

Board of Directors Agenda

Date: March 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	6:36 P.M (Zoom - no childcare)
Lori Rogers	Present

Guests
Niffy Reiling, Executive Director
Beth Bruns, Director of Student Supports
Traci LaFerriere, Business Manager
Jim Zacchini, MN Guild Executive Director
Lucas Chase, Auditor

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 March 16, 2023

Move	Second	Vote Aye	Motion
Gustafson	Pruka	All	Carried

Name	
Deanne Breitenbach, Chair	Aye
Kate Gustafson, Vice Chair	Aye
Christina Pruka, Treasurer	Aye
Dean Frank	NO VOTE
Lori Rogers	Aye

6. **Approval Meeting Minutes**

Motion to approve meeting minutes from February 16, 2023

Move	Second	Vote Aye	Motion
Pruka	Rogers	All	Carried

Name	
Deanne Breitenbach, Chair	Aye
Kate Gustafson, Vice Chair	Aye
Christina Pruka, Treasurer	Aye
Dean Frank	NO VOTE
Lori Rogers	Aye

7. Public Forum - Public Forum Guidelines

- a. Request sign-in - NONE

8. Consideration of Claims and Accounts

- a. **Audit Review - Lucas Chase CPA with CLA, LLP.**

Motion to approve

Move	Second	Vote Aye	Motion
Gustafson	Pruka	All	Carried

Name	VOTE
Deanne Breitenbach, Chair	Aye
Kate Gustafson, Vice Chair	Aye
Christina Pruka, Treasurer	Aye
Dean Frank	NO VOTE
Lori Rogers	Aye

**Rochester Beacon Academy #4238
Financial Report to the School Board
February 2023**

Fiscal Year 2022

Clifton, Larson, Allen is the school’s audit firm. An auditor will attend the board meeting to review the two audit documents included in the board packet.

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, cashflow schedule, Think Bank statement, audited financial statements, and executive summary.

The cashflow schedule shows February actual and a schedule of March - 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. Since last month, state revenues have been adjusted based on enrollment projections growing from 80.42 adm, 95.3 wadm to 88.89 adm, 105.37 wadm. Salaries, benefits, and facility lease expenses are significantly decreased from the original budget. 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 \$76,644. The ending fund balance in the general fund as a percentage of expenditures is expected to be 32.5%.

The estimated actual column revenues are based on 88.89 average daily memberships (ADM) and 105.37 weighted ADM.

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 \$16,094 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:

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

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

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.

- b. In the financial report, the committee met before this meeting and discussed the transactional reports
- c. ADM was updated on the financial reports. Please reference the narrative below.
- d. Currently the ADM is 88.89
- e. We are still under what our original budget was based on currently, which is good. We are expected to be under budget, with a final number coming to \$800,008
- f. Cash flow is also showing a transfer from Fund 1 to Fund 2. Last year we roughly transferred \$12,000 and this year, we are expecting to have to transfer \$16,000
 - i. Food services are not being refunded for a month of meals that are served.
- g. General fund budget was predicting a negative \$65,000 and with the enrollment, we are now expecting a positive fund balance of \$76,000 with an end balance of \$740,000

h. Motion to approve claims and accounts

Move	Second	Vote Aye	Motion
Rogers	Gustafson	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 -

a. Finance Committee

- i. Report included in Consideration of Claims and Accounts

b. Community Outreach / Grant Committee

- i. Meeting held Wednesday, March 8th, 2023
- ii. Key changes to website - looking to train in a few more people to help modify our school website and modify it.
- iii. Billboards - promoting fundraising opportunities
 - 1. Billboard ran and it was successful
 - 2. Possibly looking to use the billboard to promote fundraising opportunities
- iv. Katrina - seeking training for grant writing & coordinating restaurant fundraisers
 - 1. Fundraising with Noodles and Company- more information will follow
- v. Christina - looking into Kwik Trip & Scrips Fundraisers

c. Policy Committee:

- i. Meeting - Wednesday, March 15th, 2023
- ii. Kate - Report **FILL IN UPDATES BEFORE SENDING TO DEANNE**
- iii. Next meeting will be April 12th, 2023 at 3:00 P.M.

d. Strategy and Continuous Improvement Advisory Committee

- i. Dean -report
- ii. Unable to meet this month, but they are looking to get in two meetings before the next board meeting
- iii. ED Review
- iv. Board Member Elections- May

10. Director's Report

a. Enrollment - to be updated at meeting

6th	7th	8th	9th	10th	11th	12th	SOAR
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8	8	16	26	16	10	9	4
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Total of 97- Estimated **##.##% SPED**

- b. RBA Personnel Resignations:
 - i. None
- c. RBA Personnel New Hires:
 - i. None

11. Old Business

- a. Board Communication Plan (BCP) check in
 - 1. Going well.
 - 2. Website is updated with everyone’s phone numbers
- b. Open Positions - Secretary
- c. Open Positions - We need three more board members
 - 1. Parent member and community member first, then add teacher member
- d. Board Elections - May

12. New Business

- a. **2023-2024 Building Lease**
- b. **NWEA Testing**
- c. **Transportation - error in the transportation report. Previous director accidentally clicked that RBA would provide transportation instead of RPS.**
- d. **Annual Report**
Motion to approve Annual Report and Worlds Best WorkForce

Move	Second	Vote Aye	Motion
Pruka	Rogers	All	Carried

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

- e. **MDE Letter**
Motion to approve Letter to MDE regarding transportation error

Move	Second	Vote Aye	Motion
Frank	Pruka	All	Carried

Name	VOTE
Deanne Breitenbach, Chair	Aye
Kate Gustafson, Vice Chair	Aye

Christina Pruka, Treasurer	Aye
Dean Frank	Aye
Lori Rogers	Aye

13. Board Parking Lot

- a. New Board Recruitments
- b. Charter Source Board Training Reminder
- c. Annual Board Training Retreat

14. Next Meeting: Thursday, April 20th, 2023

15. RBA Events:

- Spring Break - April 3rd - April 7th, 2023
- Prom

16. Committee Meetings:

Committee	Date Next Meeting
Finance	Thursday, April 20, 2023 - 5pm
Community Outreach / Grant Committee	Wednesday, April 12, 2023 - 4:45pm
Policy	April 12th, 2023 - 3:00 P.M.
Strategy and Continuous Improvement Advisory	TBD

19. Adjourn Meeting

Motion to adjourn the meeting at 7:26 P.M.

Move	Second	Vote Aye	Motion
Gustafson			