

Board of Directors Agenda

**Date:** April 20, 2023

**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 Gustafson, Vice-chair, Secretary	Present
Christina Pruka, Treasurer	Present
Dean Frank	Present
Lori Rogers	Present

Guests
Niffy Reiling, Executive Director
Beth Bruns, Director of Student Supports
Traci LaFerriere, Business Manager
Ellen Nelson, RBA Teacher

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

**Motion to approve agenda for April 20, 2023**

Move	Second	Vote Aye	Motion
Frank	Pruka	All	Carried

Name	VOTE
Deanne Breitenbach, Chair	Aye
Kate Gustafson, Vice-chair, Secretary	Aye
Christina Pruka, Treasurer	Aye

Dean Frank	Aye
Lori Rogers	Aye

**6. Approval Meeting Minutes**

**Motion to approve meeting minutes from March 16, 2023**

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

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

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

- a. Request sign-in - NONE

**8. Consideration of Claims and Accounts**

**Rochester Beacon Academy #4238  
Financial Report to the School Board  
March 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.

The cashflow schedule shows March actual and a schedule of April - 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 decreasing from 88.89 adm, 105.37 wadm to 83.39 adm, 98.77 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 \$61,459. The ending fund balance in the general fund as a percentage of expenditures is expected to be 32.3%.

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 shows a \$15,982 transfer between funds.

The school should approve the revised budget/estimated actual column of the cashflow as:

	Fund 01	Fund 02
Revenues	\$2,305,379	\$46,900
Expenditures	\$2,243,853	\$46,967
Net Income	\$61,526	-\$67
Ending Fund Balance	\$725,341	\$0

The lines in the cashflow 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 September claim was not made in CLICS in a timely manner so an appeal should be made to submit a late claim.

**a.) Approval of a budget revision and next year’s budget is going to be tabled until next board meeting to reflect a better idea of enrollment and employment.**

**b.) 990 form is still with the auditors currently, and we are hoping to have the form filled out and ready to be viewed by the board and voted on by the next board meeting.**

**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	VOTE
Deanne Breitenbach, Chair	Aye
Kate Gustafson, Vice-chair, Secretary	Aye
Christina Pruka, Treasurer	Aye

Dean Frank	Aye
Lori Rogers	Aye

**9. Committee Reports -**

**a. Community Outreach/Grant Committee:**

- i. Kwik Trip Fundraise
  - 1. Car washes and general gift cards
  - 2. Students will fill out forms
  - 3. April 24th-May 7th
    - a. Information will be sent to families via email, posted on social media
- ii. May 4th fundraiser at Noodles and Company
- iii. May 11th at Applebee’s
- iv. Carnival on July 15th, 11am-3pm to serve as a community event
  - 1. Promote the school
  - 2. Billboard booked for July 10th-16th
- v. Beth and Niffy have plans to look at grant work over the summer

**b. Policy Committee:**

- i. Policy committee was unable to meet due to scheduling conflicts
- ii. Beth sent the “Golden Standard” of what policies are necessary to the operations of schools
  - 1. Kate has been reviewing the list Beth sent against our current policy tracker to make sure that we have the policies that we need
- iii. Policy committee is working to schedule a meeting to discuss all the policies that have been review that will be sent out to the rest of the board for review for the next board meeting

**c. Strategy & Continuous Improvement Advisory Committee:**

- i. A parent and teacher survey have been made that are on the docket for tonight
- ii. An executive director evaluation has also been made
- iii. If both the teacher survey, parent survey, and executive director evaluations are approved tonight, those will be sent out as soon as possible.
- iv. Board members will be going over the evaluation tool

**10. Director’s Report**

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

6th	7th	8th	9th	10th	11th	12th	SOAR
8	9	15	26	15	10	12	4

Total of 96 - Estimated **82% SPED**

**Introduction**

RBA is feeling spring knocking on the door and both staff and students are feeling a little extra energized. We are still giving tours to potential students with the hopes that we are at capacity in September!

This week our staff and students participated in a spirit week for Autism Awareness. It was so fun to see everyone in their pajamas!

**Testing:**

I am pleased to report that our state testing went exceptionally well, and I would like to extend my heartfelt thanks to Beth Bruns for her outstanding leadership and dedication in ensuring our students' success. Her efforts have paid off, and our students' test scores will hopefully show the growth we feel inside our classrooms.

**Enrollment:**

In addition to our academic achievements, I am pleased to report that our enrollment continues to grow steadily. We have seen an increase in the number of families who are interested in enrolling their children in our school, and we are actively working to accommodate this demand.

**School Events - Board Invited:**

Looking ahead, we have prom on April 29th and graduation on the horizon, and we are working hard to make these events memorable and safe for our students. Our faculty and staff have been working diligently to ensure that our students can celebrate these milestones while following all health and safety guidelines.

**Conferences:**

We have our final conferences this Monday from 1:00 - 4:00. It will be an open house style and we look forward to seeing our families and community. We have found that open house style brings in more families and allows for families to easily meet with all their student's teachers. Board members are always welcome to join and meet our community.

**Staffing and Forward Planning:**

Beth and Niffy have been engaging in strategic planning with both the Director of Special Education and our Business Manager regarding staffing and budget. It's important to keep in mind that our budget is a reflection of RBA's values, which is why it's crucial to have a budget that aligns with a strong strategic plan that accurately represents who RBA is and what we prioritize.

Yesterday Deanne, Niffy and Beth met with representatives from the church (landlords) to discuss our lease moving forward. It went well and we continue to appreciate working in partnership with the church.

We are currently looking for two new paraprofessionals -let us know if you have anyone in mind!

Thank you for your continued support of our school.

Beth & Niffy

**b. RBA Personnel Resignations:**

- i. Jaelyn McDougall, effective March 30, 2023

**c. RBA Personnel New Hires:**

- i. Kiarra Harden, SPED paraprofessional, effective April 10, 2023 at \$4,872.00

**11. Old Business**

**a. Board Communication Plan (BCP) check in**

- 1. Inform teachers when minutes and board information is available.
- 2. Trying to plan for the Monday after board meetings
- 3. Best communication that we have had in a long time

**b. Open Board Positions**

- 1. Community Member
- 2. Parent Member
- 3. We need to get a Secretary
- 4. We also need to get a "Notetaker"
  - a. This person would attend all board meetings and take notes, fill out agenda's, and keep minutes
- 5. Board Bio's due April 28th, send to Dean Frank -

[community.member11@rochesterbeaconacademy.org](mailto:community.member11@rochesterbeaconacademy.org)

**c. Board Elections in May**

**12. New Business**

**a. Director Evaluation Format**

**Motion to approve**

<b>Move</b>	<b>Second</b>	<b>Vote Aye</b>	<b>Motion</b>
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<b>Pruka</b>	<b>Rogers</b>	<b>All</b>	<b>Carried</b>
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Name	VOTE
Deanne Breitenbach, Chair	Aye
Kate Dullard, Secretary	Aye
Christina Pruka, Treasurer	Aye
Dean Frank	Aye
Lori Rogers	Aye

**b. Proposed Teacher Survey**

**Motion to approve Tabled until Next Board Meeting**

Move	Second	Vote Aye	Motion

Name	VOTE
Deanne Breitenbach, Chair	
Kate Dullard, Secretary	
Christina Pruka, Treasurer	
Dean Frank	
Lori Rogers	

**c. Proposed Parent Survey**

**Motion to approve Tabled until Next Board Meeting**

Move	Second	Vote Aye	Motion

Name	VOTE
Deanne Breitenbach, Chair	
Kate Dullard, Secretary	
Christina Pruka, Treasurer	

Dean Frank	
Lori Rogers	

**d. Policy 317**

**Motion to approve Policy 317**

<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>

Name	VOTE
Deanne Breitenbach, Chair	Aye
Kate Dullard, Secretary	Aye
Christina Pruka, Treasurer	Aye
Dean Frank	Aye
Lori Rogers	Aye

**13. Board Parking Lot**

- a. Board Treasurer nominations
- b. Board Vice Chair nominations
- c. New Board Recruitments

**14. Next Meeting:** Thursday, May 18, 2023 – 6 pm

**15. RBA Events:**

- a. Prom- April 29th, 2023 at 5:00 P.M.
- b. Graduation- June 2, 2023 at 5:30 P.M.

**16. Committee Meetings:**

Committee	Date Next Meeting
Finance	Thursday, May 18, 2023 – 5 pm
Community Outreach / Grant Committee	Wednesday, May 10, 2023 4:45pm
Policy	TBD
Strategy & Continuous Improvement Advisory	Thursday, May 11, 2023 5pm



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**19. Adjourn Meeting**

Motion to adjourn the meeting at 7:05 p.m.

Move	Second	Vote Aye	Motion