**Board of Directors Agenda Date:** May 19, 2022

**Time:** 6:30 pm – 8:00 pm

**Location:** Rochester Beacon Academy

1. Call Meeting to Order: 6:36 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. (Stacy)

1. **Attendance: To establish Quorum**

|  |  |
| --- | --- |
| Name |  |
| Pam Johnson, Chair | Present |
| Crystal Heim, Vice Chair | Zoom (Illness) |
| Evin Lantz, Treasurer | Absent |
| Kate Dullard, Secretary | Present |
| Bobbi Kostinec | Zoom (COVID) |
| Deanne Breitenbach | Present |
| Brenna Salfi | Zoom (Illness) |
| Stacy Aoudia | Present |

|  |
| --- |
| Guests |
| Nicole Musolf, Executive Director |
| Melissa Walsh, Director of Special Education |
| Traci LaFerriere |

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

Motion to approve agenda for May 19, 2022

|  |  |  |  |
| --- | --- | --- | --- |
| **Move** | **Second** | **Vote Aye** | **Motion** |
| Dullard | Aoudia | All | Carried |

|  |  |
| --- | --- |
| Name | VOTE |
| Pam Johnson, Chair | Aye |
| Crystal Heim, Vice Chair | Aye |
| Evin Lantz, Treasurer | NO VOTE |
| Kate Dullard, Secretary | Aye |
| Bobbi Kostinec | Aye |

|  |  |
| --- | --- |
| Deanne Breitenbach | Aye |
| Brenna Salfi | Aye |
| Stacy Aoudia | Aye |

1. **Approval Meeting Minutes**

Motion to approve meeting minutes from April 21, 2022

|  |  |  |  |
| --- | --- | --- | --- |
| **Move** | **Second** | **Vote Aye** | **Motion** |
| Aoudia | Dullard | All | Carried |

|  |  |
| --- | --- |
| Name | VOTE |
| Pam Johnson, Chair | Aye |
| Crystal Heim, Vice Chair | Aye |
| Evin Lantz, Treasurer | NO VOTE |
| Kate Dullard, Secretary | Aye |
| Bobbi Kostinec | Aye |
| Deanne Breitenbach | Aye |
| Brenna Salfi | Aye |
| Stacy Aoudia | Aye |

Motion to approve special meeting minutes from April 26, 2022

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| **Move** | **Second** | **Vote Aye** | **Motion** |
| Aoudia | Breitenbach | All | Carried |

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| --- | --- |
| Name | VOTE |
| Pam Johnson, Chair | Aye |
| Crystal Heim, Vice Chair | Aye |
| Evin Lantz, Treasurer | NO VOTE |
| Kate Dullard, Secretary | Aye |
| Bobbi Kostinec | Aye |
| Deanne Breitenbach | Aye |
| Brenna Salfi | Aye |
| Stacy Aoudia | Aye |

Motion to approve meeting minutes from April 29, 2022

|  |  |  |  |
| --- | --- | --- | --- |
| **Move** | **Second** | **Vote Aye** | **Motion** |
| Dullard | Breitenbach | All | Carried |

|  |  |
| --- | --- |
| Name | VOTE |
| Pam Johnson, Chair | Aye |
| Crystal Heim, Vice Chair | Aye |
| Evin Lantz, Treasurer | NO VOTE |
| Kate Dullard, Secretary | Aye |
| Bobbi Kostinec | Aye |
| Deanne Breitenbach | Aye |
| Brenna Salfi | Aye |
| Stacy Aoudia | Aye |

1. **Public Forum - Public Forum Guidelines**
   1. Request sign-in - NONE
2. **Consideration of Claims and Accounts**
   1. April Financials

**Rochester Beacon Academy #4238**

**Financial Report to the School Board - April 2022**

The school’s cash balance is $621,470 at the end of April. The difference between the fund balance and cash available is a combination of aids due from governments, prepaids, accounts payable, and payroll tax payables.

The April 2022 income statement compares year to date revenues and expenditures to the FY2022 revised budget. Revenues and expenditures should be monitored to prevent actual from falling short of or exceeding budget. After ten months YTD as a % of budget should be at 83% (10/12 months). However, state revenues are being paid at 90% so state revenues should have been paid at 75%. State revenues have been paid at 70% of budget. A review of expenditures should take into consideration that instructional staff are paid August 30 – August 15.

The cash-flow schedule shows April 2022 actual and a schedule of May - June 2022 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 FY2022 salary and benefit payments paid after June 30. The estimated actual column to the right shows expected variance from the revised budget.

The following table shows the enrollment estimates used for the fiscal year 2022 revised budget, enrollment used for state aid payments, and actual enrollment, and enrollment’s impact on general education revenue and lease aid.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Grade | 6 | 7-12 | ADM | WADM | LEP | Gen Educ | Lease |
| RvBdgt | 6 | 89 | 95 | 112.8 | 0 | $873,538 | $148,219 |
| State | 6 | 89 | 95 | 112.8 | 0 | $873,566 | $149,612 |
| Actual | 6 | 89 | 95 | 112.8 | 0 | $873,538 | $148,219 |

Lease aid is calculated at the lesser of 90% of lease expense or $1314 per pupil units. To maximize lease aid at 112.8 pupil units, lease expense should be $164,688. It is $256,850. This means the school is paying an additional lease expense of $92,162 over the 10% that the lease aid calculation assumes. The cashflow schedule has reduced rent expense per the proposed settlement agreement by $23,350, June rent, and utility expense by $4353, June utilities. The savings is partially offset by a $18,000 June moving expense.

The cashflow schedule has been updated to include payroll bonus/stipends that the school board may authorize totaling $37,400. It has also been updated to remove expense for open positions prorated for a partial year.

The cashflow reflects the assumption that special education students will be at minimum 70% of total enrollment and reimbursement will therefore be 95%. That will have to be monitored because the final calculation is made from MARSS end of year reports.

The cashflow is showing a $11,800 transfer between funds.

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 FY2021 ending balance includes $378,092 PPP loan revenue, $136,995 was expended in FY2021 and the balance of $241,097 is in the ending fund balance restricted for allowable PPP loan expenditures. The PPP loan forgiveness application was approved.

Motion to approve April Financials

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| --- | --- | --- | --- |
| **Move** | **Second** | **Vote Aye** | **Motion** |
| Dullard | Breitenbach | All | Carried |

|  |  |
| --- | --- |
| Name | VOTE |
| Pam Johnson, Chair | Aye |
| Crystal Heim, Vice Chair | Aye |
| Evin Lantz, Treasurer |  |
| Kate Dullard, Secretary | Aye |
| Bobbi Kostinec | Aye |
| Deanne Breitenbach | Aye |
| Brenna Salfi | Aye |
| Stacy Aoudia | Aye |

1. **Committee Reports -**
   1. **Building / Facilities Committee:**
      1. Updates provided
      2. A comparison of the 3 possible locations was discussed to include total square footage, type of lease, lease period, lease $$/sq foot, availability, annual rent, monthly rent, utilities/maintenance, internet/cleaning/phone/security, property taxes, responsible building repairs, deposit, option to renegotiate more space, buildout required, cost of buildouts, additional information, floor plans, etc.
   2. **Strategy Committee:**
      1. No Report
   3. **Policy Committee:** Annual Review
      1. Policy 309
   4. **Community Outreach / Grant Committee**
      1. Update provided
      2. See directors report for update on the Ray of Hope
   5. **Continuous Improvement Analysis Committee:**
      1. No report
2. **Director’s Report**
   1. **Enrollment**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 6th | 7th | 8th | 9th | 10th | 11th | 12th | SOAR |
| 5 | 12 | 24 | 16 | 9 | 9 | 12 | 7 |

Total of 87 (with SOAR is 94) - Estimated 92% SPED

Because we have reached 90% or greater for SPED, we are now able go to the state and ask for additional funding. Nicole and Melissa are going to be reaching out.

* 1. A running total of the moving costs are talked about including Two Men and a Truck, dumpster removal, semi-rentals.
     1. A rough estimate will be available in June
  2. For Summer board meetings, we historically have moved our meetings to Monday nights.
     1. We have no building at the moment.
     2. June 20th, July 18th, and August 15th at 6:30 p.m (ALL MONDAYS)
  3. Ray of Hope Update
     1. Approximately cleared $6,500.00
     2. Sponsorships brought in the most money (estimated $3,400)
     3. Baskets
     4. Next year Ray of Hope is May 13th, 2023 and potentially try having it at the park  
        or pavilion
  4. Rochester Schools have changed their bell times. School will start at 7:20 a.m. and end at 2:20p.m.
  5. RBA Personnel Resignations:
     1. Jessica Laber, SPED Teacher, effective 5/2/2022
  6. RBA Personnel New Hires:
     1. Lori Rogers, SPED Teacher, effective 8/15/2022 at $47,802.30
  7. Another flag for a maintenance of effort for SPED
     1. Melissa wrote a justification letter for Maintenance of Effort not being maintained. Minnesota Department of Education accepted the letter and RBA is maintain effort for FY21.
  8. Coordinated early intervention services
     1. We got flag for our high sped population and lack of diversity.
     2. Melissa wrote a justification letter for Coordinated early intervention services to address our lack of diversity and high SPED population. Minnesota department accepted the letter.

1. **Old Business**

a.

1. **New Business**
   1. **Policy 309 PROMPT PAYMENT ON BILLS Motion to approve**

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| --- | --- | --- | --- |
| **Move** | **Second** | **Vote Aye** | **Motion** |
| Dullard | Aoudia | All | Carried |
|  |  |  |  |

|  |  |
| --- | --- |
| Name | VOTE |
| Pam Johnson, Chair | Aye |
| Crystal Heim, Vice Chair | Aye |
| Evin Lantz, Treasurer | NO VOTE |
| Kate Dullard, Secretary | Aye |
| Bobbi Kostinec | Aye |
| Deanne Breitenbach | Aye |
| Brenna Salfi | Aye |
| Stacy Aoudia | Aye |

g. Motion to approve Bobbi Kostinec’s re-election for a 3-year term as community member on board

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| --- | --- | --- | --- |
| **Move** | **Second** | **Vote Aye** | **Motion** |
| Dullard | Aoudia | All | Carried |

|  |  |
| --- | --- |
| Name | VOTE |
| Pam Johnson, Chair | Aye |
| Crystal Heim, Vice Chair | Aye |
| Evin Lantz, Treasurer | NO VOTE |
| Kate Dullard, Secretary | Aye |
| Bobbi Kostinec | NO VOTE |
| Deanne Breitenbach | Aye |
| Brenna Salfi | Aye |
| Stacy Aoudia | Aye |

**Motion to approve Crystal Heim for the second community board seat for a 3-year term**

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| --- | --- | --- | --- |
| **Move** | **Second** | **Vote Aye** | **Motion** |
| Breitenbach | Dullard | All | Carried |

|  |  |
| --- | --- |
| Name | VOTE |
| Pam Johnson, Chair | Aye |
| Crystal Heim, Vice Chair | NO VOTE |
| Evin Lantz, Treasurer | NO VOTE |
| Kate Dullard, Secretary | Aye |
| Bobbi Kostinec | Aye |
| Deanne Breitenbach | Aye |
| Brenna Salfi | Aye |
| Stacy Aoudia | Aye |

**Motion to approve approve Stacy Aoudia to the parent seat for a 3-year term**

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| --- | --- | --- | --- |
| **Move** | **Second** | **Vote Aye** | **Motion** |
| Dullard | Breitenbach | All | Carried |

|  |  |
| --- | --- |
| Name | VOTE |
| Pam Johnson, Chair | Aye |
| Crystal Heim, Vice Chair | Aye |
| Evin Lantz, Treasurer | NO VOTE |
| Kate Dullard, Secretary | Aye |
| Bobbi Kostinec | Aye |
| Deanne Breitenbach | Aye |
| Brenna Salfi | Aye |
| Stacy Aoudia | NO VOTE |

1. **Board Parking Lot**

**a. Crystal to get back to us on using the ABC**

1. **Next Meeting:**

Regular Board Meeting - To be decided for June

1. **RBA Events:**
   1. **Graduation on May 27th**
   2. **We are moving Sat. May 21st if any board members would like to help out**
2. **Committee Meetings:**

|  |  |
| --- | --- |
| Committee | Date Next Meeting |
| Finance | June 9, 2022 9am - Zoom |
| Community Outreach / Grant Committee | TBD |
| Policy | TBD |
| Strategy | TBD |
| Continuous Improvement | TBD |

19. Adjourn Meeting

Motion to adjourn the meeting at 8:23 p.m

|  |  |  |  |
| --- | --- | --- | --- |
| Move | Second | Vote Aye | Motion |
| Aoudia | Breitenbach | All | Carried |