

Board of Directors Official Minutes

Date: May 18, 2023

Time: 6:00 pm – 7:30 pm

Location: 974 Skyline Drive SW
Rochester, MN 55902

1. Call Meeting to Order: 6:01 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. (Christina)
3. **Attendance: To Establish Quorum**

Name	
Deanne Breitenbach, Chair	Present
Kate Gustafson, Vice Chair	Present
Christina Pruka, Treasurer	Present
Dean Frank	Present
Lori Rogers	Arrived at 6:03

Guests
Niffy Reiling, Executive Director
Beth Bruns, Director of Student Supports
Traci LaFerriere, Business Manager
Ellen Nelson, Teacher
Elisa Voeltz, SPED Clerk
Jori Eidem

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 May 18, 2023

Move	Second	Vote Aye	Motion
Frank	Gustafson	All	Carried

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

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6. Approval Meeting Minutes

Motion to approve meeting minutes from April 20, 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	Aye
Lori Rogers	Aye

7. Public Forum - Public Forum Guidelines

- a. Request sign-in - NONE

8. Consideration of Claims and Accounts

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

	Fund 01	Fund 02
Revenues	\$2,316,187	\$47,255
Expenditures	\$2,263,758	\$47,322
Net Income	\$52,429	-\$67
Ending Fund Balance	\$716,243	\$0

A transfer of approximately \$15,324 between funds should be authorized.

Move	Second	Vote Aye	Motion
Frank	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

- **990 Tax Form** - has been received and made available for the public

9. Committee Reports -

a. Community Outreach/Grant Committee:

- i. Kwik Trip Fundraiser - 10 kids sell. Made \$706.
- ii. Noodles and Company Fundraiser went on
- iii. AppleBee's Fundraiser also went on
- iv. Made updates to the website
 1. Slideshow of graduates
- v. Hyvee- someone bought reusable bags and donated the money to RBA
 1. Facebook post to go out about this option

b. Policy Committee:

- i. Review of the policy tracker
- ii. Lots to do

c. Strategy & Continuous Improvement Advisory Committee:

- i. Went over parent and staff survey that went out
- ii. Parent survey results
 1. Overall positive
 2. 19 parents completed the survey
 3. Parents feel like their students are safe, welcomed, had a trusted adult at school
 4. 10% of the surveyd results said communication was not great. Roughly 2 people
 5. Properly handles bullying had the most mixed reviewed. 4 votes were unapplicable.
 6. What parents would like to see added most was electives or enrichment electives (50%).
- iii. Staff survey results showed the four major areas of need, which are highlighted. 24 staff responded
 1. Working on expectations
 2. Working on communication
 3. Working on student behavior
 4. Working on consistency
 5. Training paras on behavior recognition and behavior de-escalation
 6. Teachers could improve classroom management and consistency or reaching out to students who they don't normally interact with or reach out to
 7. S3 could follow a schedule and how we handle drop-in's
 8. Administration could improve on consistency for both staff and students
 9. One policy the staff would like to see improved is cell phones.
- iv. Executive Director evaluation
 1. Personel Committee handles this
 - a. Deanne, Dean, and Vicki

- b. Part of this meeting would be closed for the review unless Niffy requests it to be open
- v. Made sure to have things collected for board elections
 - 1. Anyone who is still interested can submit a bio to Dean
 - 2. They will be accepted until May 23, 2023

10. Director’s Report

a. Enrollment - to be updated at meeting

6th	7th	8th	9th	10th	11th	12th	SOAR
8	10	16	24	13	10	9	4

Total of 94 - Estimated **81% SPED**

- Senior Trip- seniors will be leaving on May 30th and going to Valley Fair.
- Last day of school is June 1st. Graduation practice will happen this day.
- Graduation is June 2, 2023.
- We have the ability to set pay and reflect the change in responsibilities and job duties through stipends

11. Old Business

- a. Board Communication Plan (BCP) check-in
- b. Open Board Positions
 - 1. Community Member
 - 2. Parent Member
 - 3. Secretary
 - 4. Note Taker
- c. Board Elections in May

12. New Business

- a. Board Training Saturday, May 20th, 9 am – 2 pm @ RBA
- b. Consent Agenda Discussion
 - i. Discussion about this to happen at Board Training on Saturday
- c. Surveys (Staff & Parent)
- d. Executive Director Evaluation
- e. Graduation – Board Providing Cupcakes & Water
- f. **Policy Revisions (306, 500, 505, 521, 524, 534, 612, 522)**

Motion to approve

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

13. Next Meeting: Monday, June 19, 2023 – 6 pm

14. RBA Events:

- a. Graduation- June 2, 2023 at 5:30 P.M.

15. Committee Meetings:

Committee	Date Next Meeting
Finance	Monday, June 19, 2023 5pm
Community Outreach / Grant Committee	TBD
Policy	TBD
Strategy & Continuous Improvement Advisory	June 8, 2023

19. Adjourn Meeting

Motion to adjourn the meeting at 7:00 p.m.

Move	Second	Vote Aye	Motion
Gustafson	Pruka	All	Carried