

**Beacon Academy Charter District 4124**  
 Regular Board Meeting Minutes, June 17, 2021, 6:30 p.m.  
 3415 Louisiana Ave N, Crystal, MN 55427  
*Beacon Academy is authorized by Innovative Quality Schools*  
*P.O Box 580, Hutchinson, MN 55350*

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**CALL TO ORDER** Wendy Terry called the meeting to order to at 6:33p.m.

<b>1.ROLL CALL</b>	<b>Present</b>	<b>Absent</b>
present at time of meeting unless otherwise noted		
<b>Board Member</b>		
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: THOMAS KEARNEY,**  
 ELIZABETH WARPINSKI, JOANNA PEDERSON,  
 MATHEU WEIDENBACH,

**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**

<b>Motion:</b>	To approve the agenda: with the addition of discussion/approval of the proposed uniform recommendations from the Governance Committee and the addition of the approval of additional special education staff under Executive Director report:							
<b>Made by:</b>	*Aaron Price				<b>Seconded by:</b>	*Elizabeth Brobeck		
<b>Discussion:</b>								
<b>Vote:</b>	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						
<b>Decision:</b>	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.*

Cameron has a conflict with his working agreement.

**7. Approval of Consent Agenda:**

<b>Motion:</b> To approve the consent:								
<b>Made by:</b> * Kris Gapinski		<b>Seconded by:</b>			*Aaron Price			
<b>Discussion:</b>								
<b>Vote:</b>	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						
<b>Decision:</b> Passes								
<ul style="list-style-type: none"> <li>A. Approval of Minutes: Regular Board Meeting – May 20, 2021</li> <li>B. Policy, Second Review               <ul style="list-style-type: none"> <li>1. 203 Operation of the School Board Governing Rules</li> <li>2. 203.1 School Board Procedures Rules of Order</li> <li>3. 206 Public Participation at School Board Meetings</li> <li>4. 210.1 Conflict of Interest – Charter School Board Members</li> </ul> </li> <li>C. Policy, First Review               <ul style="list-style-type: none"> <li>1. 212 School Board Member Development</li> <li>2. 214 Out of State Travel by School Board Members</li> <li>3. 215 Acceptance and Administration of Gifts</li> <li>4. 216 Tort Liability</li> </ul> </li> <li>D. Pediatric Psych Services Contract</li> <li>E. Vanguard Cleaning Service Contract</li> <li>F. Master Calendar Update (with testing dates)</li> <li>G. Q-Comp Board Report</li> <li>H. Personnel 2021-2022</li> </ul>								

**8. Board Reports**

**A. Finance Committee, Mike Pocrnich**

**1. Review/Approve May 2021 Financial Report**

- PPP loan update: forgiveness was to be applied for but waiting for some paperwork. Hope to have that applied for in July.
- Lease aid application has been approved.
- The audit is going to happen in July.
- We are almost done with the fiscal year at 92% complete.
- Our YTD surplus is almost \$600k and our YTD fund balance is just over \$2 million.
- Our Days Cash on Hand is at 64 which covers our debt service ratio. We have a combined 111 DCOH.

<b>Motion:</b>	To approve the finance report as presented:								
<b>Made by:</b>	*Aaron Price				<b>Seconded by:</b>	*Cameron Ward			
<b>Discussion:</b>									
<b>Vote:</b>	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							
<b>Decision:</b>	Passes								

**B. Executive Director – Sean Koster**

**1. Enrollment Report**

- Enrollment is at 584 we are approaching 615. The PPP loan pushes us out of deficit spending going forward.
- We are boots on the ground at marketing events this summer.
- Wendy mentioned kindergarten and 1<sup>st</sup> grade have the lowest enrollment numbers. Sean replied that many families may be waiting because the requirement for kindergarten is age 7. We are having a kindergarten readiness camp for students that are enrolled or just want to check us out.

**2. Review/Approve Board Member Working Agreements**

- We have two working agreements to approve for seated board members. We can approve them in one vote because Heather is not here tonight.

<b>Motion:</b>	To approve the working agreements for Cameron Ward and Heather Davis for 2021-2022								
<b>Made by:</b>	*Aaron Price				<b>Seconded by:</b>	*Elizabeth Brobeck			
<b>Discussion:</b>									
<b>Vote:</b>	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-conflict	Joe Sears	x			
	Kris Gapinski	x							
<b>Decision:</b>	Passes								

**3. Review/Approve New Special Education Due Process Facilitator Position**

- We have consistent turnover in our special education department for teachers. We have talked about a due process facilitator who would do some of the paperwork and relieve some of the tasks for the teachers and the special education coordinator.
- There’s a special ed teacher shortage and we have increased their salaries to make the positions here more attractive. We do get reimbursed at 90% from the state so the hit to our bottom line would be minimal with the addition of this position.
- This person would be doing the compiling of information, so it takes some pressure off the teachers. This would be a model shift in how we have been doing things to share the load.
- This position would be a full time, in-person position. They would share an office with one other person.
- The case manager would not have to take a paperwork day. It would be a licensed FTE.
- Aaron mentioned from a parent standpoint, it would be a benefit and a stabilizer for the most fragile population of our students.

<b>Motion:</b>	To approve the Special Education Due Process Facilitator:								
<b>Made by:</b>	*Aaron Price				<b>Seconded by:</b>	*Cameron Ward			
<b>Discussion:</b>									
<b>Vote:</b>	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							
<b>Decision:</b>	Passes								

**4. Review/Approve IQS Contract**

- Last month Sean spoke about the possibility of not getting a 5 year contract with IQS. Our decreasing test scores were concerning to IQS and they typically like to see growth. Test scores are the thing they look at to see how students are improving over time. The scorecard is the tool they use to see how the school has done.
- Sean read the comments from the end of our 5 year contract.
- “Beacon scored more than a 3.0 average in all five of the performance categories. Their program model, finances, and operations are all very strong, averaging 3.7 of 4.0. The student academic measures averaged 3.1 and the Performance Category composite is 3.2. Beacon’s Governance scored an average of 3.3 and had many demonstrated strengths. Strategic planning is an area where the board could provide additional intentional leadership and guidance to the school”
- leadership and guidance to the school.
- The school has secured another 5-year contract.

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<b>Motion:</b>	To approve the 5 year contract with IQS:								
<b>Made by:</b>	*Aaron Price				<b>Seconded by:</b>	*Kris Gapinski			
<b>Discussion:</b>									
<b>Vote:</b>	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							
<b>Decision:</b>	Passes								

**5. Safe Return to School Plan Summer & 2021-2022**

- The plan was sent to our families. We did ask for comments from our families.
- The plan is included in the packet. It is a living document. It is continually updated as MDE and MDH send updates out.

**5. ESSER III Public Comment**

- the board already approved how to spend the monies. The public comment is still open until the middle of next week. Once public comment closes, the comments will be sent.

**C. Board Training**

**1. Records Retention and Data Privacy**

- This information is not specifically covered in regular board trainings. There are some very important things to know in regard to these two items.
- Records retention means how long do we keep stuff and when can we get rid of it? We are a public entity, and we have historical documents that need to be kept long term. We have policies and state statutes that govern this. We follow the MN Historical Society State Records Retention Schedule. There are temporary records and permanent records. There is a sub-set of the permanent records that are archival. Temporary records are the daily and monthly reports of what happens. Generally, they are kept for 2-7 years then can be destroyed. Permanent records, year end financials, all board minutes, student performance is saved (CUM file) and anything that has to do with employee grievances or legal is kept forever. This applies to paper and electronic records.
- Data privacy defines how we collect it, store it, release it, etc. We have federal and state law plus internal policies. Public, private, and confidential data are three kinds of data we collect. Public means it's available to the public by request. Private is accessible only to the person it applies to or the parent/guardian or anyone in the school that needs to see it. Confidential is limited and the parent/guardian can't even access it. In a public meeting the data would have to be unidentifiable by removal of names, etc. Any personnel issue or student expulsion would be in a closed meeting.

**D. Curriculum Committee**

- Two members of the literacy committee came and asked to purchase 11 books from the Heggerty program to help with K-2 phonics program. This would fill some holes in the program. We purchased the books for \$900. These monies are included in what has already been approved for Curriculum spending so no additional approval is needed.

**E. Fund Development Task Force**

-One of the ideas that has come out of conversation is to look into donor bases like alumni, businesses and an endowment fund. More to come next year.

**F. Governance Committee**

**1. Review/Approve Policy 707 – Transportation of Public-School Students**

- This policy was requested to be pulled from the second reading on the consent agenda to clarify when the policy would go into effect.
- Beacon Academy is now stating boundaries for transportation. These boundaries will take effect September of the 2021-2022 school year.
- These boundaries do not affect our special ed transportation for ESY this summer.

<b>Motion:</b>	To approve policy 707 with the addition of the policy going into effect for the 2021-2022 school year								
<b>Made by:</b>	*Aaron Price				<b>Seconded by:</b>	*Elizabeth Brobeck			
<b>Discussion:</b>									
<b>Vote:</b>	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							
<b>Decision:</b>	Passes								

**2. Review/Approve Proposed Recommendations to the Uniform Guidelines**

-The Governance Committee discussed possible changes to the uniform guidelines at their May and June meetings. There was a request from a parent to consider taking the logo requirement off the shirts and relax the shoe policy. Governance also received a request from the Equity Committee with several suggested changes to the uniform guidelines.

There are 6 areas that are being recommended for change by the Governance Committee:

1. Remove the logo requirement on sweaters, sweatshirts, and fleece
2. Add a solid navy-blue jumper and allow the plaid jumper until they are out of circulation.
3. Socks – any color, solid or pattern
4. Shoes – any color dress shoe or tennis shoe.
5. Hair – there will be no requirements regarding hair color or accessory color.
6. Henna will be allowed in all colors

Discussion:

1. Logo on sweaters, sweatshirts, and fleece: this is an expensive item and from an equity standpoint would allow families to purchase items to keep kids warm in school without spending a lot of money. Not requiring the logo will open the possibility of having many types of sweaters, especially in K-5 where we will get many different “reds” and not the primary red we require. We would still require a collared logo uniform shirt under the sweater, sweatshirt, or fleece.

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2.Solid navy jumper: these are much easier to find and less costly than the red plaid jumper. We would still allow the red plaid jumper until they are out of Beacon’s circulation.

3. Socks: in the past when we have allowed students to wear any socks it was a distraction. Students would roll up their pants to show off their socks or put the socks over the pants. Patterned socks are also much more expensive than purchasing a 10 pack of solid socks.

4. Shoes: When we have allowed any color shoe in the past it was a problem especially in middle school. Students used it as a status symbol, and it became an issue of the have’s and the have-nots. Students were even teased and bullied because of not having the “right” shoes. Allowing anything but a solid color shoe opens the room for interpretation. How much of a color do we allow when a shoe is not solid? When we allow a small amount of color, we soon see shoes with more color than we want and it’s hard to tell a student you can have this much color but not that much. We wind up spending valuable time on policing a shoe policy than we intend to.

5. Hair: there was a statement made that student have pushed the envelope on hair because we make a big deal about it. If we didn’t have any requirements for hair, it’s possible students wouldn’t color their hair as much as we think they would because there would be no consequences for it. Culturally, the extensions and colors woven through the extensions are not inexpensive and it’s also labor intensive. The extensions are meant to stay in for a month or longer. To ask a family to remove them after they have gotten them done is frustrating. It also implies that we are trying to make them fit into our “white” culture. This does open the door for any student to color their hair. The reason for taking out the color requirement for beads and barrettes is much the same. Those items get woven into the hair and are there for weeks. Also, when you purchase a package of beads, they come in a variety packs and you can’t find one color easily.

6. Henna: we have an increasing population of families that have henna applied for celebrations.

The following motions were made regarding the recommended changes to the Uniform Guidelines:

Note: the board did not accept the recommendation to change the shoe policy so there was not a vote on shoes.

<b>Motion:</b>	To approve making the Beacon Academy logo optional on solid red sweaters and solid black sweaters, solid red sweatshirts and solid black sweatshirts and solid red fleece and solid black fleece:							
<b>Made by:</b>	*Kris Gapinski				<b>Seconded by:</b>	*Cameron Ward		
<b>Discussion:</b>								
<b>Vote:</b>	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						
<b>Decision:</b>	Passes							

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<b>Motion:</b> To approve the addition of a solid navy-blue jumper and to allow the plaid jumper until they are out of circulation:								
<b>Made by:</b> *Kris Gapinski			<b>Seconded by:</b> *Cameron Ward					
<b>Discussion:</b>								
<b>Vote:</b>	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						
<b>Decision:</b> Passes								

<b>Motion:</b> To approve changing the color of socks to match the requirement for tights. Solid red, white, navy blue, or black for K-5 and solid white, black or tan for 6-8:								
<b>Made by:</b> *Cameron Ward			<b>Seconded by:</b> *Elizabeth Brobeck					
<b>Discussion:</b>								
<b>Vote:</b>	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						
<b>Decision:</b> Passes								

<b>Motion:</b> To approve remove the hair requirements for all students								
<b>Made by:</b> *Kris Gapinski			<b>Seconded by:</b> *Cameron Ward					
<b>Discussion:</b>								
<b>Vote:</b>	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						
<b>Decision:</b> Passes								

<b>Motion:</b> To approve removing the color requirement for beads, barrettes, and headbands; to prohibit bonnets with the bonnet exception and prior approval from the office; and approve henna in all colors:								
<b>Made by:</b> *Cameron Ward			<b>Seconded by:</b> *Kris Gapinski					
<b>Discussion:</b>								
<b>Vote:</b>	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						
<b>Decision:</b> Passes								

**G. Employee Retention and Compensation Committee**  
 - no report



**H. Executive Committee**

**1. Review/Approve Executive Director Working Agreement**

-there was a recommendation last month to approve the working agreement for Sean Koster.

<b>Motion:</b>	To approve the working agreement for Sean Koster, Executive Director for the 2021-2022 school year							
<b>Made by:</b>	*Aaron Price				<b>Seconded by:</b>	*Cameron Ward		
<b>Discussion:</b>								
<b>Vote:</b>	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						
<b>Decision:</b>	Passes							

**2. Thank you to Outgoing Board Members**

-Thank you to Cameron, Dennis and Heather for your service. We appreciate all you have done during your term.

**3. Open Board Seat**

-Joe has tendered his resignation to the board. We thank Joe for all you did to bring us here to the city of Crystal. To fill the vacant seat we will follow by-laws section 4. There will be a notice sent to the community on Monday to announce the open seat. The seat must be filled by someone not connected to the school. Materials need to be submitted by July 12<sup>th</sup> at midnight.

**Adjournment**

**Board Retreat-** None

**Old Business-** None

**Action Items-** None

**NEXT MEETING IS July 22, 2021**

**MOTION TO ADJOURN**

Motion to adjourn at 9:18 pm forwarded by Aaron Price seconded by Cameron Ward. Approved unanimously.  
 Meeting adjourned at 9:18 pm.

**Approved on** \_\_\_\_\_

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**Paige Roth, Secretary**  
**Beacon Academy School Board**