

Beacon Academy Charter District 4124
 Regular Board Meeting Minutes, May 21, 2020 6:30 p.m.
 3415 Louisiana Ave N, Crystal, MN 55427
 Meeting by Zoom
Beacon Academy is authorized by Innovative Quality Schools
P.O Box 580, Hutchinson, MN 55350

CALL TO ORDER Wendy Terry called the meeting to order to at 6:34p.m.

1.ROLL CALL present at time of meeting unless otherwise noted	Present	Absent
Board Member		
Wendy Terry (President)	✓	
Kris Gapinski (Vice President)	✓	
Aaron Price (Treasurer)	✓	
Paige Roth (Secretary)	✓	
Elizabeth Brobeck	✓	
Heather Greibrok	✓	
Cameron Ward	✓	
Dennis Dane	✓	
Joe Sears		✓
Sean Koster(ex-officio)	✓	
Mike Reeder (ex-officio)	✓	
Mike Pocrnich (ex-officio)	✓	

MISC. ATTENDEES: KIM REID, ELDRED BACH, JULIE WAHL, ALEX HASS, BRANDON BURBACH, MATT GOODMAN, JON CICH GRAHAM GUENTHER, ELIZABETH JAEN, EMILY BURBACH

2. PLEDGE OF ALLEGIANCE

(Choral reading of the Pledge of Allegiance)

3. BEACON MISSION STATEMENT

(Choral reading of the Beacon Academy Mission Statement)

4. Approval of Agenda

Motion:	To approve the agenda with the following changes: Move the Exec. Director's report to B. under Board Reports and in the same report move review/approve health insurance to number 1.							
Made by:	*Aaron price				Seconded by:	*Heather Greibrok		
Discussion:								
Vote:	Member	Yea	Nay	Abstain	Member	Yea	Nay	Abstain
	Aaron Price	x			Paige Roth	x		
	Wendy Terry	x			Elizabeth Brobeck	x		
	Dennis Dane	x			Heather Greibrok	x		
	Cameron Ward	x			Joe Sears			x-absent
	Kris Gapinski	x						
Decision:	Passes							

Beacon Academy Charter District 4124
 Regular Board Meeting Minutes, May 21, 2020 6:30 p.m.
 3415 Louisiana Ave N, Crystal, MN 55427
 Meeting by Zoom
Beacon Academy is authorized by Innovative Quality Schools
P.O Box 580, Hutchinson, MN 55350

5. Public Comment: none

6. Declaration of Conflict of Interest – Dennis declared a conflict of interest with letter D the Early Childhood contract, due to a personal relationship with the vendor.

7. Approval of Consent Agenda

Motion:	To approve the consent agenda: with the removal of the early childhood contract due to a conflict of interest.								
Made by:	* Aaron Price				Seconded by:	*Kris Gapinski			
Discussion:									
Vote:	Member	Yea	Nay	Abstain	Member	Yea	Nay	Abstain	
	Aaron Price	x			Paige Roth	x			
	Wendy Terry	x			Elizabeth Brobeck	x			
	Dennis Dane	x			Heather Greibrok	x			
	Cameron Ward	x			Joe Sears			x-absent	
	Kris Gapinski	x							
Decision:	Passes								
<p>A. Approval of Minutes: Regular Board Meeting – April 16, 2020</p> <p>B. Policy, First Reading</p> <ol style="list-style-type: none"> 1. 208 Development, Adoption, and Implementation of Policies 2. 403 Paid Time Off Policy <p>C. Staffing Update</p> <p>D. Deaf Hard of Hearing Contract</p> <p>E. Director of Special Education Contract</p> <p>F. Audiologist Contract</p> <p>G. Social Work Contract</p> <p>H. Attorney General's Office – 990 Filing Confirmation Letter</p> <p>I. 990 Tax Filing Copy</p> <p>J. E-File Signature Form</p>									

Motion:	To approve the Early Childhood Contract								
Made by:	*Heather Greibrok				Seconded by:	*Cameron Ward			
Discussion:									
Vote:	Member	Yea	Nay	Abstain	Member	Yea	Nay	Abstain	
	Aaron Price	x			Paige Roth	x			
	Wendy Terry	x			Elizabeth Brobeck	x			
	Dennis Dane			x-conflict of interest	Heather Greibrok	x			
	Cameron Ward	x			Joe Sears			x-absent	
	Kris Gapinski	x							
Decision:	Passes								

8. Board Reports

A. Finance Committee – Mike Pocrnich

1. Review/Approve April 2020 Financial Report

- Fiscal year complete should read 83% not 75%
- We are still forecasting a \$300k surplus for this fiscal year
- the fund balance is projected to be 16% of annual school wide expenses
- Days cash on hand for June 30th without receivables is 30 days, with receivables is 92

Motion:	To approve the finance report with the correction of being 83% through the fiscal year								
Made by:	*Aaron Price				Seconded by:	*Paige Roth			
Discussion:									
Vote:	Member	Yea	Nay	Abstain	Member	Yea	Nay	Abstain	
	Aaron Price	x			Paige Roth	x			
	Wendy Terry	x			Elizabeth Brobeck	x			
	Dennis Dane	x			Heather Greibrok	x			
	Cameron Ward	x			Joe Sears			x-absent	
	Kris Gapinski	x							
Decision:	Passes								

2.FY 21 + Long Range Budgeted

- We are forecasting 680 ADM/707 PPU
- We are anticipating a 2% increase in funds
- Our Federal revenues and food service revenues will increase because of an increase in enrollment.
- Total school wide revenue: \$9,772,475

Expenses:

- Salaries reflect the current recommendations for both licensed and administrative staff compensation
- We are forecasting a total increase of 2% in benefits; 30% of salaries
- Transportation and contracted services will increase based on growth

Summary:

- School wide expenditures: \$9,533,918
- Annual surplus: \$238,557
- Fund balance: 16%
- Debt Service Coverage Ratio: 1.29
- Days Cash on Hand: 35

3.Debt Service Ratio and Days Cash on Hand Training

We issued bonded debt to purchase and renovate the building. There are covenants that have to be met due to this. These two metrics are important to report to our investors.

Debt Coverage Ratio

- the ratio of operating income available to debt servicing for interest, principal and lease payments.
- it's a benchmark used to determine our ability to pay back our debts

Days Cash on Hand

- Our investors require us to have 60 days cash on hand. We've had to ask for a waiver due to our days cash on hand being below 60.
- It will take us some years to get there but we will.

B. Executive Director, Sean Koster

1. Review/Approve Health Insurance

- Our health insurance premiums came in at a 24% increase for the organization. We work with Johnathan and Alex at Health Partners to help us with this increase.
- With the pandemic going on we didn't want to take new bids and possibly change to a new health care company.
- We were able to get the increase down to 18%. They shared a program called NICE. The program visits the organization instead of having someone going to urgent care, virtuwell, etc. This comes with a little bit of an increase to our bottom line to the tune of \$21k. But with the 3% reduction in expenses it was brought down to \$14k.
- Sean showed a video of the program.
- Alex Hass from Health Partners spoke about NICE and the benefits. There are zero costs to the member to use and access and it saves employees money. It also covers dependents. For the employee it removes claims from the health insurance claims fund.
- The program also monitors chronic conditions as well as acute conditions.
- The program has been around for 5 years. Two other schools have been using it.
- The program sends out nurse practitioners to do the assessments.
- Dennis talked about the impact on our budget. We have the funding for this because we budget for a 15-20% increase of health care each year.

Motion:	To approve the health insurance that includes NICE as presented:							
Made by:	*Dennis Dane			Seconded by:			*Aaron Price	
Discussion:								
Vote:	Member	Yea	Nay	Abstain	Member	Yea	Nay	Abstain
	Aaron Price	x			Paige Roth	x		
	Wendy Terry	x			Elizabeth Brobeck	x		
	Dennis Dane	x			Heather Greibrok	x		
	Cameron Ward	x			Joe Sears			x-absent
	Kris Gapinski	x						
Decision:	Passes							

2. Enrollment Report

- We have 704 students enrolled. We are budgeting for 680 students. We will have attrition over the summer due to our transient population.
- We will have unpredictability because of our distance learning period.

3. Staffing for 2020-2021

a. Review/Approve Board Member Working Agreement

- We need to approve Heather's working agreement due to her being on the board

Motion:	To approve the working agreement for Heather Greibrok								
Made by:	*Kris Gapinski				Seconded by:	*Elizabeth Brobeck			
Discussion:									
Vote:	Member	Yea	Nay	Abstain	Member	Yea	Nay	Abstain	
	Aaron Price	x			Paige Roth	x			
	Wendy Terry	x			Elizabeth Brobeck	x			
	Dennis Dane	x			Heather Greibrok			x	
	Cameron Ward	x			Joe Sears			x-absent	
	Kris Gapinski	x							
Decision:	Passes								

b. Review/Approve 0.375 FTE, \$19,000

- Scheduling specialists for middle school has proven to be difficult. This year we scheduled specials during the lunch period and while it worked it wasn't ideal. It won't work next year because of the expansion. Sean would like to hire a .375 to teach a few sections.

- This would keep teacher prep time to a normal amount and keep the block schedule that everyone wants. This would be exclusively for middle school. We don't know the actual cost because we hire teachers and pay them based on years of experience. The cost would come out of the surplus.

Motion:	To approve the 0.375 FTE specialist as Sean presented:								
Made by:	*Paige Roth				Seconded by:	*Aaron Price			
Discussion:									
Vote:	Member	Yea	Nay	Abstain	Member	Yea	Nay	Abstain	
	Aaron Price	x			Paige Roth	x			
	Wendy Terry	x			Elizabeth Brobeck	x			
	Dennis Dane	x			Heather Greibrok	x			
	Cameron Ward	x			Joe Sears			x-absent	
	Kris Gapinski	x							
Decision:	Passes								

c. Review/Approve SpEd Staffing – Additional Case Manager

- Sean brought feedback from SEAC about some of our high needs students and getting more support for those students. Sean brought to the board in February the need for a setting 3 special ed room. Sean has a teacher that would like to sign an agreement and teach setting 3 here but needs to have approval from the board. The position request was missed on the March board report.

-The impact to budget will be about 10%

Motion:	To approve the additional case manager for Special Ed:								
Made by:	*Aaron Price				Seconded by:	*Heather Greibrok			
Discussion:									
Vote:	Member	Yea	Nay	Abstain	Member	Yea	Nay	Abstain	

Beacon Academy Charter District 4124
 Regular Board Meeting Minutes, May 21, 2020 6:30 p.m.
 3415 Louisiana Ave N, Crystal, MN 55427
 Meeting by Zoom
Beacon Academy is authorized by Innovative Quality Schools
P.O Box 580, Hutchinson, MN 55350

Aaron Price	x	Paige Roth	x		
Wendy Terry	x	Elizabeth Brobeck	x		
Dennis Dane	x	Heather Greibrok	x		
Cameron Ward	x	Joe Sears			x-absent
Kris Gapinski	x				
Decision: Passes					

d. Staffing Needs Summary

- We had two resignations and they have been filled already.
- We are posting for a middle school science position
- We have posted for a social worker
- We are going to post for paraprofessional and office support

The board took at 10 minute recess at 8:06 p.m.

4. Distance Learning Community Update – recommendation from the state is to do a distance learning summer program. We'll have more guidance by MDE the second week of June as to what fall will look like.

a. SCAN Team

- Student Concerns and Needs. This is an onsite team that is meeting once a week to talk about how to meet the students that are not showing up online to school. One of the things they have done is go directly to the students house to see how their doing. It has meant a lot to the students to see someone from the school show up at their house.

b. Wolf Ridge Moved to 1st Week of April

- The new date is April 5th – 7th. It was moved in the event the restrictions are lifted and this event can take place.

c. Unpaid Leave Policy

- We are exploring this policy with our legal counsel. It may to go Governance and may not.

d. Review/Approve PTO – Prorate Prior to Distance Learning

- Our PTO payout policy warrants staff to get paid out for unpaid PTO. One of the things that is being brought up through this distance learning period is to have a cutoff date based on the last day all staff was in the building. PTO use is currently unequitable because working from home looks different from working in the building. Also, PTO was taken during planning days because there was uncertainty about the pandemic.

- We will also have to talk about what next year looks like if we come back to distance learning in the fall.

Motion:	To approve a onetime change to the PTO payout for staff that complete their working agreements. They will receive payout for up to 5 days or remaining PTO based on the number of PTO days remaining prior to March 13, 2020.							
Made by:	*Kris Gapinski			Seconded by:	*Aaron Price			
Discussion:								
Vote:	Member	Yea	Nay	Abstain	Member	Yea	Nay	Abstain
	Aaron Price	x			Paige Roth	x		
	Wendy Terry	x			Elizabeth Brobeck	x		
	Dennis Dane	x			Heather Greibrok	x		
	Cameron Ward	x			Joe Sears			x-absent

Beacon Academy Charter District 4124
 Regular Board Meeting Minutes, May 21, 2020 6:30 p.m.
 3415 Louisiana Ave N, Crystal, MN 55427
 Meeting by Zoom
Beacon Academy is authorized by Innovative Quality Schools
P.O Box 580, Hutchinson, MN 55350

Kris Gapinski	x		
Decision:	Passes		

e. Review/Approve Fall Curriculum Writing Time – CARES Funds

- In the event we come back to distance learning we would need teachers to move to a more online platform. Sean would like the board to consider using the CARES funds we will be receiving in July or August to pay teachers to write curriculum. The money will be based on what we get for Title I funding so we should be getting around \$50,000.
- Sean would like to prepare staff ahead of time to plan for this when the decision will be made about fall the 2nd or 3rd week of June. Teachers would get \$1,000 for the week to do their curriculum writing.
- What if we get less or more money? If we don't have enough money will be pulled from the PD fund. If we get more it will probably go to the general fund which will be good if there is a holdback.

Motion:	To approve using CARES Funds for fall curriculum writing:							
Made by:	*Aaron Price				Seconded by:	*Heather Greibrok		
Discussion:								
Vote:	Member	Yea	Nay	Abstain	Member	Yea	Nay	Abstain
	Aaron Price	x			Paige Roth	x		
	Wendy Terry	x			Elizabeth Brobeck	x		
	Dennis Dane	x			Heather Greibrok	x		
	Cameron Ward	x			Joe Sears			x-absent
	Kris Gapinski	x						
Decision:	Passes							

5. Review/Approve Authorization for Waiver Request from Investors - \$500K

- This loan would be needed for a possible holdback. Sean can't foresee that this is going to be needed between now and June. Sean is not certain if the board needs to approve it but if we move to go that direction the board would have to approve it prior to going into conversations with the investors. We've already cut money to field trips and professional development that will help with the bottom line. We can do that again if needed. Also, extra money from CARES will help the bottom line.
- Sean also knows that the support staff will have their pay scale reviewed next year and he wants to have money there to give them the raises they need. The last time we had a hold back there was a freeze on the pay scales and we're still trying to catch up from that.
- Wendy agreed that we should wait on making a motion or decision.

6. Review/Approve MACS Membership

- This could have been in the consent agenda but due the cost Sean thought it would be good to talk about the benefits. We have leaned on them immensely especially during this distance learning time.
- Wendy commented that when you're a member the board training discounts are huge so we are getting money back for being a member.
- Kris said they help a lot with teacher re-licensure renewal

Motion:	To approve the MACS membership for the 2020-2021 school year							
----------------	--	--	--	--	--	--	--	--

Beacon Academy Charter District 4124
 Regular Board Meeting Minutes, May 21, 2020 6:30 p.m.
 3415 Louisiana Ave N, Crystal, MN 55427
 Meeting by Zoom
Beacon Academy is authorized by Innovative Quality Schools
P.O Box 580, Hutchinson, MN 55350

Made by:	*Heather Griebrok				Seconded by:	*Kris Gapinski			
Discussion:									
Vote:	Member	Yea	Nay	Abstain	Member	Yea	Nay	Abstain	
	Aaron Price	x			Paige Roth	x			
	Wendy Terry	x			Elizabeth Brobeck	x			
	Dennis Dane	x			Heather Greibrok	x			
	Cameron Ward	x			Joe Sears				x-absent
	Kris Gapinski	x							
Decision:	Passes								

7. Review/Approve Food Service Renewal

- There is going to be a 2.8% increase in breakfast and lunch. See board report.

Motion:	To approve the contract with Done Right Foods for the 2020-2021 school year without increasing cost to our families:								
Made by:	*Aaron price				Seconded by:	*Cameron Ward			
Discussion:									
Vote:	Member	Yea	Nay	Abstain	Member	Yea	Nay	Abstain	
	Aaron Price	x			Paige Roth	x			
	Wendy Terry	x			Elizabeth Brobeck	x			
	Dennis Dane	x			Heather Greibrok	x			
	Cameron Ward	x			Joe Sears				x-absent
	Kris Gapinski	x							
Decision:	Passes								

8. Summer Schedule – Building Closed July 1-14

- Our offices will be closed as usual. The time between the June and July board meeting will be shortened due to the office not working.
- We close the building to help with cleaning.

9. Marketing

- Things that have been done so far during this Distance Learning time:
 Increased social media presence with weekly videos.
 Marketing letter by email to our families.
 Marketing letter by US mail to our families with brochures to give to friends and family.
 Being mailed on May 18th.
 Purposity campaign by email and social media. We've also added a section about our partnership with Perposity on the front page of our website.

Things that are planned but not implemented yet:

- Yard signs at food pick up – would like to have these available with the yearbook distribution to gain the most participation
- Virtual tours of the school – we have a company coming in tomorrow
- Virtual orientation

Things the Marketing Committee will discuss at the May meeting

- Post card mailings
- Parent/student testimonials for Facebook and website about distance learning

Monthly meeting with City Pages Digital who handles keeping our website up to date and all our social media accounts. See monthly report included in this packet.

C. Curriculum Committee

- Meeting is June 1st face to face at beacon in the lunchroom.
- Sean suggested we follow the governors safe at home order and have the curriculum committee meeting by Zoom for the safety of all.
- Wendy stated that she talked with Kris and because of the nature of what is being discussed and because the group is so small they will meet in person. There will be a recommendation to wear masks.

D. Fund Development Task Force, Wendy Terry

- Planning on doing a relaunch.

E. Governance Committee, Ann Marie Roder

- This past month the committee reviewed the PTO policy at the request of the board after a guest asked for clarity about what constitutes a 12 month period. This was in reference to staff missing professional development days. The first reading is included in the consent agenda.
- The committee is also reviewing the By-Laws. We hope to have the review done next month and a first reading to the board at the June meeting.
- The school board election results were tallied on Monday of this week. The results will be announced later in the agenda.

F. Employee Retention and Compensation Committee, Paige Roth

- Two things reviewed since last meeting, parental leave and a lane between masters
- For parental leave it would be \$3,500 who take 4 weeks. It's been 3-4 people who take it a year. They would like governance to look at a policy for parental leave.
- We are putting a pin in masters for now due to the uncertainty of funds. It will be reviewed when licensed staff is reviewed in 2 years.

G. Executive Committee

- The By-Law reviews look extensive but they're just section changes. MACS helped a lot with the suggested changes.

H. Board Chair, Wendy Terry

1. School Board Election Results

Motion:	To certify the board election results as included in the board packet							
Made by:	*Kris Gapinski				Seconded by:	*Aaron Price		
Discussion:								
Vote:	Member	Yea	Nay	Abstain	Member	Yea	Nay	Abstain
	Aaron Price	x			Paige Roth	x		
	Wendy Terry	x			Elizabeth Brobeck	x		
	Dennis Dane	x			Heather Greibrok	x		
	Cameron Ward	x			Joe Sears			x-absent
	Kris Gapinski	x						
Decision:	Passes							

I. Principal, Mike Reeder

1. Review/Approve Pass/Fail Grading System

- Our main focus is to serve the kids and educate the kids. A communication came out to the families about the proposed pass/fail decision.
- Much of this is equity based. We want this to be the same across the board as best we can and not highlight inequities.
- Teachers would still track grades as they normally would but when it comes to reporting it would be a P or F in middle school or P or N in elementary.
- Geometry in middle school can count for high school credit. So there will be a change just for that class.
- Mike has attended some webx's and one thing he learned is "do no harm" and no punishment for lack of access. What affect does a teacher's lack of direct contact have on a student's learning?
- Matt Goodman gave his thoughts on how this has affected students and teachers. Classrooms don't look the same. Students can't be supported directly. The achievement gap is widening.
- Elizabeth Jaen spoke about how difficult this is for the families as each family has their own challenges. For elementary there's almost nothing of substance they can grade for.
- Heather spoke about pass fail showing flexibility in that showing effort would benefit a child.
- Some middle school families are not happy about the pass/fail decision. These have been high performing students that would have gotten on the honor roll or would have received a high A.
- Paige said she sees this as the 3 points of our vision statement and for now we need to focus on the community.
- There was talk about what districts around us are doing. Mike cautioned about doing what other districts are doing.

Motion:	To approve moving to Pass/Fail for middle school and Pass/Needs Support for elementary for the 4 th quarter of 2019-2020 school year								
Made by:	*Paige Roth				Seconded by:	*Heather Greibrok			
Discussion:									
Vote:	Member	Yea	Nay	Abstain	Member	Yea	Nay	Abstain	
	Aaron Price	x			Paige Roth	x			
	Wendy Terry	x			Elizabeth Brobeck	x			
	Dennis Dane	x			Heather Greibrok	x			
	Cameron Ward	x			Joe Sears			x-absent	
	Kris Gapinski	x							
Decision:	Passes								

For the July meeting Wendy would like it to be moved to July 23rd.

Board Workshop- None

Old Business- None

Action Items-

NEXT MEETING IS June 18, 2020

MOTION TO ADJOURN

Motion to adjourn at 10:27 pm forwarded by Cameron Ward seconded by Kris Gapinski. Approved unanimously.
Meeting adjourned at 10:27 pm.

Approved on _____

Paige Roth, Secretary
Beacon Academy School Board