

**Beacon Academy Charter District 4124**  
 Board Meeting Minutes, August 20, 2008 5:00 p.m.  
 12325 Highway 55, Plymouth, MN 55441

**CALL TO ORDER** Tam Harken called the meeting to order to at 5:05 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	✓	
	(6:45)	

**ADVISORY MEMBERS** Janet Carlson, Keith Johnson, Sean Koster

**MISC. ATTENDEES** Clint Carlson, 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:** Forwarded by Gretchen, seconded by Candace, unanimously approved.

**REVIEW AND APPROVAL OF PREVIOUS MEETING MINUTES** Bob forwarded motion to approve, Gretchen seconded it, unanimously approved.

**Open Floor Comments:**

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

- *Bank Balance as of July 31, 2008: \$828,469.41*
- *We have a 20.01% fund balance forecasted for 6-30-09.*
- *The lunch program is budgeted to break even for this school year.*
- *Special education revenue will be budgeted conservatively at 90%.*
- *Beacon Academy's audit will be September 22 and 23, 2008.*

<b>Motion:</b>	To approve the financial report.		
<b>Made by:</b>	Bob	<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		

- *We have spent about \$21,000 so far on PowerSchool. Twelve thousand dollars was spent on training and \$6,000 on the server, which we still have in our possession.*
- *At the next board meeting Friends of Beacon may request funds from Beacon Academy.*

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

**Enrollment/Student Contract-** (See handout) *We are reaching target growths or very close to target numbers in all grade levels. The numbers have not changed much from last month.*

**PDA Evaluation**

*Do we want to renew our license for the PDA Evaluation to use for the 2008-2009 school year? Teachers and Sean Koster commented that it was very helpful and time saving for everyone. This can be used for Q-Comp and Merit Pay.*

<b>Motion:</b>	To approve \$2500 for SDA Software Licensing annual fees for the 2008-2009 school year.		
<b>Made by:</b>	Candace	<b>Seconded by:</b>	Anne
<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 Jamie Campbell's contract for the 2008-2009 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		

*Preparations for the new school year are in place. The new cleaning crew starts Tuesday so the school will be ready for Back to School Night. The floors have been cleaned and the school is looking good. More work will take place at Spiff Up Day on Saturday.*

*Interviews have been taking place for a new special education teacher and a new paraprofessional has been hired. We should be set with faculty and staff for the school year. Paraprofessionals in the middle school will be assigned to a classroom teacher and not to specific students this year.*

**Dean of Student's Report (Janet Carlson):**

**Professional Development-** *We need a Professional Development plan sent to the Minnesota Department of Education by October 1<sup>st</sup>. Andrea and Janet have met to discuss plans for the school year. The National Core Knowledge Conference is usually the most costly professional development that we do. Do we want to send teachers to this every year? Teachers are expected to present resources and ideas to the staff when they return. The board agrees that this is a great way to spend professional development money because it is very beneficial to the teachers that have attended.*

**Science MCA Scores-** *Beacon Academy had 59% of fifth graders passing the science test. This was an online test that was given for the first time this year. Next year all fifth and eighth graders will take this test.*

**Board Chair Report (Tam Harken):**

<b>Motion:</b>	To remove Dan Leahy from the Beacon Academy bank account and replace his name with Tam Harken.		
<b>Made by:</b>	Ann Marie	<b>Seconded by:</b>	Kailin
<b>Discussion:</b>			
<b>Vote:</b>	<b>Yea:</b> all	<b>Nay:</b> none	<b>Abstain:</b> none
<b>Decision:</b>	passes		

**Council on Record-** *Some charter schools have an official attorney on hand in case there are issues that arise. John Carnes is the attorney that we have been using, but employee law may not be his specialty. MACS has endorsed a legal firm that has a variety of expertise. It may be more cost effective for charter schools than hiring a private firm. This is a pre-paid legal service that can be used as needed. Jordan will look into this further.*

**COMMITTEE REPORTS**

- BOARD COMMITTEES

**a. Governance –**

- a. Policy 506-Discipline

<b>Motion:</b>	To approve the Discipline Policy, which is Policy 506.		
<b>Made by:</b>	Bob	<b>Seconded by:</b>	Kalin
<b>Discussion:</b>			
<b>Vote:</b>	<b>Yea:</b> all	<b>Nay:</b> none	<b>Abstain:</b> none
<b>Decision:</b>	passes		

- b. Policy 514-Bullying

<b>Motion:</b>	To approve the Bullying Policy, which is Policy 514.		
<b>Made by:</b>	Kalin	<b>Seconded by:</b>	Gretchen
<b>Discussion:</b>			
<b>Vote:</b>	<b>Yea:</b> all	<b>Nay:</b> none	<b>Abstain:</b> none
<b>Decision:</b>	passes		

- c. Academic Probation Policy (See handout)

*This is a good policy that will ensure that students are progressing academically as they move from grade to grade. This is a good indicator for parents and students that Beacon Academy will follow through with high academic standards. This will be put in the handbook with a notation that it is pending board approval on September 3<sup>rd</sup>. The first reading took place at this meeting and the second reading will take place on September 3<sup>rd</sup>.*

*The governance committee is meeting September 8<sup>th</sup> at 5:30 in Janet and Sean's office and will discuss the lottery. Meetings will now be the second Monday of every month.*

**b. Executive-**

**c. Long-Range Planning/Facilities-**

*We have gotten approval from the City Council for the Conditional Use Permit, the Site Plan Amendment, and the Interim Use Permit (portable). With the following conditions; we submit a parking and traffic management plan to the city for approval in relation to the Conditional Use Permit and Site Plan Amendment, which was submitted last Wednesday by Jordan; parking lot expansion must be constructed prior to the use of the portable; and Interim Use Permit will expire on 7/1/09 if construction of the building expansion hasn't started.*

The recommendation that Long Range is bringing to the board is:

No more than \$25,000 for the portable and related infrastructure in addition to \$56,000 from the lease as stated in the current copy of the lease as of August 20<sup>th</sup>.

*Point of clarification- Beacon Academy has spent \$19,000 for other items (civil, survey, architectural, permits, & printing) to get ready for the portable. The rent, stated in the current lease, related to the portable classroom is \$56,000. Beacon Academy will receive lease aid reimbursement of \$50,400 (90%) for this amount. Total net cost to BA is \$19,000 + \$5,600 (10% not reimbursed) = \$24,600...rounded up = the \$25,000 noted in the LRP committee's recommendation.*

*The total cost to expand the parking lot and prepare the site for the portable will be about \$50,000-\$100,000. Beacon Academy will contribute \$75,000 (\$19,000+\$56,000) to the parking lot expansion and sublease of the portable expansion. We are in good faith that the landlord will go the rest of the way to cover expenses. The board has only approved \$15,000 so far for the portable, and \$19,000 has been spent. The cost to the landlord for installation, removal, and one year's rent of the portable will be approximately \$22,000.*

*Tam spoke with Josh Doty, the city planner, for clarification of what the city decided. The Conditional Use Permit is now open ended and no longer has a student enrollment number attached to it. Tam told Josh that the new school year is right around the corner and asked if we are okay to open with 375 students. Josh said, "I think you are fine for the start of the school year, but based on your number of classrooms, you are extremely close.," in reference to the conditional use permit. They received Jordan's traffic plan (see handout), but said that it did not contain all of the information that they were hoping to see. They want to know what traffic will be like before construction (when school starts), during construction, and after construction has finished. The city said if we lose one parking space while the lot is under construction that is a problem. They want to know where we will park cars before, during, and after construction. Ann Marie noted that there are 2 other tenants in the building that will also have to adhere to the parking and traffic regulations and we really have no control over what they do.*

*The Conditional Use permit is tied to parking (per number of classrooms and number of preschoolers on site) and the Interim Use permit. If we add classrooms, we are required by the city to add parking spots. Per the conversation with Mr. Doty, the portables cannot come in until the parking lot is 85-90% done. The city says we need 15 parking spots for the preschool and 51 spots for Beacon Academy, which is 66 spots. Currently we have 57 parking spots and that may be enough if we don't add the portable or additional classrooms. Clint*

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*believes the city will not be happy if we don't complete the parking lot and add the additional parking spots. Clint thinks that the parking lot could be done by the end of September or by October 1<sup>st</sup>. The portable is still on reserve for us and is on lease with Clint's name on it.*

<b>Motion:</b>	To approve the extra \$4040 that has already been spent for long-range expenses.		
<b>Made by:</b>	Gretchen	<b>Seconded by:</b>	Kalin
<b>Discussion:</b>			
<b>Vote:</b>	<b>Yea:</b> all	<b>Nay:</b> none	<b>Abstain:</b> none
<b>Decision:</b>	passes Clint does not want to put forth a number of how much he is willing to spend. It will be somewhere between \$40,000-\$100,000.		

*There is a plan in place for the beginning of the school year to fit the students into the current building. If we decide not to go forward with the portables, the current unsigned lease is no longer valid and revisions will need to be made.*

*Clint is spending \$14,000 to construct a wall on the stage that should be ready by late September.*

*According to our lease, we will pay the landlord \$28 a square foot for the portable space, which comes to \$56,000. We are reimburses 90% of that from lease aid. We are giving the landlord \$584,000 in rent this year.*

<b>Motion:</b>	To approve that no more than \$25,000 for the portable and related infrastructure in addition to \$56,000 from the lease as stated in the current copy of the lease as of August 20 <sup>th</sup> .		
<b>Made by:</b>	Terese	<b>Seconded by:</b>	Cathy
<b>Discussion:</b>			
<b>Vote:</b>	<b>Yea:</b> All, except Ann Marie	<b>Nay:</b> none	<b>Abstain:</b> Ann Marie
<b>Decision:</b>	passes Ann Marie is not comfortable with spending \$5,600 from the general fund on money that we cannot get back.		

*There may be more costs coming down the road, but this is as far as we can go. This is all the money we plan to spend on other long-range planning needs related to the portable and parking lot.*

*We need to come up with traffic and parking plans for before, during, and after construction for morning and afternoon pick up and drop off times. Jordan will write up traffic and parking plans by the end of the week. We will look for police or a community service officer to help us with directing traffic before and after school for the first 6 weeks of school. Candace will e-mail the police department to find out about cost and other information.*

*The landlord has the lease in his hand and we are waiting for him to sign it.*

**d. Technology**

- a. PowerSchool Update-** *The updated schedule had been uploaded to PowerSchool and students should start getting assigned to classes at the beginning of next week.*
- b. RICOH** *has done work on the server and has been working on the wireless Internet connections.*

<b>Motion:</b>	To approve \$8,848.10 to outfit 4 classrooms with Mimio boards, LCD projectors, and the infrastructure surrounding it.		
<b>Made by:</b>	Ann Marie	<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		

**Webaloo**-*The website cannot go forward until we make a decision about the picture that is going on the front page. Ann Marie will take care of getting a picture.*

**Technology Internship**- *Terese has her company looking at possible candidates for the technology internship. The Technology Committee will interview the candidates and will try to get them hired as soon as possible.*

**Laptops**- *The school has been looking at different options to replace laptops and there will be quotes presented at the next board meeting.*

- SCHOOL COMMITTEES

- a. **Curriculum**- *The K-3 Spanish teacher has curriculum mapped out for 6 months. The 4-5 Spanish teacher is going to use the textbooks that we have. The 6-8 Spanish teacher was out of town, but has been planning curriculum as well.*

- b. **Marketing and Public Relations**-

- c. **Fundraising/Grants**- *There is a technology grant from Best Buy that needs to be written by teachers. Terese is currently working on a grant from Sprint. We were not accepted for the character education grant that we applied for.*

**Board Correspondence and Communication-**

FOA letter re: Next Meeting

*A University of Minnesota student is doing a study and would like all board members to fill out a survey. There will be a \$100 gift card for the school if we complete it.*

**Old Business- Lease Status** *The board is asking the landlord to sign the lease before school starts. Clint says that is a goal he will try to attain.*

**New Business- Transportation Update**

Here is an update on the numbers of students for the 4 bus routes with am and pm kindergarteners separated for the morning and afternoon counts. The bus company has said that it will move buses around to match the number of students on each route as well as possible and this table includes those adjustments.

<u>Route</u>	<u>Capacity</u>	<u>Confirmed Riders(am/pm) ?</u>	<u>Potential riders</u>
321 (East)	71	76/79	6
322 (West)	47	42/41	2
323 (North)	59	65/62	4
534 (South)	53	47/48	8

*Janet thinks that we need a 5<sup>th</sup> bus at a potential cost of \$30,000 for the school year. We would take 2 stops from the North route and 2 or 3 stops from the East route. Then both of those routes would be safer and shorter. We are only locked into a bus contract for 30 days, so we could begin the school year with a 5<sup>th</sup> bus and then get rid of it if we don't need it. It was brought up that if we start the school year with a 5<sup>th</sup> bus, it might not be easy to take it away.*

*Terese proposed having parents pay a fee to ride the bus, like other charter schools are starting to do. We cannot charge families living within the Wayzata school district a bus fee, but we could charge a bus fee for students that live outside the district. Sean brought up that it is late in the summer to propose a bus fee to families, and that may cause us to lose families. Bob mentioned that we could possibly start charging families \$50 from January to May this year and then families could be prepared to have more of a fee for bussing for next year.*

*One option that we have is to rent an 18-passenger bus for the first few weeks of school to trail the most crowded bus. We could also ask a few parents to drive their kids to school for the first week to ensure that we have enough seats on the bus. Ann Marie commented that many families that say they are using the bus do not end up using the bus.*

*Gretchen mentioned that last year we had discussed condensing our routes and doing more satellite stops. There were a few stops taken away and a couple satellite stops were added.*

*Right now we are going to go with buses and routes as planned. Janet and Candace are going to call families to see if they can drive their children for the first few days of school. At the meeting on September 17<sup>th</sup> we are going to revisit the issue of charging for the bus and having a smaller busing area.*

**NEXT MEETING IS SEPTEMBER 3<sup>RD</sup> AT 6:00.**

## **REVIEW AND APPROVAL OF NEXT MEETING AGENDA**

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

## **MOTION TO ADJOURN**

Motion to adjourn forwarded by Gretchen, seconded by Cathy. Approved unanimously.

Meeting adjourned at 8:51.

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

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