

Beacon Academy Charter District 4124

Regular Board Meeting Minutes, August 20, 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: EMILY JENSEN, ELIZABETH JAEN, JULIE WAHL, LINDSEY GRASKE

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 seating of new board members after public comment. Under board reports there will be a new letter C for the Principal Report. Everything else will move down on the agenda after that. | | | | | | | |
| Made by: | *Aaron price | | | | Seconded by: | *Kris Gapinski | | |
| Discussion: | | | | | | | | |
| Vote: | Member | Yea | Nay | Abstain | Member | Yea | Nay | Abstain |
| | Aaron Price | x | | | Paige Roth | | | x-absent due to Zoom freeze |
| | Wendy Terry | x | | | Elizabeth Brobeck | x | | |
| | Dennis Dane | x | | | Heather Greibrok | | | x-absent |
| | Cameron Ward | x | | | Joe Sears | | | x-absent |
| | Kris Gapinski | x | | | | | | |
| Decision: | Passes | | | | | | | |

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5. Public Comment

-Emily Jensen, K-8 art teacher commented: this past spring theboard approved to hire a .3 teacher for all specialist areas. In order to equally distribute the workload I ask that the .3 teacher would teach 6 out of the 26 classes offered. If a .3 teacher is not found and full time specialists are asked to take on the workload, I ask they would be compensated as a 1.3 teacher.

6. Approval of Consent Agenda:

| | | | | | | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|-----|-----|-----------------------------|---------------------|--------------------|-----|----------|
| Motion: | To approve the consent agenda: | | | | | | | |
| Made by: | * Kris Gapinski | | | | Seconded by: | *Elizabeth Brobeck | | |
| Discussion: | | | | | | | | |
| Vote: | Member | Yea | Nay | Abstain | Member | Yea | Nay | Abstain |
| | Aaron Price | | | x-absent due to Zoom freeze | Paige Roth | x | | |
| | Wendy Terry | x | | | Elizabeth Brobeck | x | | |
| | Dennis Dane | x | | | Heather Greibrok | | | x-absent |
| | Cameron Ward | x | | | Joe Sears | | | x-absent |
| | Kris Gapinski | x | | | | | | |
| Decision: | Passes | | | | | | | |
| <p>A. Approval of Minutes: Regular Board Meeting – July 23, 2020 Special Board Meeting – August 4, 2020 Special Board Meeting – August 13 2020</p> <p>B. Staffing Update C. Sped Contracted Social Worker Amendment</p> | | | | | | | | |
| | | | | | | | | |

7. Board Reports

A. Finance Committee – Mike Pocrnich

1. Review/Approve July 2020 Financial Report

- We looked at budget shifts due to school going full distance learning.
- The audit is substantially completed. The ending fund balance is at 18% of school wide expenditures which is a good place to be.
- Days cash on hand and debt service ratio will look great as well.
- There’s not a lot happening in July since it’s the beginning of the fiscal year.
- YTD fund balance of 1.8 million
- We are in a good financial position

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|--------------------|--------------------------------------------|-----|-----|---------|---------------------|---------------|-----|----------|
| Motion: | To approve the finance report as presented | | | | | | | |
| 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-absent |
| | Cameron Ward | x | | | Joe Sears | | | x-absent |
| | Kris Gapinski | x | | | | | | |
| Decision: | Passes | | | | | | | |

2. ADM and Lease Aid Training

- Average Daily Membership (ADM) – the average enrollment count. The average time a student has spent at Beacon Academy.
- ADM is the primary driver for all state revenue expect for special ed.
- ADMs are broken down to two categories; K-6 and 7-12
- Lease Aid Revenue – Needs to go only to building lease. It is calculated one of two ways; 90% of total lease cost or per pupil unit.
- Beacon Academy generates lease aid on per pupil unit formula. If enrollment drops so does lease aid.

B. Executive Director, Sean Koster

1. Approve Staffing Working Agreement

| | | | | | | | | |
|--------------------|------------------------------------------------------|-----|-----|---------|---------------------|--------------------|-----|----------|
| Motion: | To approve staff working agreements for Cameron Ward | | | | | | | |
| Made by: | *Aaron Price | | | | 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-absent |
| | Cameron Ward | | | x | Joe Sears | | | x-absent |
| | Kris Gapinski | x | | | | | | |
| Decision: | Passes | | | | | | | |

2. Enrollment Report

- the report in the board packet is dated August 12th but Sean had Julie run the numbers again for enrollment. We are at 644 enrolled currently. We are budgeted for 680.
- 4th grade and 1st grade have waiting lists. Since we are in a distance learning model for the year, should we hire another 4th grade teacher and have a third section of 4th grade. Also, should we add a couple students to each section of 1st grade to help with enrollment? We don't need the board to pass a motion for 1st grade but we would

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need a motion to add another section to 4th grade since we would be jumping ahead of the expansion.

-We would need 7 students to say yes in 4th grade to make this work for the budget.

-One caveat to this is that we did receive a resignation today for elementary so we could hire two elementary teachers instead of one with the larger number of resumes coming in.

-We are offered to be full in 1st grade and we are full in 4th grade at the moment.

-There was discussion about taking the risk to open another section in 4th grade with the knowledge that we don't have to purchase curriculum so the cost wouldn't be minimal.

-Sean would like to have Julie make the phone calls about interest and go from there.

| | | | | | | | | |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-----|---------|---------------------|--------------------|-----|----------|
| Motion: | To approve giving the autonomy to admin to make the decision about opening up another section of 4 th grade with a commitment from 7 students on the waitlist. | | | | | | | |
| 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-absent |
| | Cameron Ward | x | | | Joe Sears | | | x-absent |
| | Kris Gapinski | x | | | | | | |
| Decision: | Passes | | | | | | | |

3. FOB and Building Improvements/Expenditures

-FOB met in July and they approved/requested and received monies from the capital improvement fund to build a shed beside the K-2 playground. The total cost for that is \$35,363.00

-There were some expenditures out of the checking account; \$2,000 worth of mulch, \$3,600 worth of pothole patching. There was also a plumbing issue that that was taken care of by FOB.

4. PTO Donations and Building Improvements

-PTO paid for the purchase, removal and installation of a new oven and stove/oven combination. We are grateful to PTO for these improvements to our kitchen.

5. Approve Designations

a. SERVS MDE Accounting Software

| | | | | | | | | |
|--------------------|-----------------------------------------------------------------------------|-----|-----|---------|---------------------|-------------|-----|----------|
| Motion: | To approve Mike Pocrnich and Sean Koster for our authorized SERVS designee: | | | | | | | |
| Made by: | *Aaron Price | | | | Seconded by: | *Denis Dane | | |
| 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-absent |
| | Cameron Ward | x | | | Joe Sears | | | x-absent |

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| | | | |
|------------------|--------|--|--|
| Kris Gapinski | x | | |
| Decision: | Passes | | |
| | | | |

b. Bank Depositories – Choice and Associated

| | | | | | | | | |
|--------------------|----------------------------------------------------------------------|-----|-----|---------|---------------------|----------------|-----|----------|
| Motion: | To approve Choice Bank and Associated Bank as our bank depositories: | | | | | | | |
| 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-absent |
| | Cameron Ward | x | | | Joe Sears | | | x-absent |
| | Kris Gapinski | x | | | | | | |
| Decision: | Passes | | | | | | | |
| | | | | | | | | |

c. Delegation of Authority to Make Electronic Fund Transfers

| | | | | | | | | |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-----|---------|---------------------|----------------|-----|----------|
| Motion: | To approve Region III to make our Electronic Fund Transfers to CMERDC and the school personel of Kim Reid, Sean Koster and Mike Pocrnich effective October 1, 2020 | | | | | | | |
| 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-absent |
| | Cameron Ward | x | | | Joe Sears | | | x-absent |
| | Kris Gapinski | x | | | | | | |
| Decision: | Passes | | | | | | | |
| | | | | | | | | |

6. Fall Planning Community Update

- We purchased 100 more laptops. There are going to be 3 listening sessions for parents on Saturday.
- We have gotten so much support from our families with our decision. We also know many families are disappointed.
- We are still seeing a lot of families going to private schools or homeschool.
- We are working with the bus company to get lower rates.
- Sean also thanked the board for their courageous decision to take the suggestion from the COVID leadership team.
- Even in Distance Learning we are having staffing challenges.

C. Principal, Mike Reeder

1. Request for Early Enrollment

- This request came through on April 20th. A family sent an email to the office wanting to enroll a child who turns 5 on September 5th. Julie sent the steps for the family to complete.

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- In this situation the child’s family turned in a birth certificate on May 29th. The student was entered into Synergy and was sent the welcome email with the registration link.
- Yesterday this family contacted the office wondering what is going on with their enrollment as they went through kindergarten assessment are being told the child is not old enough.
- Mike would like to enroll the child since the birthday is so close to September 1st and we have an opportunity to enroll a sibling of two students. There were steps that were dropped by our office and the parent.
- There was a question about the screening that should take place. Ms. T. did run some brief assessments but the full assessment could not happen due to COVID.
- There was a question about policy and process. We do have a policy that students need to be 5 by September 1st but the policy also says that they can ask for early enrollment by contacting the office. There is a process administered by administration.

| | | | | | | | | |
|--------------------|-----------------------------------------------------------------------------------------|-----|-----|---------------------|-------------------|-----|-----|----------|
| Motion: | To approve the early enrollment of a student who turns 5 on September 5 th : | | | | | | | |
| 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-absent |
| | Cameron Ward | x | | | Joe Sears | | | x-absent |
| | Kris Gapinski | x | | | | | | |
| Decision: | Passes | | | | | | | |

D. Curriculum Committee

- There is going to be an 8th grade Health Curriculum Night on August 25th at 6:30pm on Zoom.

E. Fund Development Task Force

-No update

F. Governance Committee

1. Review/Approve By-Laws of Beacon Academy

| | | | | | | | | |
|---------------------------------------------------|-----|-----|---------|---------------------|--------------|-----|---------|----------|
| To approve the proposed By-Laws of Beacon Academy | | | | | | | | |
| *Kris Gapinski | | | | Seconded by: | *Aaron Price | | | |
| 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-absent |
| Cameron Ward | x | | | Joe Sears | | | | x-absent |
| Kris Gapinski | x | | | | | | | |
| Passes | | | | | | | | |

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G. Employee Retention and Compensation Committee

-no update

H. Executive Committee, Wendy Terry

1. Board and Committee Meeting Protocol

-Since a full distance learning model has been approved by the school we want to follow protocol on committee meetings. Meeting via Zoom is approved.

-Committee meetings are open to the public hence open to open meeting law. Ongoing meetings for committees should figure out how to post Zoom meeting info for their meetings.

-Meeting dates for all committees will be posted on the website. Zoom links will be available by request.

2. Governance Committee Board Representative

- We need a board representative on the Governance Committee. Please think about it and contact Wendy if you are interested.

Adjournment

Board Retreat- Thursday, August 27th via Zoom

Old Business- None

Action Items-

NEXT MEETING IS September 17, 2020

MOTION TO ADJOURN

Motion to adjourn at 8:34 pm forwarded by Kris Gapinski seconded by Cameron Ward. Approved unanimously.

Meeting adjourned at 8:34 pm.

Approved on_____

Paige Roth, Secretary

Beacon Academy School Board