

Board of Directors Official Minutes

**Date:** September 21, 2023

**Time:** 6:00 pm – 7:30 pm

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

1. Call Meeting to Order: 6:01pm
2. **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 Dean Frank
3. **Attendance:** To establish quorum

Name	
Kate Gustafson, Chair	Here
Dean Frank, Vice Chair	Here
Christina Pruksa, Treasurer	Here
Melissa Gerads	Via Zoom
Lori Rogers	Excused
Todd Baringer	Here

Guests
Niffy Reiling, Executive Director
Traci LaFerriere, Business Manager
Beth Bruns, Director of Student Supports

4. **Conflict of interest** (Recognize any conflict of interest for board members or public input.)
5. **Approval of Agenda**

**Motion to approve agenda for September 21, 2023**

Move	Second	Vote Aye	Motion
Todd	Dean	All	

Name	VOTE
Kate Gustafson, Chair	Aye
Dean Frank, Vice Chair	Aye
Christina Pruksa, Treasurer	Aye
Melissa Gerads	Aye
Lori Rogers	N/V
Todd Baringer	Aye

**6. Approval Meeting Minutes**

**Motion to approve meeting minutes from August 21, 2023**

<b>Move</b>	<b>Second</b>	<b>Vote Aye</b>	<b>Motion</b>
Christina	Melissa	All	Approved

<b>Name</b>	<b>VOTE</b>
Kate Gustafson, Chair	Aye
Dean Frank, Vice Chair	Aye
Christina Pruka, Treasurer	Aye
Melissa Gerads	Aye
Lori Rogers	N/V
Todd Baringer	Aye

**7. Public Forum - Public Forum Guidelines**

- a. Request sign-in -

**8. Consideration of Claims and Accounts**

- a. Audit is complete on our end, the auditor is working on their report now. Final report should be available next month. Due in December
- b. Financial reports are available for review from June, July, and August.
- c. Funds available for Librarian/Media Specialist.
- d. Food program has some discrepancies on balances. Found in the audit.

**Motion to approve the Financials for September 21, 2023**

<b>Move</b>	<b>Second</b>	<b>Vote Aye</b>	<b>Motion</b>
Dean	Todd	All	Approved

Your vote is stating you have read and understand the financial documents presented.

<b>Name</b>	<b>VOTE</b>
Kate Gustafson, Chair	Aye
Dean Frank, Vice Chair	Aye
Christina Pruka, Treasurer	Aye
Melissa Gerads	N/V
Lori Rogers	N/V
Todd Baringer	Aye

**9. Committee Reports -**

- a. **Building / Facilities Committee:**
  - i. No Report

**b. Strategy / Communication Committee:**

- i. No report

**c. Policy Committee:**

- i. Reviewed 4 policies
- ii. Update on policies will be given during new business

**d. Community Outreach / Grant Committee**

- i. Halloween Dance - Oct 27 from 5-7pm
  - 1. Sensory Stations/Haunted House
- ii. Fall Family Festival
  - 1. Friday, November 17th 4-7pm
  - 2. Billboard spot?
- iii. Skate-a-thon and Canvas & Cocoa Events in Dec.

**e. Continuous Improvement Analysis Committee:**

- i. Working on revamping surveys to set up for MEA week
- ii. Looking into entrance and exit surveys for employees and students/families
- iii. Exit also for SOAR program students
- iv. Next meeting on Oct 12, 2023

**10. Director's Report**

**a. Enrollment - to be updated at meeting**

6th	7th	8th	9th	10th	11th	12th	SOAR
4	8	12	17	27	12	14	4

Total of 98 - Estimated 80% SPED

**b. RBA Personnel Resignations:**

- i. Daniel Rivera, Special Education Paraprofessional, effective 9/14/2023

**c. RBA Personnel New Hires:**

- i. 7 applications for SPED Paras

**d. RBA Personnel Terminations:**

- i.

**e. ..**

**f. ..**

**g. ..**

**11. Old Business**

- a. Board Communication Plan (BCP) check in
  - i. Error in email communication
  - ii. Personal email for Todd until we get his RBA email fixed
- b. Charter Source update
  - i. Complete new board training and send certificates to Kate.
- c. Board Committees
- d. Open Positions

**12. New Business**

- a. **MOTION to approve the one-time payment of Niffy Reiling’s Incentive Pay as outlined in her 2022-2023 Worker Agreement for the amount of \$3,588.00**

**Motion to approve**

Move	Second	Vote Aye	Motion
Christina	Dean	All	Approved

Name	VOTE
Kate Gustafson, Chair	Aye
Dean Frank, Vice Chair	Aye
Christina Pruksa, Treasurer	Aye
Melissa Gerads	Aye
Lori Rogers	N/V
Todd Baringer	Aye

- b. **MOTION to approve edits to Policy 310**

**Motion to approve**

Move	Second	Vote Aye	Motion
Dean	Todd	All	Approved

Name	VOTE
Kate Gustafson, Chair	Aye
Dean Frank, Vice Chair	Aye
Christina Pruksa, Treasurer	Aye
Melissa Gerads	Aye
Lori Rogers	N/V
Todd Baringer	Aye

- c. **MOTION to approve Conflict of Interest Forms for Lease Aid**

**Motion to approve - No vote needed, forms signed at the meeting**

Move	Second	Vote Aye	Motion

Name	VOTE
Kate Gustafson, Chair	
Dean Frank, Vice Chair	
Christina Pruksa, Treasurer	
Melissa Gerads	
Lori Rogers	
Todd Baringer	

**d. MOTION to approve the 2023-2024 Staff Handbook**

- i. Will be an email vote to be submitted by Friday, Sep 22, 2023 at 2pm

**Motion to approve**

Move	Second	Vote Aye	Motion
Christina	Dean	All	Approved

Name	VOTE
Kate Gustafson, Chair	Aye
Dean Frank, Vice Chair	Aye
Christina Pruksa, Treasurer	Aye
Melissa Gerads	N/V
Lori Rogers	Aye
Todd Baringer	Aye

**13. Board Parking Lot**

- a. **New Board Recruitments**
- b. **Open Board Positions**
  - i. Any interest send to Kate
- c. **Beth Bruns's Development Plan**
  - i. Shadowing Niffy as able
- d. **Succession plans for RBA Board and Leadership**
  - i. Niffy is working on her own

**14. Next Meeting:**

Wednesday, October 25 at 6pm due to MEA Break previous week

**15. RBA Events:**

- **Resource Night on October 17th, 2023**
  - **Board Member needed at 4pm to talk with parents**
  - **Dinner provided by the Board to teachers**
- **Fall Festival, November 17th, 2023**
- 

**16. Committee Meetings:**

<b>Committee</b>	<b>Date Next Meeting</b>
Finance	TBD
Community Outreach / Grant Committee	TBD
Policy	TBD
Advisory/Strategy	TBD
Continuous Improvement	TBD

**19. Adjourn Meeting**

Motion to adjourn the meeting at 7:36

Move	Second	Vote Aye	Motion
<b>Dean</b>	<b>Melissa</b>	<b>All</b>	<b>Approved</b>