**Board of Directors Agenda Date:** March 17, 2022

**Time:** 6:30 pm – 8:00 pm

**Location:** Rochester Beacon Academy

1. Call Meeting to Order: 6:33p.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. (Kate)

1. **Attendance: To establish Quorum**

|  |  |
| --- | --- |
| Name |  |
| Pam Johnson, Chair | Present |
| Crystal Heim, Vice Chair | Present |
| Evin Lantz, Treasurer | Phone (out of town) |
| Kate Dullard, Secretary | Present |
| Bobbi Kostinec | Phone (Family health) |
| Deanne Breitenbach | Present |
| Brenna Salfi | Phone |
| Stacy Aoudia | Present |

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

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

Motion to approve agenda for March 17, 2022

|  |  |  |  |
| --- | --- | --- | --- |
| **Move** | **Second** | **Vote Aye** | **Motion** |
| Aoudia | 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 | Aye |
| Brenna Salfi | No vote |
| Stacy Aoudia | Aye |

1. **Approval Meeting Minutes**

**Motion to approve meeting minutes from** February 17, 2022 with update to the table

|  |  |  |  |
| --- | --- | --- | --- |
| **Move** | **Second** | **Vote Aye** | **Motion** |
| Heim | 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 | Aye |
| Brenna Salfi | No Vote |
| Stacy Aoudia | Aye |

1. **Public Forum - Public Forum Guidelines 2019-2020**
   1. Request sign-in - NONE
2. **Consideration of Claims and Accounts**
   1. February Financials
   2. Talked about the new space we will move into, what that will look like for our budget
   3. Talked about how we are doing following our budget
   4. Need to switch banks for our savings account
      1. Banks only allow FDIC protection up to 250,000
      2. Keep some money at Premier Bank
   5. Sneak peak at Fiscal Year 2023 budget
   6. Talked about for year-end additional payment for current staff members

**Rochester Beacon Academy #4238**

**Financial Report to the School Board – February 2022**

The school’s cash balance is $795,822 at the end of February. The difference between the fund balance and cash available is a combination of aids due to/from governments, prepaids, accounts payable, and payroll tax payables.

The February 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 eight months YTD as a % of budget should be at 66.6% (8/12 months). However, state revenues are being paid at 90% so state revenues should have been paid at 60%. State revenues have been paid at 56% of budget. A review of expenditures should take into consideration that instructional staff are paid August 31 – August 15.

The cash-flow schedule shows February 2022 actual and a schedule of March - 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 budget, enrollment used for state aid payments, and actual enrollment/revised budget; 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 |
| Budget | 8 | 106 | 114 | 135.2 | 0 | $960,914 | $177,652 |
| 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 four 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 $12,100 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 submitted on 12/2. The approval is pending.

In order for the school to eliminate the FY2021 audit finding for uncollateralized deposits, the board should review F&M Community Bank’s information and authorize the Executive Director to make it the school’s new depository bank – the policy will have to be updated.

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

Motion to approve February Financials

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| --- | --- | --- | --- |
| **Move** | **Second** | **Vote Aye** | **Motion** |
| Aoudia | Breitenbach | 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 | Aye |
| Brenna Salfi | Aye |
| Stacy Aoudia | Aye |

* 1. **Motion to approve RBA savings account will be held at Premier Bank**

|  |  |  |  |
| --- | --- | --- | --- |
| **Move** | **Second** | **Vote Aye** | **Motion** |
| Dullard | Lantz | 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 | Aye |
| Brenna Salfi | Aye |
| Stacy Aoudia | Aye |

1. **Committee Reports -**
   1. **Building / Facilities Committee:**
      1. Updates provided
   2. **Strategy Committee:**
      1. No Report
   3. **Policy Committee:** Annual Review
      1. Policy 301
      2. Policy 302
      3. Policy 303
      4. Policy 304
      5. Policy 305
   4. **Community Outreach / Grant Committee**
      1. No report
   5. **Continuous Improvement Analysis Committee:**
      1. Talked about annual board survey and sent that out
         * So far 6 people have responded.
         * Waiting 2 more people to provide answers
2. **Director’s Report**
   1. **Enrollment**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 6th | 7th | 8th | 9th | 10th | 11th | 12th | SOAR |
| 5 | 12 | 26 | 15 | 10 | 9 | 13 | NA |

Total of 90 – Estimated 86.5% SPED

* 1. RBA Personnel Resignations: i.
  2. RBA Personnel New Hires:
     1. Thy Thim, SPED Paraprofessional, start date of 3-1-22, $6608.74
     2. Chris Mielke, SPED Paraprofessional, start date of 3-14-22, $5488.61
  3. NWEA data

Academic Achievement Goal 2: NWEA Progress on Reading and Math

Annually, the percent of students who meet their expected growth projection for Reading on the NWEA test from Winter to Winter will go from 50% in the baseline year to 62% by the end of FY23.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Reading | FY2020 | FY2021 | FY2022 | FY2023 |
| All Students | 50% | 54%  46% actual | 58%  21.3% is actual | 62% |

Annually, the percent of students who meet their expected growth projection for Math on the NWEA test from Winter to Winter will go from 50% in the baseline year to 62% by the end of FY23.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Math | FY2020 | FY2021 | FY2022 | FY2023 |
| All Students | 50% | 54%  49% actual | 58%  50% is actual | 62% |

1. **Old Business**

a.

1. **New Business**
   1. **Policy 301 SEGREGATION OF DUTIES Motion to approve**

|  |  |  |  |
| --- | --- | --- | --- |
| **Move** | **Second** | **Vote Aye** | **Motion** |
| Dullard | Breitenbach | 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 | Aye |
| Brenna Salfi | Aye |
| Stacy Aoudia | Aye |

* 1. **Policy 302 BOARD APPROVAL OF VENDOR CONTRACTS Motion to approve**

|  |  |  |  |
| --- | --- | --- | --- |
| **Move** | **Second** | **Vote Aye** | **Motion** |
| Aoudia | 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 | Aye |
| Brenna Salfi | Aye |
| Stacy Aoudia | Aye |

* 1. **Policy 303 BIDDING FOR SERVICES FROM AUTHORIZER Motion to approve**

|  |  |  |  |
| --- | --- | --- | --- |
| **Move** | **Second** | **Vote Aye** | **Motion** |
| Aoudia | 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 | Aye |
| Brenna Salfi | Aye |
| Stacy Aoudia | Aye |

* 1. **Policy 304 ELECTRONIC TRANSFER OF FUNDS Motion to approve Traci LaFerriere as the designatee to make electronic transfer of funds**

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

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

* 1. **Policy 305 EXPENSE AND REIMBURSEMENT FOR BOARD AND EMPLOYEES Motion to approve *Tabled Until Next 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. **School Calendar 2022-2023 Motion to approve**

|  |  |  |  |
| --- | --- | --- | --- |
| **Move** | **Second** | **Vote Aye** | **Motion** |
| Aoudia | 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 | Aye |
| Brenna Salfi | Aye |
| Stacy Aoudia | Aye |

* 1. **Bonus Pay - Years of Service $40,400 Motion to approve**

|  |  |  |  |
| --- | --- | --- | --- |
| **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 | Aye |
| Brenna Salfi | Aye |
| Stacy Aoudia | Aye |

* 1. **Cap enrollment 2022-2023 for 6/7 at 21 students, 8th grade at 19, 9/10th grade at 37 students, 11/12th grade at 28 students. For 2022 school year, cap enrollment at 26 students. Motion to approve**

|  |  |  |  |
| --- | --- | --- | --- |
| **Move** | **Second** | **Vote Aye** | **Motion** |
| Dullard | Breitenbach | 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 | Aye |
| Brenna Salfi | Aye |
| Stacy Aoudia | Aye |

* 1. **Motion to approve lease termination agreement**

|  |  |  |  |
| --- | --- | --- | --- |
| **Move** | **Second** | **Vote Aye** | **Motion** |
| Aoudia | Lantz | 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 | Aye |
| Brenna Salfi | Aye |
| Stacy Aoudia | Aye |

* 1. **Motion to approve 990**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. **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 | Aye |
| Brenna Salfi | Aye |
| Stacy Aoudia | Aye |

* 1. **Motion to approve a 2 year contract extension for RBA with the Guild effective July 1,2023**

|  |  |  |  |
| --- | --- | --- | --- |
| **Move** | **Second** | **Vote Aye** | **Motion** |
| Dullard | Lantz | 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 | Aye |
| Brenna Salfi | Aye |
| Stacy Aoudia | Aye |

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

Regular Board Meeting - Thursday, April 21, 2022 6:30 pm – 8:00 pm at RBA.

1. **RBA Events:**
   1. **RAY of HOPE Gala May 14th, 2022 at Little Thistle**
2. **Committee Meetings:**

|  |  |
| --- | --- |
| Committee | Date Next Meeting |
| Finance | April 14, 2022 9am - Zoom |
| Community Outreach / Grant Committee | TBD |
| Policy | TBD |
| Strategy | TBD |
| Continuous Improvement | April 8th, 2023 |

19. Adjourn Meeting

Motion to adjourn the meeting at 7:49p.m

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