

Board of Directors Official Minutes

Date: November 17, 2022

Time: 6:00 pm – 7:30 pm

Location: 974 Skyline Drive SW
Rochester, MN 55902

1. Call Meeting to Order:
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.
3. **Attendance:** To establish quorum

Name	
Deanne Breitenbach, Chair	Present
Kate Dullard, Vice Chair	Present
Brenna Salfi	Online
Christina Pruka	Present
Dean Frank	Present

Guests
Niffy Reiling, Executive Director
Traci LaFerriere, Business Manager
Katrina Houghton
Lori Rogers
CJ Mitchell

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

5. **Approval of Agenda**

Motion to approve agenda for November 17, 2022

Move	Second	Vote Aye	Motion
Gsutafson	Pruka	All	Carried

Name	
Deanne Breitenbach, Chair	Aye
Kate Dullard, Vice Chair	Aye
Brenna Salfi	Aye
Christina Pruka	Aye
Dean Frank	Aye

6. Approval Meeting Minutes

Motion to approve meeting minutes from October 27, 2022

Move	Second	Vote Aye	Motion
Pruka	Gustafson	All	Carried

Name	
Deanne Breitenbach, Chair	Aye
Kate Dullard, Vice Chair	Aye
Brenna Salfi	Aye
Christina Pruka	Aye
Dean Frank	Aye

7. Public Forum - Public Forum Guidelines

- a. Request sign-in - None

8. Consideration of Claims and Accounts

- a. .. Still waiting for audit- we are being prioritized
 - i. To be done in December possibly
 - ii. Jan 3 audit is due
- b. ..Cash flow is updated for October and included pay increase for paras that was passed last month for paraprofessionals and showed on the Nov. 15th payroll
 - i. October column has happened
 - ii. November 15th payroll is projected going forward
 - 1. Positions have gone unfilled right now, but it is not making much of a difference
- c. Budget was done before July 1st of last fiscal year, and we did not know where our building was going to be and how many staff
 - i. Budgeted based on the previous year’s rent for a building and staff
 - ii. Estimated column in cash flow is way different than the budget
 - 1. Might need a budget revision
 - 2. Based on 80.5 ADM

Motion to approve claims and accounts

Move	Second	Vote Aye	Motion
Pruka	Gustafson	All	Carried

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

Name	
Deanne Breitenbach, Chair	Aye
Kate Dullard, Vice Chair	Aye

Brenna Salfi	Aye
Christina Pruka	Aye
Dean Frank	Aye

9. Committee Reports -

a. Building / Facilities Committee:

- i. No Report

b. Strategy / Communication Committee:

- i. No Report

c. Policy Committee:

- i. Update on tracker
 1. All policies have been put together. This includes all 65 of our school policies. We need to go through this list and revise/
 - a. Prioritize mandated policies to be done first
 - b. Kate and Deanne will send policies that need to get done to review and decide if we need them or not from there.

d. Community Outreach / Grant Committee (Deanne)

- i. Billboard Sponsors
 1. Brightenbach is still wanting to find sponsors for our billboard
 2. \$140 per week
 3. Sponsors name to be on billboard along side photos, our logo, quotes from our students, etc.
 4. Deanna know a graphic designer to make our logo/ design
 5. Staff and community to brainstorm ideas for sponsorship whether this be a business, a family, or anyone in the community
- ii. Gathering grant resources & information
 1. Board to looking to accumulate space to grant writing and finding grants to apply for, so we are able to build our cash reserve for the school
 2. We are in need (and looking) of someone who is always in charge of all grant writing (New Dean of Students position)
- iii. Press release- Brightenbach to contact news stations involved in emergency board meeting coverage to follow up with all exciting new news
 1. Possibly to be in December, or after the holiday season
- iv. Social Media- New changes to social media to reach a larger audience
 1. Board to buy gift cards for a give away- like, follow, etc to win the prizes
 2. Katrina to create and take over social media in the future
- v. Resource night- bringing back resource night for our families
 1. Bluestem
 2. Prairiecare
 3. Caseworkers

e. Continuous Improvement Analysis Committee:

- i. No Report

f. Personnel Committee

- i. No Report

10. Director’s Report

a. Enrollment - to be updated at meeting

6th	7th	8th	9th	10th	11th	12th	SOAR
5	8	15	17	14	8	14	??

Total of ## - Estimated ##.##% SPED

b. RBA Personnel Resignations:

- i. No report

c. RBA Personnel New Hires:

- i. No report

d. Created a new position- Dean of Students

- i. To hire internal someone who:
 1. Thinks about our students and their needs the right way
 2. Can coach staff and students
 3. Can support our students in times of crisis or dysregulation
 4. Go over IEP goals and ensure we are doing what we can to reach those goals
 5. Find grants and write grants
 6. Collect and review data and push that back to staff
 7. This would be run out of the resource room that is being created currently
 - a. Staff cleared this area last PD day and are working to add things to increase sound, seating, lighting, and other tools needed to make this a safe space for our students

11. Old Business

- a. Board Communication Plan (BCP) check in
 1. Making sure everyone is involved- one email will be sent out for everything that needs to be communicated to staff and community. The board is planning to bring this up at every single meeting to ensure that the voices of all are being heard, and all questions are being answered.
 - a. Creating a board calendar for staff to follow
- b. School Board Protocols - Board Training and Manual

- 1. Deanne signed us up for training
- 2. Will be an online board binder similar to the one that we received last year
- c. Board Committees - Review Descriptions and current participants
 - 1. Each board member should be signed up for 1-2 committees
 - 2. We want to be assigning members to things that are interstate in and will enjoy
 - 3. Staff can fill these in as well
- d. Open Officer Positions - Secretary & Treasurer
 - 1. Tabling this until January
 - 2. We want minimum of 2 new members by January meeting
 - a. These people could fill these rolls

12. Board Parking Lot

- a. **Board Treasurer & Secretary nominations**
- b. **New Board Recruitments**
- c. **Policy review**

13. Next Meeting: Thursday, December 15, 2022

14. RBA Events:

- **Staff Thanksgiving Meal 11/17/22**

15. Committee Meetings:

Committee	Date Next Meeting
Finance	TBD
Community Outreach / Grant Committee	TBD
Policy	TBD
Strategy	TBD
Continuous Improvement	TBD

19. Adjourn Meeting

Motion to adjourn the meeting at

Move	Second	Vote Aye	Motion
Gustafson	Pruka	All	Carried