

**Board of Directors Minutes**

**Date:** December 16, 2021

**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. (Deanne)

**3. Attendance: To establish Quorum**

Name	
Pam Johnson, Chair	Present
Crystal Heim, Vice Chair	Unexcused
Evin Lantz, Treasurer	Present
Kate Dullard, Secretary	Present
Bobbi Kostinec	Phone
Deanne Breitenbach	Present
Nandita Chawla	Unexcused
Brenna Salfi	Excused
Stacy Aoudia	Present

Guests
Nicole Musolf, Executive Director
Melissa Walsh, Director of Special Education
Lucas Chase, Auditor, Clifton, Larson, Allen LLP

**4. Conflict of interest** (Recognize any conflict of interest for board members or public input.) NONE

**5. Approval of Agenda**

**Motion to approve agenda for** December 16, 2021

Move	Second	Vote Aye	Motion
Dullard	Aoudia	All	Carried

**6. Approval Meeting Minutes**

**Motion to approve meeting minutes from November 18, 2021 with correction to Life Skills Curriculum amount**

Move	Second	Vote Aye	Motion
Lantz	Kostinec	All	Carried

**7. Public Forum - Public Forum Guidelines 2019-2020**

- a. Request sign-in - NONE

**8. Consideration of Claims and Accounts**

- a. November Financials

**Rochester Beacon Academy #4238  
Financial Report to the School Board - September 2021**

The school’s 2020-2021 annual audit fieldwork is scheduled for October 14 and 15. The unaudited UFARS upload was completed by the September deadline. The next deadline is November 30 for the audited UFARS data and compliance table upload. The final audit reports are due by December 31.

The school’s cash balance is \$645,870 at the end of September. The difference between the fund balance and cash available is a combination of receivables, aids due to/from governments, prepaids, accounts payable, and payroll tax payables.

The September 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 three months YTD as a % of budget should be at 25% (3/12 months). However, state revenues are being paid at 90% so state revenues should have been paid at 22.5%. State revenues have been paid at 20% of budget. A review of expenditures should take into consideration that instructional staff are paid August 31 – August 15.

The cash-flow schedule shows FY2021 and July - September 2021 actual and a schedule of October 2021 - 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 FY2021 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.

Grade	6	7-12	ADM	WADM	LEP	Gen Educ	Lease
Budget	8	106	114	135.2	0	\$960,914	\$177,652
State	8	110	118	140	0	\$1,023,334	\$185,352
Actual	8	90.02	98.02	116.02	0	\$888,407	\$152,450

Lease aid is calculated at the lesser of 90% of lease expense or \$1314 per pupil units. To maximize lease aid at 116.02 pupil units, lease expense should be \$169,389. It is \$280,020. This means the school is paying an additional lease expense of \$110,631 over the 10% that the lease aid calculation assumes. Additionally, the cashflow schedule includes \$125,000 of property tax expense.

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 \$8,700 transfer between funds. That may be adjusted after the first month meal reimbursement is received.

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 \$136,995 from the PPP loan. The FY2022 ending balance includes \$241,097 from the PPP loan.

Board Action Items

The school should authorize the prior year transfer from fund 01 to fund 02 of \$13,100.

Finally, anybody serving on the board during the 2020-2021 school year should complete a related parties questionnaire for the audit.

**Motion to approve November Financials**

Move	Second	Vote Aye	Motion
Dullard	Breitenbach	All	Carried

**Motion to approve Audit from Clifton, Larson, Allen LLP**

Move	Second	Vote Aye	Motion
Lantz	Aoudia	All	Carried

- b. Audit July 2020 - June 2021 presented by Clifton, Larson, Allen LLP,
  - i. Page 2 – Clean opinion
  - ii. 27.6% is our fund balance = \$643,816.00
  - iii. Collateral finding
  - iv. A full copy of the audit report will be on file before 12/31/2021

**9. Committee Reports -**

- a. **Building / Facilities Committee:**
  - i. No Report
- b. **Strategy Committee:**
  - i. Contract Goals
- c. **Policy Committee:** Annual Review
  - i. Policy 101
  - ii. Policy 201
  - iii. Policy 202
  - iv. Policy 203
- d. **Community Outreach / Grant Committee**
  - i. We applied for a Kwik Trip Grant for the sponsorship for the Ray of Hope in the amount of \$500.00
  - ii. Premier Bank will also provide sponsorship

e. **Continuous Improvement Analysis Committee:**

- i. No Report

**10. Director’s Report**

a. **Enrollment**

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

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

b. **RBA Personnel Resignations:**

- i. Chelsey Back, SPED Paraprofessional, effective 12/6/21
- ii. Miles Margiellous, SPED Paraprofessional, effective 12/21/21
- iii. Bee Zea, SPED Paraprofessional, effective 12/8/21

c. **RBA Personnel New Hires:**

- i. .

d. **Contract Goals**

i. **Operational Goal 7: Fund Balance**

The fund balance will be 0% beginning in FY20, then RBA will increase its fund balance by 3% each fiscal year as measured by the annual financial audit. RBA will not be in SOD.

	FY2020	FY2021	FY2022	FY2023
Fund Balance	0% 2% is actual	3% 27.4% is actual	6%	9%

ii. **College and Career Readiness Goal 8: Post-Graduation Plans**

Percentage of students who have an annually-reviewed post-high school plan in place with the school counselor:

FY21	FY22	FY23
100% 29% (COVID)	100% 100%	100%

e. Annual Report 2020-2021

f. 2020-2021 World’s Best Workforce Summary

g. Staff responses to Board Survey 2021

- i. Would you like to come?
  - 9%
- ii. What prevents you from coming?
  - Time
  - Other stuff going on
  - After school obligations
- iii. What would help you attend?
  - Letting staff know when they are
  - If they are after school 2:30-3:30
  - Virtual option
- iv. Discussion about board staff responses and how to get more staff involved
  - More research to be done

h. Board Training – January 7<sup>th</sup>, 2022. 4-5pm.

**11. Old Business**

- a. Remote Board meetings follow-up from Guild
  - i. “Rochester Beacon Academy can offer both an online and in person option for meetings.”
  - ii. We have to make sure that we are getting everyone’s vote individually listed
  - iii. More information to come

**12. New Business**

- a. **Policy 101 Equal Education Opportunity**  
**Motion to approve with the removal of the word “unlawful”**

Move	Second	Vote Aye	Motion
Lantz	Aoudia	All (Kostnic says “Aye”)	Carried

- b. **Policy 201 Board Election Process**  
**Motion to approve**

Move	Second	Vote Aye	Motion
Breitenbach	Dullard	All (Kostinc says “Aye”)	Carried

**c. Policy 202 Board Member Training**

**Motion to approve**

Move	Second	Vote Aye	Motion
Lantz	Breitenbach	All (Kostinc says "Aye")	Carried

**d. Policy 203 Board Committees**

**(tabled until January board meeting Motion to approve**

Move	Second	Vote Aye	Motion

**e. Annual Report 2020-2021**

**Motion to approve**

Move	Second	Vote Aye	Motion
Lantz	Aoudia	All (Kostinc says "Aye")	Carried

**f. 2020-2021 World's Best Workforce Summary**

**Motion to approve**

Move	Second	Vote Aye	Motion
Dullard	Breitenbach	All (Kostinc says "Aye")	Carried

**g. 2020-2021 Financial Audit prepared by Clifton,Larson,Allen LLP**

**Motion to approve**

Move	Second	Vote Aye	Motion
Lantz	Aoudia	All (Kostinc says "Aye")	Carried

**13. Board Parking Lot**

- a. Virtual Board Meetings - feedback on how to best include RBA Staff and parents
- b. Time change to earlier - weather and teacher/parent involvement suggestion

**14. Next Meeting:**

**Regular Board Meeting - Thursday, January 20, 2022 6:30 pm – 8:00 pm at RBA.**

**15. RBA Events:**

- a. Board and Staff Holiday Outing – January 7<sup>th</sup>, 2022.

**16. Committee Meetings:**

Committee	Date Next Meeting
Finance	January 13, 2022 9am - Zoom
Community Outreach / Grant Committee	TBD
Policy	12/17/2021
Strategy	TBD

Continuous Improvement	TBD
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**19. Adjourn Meeting**

Motion to adjourn the meeting at 8:35 P.M.

Move	Second	Vote Aye	Motion
Aoudia	Dullard	All (Kostinc says "Aye")	Carried