

Board of Directors Agenda

**Date:** June 22., 2023

**Time:** 6:00 pm – 7:30 pm

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

1. Call Meeting to Order: 6:06 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	Zoom (vacation)

Guests
Niffy Reiling, Executive Director
Traci LaFerriere, Business Manager
Melissa Gerads, Student Parent

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

**Motion to approve agenda for June 22, 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 May 18, 2023**

<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
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, Budget for Fiscal Year 2024, and Staff Salary Scale**

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

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
Christina Pruka, Treasurer	Aye
Dean Frank	Aye
Lori Rogers	Aye

- Received detailed transaction reports - receipt and transaction reports
- Revisions for several reasons: placeholders for salaries, staff that exceeded their time off limit, budgeted items for curriculum purchases that may happen before June 30th.
  - Any activity that does happen before June 30th, will be reflected in Fiscal year 2023

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

The following reports are provided for review: receipt listing, check listing, wire listing, outstanding payments listing, reconciliation worksheet, balance sheet, cashflow schedule, Think Bank statement. Additionally, the FY2024 budget and salary schedule are included for review and approval.

The cashflow schedule shows May actual and a schedule of 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 actual column to the right shows expected variance from the revised budget.

State revenues have been estimated based on enrollment projections of 83.39 adm and 98.77 wadm. The annual net income of the combined funds is expected to be \$71,210. The ending fund balance in the general fund as a percentage of expenditures is expected to be 32.94%.

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 school should approve the FY2024 budget as:

	Fund 01	Fund 02
Revenues	\$2,372,204	\$19,469
Expenditures	\$2,397,984	\$19,469
Net Income	-\$25,780	\$0
Ending Fund Balance	\$690,464	\$0

The school should approve the Licensed Employee FY2024 Salary Scale with salary range of \$38,476.46 to \$61,418.69 and Paraprofessional FY2024 Hourly Rate of \$21.00.

**9. Committee Reports -**

**a. Community Outreach/Grant Committee**

- i. Did not get to meet this month

**b. Policy Committee**

- i. Policy committee was not able to meet
- ii. We will continue to review our policy tracker
- iii. Looking to change by-laws to reflect our board

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

- i. Looked over the recent board election
- ii. Looking at improvements for the future to include cell phone policies and behavior management policies
- iii. Looking at curriculum building
  - 1. Google classroom to add on assignments and communicate with parents
  - 2. Create a shared curriculum drive

**d. Personnel Committee**

- i. Completed Executive Director evaluation - report will be given

**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 **##% SPED**

- b. Graduation was so much fun- we have such a good rapport with the church, that we were able to use the Sanctuary since it was raining
- c. Appreciation to all the teachers, staff, and administrators for this school year
- d. Board Retreat - brought together the board and administrators to engage everyone to exchange ideas, goals, and inform our decision making processes
  - i. Curriculum development
  - ii. Professional development for teachers
  - iii. Facility maintenance
  - iv. Student services
- e. Staff retention has been high
  - i. We are looking for an electives teacher
  - ii. Special Education Paraprofessionals

**11. Old Business.**

- a. **Board Communication Plan (BCP) check-in** - everything is going well
- b. **Open Board Positions (Secretary)**

**12. New Business**

- a. **Board Election Results**
  - i. Dean was voted for the Board Chair. He is unable to step into the role
  - ii. Dean will step into the role as Vice Chair.
  - iii. Christina will remain Treasurer
    - 1. She will take notes until we get a treasurer
- b. **Conflict of Interest Forms** - everyone needs to sign them and return to Beth
- c. **Approval of Traci LaFerriere’s Contract for the 2023-2024 school year**  
**Motion to approve**

Move	Second	Vote Aye	Motion
Pruka	Gustafson	All	Carried

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

**d. Deanne Breitenbach’s Resignation from Board - Effective June 23, 2023**

**Motion to approve**

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

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

**e. Appointment of Kate Gustafson as New Board Chair - Effective June 23, 2023**

**Motion to approve**

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

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

**f. Appointment of Dean Frank as New Board Vice Chair - Effective June 23, 2023**

**Motion to approve**

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

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

**We will now close the meeting in accordance with the performance evaluation of personnel. We**

will be discussing the evaluation of our Executive Director, Niffy Reiling. The meeting is now closed at 7:06 P.M.

**g. Appointment of Todd Baringer as a Community Member of the Board of Directors for Rochester Beacon Academy**

**Motion to approve**

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

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

**h. Appointment of Melissa Gerads as a Parent Member of the Board of Directors for Rochester Beacon Academy**

**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
Christina Pruka, Treasurer	Aye
Dean Frank	Aye
Lori Rogers	Aye

**Executive Director Evaluation (The meeting will be closed for this item)**

**13. Next Meeting:** Monday, July 17th, 2023 – 6 pm

**14. RBA Events:** Summer Break

**15. Committee Meetings:**

<b>Committee</b>	<b>Date Next Meeting</b>
Finance	Monday, July 17, 2023 5pm
Community Outreach / Grant Committee	TBD
Policy	TBD
Strategy & Continuous Improvement Advisory	Thursday, July 13, 2023 5pm
Personel Committee	TBD

**19. Adjourn Meeting**

Motion to adjourn the meeting at 7:37 p.m.

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