

Beacon Academy Charter District 4124
 Board Meeting Minutes, July 9, 2008 5:00 p.m.
 12325 Highway 55, Plymouth, MN 55441

CALL TO ORDER Tam Harken called the meeting to order to at 5:10 pm.

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

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

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

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

ADVISORY MEMBERS Janet Carlson, Keith Johnson, Sean Koster

MISC. ATTENDEES Shawn Hartzel, Clint Carlson, Christina Holmes, David Borum

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: Assistant Principal's report will follow the principal's report.

Forwarded by Ann Marie, seconded by Gretchen, unanimously approved.

REVIEW AND APPROVAL OF PREVIOUS MEETING MINUTES A public thank you to Steve Hagenson and other board members that finished their terms should be added.

June 11th: Candace forwarded motion to approve; Terese seconded it, unanimously approved.

Open Floor Comments:

Treasurers Report-Bob Zarriello-(see handout)

- *Bank Balance as of June 30th 2008: \$836,056.25*
- *Fund balance is 25.53% of annual expenditures, but the expense of the portable will bring that down a little bit.*
- *The PAC donation of \$20,000 was received in June (07-08 school year), but the Walton Grant (\$80,000) will not show up until the 2008-2009 budget.*
- *We are awaiting a proposal for the website and that expense will be on the 2008-2009 budget.*
- *The final budget is very close to what was expected for the end of the fiscal year.*

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

Principal's Report (Jordan Ford):

1. Enrollment Update – Due to the fact that we have not had any significant changes from last month's report, there will be no new enrollment report. The classes are still full and the waiting list has not changed since then. However, there are two items I would like to bring to the board's attention.
 - Over – Enrolling – typically, around the 1st of July, the policy of over enrolling stops and we let attrition take place until the class reaches the desired enrollment for the coming school year. I don't know if the board formally approved of that process in June, but I think it would be good to reaffirm that position on Wednesday. *Class lists and teacher assignments will be in a mailing in August for families that have turned in emergency information and other forms. Teachers and/or board members may be asked to call families that we have not heard from.*

Motion:	Let the enrollment numbers dwindle after July 1 st to reach target numbers for each grade.		
Made by:	Terese	Seconded by:	Ann Marie
Discussion:			
Vote:	Yea: all	Nay: none	Abstain: none
Decision:	passes		

- We have a parent with a current 6th grade student enrolled and a potential 2nd grade student on the waiting list. She was under the opinion that since she registered her son before the lottery took place, that her daughter would automatically gain entrance for the next year (sibling preference). However, she enrolled her son after Jan. 31st and he didn't technically start school until Feb. 25th. The question I pose to you is this: does having a child who is on the waiting list have more right to entrance because the sibling was enrolled in the current year, even after the enrollment deadline and lottery has taken place? *Scott and Terese understood that if a student started in the current school year that it automatically guaranteed siblings would be in for the next school year. There may have been a miscommunication because there is not a policy in place that specifically answers this question.*

Motion:	To enroll Fiona Dickenson in second grade for the 2008-2009 school year based on the fact that her sibling attended Beacon Academy last year.		
Made by:	Scott	Seconded by:	Cathy
Discussion:	The governance policy regarding sibling preference needs to be revised as soon as possible.		
Vote:	Yea: All, except specified	Nay: Terese	Abstain: Ann Marie
Decision:	passes		

2. Personnel Status – We are done!
 - I am please to announce that we have filled all of the open positions for the coming year. Ms. Jeanette Olsen will be our new office administrative assistant (*starting 7/21/08*) and Ms. Kari Hagen will teach art. I will have their working agreements ready for the next board meeting. In the meantime, I have agreements to present to the board for:
 - Rainey Miller – middle school science
 - Karen Lin Veches – Special Education

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Motion:	To approve contracts for Rainey Miller and Karen Lin Veches.		
Made by:	Gretchen	Seconded by:	Anne
Discussion:			
Vote:	Yea: all	Nay: none	Abstain: none
Decision:	passes		

After Jordan sent his report the person that was hired to teach 5th grade resigned because she was offered a job at her current district. We have a few options to fill that position.

3. Summer Updates

- Rooms are being cleaned from top to bottom.
- Replacement computers for the office and faculty have been ordered.
- Middle school teachers are putting together an order for replacement materials.
- Middle school teachers and Sean attended Developmental Designs – Responsive Classroom Training for middle school teachers.
- The approval process for putting a two-room portable is still on schedule.
- A committee of teachers and administrators are working on the master schedule to be ready for PowerSchool and start of the school year.
- Room assignments are being firmed up.
- A teachers’ workspace/lounge has been created on the stage.
- A second copier was donated to the school. It is a Savin 2055DP that works well and will take some of the workload and congestion of the copier in the main office. It will be located in the teachers’ workroom.
- We purchased several things at the Wayzata School District garage sale saving us thousands of dollars.

4. Laminator Purchase (**see attachment**) – I recommend to the board that we purchase the attached cold-press laminator for the school. It does not require any electricity, does not heat up or create fumes that pose a health hazard to anyone, and it would allow teachers to reuse items that they currently reproduce in large quantities during the school year. We would place it in the teachers’ workspace for easy access to the faculty and staff.

Motion:	To purchase a ProFinish cold laminator for \$2,500.		
Made by:	Candace	Seconded by:	Kalin
Discussion:			
Vote:	Yea: all	Nay: none	Abstain: none
Decision:	passes		

5. Other – to be shared at the meeting.

- *In the past, all board minutes have been submitted to the Department of Education and to our sponsor. We received a letter that since our school is in good standing we no longer need to submit minutes to the Department of Education. They still will be sent to our sponsor and Scott DesBles will post them on the Beacon Academy website until PowerSchool is operational.*
- *There is still a discrepancy regarding transportation costs between TIES and SME. Jordan is currently drafting a letter to SME to come up with a compromise between what we have paid and what they think we still owe. A fair compromise may be that*

Beacon Academy will have to pay about \$30-\$40 a day per bus for the 70 days that we used their services. We also may need to do some negotiations regarding the kindergarten bus.

Assistant Principal's Report (Sean Koster):

1. Middle School Professional Development

There were five middle school teachers I accompanied to the middle school version of Responsive Classroom training – a five-day workshop called Developmental Designs, which was held in Eden Prairie. The program reflects the Responsive Classroom approach already used in grades K – 5, and is designed to build character and self-control through relationship-based teaching and learning. All of teachers who attended are excited about implementing an Advisory/homeroom period and a consistent system for teaching cooperation, assertion, responsibility, empathy and self-control.

The middle school teachers met again the first week of July. They focused on four main points: one, creating a unified middle school social contract or set of guidelines; two, tying the Character Education monthly themes together with Advisory; three, devising a plan to help the students create and display personal yearlong goals; and four, sketching out a schedule to introduce and model the routines and expectations during the first week of school.

2. Student Conduct

Following the Responsive Classroom and Developmental Designs approach of increasing the attention on student behavior and teaching self-control, several drafts have been designed.

Fix-It Plan – This form has been used in the elementary classrooms, and it is designed to offer a chance for the students to regain their self-control and write down their thoughts when sent out of the classroom. **(See handout)**

Behavior Contract – A finalized version of this form will be used to assist students in planning how they will honor their social contract. It will also allow students to see the payoffs and consequences of honoring the social contract and ultimately set up a system for teachers to keep tabs on the behavior by establishing check in dates. **(See handout)**

Office Referral – There are times when removing a student from the classroom to reflect is not appropriate due to the severity or frequency of the infraction(s). This form would be used to alert administration that a student is in need of immediate attention and disciplinary action. The form would be put in an administrator's mailbox and processed ASAP. **(See handout)**

Behavior Room – Following the Developmental Designs approach, a Behavior Processing Room (BPR) has been looked at by the administration as we focus on room assignments. The creation of a behavior room will help support student growth and help students develop behavior processing and de-escalation techniques. A paraprofessional would support the room.

Terese asked, what is going to be done to ensure that this policy is effective and is being followed by all teachers? Sean mentioned that modeling routines and expectations and coming up with rules

(social conduct) with the students during the first few weeks is essential. There will be conversations with all teachers and faculty during workshop week about this process to ensure that everyone is on the same page. A fix it plan will be filled out by a student in the buddy room and a behavior contract will be for students that continue to have a hard time following rules.

Dean of Student's Report (Janet Carlson):

1. MCA Results

Beacon Academy's results were fairly consistent with last year's scores with a slight increase in math (3% points) and a slight decrease in reading (3% points). Please see attachment for a summary of 06, 07 and 08 scores and comparisons with home districts for many of our students. In general, we are well above the state averages, the Robbinsdale and Osseo averages, and close to the Wayzata averages. Fifth grade science and ELL scores will not be available until August.

The MN Dept. of Ed website and the Mpls. Star Tribune have good summaries of test data for all public schools in the state (www.startribune.com/nochild) (**See handouts**)

2. Transportation

Several changes in routes and stops assigned to each route are being studied to accommodate the new students enrolled at Beacon. The East bus would have been too crowded if left as it was in 2007-08, so changes to last year's routes must be made. Here is a tentative look at the # of students on the proposed new routes :

Bus 534 South Route: 46 students
Bus 323 North Route : 57 students
Bus 322 West Route: 42 students
Bus 321 East Route: 56 students

Though kindergarten routes and stops were mailed in June, the need to re do the full day routes has delayed mailing the new stops to parents. We hope to finalize them with MTN within the next week. There is a risk of losing some of our students with the new transportation boundaries that have been established.

3. Curriculum

The Gifted and Talented committee met June 23 to begin plans for Kids College and other activities for the coming school year. Kids College will be held November 13. Several committee members are contacting presenters for Kids College. A new name for the committee was proposed: GLO as an acronym for Gifted Learners Outreach. A formal mission statement has also been formulated.

New teachers have been visiting Beacon to look over and borrow curriculum materials to get a head start on planning for fall.

Our library received a donation of 9 boxes of children's books from Half Price Books. Priscilla and I have been looking through the books to determine which should be shelved in the library, which offered for classroom libraries (including middle school) and which should be offered for the July book sale. Priscilla is also leading weekly story time sessions for Beacon students through most of the summer.

4. Other- *We have a counseling intern that will work one day a week in the fall and 2 days a week in the spring for the 2008-2009 school year. Amanda is from the Adler Institute.*

PAC Report-

Board Chair Report

- **Committee Chairs-** *Ann Marie will chair the governance committee. Candace and Gretchen are co-chairing the long range planning committee. We need to come up with a list of committees and who is on them and this will take place at the board retreat in September.*
- *We will have a **board retreat** on September 20th from 9-3. This will include an orientation for new board members, a retreat, and possibly a board meeting in place of the September 17th meeting. This retreat will be in Minneapolis at Terese's office at 708 South Third Street, Suite 520 E, Minneapolis, MN 55415.*
- **Set Dates for orientation-** *Terese will do an orientation for new board members during some portion of the board retreat.*

COMMITTEE REPORTS

- BOARD COMMITTEES
 - a. **Governance – Bylaw Revisions**
 - b. **Executive-**
 - c. **Long-Range Planning/Facilities**
 - **Lease Status-** *The lease is still in negotiations and will have different rates for the square footage of the current building and the portable.*
 - **Portable Status-** *We are in the process of trying to get approval for the portable. We have submitted documentation and notices were sent out to the neighbors. There was an informational meeting last night and representatives from 6 households showed up as well as a member from the city council. Overall, they were in support of Beacon Academy and our plans for the portable. Next week there is a meeting with the planning commission and the following week is the city council meeting. The landlord states that he feels that things with the city are moving along quite nicely.*
 - d. **Technology Committee-** *The technology committee has been touring the school with different companies and is seeking out offers to hire someone to take care of our technology needs. We are asking the companies if they are open to consulting as well as maintenance. Power School is almost ready to go and is waiting on the last piece, which is the master schedule.*
- SCHOOL COMMITTEES
 - a. **Curriculum-**

- b. Marketing and Public Relations- Plymouth on Parade** *We need to start planning Plymouth on Parade because it is coming up on Saturday October 4th. Ann Marie will start recruiting parent volunteers and will remind them that this counts for the required parent volunteer hours. We should pass out something like magnets or chip clips at the parade. Candace will help Ann Marie plan this event and they will let us know when meetings are scheduled.*
- c. Fundraising/Grants-** *Sprint is still considering our application for a character education grant (\$5,000) for the middle school.*

Board Correspondence and Communication- Letter from State regarding minutes (See above in the Principal Report)

Old Business-

New Business-

- **Software decision for MARSS Reporting** *-Jordan would like us to consider using the JMC software to replace SAI for MARSS uploads and to serve as an electronic lunch module. Beacon Academy needs an accurate way to monitor our student lunch accounts and this is something that PowerSchool cannot do. The total cost for next school year would be \$2500. This past year, we spent approximately \$2600 for just the MARSS module in SAI. Next year, those costs (\$10/student) would approach \$4000, and a lunch module would cost an additional \$1500-2000. While PowerSchool may eventually be the means by which we upload MARSS data to the state, this would give us more flexibility plus a lunch module that would be considerably cheaper than other options.*

Motion:	To purchase the JMC software for an initial cost of \$2500.		
Made by:	Gretchen	Seconded by:	Anne
Discussion:	Does this come with equipment to set up in the lunchroom? We will set up a computer for lunch numbers to be entered. JMC will do training.		
Vote:	Yea: all	Nay: none	Abstain: none
Decision:	passes		

- **Approval for Mary Hunn’s consultation services-** *Jordan recommends that the board authorizes Mary Hunn to consult with our new office assistant to get her set up for MARSS and the hot lunch program,. The cost is \$3200 for 40 hours of work, which comes to \$80 an hour. She could also train Christina, Dana, and Kristi, if necessary.*

Motion:	To approve Mary Hunn to consult with our new office assistant and others to get her set up for MARSS and the hot lunch program at a cost of \$3200 or \$80 an hour for 40 hours.		
Made by:	Gretchen	Seconded by:	Terese
Discussion:			
Vote:	Yea: all	Nay: none	Abstain: none
Decision:	passes		

NEXT MEETING IS AUGUST 6TH AT 5:00.

REVIEW AND APPROVAL OF NEXT MEETING AGENDA

MOTION TO APPROVE FORWARDED BY , SECONDED BY , PASSED UNANIMOUSLY.

MOTION TO ADJOURN

Motion to adjourn forwarded by Terese, seconded by Gretchen. Approved unanimously.
Meeting adjourned at 7:15p.m.

Approved on _____

Anne Ingvaldson, Secretary
Beacon Academy School Board