

**Beacon Academy Charter District 4124**  
 Board Meeting Minutes, August 6, 2008 5:00 p.m.  
 12325 Highway 55, Plymouth, MN 55441

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**CALL TO ORDER** Tam Harken called the meeting to order to at 5:03 pm.

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

Board Member	Present	Absent
Cathy Burke	✓	
Bob Zarriello	✓	
Tam Harken	✓	
Kalin Richardson	<b>(5:08)</b>	
Scott DesBles	<b>(5:07)</b>	

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, Sean Koster

**MISC. ATTENDEES** Michelle Laborde, Kim Pooley, Dave Borum, Clint Carlson

**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 Anne, seconded by Candace, unanimously approved.

**REVIEW AND APPROVAL OF PREVIOUS MEETING MINUTES** June 26, 2008: Anne forwarded motion to approve; Kalin seconded it, unanimously approved.

July 9, 2008: Bob forwarded motion to approve; Candace seconded it, unanimously approved.

**Open Floor Comments:**

*Michelle is very happy with changes that the school has made, especially with the front office, communication to families, and updates on the website.  
 There was a comment about the time of school changing from 3:40-3:45.  
 Michelle and Kim are still concerned with bussing and the fact the routes are too long and have too many stops. They would prefer satellite stops to make the route shorter.*

**Treasurers Report-(Bob Zarriello):**

- Bank Balance as of July 31, 2008: \$828,469.91
- The monthly financial statement will be presented at the August 20<sup>th</sup>, 2008 meeting.

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

1. Enrollment Update – attachment
2. Insurance Proposal from Lee F. Murphy Insurance Co. - attachment

We have decided to change insurance companies for several reasons. First, we have been very disappointed with our previous broker for not pursuing the best deal. Second, we went with

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Hanover Insurance and if you examine the comparison sheets, you will see that we increased many of the coverages and either saved money or didn't see an increase. Thirdly, we saved several thousand dollars with the combined policies for property and worker's comp insurances and we don't have to pay MSBA dues as well.

<b>Motion:</b>	To approve \$13,950 for Lee F. Murphy Insurance, which will include property, worker's compensation, and liability.		
<b>Made by:</b>	Candace	<b>Seconded by:</b>	Scott
<b>Discussion:</b>			
<b>Vote:</b>	<b>Yea:</b> all	<b>Nay:</b> none	<b>Abstain:</b> none
<b>Decision:</b>	passes		

*Friends of Ascension schools are asking their schools to carry a \$500,000 policy for employee theft and fraud, so that will be spelled out in the policy to comply with their request.*

3. Personnel Update (win one – you lose one)

We filled the 5<sup>th</sup> grade position with an old friend – Jamie Campbell. However, we lost a special education teacher who has been unable to sell her house and move to Minnesota.

I do have the contract for Kari Hagen to approve.

<b>Motion:</b>	To approve the contract for Kari Hagen, the new art teacher.		
<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		

4. Building Status for Fall 2008

The rooms are taking shape. The floors will be finished by the end of next week. All that is left is to get city approval for the portable, install and outfit it, create a new parking lot, and install a movable wall on the stage.

5. JMC training

Office and administration staff went through a 3 hour training session for using JMC software to monitor our hot lunch program, daily attendance, and state reporting. It is safe to say the office staff thought this was going to be a great time saver and ensure more accurate data collection than in previous years. *We will also look at this program for grading and communication with parents in case Powerschool isn't ready for the beginning of the school year.*

*Thanks to Ann Marie for all her hard work that she put into the calendar that went out to parents. It includes dates for the 2008-2009 school year and the rotation of days that goes along with the master schedule.*

**1. SME Litigation**

*The Beacon Academy Board needs to tell the consortium where we stand with litigation. Do we want to stay with the consortium, do we want to work with TIES to come up with a settlement number, or do we want to tell the consortium that we have given them all the money that we plan to? Scott would support a minimal settlement to TIES, even though we are under no legal obligation to do so, to terminate any future litigation/claims against the school in the future. Bob said that there is money reserved to pay for possible scenarios regarding this issue. Beacon Prep will go along with what we decide to do. The Beacon Academy board will authorize Jordan to continue conversations with the consortium and will possibly offer TIES a minimal "goodwill" settlement.*

**2. Legal Representation**

*Beacon Academy will continue to pay John Carnes for legal advice regarding the SME litigation.*

**3. Dual Signatures**

*There will be three possible signers on checks: Tam Harken, Jordan Ford, Bob Zarriello.*

<b>Motion:</b>	To require dual signatures on checks for all expenditure at or above \$10,000.		
<b>Made by:</b>	Bob	<b>Seconded by:</b>	Scott
<b>Discussion:</b>			
<b>Vote:</b>	<b>Yea:</b> all	<b>Nay:</b> none	<b>Abstain:</b> none
<b>Decision:</b>	passes		
	We need to tell Venture Bank about this change. Bob will take care of talking to them.		

**4. Cleaning Contract**

*See handout for rates from 5 different cleaning services. Jordan pointed out that Building Resources would have a person on site for 8 hours a day that can help with set up and clean up of events. City Wide has cleaning people tied to performance pay, which would be based on our evaluations. There was a discussion about who is in charge of cleaning the cafeteria/gym floor and kitchen. This is not the responsibility of the cleaning crew. Teachers will be in charge of putting trash in the hallway to make that job easier for the cleaning crew. Bob had positive things to say about Marsden, which is a privately owned company. We will sign a 1-year contract, but we will only need to give a 30-day notice if we are not satisfied.*

<b>Motion:</b>	To approve Building Resources Corporation to clean Beacon Academy for the 2008-2009 school year with 2 people working here for 5 hours a day at a cost of \$3542.		
<b>Made by:</b>	Scott	<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		

**Assistant Principal's Report (Sean Koster):**

1. Student Conduct -

The Governance Committee has been busy this summer finalizing policy:

- The Student Code of Conduct Consequence List (CCCL) has been finished

- Policy 506, The Discipline Policy, has been finalized (see handout)
- Policy 514, The Bullying Policy, has also been finalized (see handout)
- A "Beacon Academy CCCL Handbook" will be available for the Beacon Academy Community for the upcoming 2008 – 2009 school year. (see handout)

2. Staff Development –

We all were excited when the new schedule was finished and sent to Powerschool. One of the key components of the schedule is the addition of the middle school homeroom/advisory, "The Circle of Power." This instructional time is devoted to social growth and development, similar to the Responsive Classroom "Morning Meeting" in the elementary classrooms.

3. Other –

The Crisis Management Plan has been analyzed and is in need of a school committee to review, update and implement it. The plan will document to the staff what to do in case of emergencies, such as fire, severe weather, threats, field trips, lock downs, etc. Every staff member will receive a plan to mount on the wall for their classroom.

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

1. Professional Development

- Teacher workshop week is planned and agendas were sent to all teachers. A Saxon Math workshop will open the week. (see handout)
- I attended a daylong training at the Dept. of Ed for reviewing Q Comp applications from other schools. This will be helpful as we rewrite our school goals to our new focus on math vs. writing.
- I'll attend the state assessment conference on Thursday 8/7.
- *We only have one new elementary teacher and she will be going to Responsive Classroom training.*

2. Staffing

Discussions with new staff are continuing via e-mail and phone conversations. Some have stopped in to begin planning for the 2008-2009 school year. Jeannette Olsen, our new administrative assistant is learning very quickly. Many continuing faculty members have been stopping in at school to get early starts on the 2008-09 school year.

3. Transportation

A mailing was sent to all families with a list of bus stops and a pre-stamped and addressed card to confirm the transportation assignment we gave them. The purpose was not only to communicate with families regarding their bus stop information, but to confirm how many students will be riding each of the buses and to determine whether the new stops and routes within the designated transportation boundaries impact enrollment.

The number of potential riders assigned to one of the buses was higher than the capacity of the bus. The confirmation cards should guide us in a decision of whether or not to add a 5<sup>th</sup> bus to our routes. If some students assigned to a stop decide to drive, or to withdraw because of the distance to the stop, the 5<sup>th</sup> bus may not be required.

The board may also want to consider the length of each route in deciding whether or not to add a 5<sup>th</sup> bus. In spite of taking stops off of each route, the predicted lengths of the routes are still longer than anyone desires. (I believe the bus company was generous in the time they expect each route to be because they were all shorter when I test drove them. MTN also includes up to 10 minute boarding time on school grounds when listing the afternoon take home times.)

With a return of 176 transportation confirmation cards, we don't have complete data regarding how many students will actually ride the buses. Some students have chosen different bus stops than assigned, some have noted they will not use a bus, and 3 students have withdrawn since sending out the transportation assignments. The potential for 83 students on the East bus leads me to suggest that a 5<sup>th</sup> bus may be necessary to accommodate the number of students, and at the same time relieve the lengths of the routes. A best case scenario would be to create a 5th route that could pick up stops from 3 of the other routes to lessen the loads and times for the longest, most crowded routes. MTN would charge us the same rate for a 5<sup>th</sup> bus as the other four (\$175/ day). We could also wait to collect more confirmation cards, or make phone calls to families who have not returned them to collect more data. A worst-case scenario would be overcrowded buses and long rides.

Please see the attachment for the data we have collected.

*We are going to continue to look at stops and try to be more efficient with our routes. We would rather trim down routes and have bigger stops, then add another bus. We will get a better sense of who is using what stops and how long the routes are taking once the school year has begun. We are not in favor of adding a fifth bus at this time, which would cost about \$30,000 for the year. We need to get volunteers to call families that have not returned transportation cards to see what their transportation plans are. A survey was done of kindergarten families to assess their needs for transportation. There is a need for the kindergarten bus and since it is \$85 a day compared to \$170 for a regular bus, we have decided to go forward with having one kindergarten bus. Thanks to Janet for all her hard work with transportation!!!*

4. Other

- *MCA Update- Beacon Academy was not on the list of schools that did not make Adequate Yearly Progress that was in the Star Tribune. Test dates for the 2008-2009 school year are in the parent calendar.*
- *Changes are being made to the Parent Handbook to reflect that new discipline policy and Code of Conduct that the Governance Committee has been working on.*

**PAC Report:**

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

1. Laptop Purchase

*The chair and secretary should not be using personal computers because if there is litigation those computers can be taken away for any length of time. We are going to table this discussion to another time and look into thin computing.*

**2. Vice President**

*The position of vice president would give Tam and the board flexibility to run meetings in the absence of the board chair. It would also help to alleviate some of the workload that is currently taken care of by the board chair. This person could hold groups accountable and follow up with people that have agreed to take on certain responsibilities. They would follow up to make sure that minutes for all committees are in the minute book. They would not be able to sign checks.*

<b>Motion:</b>	To create the position of vice president on the board of directors with responsibilities as listed in the handout.				
<b>Made by:</b>	Scott	<b>Seconded by:</b>		Bob	
<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 nominate Ann Marie for the position of Vice-President effective immediately.				
<b>Made by:</b>	Anne	<b>Seconded by:</b>		Cathy	
<b>Discussion:</b>					
<b>Vote:</b>	<b>Yea:</b>	all	<b>Nay:</b>	none	<b>Abstain:</b> none
<b>Decision:</b>	passes				
There has been concern with having an employee of the school in this leadership position. She will need to be mindful of her position of vice-president, volunteer coordinator, and parent.					

**COMMITTEE REPORTS**

- BOARD COMMITTEES

- a. **Governance –**

*The next governance committee will look at attendance and bylaws and is Thursday August 14<sup>th</sup> at 6:00 in Janet's office.*

- a. **Code of Conduct (see handout)**

*This is eventually what parents will see in the handbook. This is based on Responsive Classroom and Developmental Design. It is based on our current discipline policy and includes specific information regarding offenses. The asterisks give the administration some choice as to what the consequence will be.*

<b>Motion:</b>	To approve the Beacon Academy Code of Conduct consequence list as presented.				
<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				

- b. **Policy 506-Discipline (see handout)**

*This policy will be reviewed with all teachers during workshop week before school. There will be exceptions for students with special needs based on their IEPs. One concern is for students that need to be assessed for special education when the evaluations have not yet taken place. These interventions may help us understand who needs to be assessed and when. This is a first reading and the approval will be at the August 20<sup>th</sup> meeting.*

- c. **Policy 514-Bullying (see handout)**

*This is also a first reading and the approval will be at the August 20<sup>th</sup> meeting.*

**b. Executive-**

**c. Long-Range Planning/Facilities-** *Because of concerns from neighbors at the July City Council Planning committee, Beacon Academy has been moved to the agenda for the August 12<sup>th</sup> meeting. This meeting will discuss portables and a conditional use permit. There was a picnic last night with neighbors to discuss portables and any concerns that neighbors have regarding traffic flow and water run off. Candace is asking all board members to submit a letter to the city expressing why we need portables and the impact that it has on our school. Although there have been some concerns from neighbors regarding the portables, Clint believes the project is not in jeopardy and will go through.*

*An upset Beacon Academy parent sent a letter to the mayor commenting on the possible presence of asbestos in the building. Clint states, "I have spent tens of thousands of dollars to take care of this problem and believes that this is no longer an issue." Clint is asking for Beacon Academy's support on this issue and is asking Jordan and Tam to write a letter to the city. The executive committee will look at the letter and will decide how to respond. We will defer to the IEA letter that cleared the school of all asbestos in 1999 because no one on the school board is an expert on this issue.*

**Lease Update** *Bob has added information to the lease regarding the portables. We have the conflict of interest statement signed by all board members and a letter from the City of Plymouth that addresses code compliance. After the approval at the City Council meeting on Tuesday regarding portables, we should be ready to sign the lease. Bob will get a lease to Clint with updated language by Friday. A wall on the stage is going to be built, but that will take 6-8 weeks.*

**d. Technology Committee- (See handout)** *Jordan and Dave have met with 4 companies regarding technology consulting for the 2008-2009 school year. They would work on many things including: the network, servers, and firewall protection. The technology committee is recommending Ricoh for \$25,600 to cover one school year. Ricoh would cover training for teachers. The technology committee would also like to propose hiring an IT support internship. This person would potentially work 4 hours a day, 5 days a week at a rate of \$12 an hour on a variety of things at school. This comes to \$9,600 for the school year. The budget for IT consulting this year is \$40,000. We spent \$36,000 during the 2007-2008 school year on consulting fees. Hiring an intern could reduce fees for Ricoh if they had less onsite visits.*

<b>Motion:</b>	To approve the school engaging in an IT services contract with Ricoh for the 2008-2009 school year in the amount of \$25,660.		
<b>Made by:</b>	Scott	<b>Seconded by:</b>	Cathy
<b>Discussion:</b>			
<b>Vote:</b>	<b>Yea:</b> all	<b>Nay:</b> none	<b>Abstain:</b> none
<b>Decision:</b>	passes		
	The dollar amount in the contract could change depending on whether or not we find an intern to take care of some support type issues. Dave will contact Ricoh tomorrow.		

<b>Motion:</b>	To approve the hiring of IT support intern. The estimate would be \$12 an hour, 4 hours a day, 5 days a week, for an annual cost of \$9,600.		
<b>Made by:</b>	Scott	<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

**PowerSchool Update** *The master schedule has been entered into PowerSchool and that is the only update. Tam has had multiple people (parents and teachers) contact her about the status of PowerSchool, and they expect PowerSchool to be up and ready by the first day of school.*

- **SCHOOL COMMITTEES**

- a. **Curriculum** *Janet has been looking for materials to supplement the Saxon math curriculum for the new Q Comp goal.*

- Core Knowledge Academic Plan** (See handout)

- This document helps to focus teachers and pick goals that pertain to Core Knowledge. This will go on the Minnesota Humanities Commission website and to Friends of Ascension. The teachers have been completing checklists of the amount of the Core Knowledge curriculum that they have been teaching and those percentages have gone up every year.*

- b. **Marketing and Public Relations- Plymouth on Parade**

- Candace, Ann Marie, and Kalin have met to discuss Plymouth on Parade. They have come up with a few ideas including: a theme of "Fall Back Into School," having a tree of knowledge on the float, having Jordan be the professor on the float with students learning from him, and passing out chip clips with Beacon Academy's name on them.*

- c. **Fundraising/Grants-**

**Board Correspondence and Communication-**

**Old Business-**

**New Business-**

Friends of Beacon/Long Range Joint Resolution - *This will be tabled until the next meeting.*

**NEXT MEETING IS AUGUST 20<sup>TH</sup> AT 5:00.**

*We would like an update on PowerSchool, the final readings of the policies ,a discussion of the portables, and approval of the lease.*

**REVIEW AND APPROVAL OF NEXT MEETING AGENDA**

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

**MOTION TO ADJOURN**

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

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

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