

Beacon Academy Charter District 4124
 Board Meeting Minutes, June 10, 2009 6:00 p.m.
 12325 Highway 55, Plymouth, MN 55441

CALL TO ORDER Tam Harken called the meeting to order to at 6:04 pm.

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

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

Board Member	Present	Absent
Jordan Ford (ex-officio)	✓	
Rainey Miller	✓	
Candace Newman	✓	
Anne Ingvaldson	✓	
Lori Karcz	✓	

Board Member	Present	Absent
Anne Marie Roder	✓	
Terese Corey Blanck		✓

ADVISORY MEMBERS Keith Johnson, Sean Koster

MISC. ATTENDEES Andrea Lanz, Mindy Boehnen

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 5-13-09: forwarded by Candace, seconded by Lori, unanimously approved.

5-28-09: forwarded by Bob, seconded by Cathy, unanimously approved.

Open Floor Comments: None

Treasurers Report-Bob Zarriello-(see handout)

- Bank Balance as of 5-31-09: \$578,537.03, plus \$250,000.00 CD (opened 9/29/08)

2008-2009 Budget

- *The budget for 2008-2009 was based on 371 students.*
- *The budget includes \$10,000 for moving costs and \$40,000 for technology costs related to the move.*
- *The current fund balance is 20.1% with a net income of \$10,351.01.*

Motion:	To approve the May financial report.		
Made by:	Bob	Seconded by:	Candace
Discussion:			
Vote:	Yea: all	Nay: none	Abstain: none
Decision:	passes		

Motion:	To approve the revised budget from the 2008-2009 school year with a net income of \$10,351.01.		
Made by:	Candace	Seconded by:	Cathy
Discussion:			
Vote:	Yea: all	Nay: none	Abstain: none
Decision:	passes		

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2009-2010 Budget

- *The budget for 2009-2010 is based on 395 students, but there is potential to have over 400 students if all sections are fully enrolled.*
- *Teachers are getting 3% increases according to the salary schedule.*
- *There are 5 busses in the current budget.*
- *There was a one time Title 1 federal grant of \$19,600.98.*
- *Merit Pay is not in the budget, but there are more funds available for Q Comp.*
- *There is the potential to hire another special education teacher. This change would have minimal impact on the budget.*
- *A suggestion was made that classroom teachers be held accountable to a budget for how much they can spend for art supplies, classroom materials, fieldtrips, etc.*

Motion:	To approve the 2009-2010 initial budget showing a net income of \$10,666.87.					
Made by:	Ann Marie		Seconded by:	Candace		
Discussion:						
Vote:	Yea:	all	Nay:	none	Abstain:	none
Decision:	passes					

Motion:	To approve Jordan Ford as the 2009-2010 LEA representative, Homeless Liaison, Special Education Administrator, and the Title Coordinator.					
Made by:	Ann Marie		Seconded by:	Cathy		
Discussion:						
Vote:	Yea:	all	Nay:	none	Abstain:	none
Decision:	passes					

Motion:	Banking resolutions for 2009-2010: To designate Venture Bank as the Official School Depository, authorize Jordan Ford or Keith Johnson to sign for investments on behalf of Beacon Academy, and to authorize Bob Zarriello or Keith Johnson to make electronic fund transfers between school accounts.					
Made by:	Ann Marie		Seconded by:	Kalin		
Discussion:						
Vote:	Yea:	all	Nay:	none	Abstain:	none
Decision:	passes					

Motion:	The school will pay the health insurance premiums for the hourly employees that are intending to return next year throughout the summer months of 2009.					
Made by:	Bob		Seconded by:	Cathy		
Discussion:						
Vote:	Yea:	all	Nay:	none	Abstain:	none
Decision:	passes					

Motion:	To approve the treasurer's report.					
Made by:	Ann Marie		Seconded by:	Kalin		
Discussion:						
Vote:	Yea:	all	Nay:	none	Abstain:	none
Decision:	passes					

Principal's Report(Jordan Ford):

1. Enrollment – students who have officially left school = 16 (won't be returning to Beacon Academy for the 2009-2010 school year)
 - *Our enrollment was very steady all year and we ended up with 371 students.*
2. Minnesota 2020 Report – We are on the "good" list
3. Working Agreements
 - Connie Isle (counselor)
 - Abigail Palacios (Spanish)

Motion: To approve Connie Isle's and Abigail Palacios's working agreement for the 2009-2010 school year.			
Made by: Kalin		Seconded by: Candace	
Discussion:			
Vote:	Yea: all	Nay: none	Abstain: none
Decision: passes			

4. Contracts- *Administration is looking into hiring another special education teacher to help out in middle school. There is a consensus among the board that Jordan should continue to pursue hiring another teacher.*

Motion: To renew our contract with Word of Mouth for the 2009-2010 school year at a rate of \$70 an hour.			
Made by: Candace		Seconded by: Kalin	
Discussion:			
Vote:	Yea: all	Nay: none	Abstain: none
Decision: passes			

Motion: To approve Keith Johnson Financial Services Inc. at a rate of \$55 an hour for 22.5 hours a week for the 2009-2010 school year.			
Made by: Candace		Seconded by: Kalin	
Discussion:			
Vote:	Yea: all	Nay: none	Abstain: none
Decision: passes			

5. 8th Grade Graduation- *The graduation was last Thursday and was a success. There was a dance following for 7th and 8th graders.*
6. Moving update- *Most things have been boxed up and labeled. Jordan continues to work with Clint on the separation of assets. The office staff and special education files are moving on Friday 6/12. Phone services and Internet services will not be set up until the end of the month. The other materials will be moved 6/22 and 6/23.*

Assistant Director's Report (Sean Koster):

1. Merit Pay

- Surveys are currently being tabulated and bonuses will be paid out on the 15th.
- Since the program has grown this year to encompass all staff members and not just the licensed teachers, the bonuses will be split up into three categories

- employees who work 40 hours or more - \$950
- employees who work between 30 and 39 hours - \$700
- employees who work 29 hours or less - \$500
- Surveys went out concerning three groups
 - Paraprofessionals – 168 surveys
 - Non-teacher positions – 104 surveys
 - Teaching staff – 1285 surveys

2. Q-Comp (See Q Comp Annual Report)

- 10 Lead Teachers will be our Q-Comp Mentors this coming school year
- The Five Areas of Mentorship are: Q-Comp Peer Leader, Curriculum, Spanish, Responsive Classroom/Developmental Designs, and NWEA/testing.
- The lead teachers will be attending training, assisting with professional development days, observing classrooms and other schools, and providing feedback to teachers concerning their area of expertise.
- *Andrea Lanz-The school made their Q-Comp goal this year in math. The teacher mentors led many school-wide events. Professional Learning communities were formed and the observation process was changed this year. The school wide goal was met 100%, 74% of staff met their classroom goals, and 100% of staff met their goal of receiving a proficient rating for the observation process. Staff will receive Q Comp payment on June 30th. Thank you to Andrea for all her hard work with Q Comp this year. It was well received by staff, many positive improvements were made, and most goals were met.*

3. Professional Development

- We have 11 staff members going to Responsive Classroom/ Developmental Designs workshop this summer and there is a possibility of two more attendees.
- Our Curriculum Mentors are in the process of organizing a Houghton Mifflin ½ day training and Saxon ½ day training for our Math and Phonics/ Reading program
- Professional Development Dates and Tentative Schedule
 - ❖ September 3rd: 1) Responsive Classroom and Developmental Designs; 2) Q-comp PLC norms and activities; 3) Cultural Proficiency and Equity
 - ❖ October 15th: 1) NWEA; 2) Q –comp PLC focus on student work and goal setting
 - ❖ November 30th: 1) Spanish focus; 2) Cultural Proficiency and Equity – community/social awareness project; 3) Q – Comp PLC observation work
 - ❖ January 15th: 1) Responsive Classroom and Developmental Designs; 2) Q-Comp PLC focus on Student Work
 - ❖ February 17th: 2) NWEA; 2) Q-Comp PLC goal reflections
 - ❖ March 26th: 1) Spanish focus; 2) Cultural Proficiency and Equity
 - ❖ April 30th: 1) Q-Comp PLC observation work; TBD

PTO Report: None

Chairperson (Tam Harken):

1. New Families: as of 6.3.09 there are 47 new families who will be joining Beacon community next year.
2. MACS Updates: Per the MACS webinars, we are to implement all the legislative changes in an open and orderly manner following already established policies and procedures.
 - a. Governance model change: a teacher majority is no longer required. The required structure is now: 1 licensed teacher (employed by the school); 1 parent and 1 community member. If there is a decision to move from the current board structure the following 3 conditions *must* be met:
 1. Majority vote of board of directors
 2. Majority vote of licensed teachers at the school
 3. Authorizer approval
 - b. Required Training: board members must now have MDE approved training in the following areas:
 - i. board governance;
 - ii. board roles and responsibilities;
 - iii. employment policies and practices
 - iv. financial management.

We are awaiting further information from MACS and MDE on approved providers for this training, and then we will be scheduling training. Board Members must begin the training within 6 months after seated and complete within 12 months or it is required to remove them from the board.

- c. Board Community Representative: beginning with next year's board elections it is legally mandated that a community member is a part of each charter school's board of directors. Community member has been defined by the legislature as "*not employed by the school or have a child enrolled in the school*". Board needs to begin an active search this summer to fill this position.
- d. Annual Report: This document is a reflection of the corporation therefore it is a board responsibility to set to its completion, approval and submission to school's community, authorizer, and MDE by October 31 each year. It must include at least the following categories:
 - school enrollment
 - student attrition
 - governance and management
 - staffing
 - finances
 - academic performance
 - operational performance
 - innovative practices and implementation
 - future plans of the school.

3. 2009 Survey results- (see tabulations and comments attachments sent previously)

- a. *There was a 96% approval rating overall. Administration and the executive committee will continue to look over results.*

4. Set Board Meeting Dates for 09-10 (2 per month Sept-Nov) including Retreat

- a. *The board will meet July 16, August 13, August 27, September 10, September 24, October 8, October 22, November 12, December 10, January 14, February 11, March 11, April 8, May 13, and June 10 at 6:00.*

Friends of Beacon (Bob Zarriello): *Friends of Beacon met a couple weeks ago with the Beacon Academy executive committee. Jordan met with the Maple Grove city planner and is pursuing other options for a future permanent location for Beacon Academy.*

COMMITTEE REPORTS

- STANDING COMMITTEES
 - a. **Governance (Ann Marie)**
 - a. Elect Officers

Motion:	Tam Harken will continue as board chair for the 2009-2010 school year.				
Made by:	Rainey		Seconded by:	Candace	
Discussion:					
Vote:	Yea:	All, but Tam	Nay:	none	Abstain: Tam
Decision:	passes				

Motion:	Ann Marie will continue as vice chair for the 2009-2010 school year.				
Made by:	Rainey		Seconded by:	Candace	
Discussion:					
Vote:	Yea:	All, but Ann Marie	Nay:	none	Abstain: Ann Marie
Decision:	passes				

Motion:	Bob Zarriello will continue as treasurer for the 2009-2010 school year.				
Made by:	Rainey		Seconded by:	Candace	
Discussion:					
Vote:	Yea:	All, but Bob	Nay:	none	Abstain: Bob
Decision:	passes				

Motion:	Anne Ingvaldson will continue as secretary for the 2009-2010 school year.				
Made by:	Rainey		Seconded by:	Candace	
Discussion:					
Vote:	Yea:	All, but Anne	Nay:	none	Abstain: Anne
Decision:	passes				

- b. **Policy 601 Curriculum Instruction Goals**
- c. **Policy 903 Visitors to School District Building and Sites**

Motion:	To approve Policy 601 and 903.				
Made by:	Candace		Seconded by:	Rainey	
Discussion:					

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Vote:	Yea: All, but Bob	Nay: Bob	Abstain: none
Decision:	passes		

- b. Executive (Tam Harken) - None**
- c. Finance (Bob Zarriello)- None** in addition to treasurer's report
- d. Technology Committee (Scott DesBles) report** given by Jordan Ford- *This is a 5 year plan to incorporate technology into school. (See handout)*

Motion:	To approve the long range technology plan.		
Made by:	Ann Marie	Seconded by:	Lori
Discussion:			
Vote:	Yea: All	Nay: none	Abstain: none
Decision:	passes		

- e. Curriculum (Lori Karcz)- None**
- f. Marketing and Public Relations (Cathy Burke)- None**
- g. New Building (Ann Marie)- None**
- h. Transition (Tam Harken)- None**
- i. Transportation (Tam Harken) -** There have been about 130 transportation forms turned in so far.

- ON CALL COMMITTEES

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

Board Correspondence and Communication- None

Old Business- None
New Business- None

NEXT MEETING IS JULY 16, 2009 AT 6:00 P.M.

REVIEW AND APPROVAL OF NEXT MEETING AGENDA-

Motion to approve agenda forwarded by Kalin, seconded by Cathy. Approved unanimously.

MOTION TO ADJOURN

Motion to adjourn forwarded by Lori, seconded by Kalin. Approved unanimously.
 Meeting adjourned at 9:02 p.m.

Approved on _____

Anne Ingvaldson, Secretary
Beacon Academy School Board