**Board of Directors Agenda Date:** January 20, 2022

**Time:** 6:30 pm – 8:00 pm

**Location:** Rochester Beacon Academy

1. Call Meeting to Order: 6:30 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. (Pam)

1. **Attendance: To establish Quorum**

|  |  |
| --- | --- |
| Name | Attendance |
| Pam Johnson, Chair | Present |
| Crystal Heim, Vice Chair | Present (Zoom because of COVID) |
| Evin Lantz, Treasurer | Excused |
| Kate Dullard, Secretary | Present |
| Bobbi Kostinec | 6:34 (phone to limit family exposure to COVID) |
| Deanne Breitenbach | Excused |
| Nandita Chawla | Resignation |
| Brenna Salfi | Arrival at 6:37pm (Zoom because of lack of child care) |
| Stacy Aoudia | Present (Zoom because of concerns about COVID) |

|  |
| --- |
| 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** January 20, 2022

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

1. **Approval Meeting Minutes**

**Motion to approve meeting minutes from** December 16, 2021

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

1. **Public Forum - Public Forum Guidelines 2019-2020**
   1. Request sign-in - NONE
2. **Consideration of Claims and Accounts**
   1. December Financials
   2. Cash balance 959,000 at the end of December
   3. 6 months into the fiscal year
   4. State Revenue is paying us at 90%.
   5. Our PPE loan has not been forgiven yet. It will be reviewed by the bank and then they send it the Federal Government
   6. All this money that we are receiving from the state is allowing us to buy curriculum

**Rochester Beacon Academy #4238**

**Financial Report to the School Board - December 2021**

The school’s cash balance is $959,094 at the end of December. 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 December 2021 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 six months YTD as a % of budget should be at 50% (6/12 months). However, state revenues are being paid at 90% so state revenues should have been paid at 45%. State revenues have been paid at 35% of budget. A review of expenditures should take into consideration that instructional staff are paid August 31 – August 15.

The cash-flow schedule shows December 2021 actual and a schedule of January - 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.

The following table shows the enrollment estimates used for the fiscal year 2022 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 |
| Budget | 8 | 106 | 114 | 135.2 | 0 | $960,914 | $177,652 |
| State | 6 | 89 | 95 | 112.8 | 0 | $873,538 | $149,612 |
| Actual | 6 | 85 | 91 | 108 | 0 | $849,582 | $141,912 |

Lease aid is calculated at the lesser of 90% of lease expense or $1314 per pupil units. To maximize lease aid at 108 pupil units, lease expense should be $157,680. It is $280,200. This means the school is paying an additional lease expense of $122,520 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 $11,700 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 process is expected to take four weeks.

Motion to approve December Financials

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

1. **Committee Reports -**
   1. **Building / Facilities Committee:**
      1. No Report
   2. **Strategy Committee:**
      1. Contract Goals
   3. **Policy Committee:** Annual Review
      1. Policy 203
      2. Policy 204
      3. Policy 205
      4. Policy 206
      5. Policy 207
   4. **Community Outreach / Grant Committee**
      1. No report
   5. **Continuous Improvement Analysis Committee:**
      1. No Report
2. **Director’s Report**
   1. **Enrollment**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 6th | 7th | 8th | 9th | 10th | 11th | 12th | SOAR |
| 6 | 14 | 23 | 16 | 12 | 9 | 13 | NA |

Total of 93 - Estimated 85.7% SPED

* 1. RBA Personnel Resignations:
     1. Becca Rucker, SPED Paraprofessional, effective 1/2/2022
  2. RBA Personnel New Hires: i.

**FEEDBACK FROM TEACHERS to the BOARD –**

* Feedback was provided to the board from two teachers.
  1. Graduation is slated for Friday, May 27th at 5:30 p.m.
     1. Board should be there
  2. Melissa wants to know if the board would be willing to provide the cupcakes for graduation?
     1. Board says yes. Brenna to be the person to order and pick up cupcakes.
  3. Calendar committee started meeting last week.
     1. They are look at the 2022-2023 school calendar
  4. Fundraising for the Ray of Hope has started.
     1. Ray of Hope will be Sat. May 14th from 12-4 at Little Thistle Brewery this year.
     2. We already have a sponsor!!
     3. Two food trucks
     4. Possibly walking taco bar or burger bar
  5. Grading
     1. A parent had a conversation with Melissa and Nicole about grading and how we grade.
     2. At RBA, we focus on social skills, social/emotional learning, life skills, community building.
     3. We cannot designate on our transcripts that curriculum is modified or replaced
        + This brought up questions about how it will translate to colleges- they will transfer
        + How does it work for PSEO?
        + Also, how do we show our GPA is not the same as the GPA a student might receive from a public school.
     4. What if we make classes pass/fail?
        + Nicole did a survey with the staff
     5. We are not moving towards pass/fail right now, but it is a serious consideration.
  6. SOAR program
     1. Melissa and Cat went ahead and created a digital and paper copy of what the SOAR program will look like
     2. Melissa and Cat will go over the program, what materials are needed, etc. with families tomorrow (1/21/2022)
     3. Goes over what classes the students will take
        + We received a grant to purchase curriculum Project Discovery Curriculum
     4. Work experiences will happen for students – based on what they need via MCIS
     5. Received a federal grant and purchases a Paes Lab

1. **Old Business**

a.

1. **New Business**
   1. **Policy 203 Board Committees Motion to approve**

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

* 1. **Policy 204 Conflict of Interest Board of Directors Motion to approve**

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

* 1. **Policy 205 Gifts to Employees and Board Members Motion to approve**

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

* 1. **Policy 206 Open and Closed Meetings Motion to approve**

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

* 1. **Policy 207 Acceptance and Administration of Gifts to Rochester Beacon Academy Motion to approve**

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

* 1. **Accept Nandita Chawla’s resignation - Board of Directors Motion to approve**

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

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

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

1. **RBA Events:**
2. **Committee Meetings:**

|  |  |
| --- | --- |
| Committee | Date Next Meeting |
| Finance | February 10, 2022 9am - Zoom |
| Community Outreach / Grant Committee | TBD |
| Policy | January 21, 2022 8:00am |
| Strategy | TBD |
| Continuous Improvement | TBD |

19. Adjourn Meeting

Motion to adjourn the meeting at 8:05 p.m.

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