

Board of Directors Agenda

Date: February 16, 2023

Time: 6:00 pm – 7:30 pm

Location: 974 Skyline Drive SW
Rochester, MN 55902

1. Call Meeting to Order: **6:02 P.M**
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. (Kate)
3. **Attendance:** To establish quorum

Name	
Deanne Breitenbach, Chair	Present
Kate Gustafson, Vice Chair	Present
Christina Pruka, Treasurer	Present
Dean Frank	Present
Lori Rogers	Present

Guests
Beth Bruns, Director of Student Supports
Traci LaFerriere, Business Manager
Hamid Atchan, Science Teacher

4. **Conflict of interest** (Recognize any conflict of interest for board members or public input.) NONE
5. **Approval of Agenda**

Motion to approve agenda for February 16, 2023

Move	Second	Vote Aye	Motion
Gustafson	Frank	All	Carried

Name	
Deanne Breitenbach, Chair	Aye
Kate Gustafson, Vice Chair	Aye
Christina Pruka, Treasurer	Aye
Dean Frank	Aye
Lori Rogers	Aye

6. **Approval Meeting Minutes**

Motion to approve meeting minutes from January 19th, 2023

Move	Second	Vote Aye	Motion
Frank	Rogers	All	Carried

Name	
Deanne Breitenbach, Chair	Aye
Kate Gustafson, Vice Chair	Aye
Christina Pruka, Treasurer	Aye
Dean Frank	Aye
Lori Rogers	Aye

7. Public Forum - Public Forum Guidelines

a. Request sign-in - Hamid Atchan

- Rocky start to the school year and some growing pains. A lot of things have been resolved with Beth being in the Interim Director position
- What is the plan for the space for the school for next year. Space issue with where the school is and the amount of room we have
- Capping classes and what does that look like moving forward
- Specifics on programs and design for curriculum- looking for a plan or idea
- Looking outward at other schools, student usage of phones are a problem. We are thinking about a more strict phone policy
 - Controlling an electronics and having an onboarding process for parents and increasing parent awareness of how to utalize parental controls on their students phones
- Lori had a staff member approach her with a question to ask - Banked PTO and how to have access to it without going through the board. What can you use the bank PTO for and how many weeks are available?
 - 6 weeks are available.

8. Consideration of Claims and Accounts

- a.** Review financials that were provided in the packet
- b.** Look at lined items in the details to adapt a current year revised budget, which might have to wait until April
 - i. Have to do with staffing
 - ii. Our enrollment is better than what is reported in the financials that were
 - iii. Lease aid has been approved and lease aid was calculated into our state aid payment. Happens in 2 installments
 - iv. Title 1 application had not been submitted, but now it has and we are able to
- c.** If we follow cash flow statement, our net income for food service and the general fund means we only have a balance of -\$7,000, which is better than what we had originally budgeted.
- d.** We are expecting to end the year at a 28.5% fund balance. Sponsors and auditors usually recommend 20-25% fund balance.

Fiscal Year 2022

Clifton, Larson, Allen is the school's audit firm. They have not completed the fiscal year 2022 audit. The final audit document was due by January 3 to the MN Dept of Education, State Auditor, and school's sponsor. It is in final review as of 2/12/2023.

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 January actual and a schedule of February - June 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 -\$6772. The ending fund balance in the general fund as a percentage of expenditures is expected to be 29%.

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 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 cashflow is showing a \$18,789 transfer between funds.

The estimated actual column/working budget will be reviewed and updated and eventually become a budget revision. The lines that need to be reviewed are:

Lease aid revenue: the lease aid application was approved on January 30.

Reimbursement from Rochester Public Schools: the school needs to invoice RPS for special education paraprofessional transportation hours.

Gifts and fundraising: the school needs to determine what gifts and fundraising revenue and expense are expected this year.

Medical assistance revenue: The school needs to estimate the revenue that will be generated from billing.

Title I revenue: the Title I application has been approved in SERVS.

Marketing expense: the school needs to determine if the \$1401 available is sufficient for the marketing planned for the year.

Food program revenue: the claims recorded in CLICS were for October and December, the September and November claims need to be completed and all other months.

Motion to approve Claims and Accounts

Move	Second	Vote Aye	Motion
Gustafson	Pruka	All	Carried

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

Name	
Deanne Breitenbach, Chair	Aye
Kate Gustafson, Vice Chair	Aye
Christina Pruka, Treasurer	Aye
Dean Frank	Aye
Lori Rogers	Aye

9. **Committee Reports** - chair persons will send out an email to committee members to set up a meeting before our March 2023 board meeting.

a. Strategy & Continuous Improvement Advisory Committee:

- i. No Report - Meeting will be held prior to the March board meeting
- ii. Dean is chair person

b. Policy Committee:

- i. No Report - Meeting will be held prior to the March board meeting
- ii. Kate is chair person

c. Community Outreach / Grant Committee

- i. Billboard ran week of 1/30/23
- ii. Logo/Swag
- iii. Social Media
- iv. Deanne will be chair person
- v. We are looking to find a person to help with grants, who would be able to watch out for specific grants and help write them

d. Finance Committee

- i. Christina will be the chair person

10. **Director's Report**

a. Enrollment - to be updated at meeting

6th	7th	8th	9th	10th	11th	12th + Soar	
8	8	16	26	16	10	14	

Total of **98** - Estimated **94% SPED**

b. We had our first assembly. Our enrollment has expanded. We have added 12 new students since our last board meeting. An updated ADM is not available right now, but Beth is working to streamline the process. ADM has a different percentage of income that we get from the state. On average, we get on \$6,000-\$10,000 per student.

Beth is going to streamline a process to speak with the church. As of right now, the church is not willing to negotiate space. We need to contact the church to see where they stand with us as their tenants.

We are looking to hire a special education teacher, and we have other postings available for onsite special education services.

Beth is the district assessment coordinator for the MCA's. All staff have completed their required training for MCA testing. MCA testing will take place on April 17-20th. Elisa's office will be our secure test location. ACT's are set for April 15th.

There has been a huge increase in student behaviors, which will be discussed tomorrow at staff Professional Development. Professionals will be brought in to talk with staff and students about how their words and behaviors affect others.

Appreciation- Beth appreciates every staff member who has stepped up to the plate. Beth will be delegating duties to those who have asked to help.

- c. RBA Personnel Resignations:
 - i. No report
- d. RBA Personnel New Hires:
 - i. Cyrus Conklyn, starting February 13th, 2023 at \$10,657.50
- e. ..
- f. ..

11. Old Business

- a. Board Communication Plan (BCP) check in
 - 1. Board Drive folder comes from info@rochesterbeaconacademy.org
- b. Policy 408 & 507 (tabled at January Meeting) will be finalized by March board meeting
- c. Open Board Positions - Secretary
- d. Open Positions - We need three more board members
 - 1. Parent member and community member first, then add teacher member
 - 2. We have had a few people tell Deanne that they are considering joining the board

12. New Business

- a. Niffy Reiling - Leave of Absence

Motion to approve Beth Bruns as interim Executive Director

Move	Second	Vote Aye	Motion
Gustafson	Rogers	All	Carried

Name	
Deanne Breitenbach, Chair	Aye

Kate Gustafson, Vice Chair	Aye
Christina Pruka, Treasurer	Aye
Dean Frank	Aye
Lori Rogers	Aye

Motion to approve 2023-2024 School Calendar to include the charge on March 29th from a teacher day to a staff day

Move	Second	Vote Aye	Motion
Frank	Pruka	All	Carried

Name	
Deanne Breitenbach, Chair	Aye
Kate Gustafson, Vice Chair	Aye
Christina Pruka, Treasurer	Aye
Dean Frank	Aye
Lori Rogers	Aye

b. Board Retreat - please send Deanne your availability. Discussing the agenda.

c. Board Elections are in May

13. Next Meeting: Thursday, March 16, 2023 at 6pm

14. RBA Events:

- Bookfair Ends tomorrow at 8:00am. We need to hit \$1500. If we do not hit the \$1500, Scholastic will not offer us the bookfair option again.
- Sweetheart Social - our first sweetheart social. Went well. Over 20 kids
- March 11th will be our annual video game tournament. Doors open at 11:30. Tournament begins at 12:00. Flyers have been printed.
- Prom is on April 29th

15. Committee Meetings:

Committee	Date Next Meeting
Finance	Thursday, March 16, 2023 @ 5pm
Community Outreach / Grants	TBD
Policy	TBD
Strategy & Continuous Improvement Advisory	TBD

19. Adjourn Meeting

Motion to adjourn the meeting at

Move	Second	Vote Aye	Motion
Gustafson	Frank	All	Carried