**Board of Directors Agenda Date:** April 21, 2022

**Time:** 6:30 pm – 8:00 pm

**Location:** Rochester Beacon Academy

1. Call Meeting to Order: 6:31 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. (Brenna)

1. **Attendance: To establish Quorum**

|  |  |
| --- | --- |
| Name |  |
| Pam Johnson, Chair | Present |
| Crystal Heim, Vice Chair | 6:34 p.m.  |
| Evin Lantz, Treasurer | 6:33 p.m. |
| Kate Dullard, Secretary | Present |
| Bobbi Kostinec | Phone (COVID) |
| Deanne Breitenbach | Excused |
| Brenna Salfi | Present |
| Stacy Aoudia | Phone/Zoom 6:37 p.m. (Personal reason) |

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

1. **Conflict of interest (**Recognize any conflict of interest for board members or public input.) NONE
2. **Approval of Agenda**

Motion to approve agenda for April 21, 2022

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

|  |  |
| --- | --- |
| Name | VOTE |
| Pam Johnson, Chair | Aye |
| Crystal Heim, Vice Chair | Aye |
| Evin Lantz, Treasurer | Aye |
| Kate Dullard, Secretary | Aye |
| Bobbi Kostinec | Aye |

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

1. **Approval Meeting Minutes**

Motion to approve meeting minutes from March 17, 2022

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| --- | --- | --- | --- |
| **Move** | **Second** | **Vote Aye** | **Motion** |
| Lantz | Kostinec | All | Carried |

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

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

**Rochester Beacon Academy #4238**

**Financial Report to the School Board**

**March 2022**

The school’s cash balance is $677,972 at the end of March. 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 March 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 nine months YTD as a % of budget should be at 75% (9/12 months). However, state revenues are being paid at 90% so state revenues should have been paid at 67.5%.  State revenues have been paid at 63% of budget. A review of expenditures should take into consideration that instructional staff are paid August 30 – August 15.

The cash-flow schedule shows March 2022 actual and a schedule of April - 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. The ADM estimate was updated with MDE on 12/16 to 6=6 and 7-12=89 ADM=95 WADM=112.8.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Grade | 6 | 7-12 | ADM | WADM | LEP | Gen Educ | Lease  |
| RvBudget | 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 $280,200. This means the school is paying an additional lease expense of $115,512 over the 10% that the lease aid calculation assumes. The cashflow schedule has not reduced rent expense per the proposed settlement agreement to offset any unbudgeted relocation expenses occurring in June.

The cashflow schedule has been updated to include payroll bonus/stipends that the school board may authorize totaling $40,400. It also includes expense for open positions prorated for a partial year (three special education teachers, one general education teacher, and two paraprofessionals).

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 $12,200 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.

The FY2023 draft budget is provided to the finance committee for review and comment.

Motion to accept March Financials

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

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

* 1. **Motion to approve budget for school year 2022-2023**

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

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

1. **Committee Reports -**
	1. **Building / Facilities Committee:**
		1. Updates provided
		2. The contract is under review from our attorney
			* We are looking at language and figuring out terms that will benefit both parties
		3. Phone call today with several members of the community to discuss what needs to be done
		4. Bussing was discussed
	2. **Strategy Committee:**
		1. No Report
	3. **Policy Committee:** Annual Review
		1. Policy 305
		2. Policy 307
		3. Policy 308
		4. Policy 309
		5. Policy 313
	4. **Community Outreach / Grant Committee**
		1. No report
	5. **Continuous Improvement Analysis Committee:**
		1. Survey will be shared
			* Board survey results some vast improvement
			* Nice to see longevity on the board
			* We have a lot more 5 ratings in our ratings
			* Comments from the survey- more committee involvement
		2. CI committee wants to know how we get people more active on our board committees
2. **Director’s Report**
	1. **Enrollment**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 6th | 7th | 8th | 9th | 10th | 11th | 12th | SOAR |
| 6 | 12 | 26 | 16 | 9 | 9 | 13 | NA |

Total of 91 - Estimated 86% SPED

* 1. RBA Personnel Resignations:

i. Zachary Langreck, School Counselor, effective 04-21-2022

* 1. RBA Personnel New Hires:
		1. Deb Kirchner, SPED Teacher (2022-2023), start date 8-15-22, $57,734.66 ii. Breanna Oeltjenbruns, SPED Paraprofessional, start 4-14-22, $25,049.00
	2. Minimum to move us for 2 Men and a Truck is $18,000 -$24,470.00
1. **Old Business**

a.

1. **New Business**
	1. **Policy 305 EXPENSE AND REIMBURSEMENT FOR BOARD AND EMPLOYEES Motion to approve**

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

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

* 1. **Policy 307 STUDENT FEE REQUIREMENTS AND PROHIBITIONS Motion to approve**

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

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

* 1. **Policy 308 ANNUAL AUDIT Motion to approve**

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| **Move** | **Second** | **Vote Aye** | **Motion** |
| Heim | Dullard | All | Carried |

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

* 1. **Policy 309 PROMPT PAYMENT ON BILLS Motion to approve TABLED UNTIL NEXT BOARD MEETING**

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| **Move** | **Second** | **Vote Aye** | **Motion** |
|  |  |  |  |

|  |  |
| --- | --- |
| Name | VOTE |
| Pam Johnson, Chair |  |
| Crystal Heim, Vice Chair |  |
| Evin Lantz, Treasurer |  |
| Kate Dullard, Secretary |  |

|  |  |
| --- | --- |
| Bobbi Kostinec |  |
| Deanne Breitenbach |  |
| Brenna Salfi |  |
| Stacy Aoudia |  |

* 1. **Policy 313 INVESTMENTS Motion to approve**

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| --- | --- | --- | --- |
| **Move** | **Second** | **Vote Aye** | **Motion** |
| Lantz | Heim | All | Carried |

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

* 1. **Budget Considerations for RBA’s new location Motion to approve**

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

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

* 1. **Any additional items requiring Board vote Motion to approve**

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| --- | --- | --- | --- |
| **Move** | **Second** | **Vote Aye** | **Motion** |
|  |  |  |  |

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

1. **Board Parking Lot a.**
2. **Next Meeting:**

Regular Board Meeting - Thursday, May 18, 2022 6:30 pm – 8:00 pm at RBA.

1. **RBA Events:**

**\***Prom- April 30th, 2022, Grand March 6:30, dance 7-9pm

\*Ray of Hope, May 14th, 2022 at Little Thistle 12-4pm.

\*Graduation May 27th, 2022 at 5:30 p.m.

1. **Committee Meetings:**

|  |  |
| --- | --- |
| Committee | Date Next Meeting |
| Finance | May 11, 2022 9am - Zoom |
| Community Outreach / Grant Committee | TBD |
| Policy | TBD |
| Strategy | TBD |
| Continuous Improvement | TBD |

19. Adjourn Meeting

Motion to adjourn the meeting at 8:24

|  |  |  |  |
| --- | --- | --- | --- |
| Move | Second | Vote Aye | Motion |
| Lantz | Dullard | All | Carried |