

Beacon Academy Charter District 4124
 Regular Board Meeting Minutes, September 15, 2022, 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

I. Call to Order: Wendy Terry called the meeting to order to at 6:38 p.m.

Roll Call: present at time of meeting unless otherwise noted

Name	Role	Present	Absent
Wendy Terry	Board Member - President	x	
Kris Gapinski	Board Member – Vice President	x	
Aaron Price	Board Member - Treasurer	x	
Matheu Weidenbach	Board Member - Secretary	x	
Elizabeth Brobeck	Board Member	x	
Joanna Pederson	Board Member	x	
Elizabeth Warpinski	Board Member	x	
Jamarcus Walker	Board Member		x
Melanie Spall	Board Member	x	
Sean Koster	Ex-Officio	x	
Mike Reeder	Ex-Officio	x	
Bridget Peterson	Ex-Officio	x	
Miscellaneous Attendees: Holly LaPierre (PTO), Becky Hofstad (fund development committee)			

II. Pledge of Allegiance

III. Choral Reading of Beacon Academy Mission Statement

IV. Approval of Agenda

Motion:	Motion to approve the agenda							
Made by:	Wendy Terry			Seconded by:	Elizabeth Brobeck			
Discussion:								
Vote:	Member	Yea	Nay	Abstain	Member	Yea	Nay	Abstain
	Aaron Price	x			Elizabeth Brobeck	x		
	Wendy Terry	x			Elizabeth Warpinski	x		
	Matheu Weidenbach	x			Jamarcus Walker			X – absent
	Joanna Pederson	x			Melanie Spall	x		
	Kris Gapinski	x						
Decision:	Passes							
Notes:	None							

V. Public Comment: *The board will recognize anyone from the public who wants to speak at this time. The board reserves the right to limit the time of the public comment. The public will not have the opportunity to speak or comment on any agenda item after the public comment time has passed.*

Notes: No comments

VI. 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.*

Notes: No conflicts of interest noted

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VII. Approval of Consent Agenda: *Consent Agenda items are considered to be routine in nature and will be enacted by one motion. There will be no separate discussion of these items unless a board member or meeting attendee so requests, in which event the item will be removed as a Consent Agenda item and addressed.*

- a. Approval of Minutes
 - i. Regular Board Meeting— August 18, 2022
 - ii. Board Retreat – August 23, 2022
- b. Policy 503 Attendance
- c. Policy 504 Student Dress and Appearance
- d. Policy 511 Student Fundraising
- e. Personnel/Staffing
- f. Assignment and assumption EdFinMN and BA
- g. Assignment and assumption EdFinMN and FOB
- h. Choice Bank EdFinMN signers doc

Motion: Motion to approve the consent agenda								
Made by: Matheu Weidenbach			Seconded by: Aaron Price					
Discussion: None								
Vote:	Member	Yea	Nay	Abstain	Member	Yea	Nay	Abstain
	Aaron Price	x			Elizabeth Brobeck	x		
	Wendy Terry	x			Elizabeth Warpinski	x		
	Matheu Weidenbach	x			Jamarcus Walker			X – absent
	Joanna Pederson	x			Melanie Spall	x		
	Kris Gapinski	x						
Decision: Passes								
Notes: None								

VIII. Board Reports

- a. Finance Committee
 - i. Review/Approve August Financial Report

Motion: Motion to approve the August Financial statements								
Made by: Aaron Price			Seconded by: Elizabeth Warpinski					
Discussion: None								
Vote:	Member	Yea	Nay	Abstain	Member	Yea	Nay	Abstain
	Aaron Price	x			Elizabeth Brobeck	x		
	Wendy Terry	x			Elizabeth Warpinski	x		
	Matheu Weidenbach	x			Jamarcus Walker			X – absent
	Joanna	x			Melanie Spall	x		

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	Pederson						
	Kris Gapinski	x					

Decision: Passes

Notes:

- Audit for FY22 is about to wrap up and will come forward in the near future for approval. This was a single audit again this year due to revenues over \$750K. This results in a higher fee for the audit. This is potentially the last year of the single audit.
- 17% through 22-23 school year.
- Limited financial activity on the August financial report due to staff coming off of Summer, and those expenses being billed to the previous year.
- YTD Fund Balance is \$1.966M, expenses are under 17% for reasons noted above. DCOH is -5, DCOH Combined Is 68.
- Cash balance projections are revised and did improve from the previous report slightly.
- Finance committee discussed financial revisions extensively and these will be reviewed at the next board meeting.
- Bridge loan options are being explored to address the cash balance deficit in order to possibly use for funding the period until the hold back is paid out. Whether this is used is still TBD based on need, but want to have option understood in the event it is required.

ii. Board Training, Sped Finance and State Payment (to be handed out at the meeting)

Notes:

- See amended packet for training

b. Beacon PTO, **Holly LaPierre (in place of Marie Geislinger)**

i. 2022-23 Activity update

Notes:

- Focus for the year is to re-build the community and bring back families post-COVID. This will be discussed more at next month's meeting.

ii. Review/Approve Beacon PTO Fundraiser proposal

Motion: Motion to approve PTO fundraisers for the year

Made by: Kris Gapinski **Seconded by:** Aaron Price

Discussion: None

Vote:	Member	Yea	Nay	Abstain	Member	Yea	Nay	Abstain
	Aaron Price	x			Elizabeth Brobeck	x		
	Wendy Terry	x			Elizabeth Warpinski	x		
	Matheu Weidenbach	x			Jamarcus Walker			X – absent
	Joanna Pederson	x			Melanie Spall	x		
	Kris Gapinski	x						

Decision: Passes

Notes:

- Fundraisers include butter braids for middle school events, flowers to fund the Wolf Ridge trip, and Beacon Dash to fund the PTO budget

c. Executive Director, Sean Koster

i. Enrollment Report (informational)

Notes:

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- We are likely down a few students since last Friday based on reports, but still looking at details
- Currently trending to approx. 570 students
- Currently budgeted at 550, 20 additional students results in approx. \$200K of revenue to support finances
- Note that the bottom of the report (new accepted by city) may not be updated

ii. Review/Approve PTO/COVID Proposal for 2022-2023

Motion: Motion to approve the plan for PTO absences: if someone tests positive for COVID, the 6th - 8th day of absence would be covered by the school and would not impact the end of year payout.

Made by: Melanie Spall

Seconded by: Lizzie Warpinski

Discussion:

- Question: How soon short term disability kicks in? Response: 6 weeks
- Question: how many staff had to use the policy last year? Response: in the latter part of the year the majority of people came back with a mask on day 6. 41 total confirmed cases with staff but more people tracked (staying home with symptoms).

Vote:	Member	Yea	Nay	Abstain	Member	Yea	Nay	Abstain
	Aaron Price	x			Elizabeth Brobeck	x		
	Wendy Terry	x			Elizabeth Warpinski	x		
	Matheu Weidenbach	x			Jamarcus Walker			X – absent for vote
	Joanna Pederson	x			Melanie Spall	x		
	Kris Gapinski	x						

Decision: Passes

Notes:

- Here was the motion last year: To approve the plan for PTO absences: if someone tests positive for COVID, the 6th - 8th day of absence would be covered by the school and would not impact the end of year payout.
- This year, all staff are allowed to return to the building with a mask on days 6-10 if they are symptoms free.
- In order for the 6-8 days of PTO to be covered by the school, the staff would have to have continued symptoms and/or test positive more than one time.
- This is a continuation from last year.

d. Board Training

i. Parliamentary Procedure

Notes:

- See packet for training

e. Fund Development Task Force

- Review/Approve Walmart grant application - classroom supplies
- Review/Approve Walmart grant application - classroom furniture
- Review/Approve Walmart grant application - classroom technology
- Review/Approve Delta grant application - music class technology

Motion: Motion to approve 3 Walmart grant applications, one each for classroom supplies, classroom furniture, classroom technology, and the Delta grant application for music class technology, with an update to the Delta grant application to change the % of students eligible for free or reduced lunch from 35% to 48% and students of color from 50% to 53%.

Made by: Matheu Weidenbach

Seconded by: Lizzie Warpinski

Discussion:

- Question: Is there a reason we would not give carte blanche to grant submissions? Response: to make sure information is accurate and because there are some organizations that we would not want to be associated

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with.

- Question: Is there a reason not to submit additional Walmart applications now? Response: we will submit these and see if we get approval. There is more opportunity to submit these before the end of the year and applications open again in February.

Vote:	Member	Yea	Nay	Abstain	Member	Yea	Nay	Abstain
	Aaron Price	x			Elizabeth Brobeck	x		
	Wendy Terry	x			Elizabeth Warpinski	x		
	Matheu Weidenbach	x			Jamarcus Walker			X – absent
	Joanna Pederson	x			Melanie Spall	x		
	Kris Gapinski	x						

Decision: Passes

Notes:

- Dollar General grant submitted in April did not get funded.
- The fund development committee does need more people to support writing additional grants. An email was sent to the Beacon community to request additional volunteers.
- Grants Applications
 - Walmart: Classroom-specific Supplies Selected by Individual Teachers, Requested Amount: \$5,000
 - Walmart: Replacement of Classroom Furniture including Desks, Tables and Bookcases, Requested Amount: \$5,000
 - Walmart: Replacement of Classroom Technology Including Laptops and Projectors, Requested Amount: \$5,000
 - Delta: \$4935 for 15 iPads to be used for music education
 - One update requested by Sean to the Delta grant application to change the % of students eligible for free or reduced lunch from 35% to 48% and students of color from 50% to 53%.

f. Curriculum Committee

Notes:

- Curriculum rolled out the digital library as well as the fly five (social emotional) curriculum. Possibly a PD coming for fly five.
- Good feedback on the digital library so far.
- Curriculum will continue to meet the first Monday of the month.

g. Governance Committee

i. No report this month

Notes:

- Governance has lost some members, so if someone else can serve from the board that would be helpful.
- The state legislature possibly have numerous changes that need to be addressed next spring as well.
- The meeting will stay at 5:30 PM on the last Monday of the month.

h. Employee Retention and Compensation Committee

Notes:

- ERCC met for the first time this year.
- Meetings will be Tuesday morning on the 2nd Tuesday of the month. The next one will be 10/13.
- Primary discussion was fringe benefits and non-monetary benefits. Further discussion to come to the board next month.
- Holding on additional COLA discussions and lane updates until final student numbers are known. More discussion next month.

i. Executive Committee

Notes:

- Executive Director goal setting is in progress.
- By-law review is in progress and the board will see recommendations likely around January time-frame.

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- Focusing additionally on succession planning. We need a more formal approach for the administration team around standard operating procedures and documenting procedures, as well as planning around temporary or permanent admin team member displacement.

IX. Actions

Action Opened	Topic	Action	Owner	Latest Update
08.23.2022	Board improvement areas: organization of board materials and important documents	Action 1: Add training links to board site Action 2: Identify critical organization documents and add to common repository	Action 1: Secretary (Mat) Action 2: Chair (Wendy)	Action 1: pending, will complete prior to October meeting Action 2: in progress but holding due to office staff changes
08.23.2022	Board improvement areas: capture actions and ensure follow up	Capture actions in minutes and include on agenda as relevant for review and to confirm progress is being made on actions	Secretary (Mat)	COMPLETE
08.23.2022	Board improvement areas: clarify the process for address of public comment for board meeting attendees.	Action 1: Secretary (Mat) to update meeting agenda template with language that clarifies open meeting law	Action 1: Secretary (Mat)	Email out to Anne Marie, Mat to follow up, may need to create new language
08.23.2022	Board improvement areas: provide transparency on steps in progress to address biggest challenges the organization is facing	Action: incorporate steps in communications to Beacon community throughout the year, tailoring for both staff and parent community as appropriate	Executive Director (Sean)	Ongoing
09.15.2022	Board agenda distribution	Action: the board agenda has not been sent to the staff for the last 2 months; need to determine why and ensure the agenda is distributed.	Chair (Wendy)	

X. Adjournment

MOTION TO ADJOURN

Motion to adjourn at 8:01 pm forwarded by Kris Gapinski seconded by Joanna Pederson. Approved unanimously.

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Meeting adjourned at 8:01 pm.

Next regular meeting: October 13, 2022 at 6:30PM

Approved on 10/13/2022
Matheu Weidenbach, Secretary
Beacon Academy School Board