

Board of Directors Agenda

Date: February 17, 2022

Time: 6:30 pm – 8:00 pm

Location: Rochester Beacon Academy

1. Call Meeting to Order: 6:31 pm

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)

3. Attendance: To establish Quorum

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

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

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

5. Approval of Agenda

Motion to approve agenda for February 17, 2022

Move	Second	Vote Aye	Motion
Kostinec	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	Tech issues
Stacy Aoudia	Aye

6. Approval Meeting Minutes

Motion to approve meeting minutes from January 20, 2022

Move	Second	Vote Aye	Motion
Dullard	Aoudia	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	Tech issues
Stacy Aoudia	Aye

7. Public Forum - Public Forum Guidelines 2019-2020

- a. Request sign-in - NONE

8. Consideration of Claims and Accounts

- a. January Financials

**Rochester Beacon Academy #4238
Financial Report to the School Board – January 2022**

The school’s cash balance is \$966,462 at the end of January. 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 January 2022 income statement compares year to date revenues and expenditures to the FY2022 budget. Revenues and expenditures should be monitored to prevent actual from falling short of or exceeding budget. After seven months YTD as a % of budget should be at 58% (7/12 months). However, state revenues are being paid at 90% so state revenues should have been paid at 52.5%. State revenues have been paid at 41% of budget. A review of expenditures should take into consideration that instructional staff are paid August 31 – August 15.

The cash-flow schedule shows January 2022 actual and a schedule of February - 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 adopted budget and should be authorized as a budget revision.

General Fund	Fund 02
Revenue: \$2,481,850	Revenue: \$15,946
Expense: \$2,471,205	Expense: \$16,020
Net Income: \$10,645	Net Income: -\$74

Fund Balance: \$654,159 Fund Balance: \$228

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	\$873,538	\$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. Additionally, the cashflow schedule does not include \$149,361 the school may owe for property tax expense.

The cashflow does not reflect payroll adjustments that the school board may authorize. It does include expense for open positions prorated for a partial year (three special education teachers, one general education teacher, one counselor, and four paraprofessionals).

The cashflow does reflect 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 \$12,000 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.

Finally, 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.

Motion to approve January Financials

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

Motion to approve Budget Revision School year 2021-2022

Move	Second	Vote Aye	Motion
Lantz	Aoudia	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

9. Committee Reports -

- a. **Building / Facilities Committee:**
 - i. Looking at potential spaces

- b. **Strategy Committee:**
 - i. No Report

- c. **Policy Committee:** Annual Review
 - i. Policy 208
 - ii. Policy 209
 - iii. Policy 210
 - iv. Policy 211
 - v. Policy 301
 - vi. Policy 801
 - vii. Crisis Directions

- d. **Community Outreach / Grant Committee**
 - i. No report

- e. **Continuous Improvement Analysis Committee:**
 - i. No Report

10. Director’s Report

- a. **Enrollment**

6th	7th	8th	9th	10th	11th	12th	SOAR
6	14	24	14	11	9	13	NA

Total of 91 - Estimated **85.7% SPED**

- b. RBA Personnel Resignations:
 - i. Laura Jensen, School Psychologist, effective 1/24/21
- c. RBA Personnel New Hires:
 - i.
- d. 3 more staff to share their feedback about what they love about RBA
- e. Melissa 18-21 program-
 - i. Close the 18-21 program for next year for 10 students
 - ii. Wants to apply to be apart of the panel for the Department of Education – Special Education Committee
 - Needs board approval
 - Board approves for Melissa to apply
- f. Video game tournament
 - i. We made almost \$200 on that
- g. Student Council did “Crush for a Crush” for Valentine’s Day
 - i. Different colored pops are given to a friend
 - ii. We sold over 450 cans of pop
- h. Kwik Trip Car Wash Fundraiser
 - i. Sold 60 cards
 - ii. We made \$16 a card, so around \$900 in profit.

11. Old Business

- a.

12. New Business

- a. **Policy 208 Executive Director Hiring, Supervision, and Evaluation**

Motion to approve

Move	Second	Vote Aye	Motion
Dullard	Aoudia	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

b. Policy 209 Tort Liability

Motion to approve

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	Aye

c. Policy 210 Nepotism

Motion to approve

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

d. Policy 211 Fund Balances to include the 20% fund balance Motion to approve

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	Excused
Brenna Salfi	Aye
Stacy Aoudia	Aye

e. Policy 301 Segregation of Duties

Motion to approve

Move	Second	Vote Aye	Motion
Dullard	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

f. Policy 801 Crisis Management with change to principal Motion to approve

Move	Second	Vote Aye	Motion
Lantz	Aoudia	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

g. Crisis Directions linked to Policy 801 Motion to approve but not print until new location is decided upon

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	Excused
Brenna Salfi	Aye
Stacy Aoudia	Aye

**h. Presence Learning- Psychologist Contract. Minimum of \$8000 commitment.
Motion to approve**

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

**i. Close 18-21 SOAR Program Enrollment at 10 students
Motion to approve**

Move	Second	Vote Aye	Motion
Heim	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	Excused
Brenna Salfi	Aye
Stacy Aoudia	Aye

**j. Create an ABC
Motion to approve**

Move	Second	Vote Aye	Motion
Lantz	Aoudia	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

k. New Building Facility Committee members: Evin, Stacy, Deanne Motion to approve

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

13. Board Parking Lot

14. Next Meeting:

Regular Board Meeting - Thursday, March 17, 2022 6:30 pm – 8:00 pm at RBA.

15. RBA Events:

16. Committee Meetings:

Committee	Date Next Meeting
Finance	March 10, 2022 9am - Zoom
Community Outreach / Grant Committee	TBD
Policy	TBD
Strategy	TBD
Continuous Improvement	TBD

19. Adjourn Meeting

Motion to adjourn the meeting at 8:01 p.m.

Move	Second	Vote Aye	Motion
Aoudia	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