

Beacon Academy Charter District 4124
 Regular Board Meeting Minutes, February 18, 2021 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 6:34 p.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 Davis		✓
Cameron Ward	✓	
Dennis Dane	✓	
Joe Sears	✓	
Sean Koster(ex-officio)	✓	
Mike Reeder (ex-officio)	✓	
Mike Pocrnich (ex-officio)	✓	

MISC. ATTENDEES: KIM REID, ALYSSA RODER, ELIZABETH JAEN, KASEY LEHMAN

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:							
Made by:	*Joe Sears				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 Davis			X (absent)
	Cameron Ward	x			Joe Sears	x		
	Kris Gapinski	x						
Decision:	Passes							

5. Public Comment - none

6. Declaration of Conflict of Interest: *Board members read the agenda and disclose if they have any real or perceived conflict of interest with any agenda items.*

7. Approval of Consent Agenda:

Motion:	To approve the consent agenda.							
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 Davis			X (absent)
	Cameron Ward	x			Joe Sears	x		
	Kris Gapinski	x						
Decision:	Passes							
	A. Approval of Minutes: Regular Board Meeting – January 21, 2021 B. Staffing Update							

8. Board Reports

A. Finance Committee, Mike Pocrnich

1. Review/Approve January 2021 Financial Report

- Beacon was able to secure the PPP loan for \$848,000, which was more than they anticipated. There were exclusions that were originally taken that were not required. Beacon will apply for forgiveness of this loan around June or July.
- Financial report currently has Days Cash on Hand at 61 days. Our debt to service coverage ratio at 1.10. We are back in compliance with our bond holder covenant.
- Financials are stable with a projected surplus at the end of the fiscal year.

Motion:	To approve the finance report as presented:							
Made by:	*Aaron Price				Seconded by:	*Dennis 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 Davis			X (absent)

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Cameron Ward	x	Joe Sears	x		
Kris Gapinski	x				
Decision:	Passes				

2. Finance Training – Special Education Finance and State Payments

- Many Special Education costs are covered by salaries and benefits, contracted services, and SPED transportations. This cost is around \$1.5 million.
- Many schools are increasing their SPED transportation cost and MDE is monitoring that closely.
- There is a requirement to spend as much as or more of the previous year’s special education costs. This is called Maintenance of Effort and if we do not meet the costs, we must provide justification.
- State SPED expenses are reimbursed at roughly 95% of actual spend.
- The past several years, there has been a lag between spending and state reimbursement.
- There is a federal allocation to cover Special Education fees. Unused funds can be carried over to the next year.
- Schools are paid twice a month, on the 15th and 30th. June’s payments are on the 20th and 30th. The state attempts to meter the payments out as equally as possible.

B. Executive Director Report, Sean Koster

1. Enrollment Report

- We currently have 557 students enrolled. We are anticipating 3 more students being enrolled next week. Enrollment is being closely monitored for next year. We are projecting 650 students enrolled and finance will compare our current enrollment to projected to determine budget.
- The virtual open houses have seen strong attendance. There might be a request coming to increase the marketing budget to bring up enrollment.

2. Q-Comp Update

- The Q-comp program has been modified during the COVID pandemic. Kasey Lehman updated us on the program this year.
- Quality Compensation is provided through the state. There are three goals involved: school wide (through MCA reading scores), PLC (Professional Learning Community working on individual reading goals), and teacher observations (individual teacher goals).
 - Depending on years of service, teachers will either be observed 2 or 3 times a year. If they have 2 observations, they will also have a professionalism goal. Each teacher will have three goals, chosen from the Charlotte-Danielson rubric.
 - During the pandemic, observations occur by watching video recordings, attending Zoom lessons, or attending in person lessons.
 - All 3 goals have a monetary compensation attached.

3. Distance Learning Update

- We currently have over 300 students in distance learning (one section in grades k-5 and all middle school).
- Around 240 students are in person daily.
- To maintain both distance learning and in person classrooms, we have moved one of our ADSIS positions to an elementary distance learning.
- There are also 13 Special Education students and 6 essential worker students on site daily.
- The COVID Leadership team will be reviewing the new MDE guidance that was released on Wednesday, February 17th. Staffing will be a big part of the conversation towards plans to expand our in-person program. Middle school has more considerations involved for students and staff.

4. In-Person Learning Update

- See notes above

5. PPP Loan

- We were approved for \$848,000.
- This will cover around 3 months of payroll expenses.
- Forgiveness will be applied for in June or July.
- This will not cover the deficit we are anticipating in loss of enrollment. Increasing our enrollment is vital to breaking even in the next few years. Finance and school board will start looking more closely at the long-range budget in the coming months.
- The government has not released the state budget for next year yet.
- Finance is optimistic that this loan will keep investors from bringing in outside consultants about our budget.

6. Review/Approve Master Calendar 2021-2022

- Testing dates were left off the calendar until they know the exact dates.
- Special Education team was given an additional week of workshops prior to the start of the school year.
- There will be 5 workshop days instead of 4 to prepare for the fall return.
- Conferences were moved up to the beginning of October to allow families and teachers to get to know one another at the beginning of the year.
- Conferences were moved to end of February to early March to avoid caucus dates set by state.
- Spring break is set for March 21-25 to mirror Robbinsdale school district.
- The calendar is created first by Sean Koster. He sends it to the administration team and office team to review. It then goes to the Leadership Council for review. Finally, it is sent to the entire staff to gather feedback. Revisions are made based on all feedback before it is sent to the school board.

Motion:	To approve the 2020-2021 Master Calendar as presented by Sean Koster							
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		

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Dennis Dane	x	Heather Davis		X (absent)
Cameron Ward	x	Joe Sears	x	
Kris Gapinski	x			
Decision:	Passes			

C. Curriculum Committee

-A review will be brought to the board next month. Curriculum will seek an approval for music curriculum in April.

D. Fund Development Task Force

- No report from fund development.

E. Governance Committee

-Governance reviewed the Title IX policy. This prohibits discrimination based on sex. The update requires schools to have a policy and grievance process for sexual harassment. We are required to have a title IX coordinator and investigators. Sean Koster is our coordinator. Roles can be determined case by case but cannot be changed withing an individual case. Training occurred for the admin team about Title IX. Governance wants to create a policy to ensure they are following the Title IX state legislature.
 - The admin team has been trained to investigate harassment and grievance claims based on Title IX regulations.

F. Employee Retention & Compensation Committee

- After gathering feedback from the board and Beacon staff, ERCC made the following changes:
 - Changed salary schedules that had 2 year increases to a yearly increase.
 - Researched adjusting the facilities salary schedule.
 -Revisions were made to this schedule because ERCC was using a previous scale instead of the current scale.
 -An alternate schedule was proposed to us and we reviewed how that scale compared to the district averages.
 - Total salary increases and affects to the budget:
 FY22 \$68,347.43
 FY23 \$13,015.15
 FY24 \$13,579.62
 FY25 \$15,719.44

Motion:	To approve non-licensed staff salary schedule as presented by ERCC								
Made by:	*Kris Gapinski				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 Davis			x	
	Cameron Ward	x			Joe Sears	x-			
	Kris Gapinski	x							
Decision:	Passes								

G. Executive Committee

- Open Meeting Law

-Based on feedback from IQS, who was present at the December meeting, we will continue finance training at each board meeting. We will also be including training towards other facets of board membership, such as governance and board roles.

- Executive committee created a training schedule for the school board, If any board members know of necessary training, they are encouraged to send those items to the executive committee.

- Open Meeting Law

- This refers to MN Statute 13D, which pertains to rules governing how public bodies conduct business and provide transparency, accountability, and opportunity to hear from public.

- Open meeting law applies to both full board meetings and board-level committees.

- Regular meetings are scheduled at the beginning of the year and are maintained at the primary office.

-Special meetings are not at the regular time and/or location and written notice must be provided 3 days prior to the meeting. Special meeting rules also pertain to regular meetings that are moved to a different date. Special meetings are normally called for a singular purpose.

- Emergency meetings handle items of immediate concern. It is asked that a good-faith effort is made to inform participants and public of the date, time and location of the meeting.

- A meeting is any gathering of at least a quorum (majority) of members where information is received, discussed, or decisions are made. This can include emails and small gatherings outside of board meetings. A series of conversations between individual members can also be considered a quorum.

- Minutes and materials must be available to the public.

- Committees are not able to make decisions on behalf of the board but should be taking minutes and can make recommendations to the board.

- Exceptions can be made for board member attendance through telephone, electronic, or interactive TV. These exceptions require that public can hear and see everyone else in the meeting. All votes will be conducted by roll call. At least one member needs to be at the regular meeting location and all members must be in a public location. The only time this is not true is if we are in a state of emergency where members can be in private locations.

- Meetings must be closed according to reasons listed in state statutes. Those meetings will require the board to explain why the board closed the meeting and record the closed portion. The following reasons are allowed to close the meeting: data that is not public in education, health, medical, public welfare, or mental health data, active criminal investigations, alleged victims or mandated reporters of criminal sexual conduct, domestic violence, or maltreatment, and preliminary consideration of allegations or charges against an employee, unless employee requests it left open

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- Meetings may be closed if discussions include labor negotiations, employee performance evaluations, unless employee requests meeting be open, certain property transactions, and certain security matters.

- If there is a violation for breaking open meeting laws, individual members may have the following penalties: fine of up to \$300, 3 intentional violations mean they forfeit the right to serve, and court costs and attorney fees.

- Elections are coming soon for the school board. The executive committee is planning on planning for succession by sharing with the public what it means to serve on the school board.

9. Adjournment

Board Retreat- None

Old Business- None

Action Items- None

NEXT MEETING IS March 18, 2021

MOTION TO ADJOURN

Motion to adjourn at 8:02 pm forwarded by Kris Gapinski seconded by Cameron Ward. Approved unanimously.

Meeting adjourned at 8:03 pm.

Approved on _____

Paige Roth, Secretary
Beacon Academy School Board