

Beacon Academy Charter District 4124
 Board Meeting Minutes, September 17, 2008 6:00 p.m.
 12325 Highway 55, Plymouth, MN 55441

CALL TO ORDER Tam Harken called the meeting to order to at 6:03 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(left 8:00)	✓	

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

ADVISORY MEMBERS Janet Carlson, Keith Johnson, Sean Koster

MISC. ATTENDEES Chris Lentz, Paul Lentz, David Borum, Melanie Spall, Ronai Brumett, Renae Gorman, John Carnes (attorney), Lori Berning, Cindy Brown, Jacquie Timperley, Karen Stocking
(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."

SCHOOL MISSION STATEMENT

APPROVAL OF MEETING AGENDA: Forwarded by Scott, seconded by Terese, unanimously approved.

REVIEW AND APPROVAL OF PREVIOUS MEETING MINUTES 9-3-08: Ann Marie forwarded motion to approve; Cathy seconded it, unanimously approved.
 9-5-08: Terese forwarded motion to approve, Bob seconded it, unanimously approved.

Open Floor Comments:

Ronai Brumett found a way to cut 15 minutes off of the West bus. According to her, it would inconvenience 3 children that are at the end of the route, but it would benefit the rest of the students on the bus.

Treasurers Report-Bob Zarriello-(see handout)

- *Bank Balance as of 8-31-08: \$917,878.66.*
- *We budgeted \$50,000 for technology. We have a \$25,000 contract with RICOH and are hoping to hire a technology intern.*
- *Merit Pay is budgeted at \$35,500 for this school year.*
- *Through the construction process a piece of Jordan's salary will be reimbursed by the bonding project.*
- *Computers have been ordered with the PAC donation and Walton grant. Sean will send a thank you to PAC for their generous donation.*
- *What is the status of the Achievement Award from Friends of Ascension? Jordan, Janet, and Sean are working on it. This would be a \$100,000 gift from Friends of Ascension for a good audit and high academic achievement.*

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 Report –(See handout)
We have 370 students enrolled. Some of the openings that have not been filled yet are because families are hoping to get all siblings in and there are not spots for all siblings.
2. Approval of working agreements for
 Lorie Schultz – Title I
 Judith Diaz – Spanish

Motion:	To approve contracts for Lorie Schultz and Judith Diaz.		
Made by:	Gretchen	Seconded by:	Kalin
Discussion:			
Vote:	Yea: all	Nay: none	Abstain: none
Decision:	passes		

Maintenance person – trial basis, 2-3 hrs/week

We need to hire a maintenance person of our own because the landlord has indicated that Butch and Mike are only going to be working on things related to the building.

3. Syand Software Proposal – Lab Monitoring Program \$2400
This is a program where teachers can monitor what all students are doing on their computers. Teachers can also demonstrate things that students will see on their computers. This program has a \$1200 set up fee and a \$1200 annual fee. Cathy thinks this would be helpful because it is hard to monitor all students on the computer. Sean agrees that this would empower teachers. Scott thinks that we should hold off for now until we do more research on the program to make sure that we are making a good decision. We need to ensure that our wireless network will be able to handle the volume of video images associated with this program.
4. Traffic Safety Plan Update
Jordan submitted a traffic safety plan to the city of Plymouth and they reviewed it. The city sent us things to change and Jordan has revised the plan and resubmitted it. The building owner and Jordan have been exchanging plans with the city and Jordan has completed and submitted what the city has requested to date.

5. FYI – Supt. Conference 9/17/08

Jordan has been invited to speak at Hamline University on a Principal’s Panel for new teachers on 9/21/08.

6. Other – to be shared at the meeting

Friends of Ascension is having a networking program on October 2nd at Davinci Academy. Let Jordan know if you want to attend.

A Beacon Academy family filled out a form to take an extended trip to South America surrounding the holiday break in December and January. They will miss 13 days of school, and Jordan approved the trip because the family has worked well with teachers and they tried to arrange it around a school break.

Jordan will send out a revised lunch program form by the end of next week. Parents will be able to electronically monitor their students’ lunch accounts once the JMC software glitch for the parent portal has been resolved. We are able to monitor all accounts much more closely now. Ala carte options are now available to students.

The consortium of schools met yesterday to discuss the TIES and SME situation. They are going to send a letter to John Carnes with a proposal for a possible settlement.

Assistant Principal’s Report (Sean Koster):

1. Student Conduct -

- All of the students in the building took part in an affinity process to create a “Social Contract” – a short list of rules for the students to maintain self-control and govern themselves.
- They finalized two rules which will appear on the Fix-It Plans and hang on the walls in each of the classrooms:
 1. RESPECT YOURSELF AND OTHERS
 2. BE RESPONSIBLE FOR YOUR ACTIONS

2. Nortec Telephone System –

With our growth as a school we have used up all of our current phone lines. In order to add to our system we need to purchase an additional cabinet of lines. One cabinet allows us to have 16 more telephone lines – which will be helpful with our growth, since the whole Nortec system would be able to come to our new location.

- One new cabinet, 16 lines, and two phones plus installation is around \$1,400.00.
- *The school nurse, Sean Koster, and other support staff do not currently have phone extensions and this is a necessity for this school year.*

Motion:	To approve up to \$2,000 to increase the capabilities of the current phone system.				
Made by:	Scott	Seconded by:	Terese		
Discussion:					
Vote:	Yea:	all	Nay:	none	Abstain: none
Decision:	passes				

3. Classroom Observations -

This fall I am starting out with classroom observations for all of the new teachers here at Beacon. The new teachers will all be observed and assessed three times, while the returning teachers will all be observed and assessed twice. These observations and assessments will be the foundation of the administrative portion of Merit Pay.

Dean of Student's Report (Janet Carlson):

1. Transportation Update

Buses are arriving at school on time most mornings. They are getting better at being at school on time for pick up in the afternoon. Some days, all 4 are on time; some days $\frac{3}{4}$ are on time. I have asked MTN to update the schedules for stops to reflect time savings and changes that have been made during the first two weeks of school.

The North(Green) bus has been overcrowded and I have requested a 71 passenger bus for that route. Tashitaa has agreed to start using one on Tue. morning (9/16).

2. Professional Development

Three teachers are registered for the Core Knowledge National Conference in November: Lori Karcz, Anne Ingvaldson, Candace Newman. Several others were interested and will be encouraged to try again next year. Two attendees will be paid for through the general fund professional development funds, and the third through Q Comp funds.

The new Q Comp Goal has been revised and will be submitted to the Dept. of Ed. before Oct. 1. Please see attached summary and supporting data.

I'll attend the Q Comp Advisory Committee meeting on the afternoon of 9/17.

3. Wolf Ridge

We have a great schedule of classes for Oct. 6-8. A parent meeting will be held on Sept. 25 from 6:30-7:15 with chaperones meeting afterwards. *NWEA testing will take place in the 5th grade classrooms while they are at Wolf Ridge.*

4. Assessments

A Summary of the 2008 MCA tests (including science) will be provided at the meeting. MCA test scores will be mailed home this week. (See handout)

5. Other

Jordan states, we are looked at as a leader for Q-Comp schools. Janet has a lot of expertise and is often asked to help other schools develop their Q Comp programs. Although it is a lot of paper work, it is helping with professional development for teachers and student achievement.

PAC Report:

Board Chair Report (Tam Harken):

We are having a board planning retreat on Saturday from 9-3 at Terese's office. Please refer to the map that was sent out and carpool if possible. John Carnes will be there to give a governance update for about an hour. The rest of the time will be spent defining committees and their duties.

The executive committee has officially asked Sean to take over some of Jordan's day-to-day duties. Some of Jordan's salary will be paid for through bonding related to the building. Janet and Sean will continue to work collaboratively. We are going to compensate Sean for his extra duties from at least September 15th through December 31st. Jordan will still be the head Principal, Sean will be the Assistant Principal and Janet will continue to be the Dean of Students.

Motion:	To give Sean an \$800 stipend per month from September 15 th through December 31 st .		
Made by:	Ann Marie	Seconded by:	Cathy
Discussion:			
Vote:	Yea: all	Nay: none	Abstain: none
Decision:	passes		

Friends of Beacon

Friends of Beacon hopes to have a purchase agreement signed by the end of next week. The architects were able to gather important information from the focus groups they conducted last week with the teachers. The contractor would like to do some preliminary work, but the seller of the property will not allow it until the purchase agreement has been signed.

Until this point the school has not given any money to Friends of Beacon, but until the Friends of Beacon Board has the bond to start the construction process, there will be the need for some cash outflow from Friends of Beacon for due diligence, legal, and architectural costs. John Carnes recommends that that the Beacon Academy Board buy a Certificate of Deposit with a 90-120 day term. Friends of Beacon would then open a line of credit with the CD as collateral to pay for some of these needs until the bonding goes through.

The contractor and architect we are working with have a good understanding of how school budgets work and according to John, they can help to keep costs down. Kaleidoscope Charter School and PACT Charter School are good examples of buildings constructed within the amount provide by the bond revenues. Friends of Beacon intends to construct a building to suit the long term needs of Beacon Academy.

Friends of Beacon has had discussions with Friends of Ascension (our sponsor) about our plans for the new building. Beacon Academy may need to apply for relocation (Tam is checking into this) and Friends of Ascension will need to approve this decision. Bon stated that he had a phone conversation with Sheila from MDE (Minnesota Department of Education). She mentioned that MDE has no issue with us moving to a new location, nor going from two sections per grade to three sections. Where MDE has an issue is if the school wanted to expand to an additional location, or expand in the number of grades (9th-12th).

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Scott asked for a rough dollar amount that Friends of Beacon would use against the security of Beacon Academy's CD. Bob and John speculated approximately \$200,000-\$250,000. Cathy and Bob will act on behalf of the Beacon Academy Board and will do their best to negotiate and monitor the money that is spent and if at any time they feel the amount would put Beacon Academy at risk they will bring the information to the board immediately.

Chris Lentz is concerned that moving the school may have a negative impact. She doesn't think that the board has done due diligence with letting the community know why the current building won't work and why we are moving. She stated she felt that Janet Carlson has made the school what it is today and is the reason that she came to Beacon Academy. The Beacon Academy Board reiterated that Janet and Clint are a big reason why Beacon Academy exists and has been so successful. Janet's position has been very important and is still desired at the new site.

Recitals:

Friends of Beacon ("FOB") is a Minnesota non-profit corporation having a 3 person board of directors of which two are also members of the Academy Board (Directors Zarriello and Burke) and the third member is Jordan Ford. FOB exists to comply with Federal and State law in order to finance purchase of property and construction of a permanent facility for lease to the Academy (the "Project"). This process is in accord with plans earlier approved by the Board of the Academy to meet its long-term facility needs.

In the judgment of the board of FOB, the likelihood of completing this transaction is highly probable. In order to complete the work necessary to assure financing and construction, it will be necessary for FOB to pay certain expenses for the services of architects, contractors and other professionals (collectively, the "Expenses"), all of which will be reimbursed at the closing of the sale of approximately \$10MM of tax exempt and taxable lease revenue bonds the proceeds of which will fund the Project.

To fund these Expenses temporarily, it is appropriate that the Academy purchase a Certificate of Deposit at Venture Bank in an amount yet to be determined finally, but in no event in an amount that would adversely impact cash flow necessary for on-going school operations. At this date, the Academy cash reserves are approximately \$1MM. In turn, the Academy intends to pledge that certificate as security for a line of credit in like amount to be provided FOB by Venture Bank (the "Transaction"). At the closing of the sale of the Bonds, this line-of-credit would be fully paid and the Venture Bank security interest terminated.

Now Therefore Be It Resolved That:

Any officer or director of the Academy be and each hereby is authorized to execute such documents on advice of counsel reasonably necessary to purchase a certificate of deposit at Venture Bank which in due course shall be pledged as security for a line-of-credit in like amount upon which FOB may draw as necessary to fund the Expenses.

Motion by Director Bob

Second by Director Terese

Approved with 11 Ayes and 0 Nays.

On September 17, 2008, the above stated resolution was adopted at a regular meeting of the Board of Directors of Beacon Academy.

Attested:

Secretary

COMMITTEE REPORTS

- BOARD COMMITTEES

- a. **Governance** – *They did not meet in September because of scheduling conflicts. They meet the second Monday of every month at 5:30 in Janet and Sean’s office. Their next meeting will focus on the lottery and enrollment.*
- b. **Executive-**
- c. **Long-Range Planning/Facilities-** *Long range presented a basic timeline of what they have been up to over the past few years. (See handout) They also want to remind everyone that their board minutes reflect the work that they have done. The intent of the document from the long range planning committee is to let everyone know that there was a long process that took place in coming to the decision to leave the current building The focus groups and surveys were considered when making long term plans, but were not the sole driving force for their decision. The board agrees they need to be more proactive in their communication with the Beacon community.*
- d. **Technology Committee-** *Janet, Sean, and Scott interviewed a few candidates for the technology intern position. One offer was made and was turned down, so they are back to the drawing board. Their goal is to hire someone for this position as soon as possible. PowerSchool is up and running from a computer standpoint, but there are still a few more things that need to be updated. If PowerSchool is not functional by the end of the next week, the committee is going to hire a consulting firm to get this done. More training for teachers and office staff is also going to be necessary. JMC is working for attendance and the lunch program, but is still not working as a portal for parents. The Webaloo website will be up and running soon. Please continue to send all computer issues and problems to Sean so that they can pass on information to RICOH. The IT committee would like to move forward with planning and how technology will impact the new building.*

- SCHOOL COMMITTEES

- a. **Curriculum-** *There was a discussion about the human growth and development unit. The discussion involved what should be taught and when it should be taught especially in the middle grade levels. The curriculum committee will revisit this issue and parents will be asked for their input.*
- b. **Marketing and Public Relations-** *Plymouth on Parade is being planned by Ann Marie, Candace, and Jill. They are still looking for a trailer and Scott volunteered his. The parade is on October 4th at 1:00. Some people should show up at 11:00 to decorate the float and*

everyone else can come later. Magnet chip clips will be passed out at the parade with the school name and logo. They are going to ask for staff involvement in the parade.

c. Fundraising/Grants-

Board Correspondence and Communication- *A letter was read that was written by a parent about the board's decision to move to a new building. This letter will be included in the board minutes handbook.*

Old Business-

New Business-

NEXT MEETING IS OCTOBER 8, 2008 AT 6:00.

REVIEW AND APPROVAL OF NEXT MEETING AGENDA

THE AGENDA WAS NOT REVIEWED OR APPROVED.

MOTION TO ADJOURN

Motion to adjourn forwarded by Terese, seconded by Ann Marie. Approved unanimously.
Meeting adjourned at 8:52.

Approved on _____

Anne Ingvaldson, Secretary
Beacon Academy School Board

Approved