nay:</b> none	<b>Abstain:</b> none
<b>Decision:</b>	passes		

**Principal's Report(Jordan Ford):**

1. Working Agreements

Tam should have a folder of signed working agreements from those listed on the master sheet. This includes agreements from faculty and administration. They need board approval.

Connie Isle has not signed her agreement since she has not received any increase. She does stand in for Sean and me if we are out of the building or involved in meetings which we can't leave. She does work with a lot of students. I would attest to her dedication and willingness to work with all types of students and family dynamics. She also deals with a lot of confidential information and has done an excellent job of giving student and families coping skills and connects them to appropriate agencies.

She does have more experience than what is stated in the salary schedule. Last year she received the same increase as the other faculty. She would like to be considered for at least that again. Keep in mind, 50% of her time is in special education and is reimbursable by the state.

Sean and I have discussed which support staff we would like to have return for next year. We would like to inform the staff members before the end of the school year that we would like them to return. I believe we want all of them back with the exception of the paraprofessional who is working with an eighth grader. We like what she has done, but unless we have new students whose IEP requires a one-on-one para, we would reserve that decision until that information is made known. Sean can inform the board if I was over-looking anyone. It would be my recommendation that wages be set after we know the final result of this year's legislative session.

The following teachers have turned in working agreements:

Mindy Boehnen  
Cathy Burke  
Jennifer Conway  
Rainey Miller  
Jamie Campbell  
Karen Ellis  
Kalin Farrell  
Kristy Fehr  
Kari Hagen  
Anne Ingvaldson  
Lori Karcz

**Beacon Academy Charter District 4124**  
 Board Meeting Minutes, May 13, 2009 6:00 p.m.  
 12325 Highway 55, Plymouth, MN 55441

Andrea Lanz  
 Gretchen McQuillan  
 Candace Newman  
 Nancy Olson  
 Laura Oman  
 Erin Ross  
 Lorie Schultz  
 Mari Scott  
 Deborah Symalla  
 Michelle Thyren  
 Kerry Toso-Carlson  
 Carol Ann Tracy  
 Jill Zarriello

<b>Motion:</b>	To approve the working agreements for the teachers listed above.		
<b>Made by:</b>	Scott	<b>Seconded by:</b>	Terese
<b>Discussion:</b>			
<b>Vote:</b>	<b>Yea:</b> all	<b>Nay:</b> none	<b>Abstain:</b> none
<b>Decision:</b>	passes		

*The executive committee met with Sean and Jordan last week to go over their reviews and contracts. The executive committee feels that Jordan and Sean bring value to the Beacon community and work well as together as a team. Jordan's contract has no change in language from the previous year and will be receiving a 5.5% raise because of his years of experience and willingness to work on many new tasks. Sean will be finishing his principal license in June and will be receiving an 8.5% increase. The executive committee talked to Jordan and Sean about goals that include: oversight of curriculum, oversight of the special education department, a written policy for teacher probation, and mentoring of new teachers. There was discussion about curriculum development and a scope and sequence for the Spanish department. Scott wants to make sure that we clarify the role of the new technology teacher.*

<b>Motion:</b>	To approve Sean Koster's working agreement for the 2009-2010 school year.		
<b>Made by:</b>	Anne	<b>Seconded by:</b>	Candace
<b>Discussion:</b>			
<b>Vote:</b>	<b>Yea:</b> all	<b>Nay:</b> none	<b>Abstain:</b> none
<b>Decision:</b>	passes		

<b>Motion:</b>	To approve Jordan Ford's working agreement for the 2009-2010 school year.		
<b>Made by:</b>	Scott	<b>Seconded by:</b>	Terese
<b>Discussion:</b>			
<b>Vote:</b>	<b>Yea:</b> all	<b>Nay:</b> none	<b>Abstain:</b> none
<b>Decision:</b>	passes		

*Discussion regarding Connie Isle's contract: At the time of her hire she was above the top of the pay scale because of her licenses and years of experience. Connie spends 50% of her time with*

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 Board Meeting Minutes, May 13, 2009 6:00 p.m.  
 12325 Highway 55, Plymouth, MN 55441

*special education students and that money is reimbursed. Connie currently holds many different licenses in elementary education, special education, and counseling. Connie has asked for a 3% pay increase which is what the other teachers have received. Some school districts have a cap on their salary scale and Beacon Academy should think about revising the pay scale.*

<b>Motion:</b>	To extend a working agreement to Connie Isle for the 2009-2010 school year with a 3% increase from the 2008-2009 working agreement.		
<b>Made by:</b>	Anne	<b>Seconded by:</b>	Candace
<b>Discussion:</b>			
<b>Vote:</b>	<b>Yea:</b> All	<b>Nay:</b> non	<b>Abstain:</b> none
<b>Decision:</b>	passes		

- Letter of Engagement with Larson-Allen – Tam should have the forms that request Beacon Academy to engage Larson-Allen as our auditor for the 2010 fiscal year. I recommend the board approves it.

<b>Motion:</b>	To approve the letter of engagement with Larson Allen at a cost of \$10,925.		
<b>Made by:</b>	Bob	<b>Seconded by:</b>	Terese
<b>Discussion:</b>			
<b>Vote:</b>	<b>Yea:</b> all	<b>Nay:</b> none	<b>Abstain:</b> none
<b>Decision:</b>	passes		

- Day at the Capitol – Beacon Academy had 4 students attend the Minnesota Charter Schools Essay Contest Winners Ceremony at the state capitol on Wednesday, May 6<sup>th</sup>. All 4 students were able to read their essay to the audience and each received a certificate and check for their award. I want to thank Friends of Education for doubling the student awards.
- We had two nights for Kindergarten Round-Up this past week. Thanks, goes to Sean Koster, Kristy Fehr, and Teri Drake for their participation and presentations. A special thanks to Christina Holmes for manning the office and answering parent questions and to Ann Marie Roder for making numerous arrangements. We had a good turnout. We polled parents for their preference in calendar arrangement. The consensus was the MW/TTH alternating Fridays format. We are going to send the calendar options out to all of the parents this week to confirm the sentiment. We will also be checking with MDE for their approval.
- Grandparents Day was a huge success! I don't know the actual grandparent/special person count but it was close to a gazillion! I want to thank all the staff, faculty, and parent volunteers for making it such a wonderful experience.
- Friends of Beacon will be meeting shortly after I return from Colorado. Bob Zarriello may add more information as warranted.
- I receive daily updates from the MDE regarding the H1N1 Novel Influenza virus. As of Friday, May 7, no student or employee has tested positive for the virus. However, the MDE and MDH have issued a directive that states if a student has a fever greater than 100 degrees and one

of the other four symptoms of the virus, they are required to stay home for 7 days. This took into effect at the end of the school day on Friday, May 7<sup>th</sup>. In addition, our office staff has been directed to submit daily reports to MDE.

8. Eighth Grade Graduation is set for Thursday, June 4<sup>th</sup> at 7PM. Board members are invited to attend. Councilman Jim Willis from the City of Plymouth will address the students. There will be a dance following the program.
9. As part of the solution to our library needs for next year and for making the transition to Open Door easier, the PTO has agreed to let Priscilla Friesen use the monies set aside for the library (approximately \$2000) to purchase the book trucks that were discussed previously. That would allow us to order 3-4 trucks to assist with the library move and use for next year.

**Assistant Director's Report (Sean Koster):** *NWEA testing is next week. Sean is hoping to have a computer lab next year that will enable us to spread out the testing over a few weeks. Cathy and Sean went to NWEA training in Mankato and are going again in June. Sean and Cathy may be going to Oregon on June 30<sup>th</sup> for more NWEA training that focuses on implementation of testing.*

*The safety patrols are going to a baseball game with Sean on May 28<sup>th</sup> to celebrate being patrols this year.*

*We have 2 students that are suspended and are recommended for expulsion due to multiple violations of the discipline policy. One parent is withdrawing the student and the other parent will talk to Sean tomorrow.*

*Ann Marie brought up the point that many students are leaving Beacon Academy in middle school because of the lack of after school activities and other extracurricular programs. This is something that the board will continue to look at in the coming years.*

**PTO Report: Fundraising Schedule for 2009-2010 School Year (See handout)**

*PTO is requesting the minutes from when the fundraising minimum for board approval was voted on by the board. Karen DesBles presented the proposed PTO events calendar for the 2009-2010 school year. There will be a sock hop/silent auction in the fall and a carnival in the spring. The board needs to approve the Butterbraids fundraiser, the silent auction, the Scholastic book fair, the flower sale, and the carnival. There is not a plan to do the Brilliance fundraiser next year. PTO is only in charge of events that are fundraisers for the school, so Penny Wars and birthday bag blitz are not a part of it but monies will run through PTO. The character education calendar should also be consulted because of fundraisers associated with it.*

<b>Motion:</b>	To approve the Proposed PTO Events Calendar for 2009-2010		
<b>Made by:</b>	Candace	<b>Seconded by:</b>	Terese
<b>Discussion:</b>			
<b>Vote:</b>	<b>Yea:</b> all	<b>Nay:</b> none	<b>Abstain:</b> none
<b>Decision:</b>	passes		

**Chairperson (Tam Harken): None**

**Friends of Beacon (Bob Zarriello):** *Friends of Beacon will be meeting after Jordan returns from his trip. Friends of Beacon still has a line of credit and they received the \$20,000 deposit back from Cedarcrest.*

**COMMITTEE REPORTS**  
**STANDING COMMITTEES**

- a. **Governance (Ann Marie)** – *There ballots were counted today for the school board elections. The results are as follows:*  
 Mindy Boehnen-93  
 Rainey Miller-90  
 Scott DesBles-83  
 Tam Harken-89  
 Sharon Smith-17  
 Bob Zarriello-88

<b>Motion:</b>	To ratify the election results as stated above for the 2009-2010 school year.				
<b>Made by:</b>	Ann Marie		<b>Seconded by:</b>	Terese	
<b>Discussion:</b>					
<b>Vote:</b>	<b>Yea:</b>	All, but Rainey, Scott, Tam, and Bob	<b>Nay:</b>	none	<b>Abstain:</b> Rainey, Scott, Tam, and Bob as they are all candidates
<b>Decision:</b>	passes				

- a. Policy #601- Curriculum Instruction Goals- *First Reading*
- b. Policy #903- Visitors to School District Building and Sites- *First Reading*
- b. **Executive (Tam Harken)**- See discussion regarding administration’s contracts.
- c. **Finance (Bob Zarriello)**- None in addition to treasurer’s report
- d. **Technology Committee (Scott DesBles)**- *They signed the contract with Superior Communications for the phone system for next year. Scott will keep us updated on statuses and invoices.*
- e. **Curriculum (Lori Karcz)**- *They are done meeting for this year.*
- f. **Marketing and Public Relations (Cathy Burke)**- *The committee met Friday morning and is contacting day cares to try to set up before and after school care. They would like to send a survey to parents to gauge interest and needs.*
- g. **New Building (Ann Marie)**- None

**h. Transition (Tam Harken)-** *Transition has been meeting regularly. The office is moving June 12<sup>th</sup> and the rest of the facility will move out June 22-24. Jordan has tried to communicate with Clint about separation of assets and to date has not received a reply. There is a meeting tomorrow with the staff to go over move out procedures. Jordan hopes to have room assignments finalized by the school picnic (May 21<sup>st</sup>). The lease for Church of the Open Door is at their attorney's office and needs to be submitted to the Department of Education by May 29<sup>th</sup>.*

**i. Transportation (Tam Harken)- Bus Routes for 2009-2010 year-** *There is a parent meeting tomorrow to discuss the bus routes. The committee has the following recommendation for the board:*  
*-Utilize satellite stops*  
*-Keep the same transportation boundaries that were used in the 2008-2009 school year (Interstate 94 to the North, County Road 152 to the East, 394 to the South, and Highway 101 to the West)*  
*-Add one additional bus at this point (move from 4 busses to 5)*

*Scott is wondering if this decision is going to be final or if we would consider changing routes once the school year starts based on changing enrollment. He thinks we should openly communicate with parents about how much bus costs. He also thinks we should consider charging for busses.*

<b>Motion:</b>	To move to a satellite stop system, keep the same transportation boundaries, and add one additional bus.				
<b>Made by:</b>	Candace		<b>Seconded by:</b>	Ann Marie	
<b>Discussion:</b>					
<b>Vote:</b>	<b>Yea:</b>	All	<b>Nay:</b>	none	<b>Abstain:</b>
<b>Decision:</b>	passes				

**ON CALL COMMITTEES**

- a. Fundraising and Grants-** None
- b. Long-Range Planning-** None

**Board Correspondence and Communication-** *The board received 4 copies of a letter today. The board acknowledges the letter from the "concerned parent." (See handout)*

**Old Business-** None  
**New Business-** None

**NEXT MEETING IS JUNE 10, 2009 AT 6:00 P.M.**

**MOTION TO ADJOURN**

Motion to adjourn forwarded by Cathy, seconded by Terese. Approved unanimously.  
 Meeting adjourned at 9:30 p.m.

Approved on \_\_\_\_\_

\_\_\_\_\_  
**Anne Ingvaldson, Secretary**  
**Beacon Academy School Board**

APPROVED