

Beacon Academy Charter District 4124
Board Meeting Minutes, April 8, 2009 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 Farrell	✓	

Board Member	Present	Absent
Scott DesBles	✓	
Jordan Ford (ex-officio)	✓	
Rainey Miller	✓	
Candace Newman	✓	

Board Member	Present	Absent
Anne Ingvaldson	✓	
Lori Karcz	✓	
Anne Marie Roder	✓	
Terese Corey Blanck		✓

ADVISORY MEMBERS Keith Johnson, Sean Koster

MISC. ATTENDEES Denise Peterson (Friends of Education), Christina Holmes, Shawn Hartzel

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 Kalin, seconded by Candace, unanimously approved.

REVIEW AND APPROVAL OF PREVIOUS MEETING MINUTES

3-11-09: forwarded by Ann Marie, seconded by Rainey, approved by all except Rainey who abstained because she wasn't on the board yet.

3-25-09: forwarded by Ann Marie, seconded by Bob, approved by all except Scott who abstained because he was not at the meeting.

Open Floor Comments:

Information for 2009 Board Applicants- *This information session did not happen since there were not any applicants present. Information about the board and the election process will be sent in the Thursday communications.*

Treasurers Report-Bob Zarriello-(see handout)

- Bank Balance as of 3-31-09: \$359,715.52, plus \$250,000 CD
- *Beacon Academy is current on all bills, which includes rent and utilities.*

Principal's Report(Jordan Ford):

1. Attendance – still at 372
2. Church of the Open Door Report
 - We conducted an Open House at the church on Thursday, March 26th. Approximately a zillion people attended (just seemed that way). Actually about 115 families toured the facilities. It was very favorably received.
 - The Technology Committee meets at the church on Tuesday, April 7th to meet with the church IT staff. The main purpose of the visit is to figure out how to marry our technology

needs with the existing system. This includes voice and data. More information will be provided at the meeting on Wednesday.

- On Wednesday, April 15th, representatives from the church will be meeting with our Transition Committee to begin ironing out the specifics of the move and transition needs between school and church teachers.
- The church is currently going over the lease document that was sent to them by Bob Zariello right before we went on Spring Break. We have not heard from them but this is a very busy week for the church and we didn't expect to hear back until next week.
- Book Carts – We are tentatively looking at purchasing Book Trucks to house some of the library books and enable them to be moved to secured areas during the non-school time. See attached description. *The carts are normally just under \$1000 each. They gave us a rate of \$582 if we were to order at least 6.*
- The All-School Picnic is scheduled to be at the church on May 21st.
- Our tentative moving dates are:
 - Friday, June 12th or 19th – Office staff
 - Week of June 22nd – rest of the school (*Jordan's letter to the parents tomorrow will announce this and will ask for volunteers.*)

3. Personnel

- Faculty were given working agreements on Friday, March 27th. I will present a list of those who returned their forms at the meeting. I don't think they need formal approval since they are not new hires (except one). But it would be appropriate to have the board chair sign them. *There is one teacher that is off the pay scale because of her experience and education. Most steps are about 3% from one step to another which is about \$1,000-\$1,200 for most teachers and hers would be about \$1,680. Jordan will meet with the individual and will get more data about cost of living increases. He will bring more information to the May meeting.*
- Carol Tracy has accepted the position of Computer Teacher for grades K-8. Her working agreement will be presented for your approval.

Motion:	To approve an employment agreement for Carol Tracy for the 2009-2010 school year.		
Made by:	Candace	Seconded by:	Kalin
Discussion:			
Vote:	Yea: all	Nay: none	Abstain: none
Decision:	passes		
	Anne is concerned about more support for middle school teachers for next year, especially in math.		

- Support staff will be notified before the school year ends if they will be asked back for the coming year. We are waiting to see how the legislature deals with the Omnibus Bill before we commit to everyone.

4. Other - To be shared at the meeting.

Assistant Director's Report (Sean Koster):

1. Student Conduct

- **Student Conduct Trimester One**

- 328 students did not earn an office referral!
- We had 134 referrals this past trimester – 2.3 a day.
- 49 students earned all of those 134 referrals.
- 30 of those 49 had only one referral.
- In other words, 19 students earned 104 referrals.

- **Student Conduct Trimester Two**

- 343 students did not earn an office referral!
- Referrals were down 30%
- We had 93 referrals this past trimester – 1.7 a day
- 34 students earned all of those 93 referrals.
- 17 of those 34 had only one referral.
- In other words, 17 students earned 76 referrals.

The board would be interested to see if many of the students that are receiving multiple referrals are on IEPs and are receiving special education services. The board would also like to know if there are students with 8-9 referrals that are getting close to expulsion. Sean mentioned that there is 1 student with 9 referrals currently. Cathy brought up the Academic Probation Policy and would like to see some numbers regarding that.

2. MCA II

- Testing for grades 3 – 8 are the week of April 13 – 17
- MCA Science Testing for grades 5 and 8 are on April 27th and 29th

3. Merit Pay

- First committee meeting is this week

PTO Report: PTO has received the update from the board that all fundraising is to pass through us. We would appreciate a copy of the approved board meeting minutes for our files to clarify your decisions. We are also working on a set of forms to be used for all PTO events showing that the PTO board has approved them before being sent to the general population.

We will not be doing a Brilliance Campaign this year. We are interested in hearing the needs of the school for our future budget planning.

The PTO event calendar for the 2009-2010 school year has been set and was submitted to Jordan and Ann Marie. This includes all fundraisers and community events. Please note there will be no 20's dance, the sock hop has been moved to November along with the silent auction, and the carnival will be in late April.

Chairperson (Tam Harken):

MACS Webinar

- a. Board Composition-1 of each parent, teacher, community member-*The legislature might relax the requirement of a teacher majority on school boards. The Beacon board may need to have a community member on the board for 2009-2010.*
- b. Board Training-must complete training within 12 months of election date in the areas of charter school law, finance, HR resources and employment law policies
- c. Changes may take place Aug 1 so as a board we will need to be ready to respond
- d. Boards held to MN statute 13 (not just the 13D portion) and 181 (though being an employer we are already doing it.)
- e. Annual Report-needs to be approved by the board; timed with audit;
 - i. it must include the areas of innovation-how we have implemented and documented results.
 - ii. PD development plan and evaluation
- f. Official board website-**action item**

Motion:	The Beacon Academy board says that Beacon Academy's website (www.beaconacademy.com) is our official school board website.		
Made by:	Anne	Seconded by:	Candace
Discussion:			
Vote:	Yea: all	Nay: none	Abstain: none
Decision:	passes		

Friends of Beacon (Jordan Ford): *Friends of Beacon cancelled the purchase agreement with Cedarcrest for the property in Maple Grove. Tam and Friends of Beacon are still pursuing all available options for future locations.*

COMMITTEE REPORTS
STANDING COMMITTEES

- a. **Governance (Ann Marie)** – *Second readings of Policy 503 (Attendance), 713 (Student Activity Accounting), 511 (Student Fundraising), 806 (Crisis Management)*

Motion:	To approve Policies 503 (Attendance), 713 (Student Activity Accounting), 511 (Student Fundraising), and 806 (Crisis Management) as presented to the board.		
Made by:	Scott	Seconded by:	Kalin
Discussion:			
Vote:	Yea: all	Nay: none	Abstain: none
Decision:	passes		

Board Elections 2009 - *We have not received any applications at this time. This will go out in Thursday communications again tomorrow. Ann Marie will also advertise that we are looking for a community member that is not associated with the school.*

Beacon Board By-laws- *At the last governance meeting there was a discussion about teacher majority and about dropping membership from 11 members to 9. There is more information in the governance committee minutes. When a board member resigns from the board another person can replace them until the next election cycle.*

- b. **Executive (Tam Harken)** - None
 c. **Finance (Bob Zarriello)**- None
 d. **Technology Committee (Scott DesBles)**- *Darrin set the school up on Twitter, which would enable the school to notify parents of important information.*

The Technology Committee met at the school's new location on Tuesday, April 7th. We received a tour of the facility focusing on technology infrastructure needs. The good news it will take very little additional wiring (if any at all) to connect the entire computing environment. We discussed space to use for holding our servers and other network gear. We believe the facility will more than meet our needs. We continued the meeting discussing other items needed to bring the new school online and modeling these needs into our long range technology plan. Some of the items that will be needed include:

- Computer systems rack
- New servers
- Updated server software
- Updated client software (for example Office2007)
- New phone system
- Desktop/Laptop Software Refresh
- Security camera system integration
- Updated secure wireless network
- Web content filter
- Audio/Video equipment and installation
- Consulting services to help with network reconstruction

We discussed budgetary pricing for these and other items. In order to continue with the new building computing environment plan and to meet the long range technology goals, we are asking the Board to approve a new building technology build out fund in the amount of \$100,000. Any of the items

purchased by these funds can be moved to our permanent location and all of the items have expansion in mind to accommodate the needs of the school as we grow.

The board would like to see a list of what is a priority for now and what can wait until later. The board would like to see more specific timelines and more specific pricing. This needs to go through the finance committee before it should be voted on. We have to spend money on a phone system and on servers right away. The board would like to try to make this work, but would like more details. The technology committee will be meeting again on Tuesday 4/14 and the finance committee is meeting on Wednesday 4/15.

- e. **Curriculum (Lori Karcz)**- *The curriculum committee is interested in paying teachers to do curriculum writing in the summer in the areas of science, art, and music. They would look at test scores and what holes the Core Knowledge Scope and Sequence has. The pay would be \$125 per day per teacher and would be for a week. This would most likely come out of next year's budget and could come out of staff development.*

Motion:	To approve \$5000 for teacher's to develop curriculum in science, art, and music for the 2009-2010 school year.				
Made by:	Kalin		Seconded by:	Cathy	
Discussion:					
Vote:	Yea:	all	Nay:	none	Abstain: none
Decision:	passes				

- f. **Marketing and Public Relations (Cathy Burke)**- *They are drafting a letter for new parents and Melanie Spall is looking into before and after school care.*
- g. **New Building (Ann Marie)**- None
- h. **Transition (Gretchen McQuillan)**- Identify Board member for sponsor

Motion:	To appoint Tam Harken to be the board sponsor of the transition committee.				
Made by:	Anne		Seconded by:	Ann Marie	
Discussion:					
Vote:	Yea:	all	Nay:	none	Abstain: none
Decision:	passes				

- i. **Transportation (Tam Harken)**-
 - **SIMPLE, SAFE and SWIFT** are the overriding concepts the committee is using to tweak &/or develop the routes
 - More buses are needed for next year (possibly up to six routes)
 - Satellite stops must have a minimum of 8 students and must not be any closer than 5 minutes apart
 - Bus routes cannot exceed 50 minutes in length
 - No individual bus stops will be granted to parents
 - *The committee would like to have bus routes for approval at the May board meeting and would like to have a parent meeting to present the routes shortly after that meeting. The cost for transportation would be approximately \$190,000 for next year. It is \$175 per bus per day. There will not be a mid day Kindergarten bus next year.*

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Motion:	To eliminate the mid day kindergarten bus for the 2009-2010 school year based on the cost.		
Made by:	Ann Marie	Seconded by:	Candace
Discussion:			
Vote:	Yea: all	Nay: none	Abstain: none
Decision:	passes		

ON CALL COMMITTEES

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

Board Correspondence and Communication- None

Old Business- None

New Business- MACS Renewal

Motion:	To accept Jordan's recommendation to renew the MACS membership at \$4258.30 for the 2009-2010 school year.		
Made by:	Rainey	Seconded by:	Candace
Discussion:			
Vote:	Yea: all	Nay: none	Abstain: none
Decision:	passes		

NEXT MEETING IS MAY 13TH AT 6:00 P.M.

REVIEW AND APPROVAL OF NEXT MEETING AGENDA-

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

MOTION TO ADJOURN

Motion to adjourn forwarded by Candace , seconded by Cathy. Approved unanimously.
Meeting adjourned at 9:31 p.m.

Approved on _____

Anne Ingvaldson, Secretary
Beacon Academy School Board