

Board of Directors

**Date:** August 20, 2024

**Time:** 6:00 pm – 7:30 pm

**Location:** 974 Skyline Drive SW  
Rochester, MN 55902

Call Meeting to Order: 6:02pm

**Reading of Mission:** The Mission of Rochester Beacon Academy, with the cooperation of parents, is to provide a safe learning community in a secondary (6-12) setting; respecting the individual and differentiated needs of learners, empowering them to reach their full potential and join their community with success. Read by: Christina

**Attendance:** To establish quorum

<b>Name</b>	<b>Attendance</b>
Dean Frank, Chair	present
Elisa Voeltz, Vice Chair	present
Christina Pruka, Treasurer	present
Khristie Cano, Secretary	present
Lizzi Clobes, Teacher Member	present

**Guests**

Beth Bruns	Executive Director
Traci LaFerriere	Business Manager

**Conflict of interest - None**

**Approval of Agenda**

**a. Motion to approve agenda for August 20, 2024**

<b>Move</b>	<b>Second Vote</b>	<b>Vote Aye</b>	<b>Motion</b>
Elisa	Lizzi		Approved

Dean Frank, Chair	Aye
Elisa Voeltz, Vice Chair	Aye
Christina Pruka, Treasurer	Aye
Khristie Cano, Secretary	Aye
Lizzi Clobes, Teacher Member	Aye

**Public Forum - Public Forum Guidelines - None**

**Consideration of Claims and Accounts -**

**Fiscal Year 2024**

The fiscal year 2024 audit fieldwork is scheduled for the week of September 3. Unaudited UFARS data must be submitted to MDE by September 15. The next deadline is November 30 to submit audited UFARS data and the compliance table. The final audit document is due by December 31.

**Fiscal Year 2025**

Fiscal year 2024 end of year accruals and reports are still in process so the JE listing, balance sheet, and cashflow schedule are not provided this month. The following reports are provided for review: Think Bank statements (June – July), receipt listing (June – July), check listing (June – July), wire listing (June – July), outstanding payments listing, bank reconciliation (June – July), and income statement.

The July 2024 income statement compares year to date (July only) revenues and expenditures to the FY2025 budget that is based on 94 adm. Revenues and expenditures should be monitored to prevent actual from falling short of or exceeding budget.

The lease aid application was approved by MDE on July 12, 2024.

**Old Business**

**a. Motion to approve Board Minutes from the July 16th, 2024 meeting**

Move	Second Vote	Vote Aye	Motion
Lizzi	Elisa		Approved

Dean Frank, Chair	Aye
Elisa Voeltz, Vice Chair	Aye
Christina Pruka, Treasurer	Aye
Khristie Cano, Secretary	Aye
Lizzi Clobes, Teacher Member	Aye

**b. Board Communication Plan (BCP) check-in**

- The board discussed broader communication by utilizing a calendar on the schools website of events and committee meetings in addition to outreaching the Rochester community.

**c. Committee Reports**

**i. Community Outreach and Recruitment Committee (CORC)**

- The CORC committee is hosting its first Ice Cream Social on Thursday 22, 2024 from 5:00 pm - 7:00pm.
- The committee reviewed its duties and responsibilities charged by the board during the Board Retreat.

**ii. Policy Committee**

- The Staff, Family, and Paraprofessional handbooks were sent to the school attorney for review. The school will use its previous handbooks from 2023-2024 until the new amended versions are approved.
- The committee is also working on updating the Bullying and Harassment Policy.
- Future meeting date is pending

**iii. District Advisory Committee (DAC)**

- The committee reviewed its duties and responsibilities charged by the board during the Board Retreat.
- The current focus for the committee is on succession planning, phone and technology integration, enrollment, and physical space.

**iv. Finance and Facilities**

- The Finance committee discussed moving its meeting date a week prior to the board meeting but decided against it.
- The facilities will be a sub committee of Finance and will be meeting this winter to determine building needs. The lease is up July 2025.

**d. Board Retreat Follow Up**

- A reminder to complete the board retreat survey for feedback.
- A reminder to board members to develop their individualized board development plans.

**e. Directors Report**

**i. Enrollment**

FY25 Enrollment as of 08.12.24 - Approx. 105 - SpEd 83%

6th	7th	8th	9th	10th	11th	12th	SOAR
4	11	16	14	12	28	19	4

**ii. RBA Personnel Resignations**

- Chris Mielke - Special Education ParaProfessional effective August 1, 2024
- Dani Terbeest - Special Education ParaProfessional effective August 11, 2024

**iii. RBA Personnel New Hires**

- Dominique Brucki - Special Education ParaProfessional at \$27,115.00 effective August 19, 2024
- Erla Cable - Special Education Clerk at \$50,000.00 effective August 8, 2024
- Sara Dion Special Education ParaProfessional at \$27,115.00 effective August 19, 2024
- Molly McHenry - Special Education ParaProfessional at \$27,577.00 effective August 12, 2024
- Marvin Myers - Part-Time Special Education ParaProfessional at \$21.25 per hour effective August 12, 2024

**iv. RBA Personnel Terminations / Non - Renewal**

- N/A

**f. Resignation of Board Chair Kate Gustafson**

Move	Second Vote	Vote Aye	Motion
Christina	Elisa		Approved

Dean Frank, Chair	Aye
Elisa Voeltz, Vice Chair	Aye
Christina Pruka, Treasurer	Aye
Khristie Cano, Secretary	Aye
Lizzi Clobes, Teacher Member	Aye

**New Business**

**g. Handbooks**

- Pending council approval

**h. Amend Rochester Beacon Academy By-Laws**

- Voting to change the majority led group from community majority to non-majority.
- School Authorizer (MN GUILD) has approved the to change the bylaws.
- **Motion to approve changes to Rochester Beacon Academy By-Laws**

Move	Second Vote	Vote Aye	Motion
Christina	Lizzi		Approved

Dean Frank, Chair	Aye
Elisa Voeltz, Vice Chair	Aye
Christina Pruka, Treasurer	Aye
Khristie Cano, Secretary	Aye
Lizzi Clobes, Teacher Member	Aye

**Committee Meetings:**

<b>Finance &amp; Facility Committee:</b> September 19, 2024 at 5:00 pm
<b>Community Outreach and Recruitment Committee (CORC):</b> Monday, September 9th at 5:00pm
<b>Policy Committee:</b> TBD

**RBA Events:**

- Thursday, August 22 from 5:00pm - 7:00pm is our back-to-school Ice Cream Social
- Student Orientation is August 20-21 from 9:00am - 2:00pm
- First day of school is August 26

**Next Meeting:** Thursday, September 19, 2024

**Adjourn Meeting:**

**Motion to adjourn the meeting at 6:57 pm**

<b>Move</b>	<b>Second Vote</b>	<b>Aye Motion</b>	<b>Motion</b>
<b>Elisa</b>	<b>Khristie</b>		<b>Approved</b>

Dean Frank, Chair	Aye
Elisa Voeltz, Vice Chair	Aye
Christina Pruka, Treasurer	Aye
Khristie Cano, Secretary	Aye
Lizzi Clobes, Teacher Member	Aye