

Board of Directors Unofficial Minutes

**Date:** December 15, 2022

**Time:** 6:00 pm – 7:30 pm

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

Call Meeting to Order: 6:01 p.m

1. **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.

2. **Attendance:** To establish quorum

Name	
Deanne Breitenbach, Chair	Zoom
Kate Gustafson, Vice Chair	Zoom
Brenna Salfi	Excused
Christina Pruka	Zoom
Dean Frank	Zoom

Guests
Niffy Reiling, Executive Director
Traci LaFerriere, Business Manager
Katrina Houghton
Ellen Nelson
Lori Rogers
Beth Bruns

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

NONE

4. **Approval of Agenda**

**Motion to approve agenda for December 15, 2022**

Move	Second	Vote Aye	Motion
Gustafson	Frank	All	Carried

Name	
Deanne Breitenbach, Chair	Aye
Kate Gustafson, Vice Chair	Aye
Brenna Salfi	NO VOTE
Christina Pruka	Aye
Dean Frank	Aye

**5. Approval Meeting Minutes**

**Motion to approve meeting minutes from November 17, 2022**

Move	Second	Vote Aye	Motion
Frank	Gustafson	All	Carried

Name	
Deanne Breitenbach, Chair	Aye
Kate Gustafson, Vice Chair	Aye
Brenna Salfi	NO VOTE
Christina Pruka	Aye
Dean Frank	Aye

**6. Public Forum - Public Forum Guidelines**

Request sign-in -

**7. Consideration of Claims and Accounts**

**Rochester Beacon Academy #4238  
Financial Report to the School Board  
November 2022**

Fiscal Year 2022

The fiscal year 2022 audit is in process. The deadlines for submitting unaudited UFARS data to MDE by September 15 and audited UFARS data and compliance table by November 30 were met. The final audit document is due by January 3.

Fiscal Year 2023

The following reports are provided for review: receipt listing, check listing, wire listing, journal entry listing, outstanding payments listing, reconciliation worksheet, balance sheet and cashflow schedule.

The cashflow schedule shows November 2022 actual and a schedule of December 2022 - June 2023 projected revenues and expenditures. There is a column to the right that shows the projected end of year accruals which are primarily the 10% state aid holdback and salaries and benefits earned in FY2023 but paid after June 30. The estimated actual column to the right shows expected variance from the adopted budget and may become the revised budget.

The prior year ending fund balance is more than estimated in the authorized budget at \$663,882. State revenues are significantly less due to lower enrollment. Salaries, benefits, and facility lease expenses are significantly decreased. The decreases in those three expense categories do generate decreases in revenue because special education aid is generated on special education expenditures and lease aid is generated on lease expense. The annual net income is expected to be \$18,063. The ending fund balance in the general fund as a percentage of expenditures is expected to be 30%.

The estimated actual column revenues are based on 80.42 average daily memberships (ADM) and 95.3 weighted ADM. 80.42 was figured using 84.42 students but some of those students generating less than one ADM because of part-time annual enrollment.

The estimated actual column/working budget will be reviewed and updated and eventually become a budget revision.

The cashflow is showing a \$5,807 transfer between funds.

The school will have to monitor the state aid payments because they may be adjusted for enrollment, special education aid calculations, or prior year adjustments. Also, federal expenditures must be made before reimbursement may be requested which may impact cashflow. The lease aid application needs to be approved before the school will start receiving lease aid.

- **Finance committee met before tonights meeting**
  - **Reviewed receipts and check listings**
  - **Reviewed cash flow document**
    - **Not a lot of changes from last month**
    - **Revenues are impacted by enrollment**
    - **Niffy reported that we are at 83.3 for enrollment, which equates to better cash flow**
    - **We will continue to use a lower enrollment number to safe money and be conservative**
  - **In the narrative, we still need to meet our lease application, which will be ready to submit tomorrow**
    - **Allocation that comes from the state.**
    - **Our application must be sent**
    - **State payment will be increased due to this**
  -

**Motion to approve xxxxx**

<b>Move</b>	<b>Second</b>	<b>Vote Aye</b>	<b>Motion</b>
<b>Gustafson</b>	<b>Frank</b>	<b>All</b>	<b>Carried</b>

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

<b>Name</b>	
Deanne Breitenbach, Chair	Aye
Kate Gustafson, Vice Chair	Aye
Brenna Salfi	NO VOTE
Christina Pruka	Aye
Dean Frank	Aye

**8. Committee Reports -**

**Community Outreach & Grant Committee**

- Top priority times of year to promote RBA
  - Talked about getting sponsors for the billboard
  - We want targeted times to promote RBA
  - Looking at weekly sponsor- \$140 a week
  - Possible weeks are: End of January, a week before report cards are to come out (look at Rochester Public schools to see their end of the quarters), May would be an ideal time as well, July
    - Open enrollment is in January. Connect with Vicki
  - Do we have sponsors from the Ray of Hope that would be interested in providing support
- Volunteers to contact businesses to sponsor electronic billboards.
- Student Council would like to put on a carnival towards the end of the year as a student event
- Send Deanne an email the names of any contacts that might be interested in donating \$140 for the billboard and have their business on the billboard

**Finance Committee**

- No Report

**Policy Committee**

- Kate, Nifty, and Deanne are reviewing policies with a goal of having all mandatory policies complete by the January board meeting.

**Strategy & Continuous Improvement Committee:**

- No Report

**9. Director’s Report**

**Enrollment - to be updated at meeting (Open Enrollment dates/caps)**

6th	7th	8th	9th	10th	11th	12th	SOAR
7	10	15	20	14	9	15	

Total of 83.3 adm - Estimated **92.8%SPED**

**RBA Personnel Resignations:**

- Report

**RBA Personnel New Hires:**

- Samantha Volkart, Special Education Paraprofessional, \$15,529.50, effective 12/16/2022

**Appreciations:** Vicki Bruske, Kate Gustafson

**Some licensure issues were discovered through our Stars report. All paperwork is in. Licenses have been approved!!**

**10. Old Business**

- Board Communication Plan (BCP) check in
- Board Binder
- Board Committees
  - We are restructuring committees because we had too many of them and they overlapped.
  - Board members need to put their names down for committees by no later than January 4th, 2023.
- Open Positions
  - We still need a secretary
  - We also need 2 additional board members
    - Need a community member and a parent member
    - If we get both of those, we can add another teacher member
    - Ideally we get 4 more board members before our elections in May

**11. New Business**

**a. Policy 400 - Equal Educational and Employment Opportunity**

**Motion to approve**

Move	Second	Vote Aye	Motion
Gustafson	Pruka	All	Carried

Name	
Deanne Breitenbach, Chair	Aye
Kate Gustafson, Vice Chair	Aye
Brenna Salfi	NO VOTE
Christina Pruka	Aye
Dean Frank	Aye

**b. Policy 413 - Use of Reasonable Force and Prohibition on Use of Corporal Punishment**

**Motion to approve**

Move	Second	Vote Aye	Motion
Frank	Gustafson	All	Carried

Name	
Deanne Breitenbach, Chair	Aye

Kate Gustafson, Vice Chair	Aye
Brenna Salfi	NO VOTE
Christina Pruka	Aye
Dean Frank	Aye

**c. Policy 415 - Bloodborne Pathogens**

**Motion to approve**

<b>Move</b>	<b>Second</b>	<b>Vote Aye</b>	<b>Motion</b>
Frank	Gustafson	All	Carried

<b>Name</b>	
Deanne Breitenbach, Chair	Aye
Kate Gustafson, Vice Chair	Aye
Brenna Salfi	NO VOTE
Christina Pruka	Aye
Dean Frank	Aye

**d. Policy 426 - Health Insurance Policy**

**Motion to approve**

<b>Move</b>	<b>Second</b>	<b>Vote Aye</b>	<b>Motion</b>
Gustafson	Pruka	All	Carried

<b>Name</b>	
Deanne Breitenbach, Chair	Aye
Kate Gustafson, Vice Chair	Aye
Brenna Salfi	NO VOTE
Christina Pruka	Aye
Dean Frank	Aye

**12. Board Parking Lot**

- New Board Recruitments**
- Board Treasurer nominations**
- Board Secretary nominations**

**13. Next Meeting: Thursday, January 18, 2022 6-7:30 pm**

**14. RBA Events:**

**Tuesday, December 20th- Joy Day (assembly and fun activities) This is also our half day!**

**15. Committee Meetings:**

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

**16. Adjourn Meeting**

Motion to adjourn the meeting at 7:14

Move	Second	Vote Aye	Motion