**Board of Directors Minutes Date:** November 18, 2021

**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. (Stacy)

1. **Attendance: To establish Quorum**

|  |  |
| --- | --- |
| Name |  |
| Pam Johnson, Chair | Present |
| Crystal Heim, Vice Chair | Excused |
| Evin Lantz, Treasurer | 6:36 pm |
| Kate Dullard, Secretary | Present |
| Bobbi Kostinec | Phone |
| Deanne Breitenbach | Phone |
| Nandita Chawla | Phone |
| 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.) NONE
2. **Approval of Agenda**

**Motion to approve agenda for** November 18, 2021

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

1. **Approval Meeting Minutes**

Motion to approve meeting minutes from October 14, 2021

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

1. **Public Forum - Public Forum Guidelines 2019-2020**
   1. Request sign-in -
2. **Consideration of Claims and Accounts**
   1. June / July / August / September, October Financial - Report will be presented when the 2020-2021 audit is completed. RBA’s fiscal year ended 6/20/2021
   2. In the finance committee meeting, we talked about changing the time of the meeting, so that there is more time to prepare
      1. First meeting will be December 9th at 9:00am via Zoom.
   3. Move some money from Fund 1 to Fund 2
      1. $13,100

**Rochester Beacon Academy #4238**

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

The school’s 2020-2021 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 $842,606.72 at the end of October. 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 October 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 four months YTD as a % of budget should be at 33% (4/12 months). However, state revenues are being paid at 90% so state revenues should have been paid at 30%. State revenues have been paid at 26% of budget. A review of expenditures should take into consideration that instructional staff are paid August 31 – August 15.

The cash-flow schedule shows October 2021 actual and a schedule of November 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 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.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 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 $280,200. This means the school is paying an additional lease expense of $110,810 over the 10% that the lease aid calculation assumes. Additionally, the cashflow schedule includes $112,500 of property tax expense assuming the school may pay $75,000 for FY22 and $37,500 for FY21.

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 $8,400 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 $136,995 from the PPP loan. The FY2022 ending balance includes $241,097 from the PPP loan. The PPP loan forgiveness application is in progress.

**Motion to approve Financials from October report**

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

Motion to approve transfer of $13,100 from Fund 1 to Fund 2 for last fiscal year 2021

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| --- | --- | --- | --- |
| **Move** | **Second** | **Vote Aye** | **Motion** |
| Dullard | Lantz | 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 420
      2. Policy 521
      3. Policy 612
   4. **Community Outreach / Grant Committee**
      1. Give To Max 2021
         * As of 6:30 tonight, we have collected $3,185.
      2. Carl and Verna Schmidt Foundation gave us $7,500 for a Guided Reading Company
         * We are waiting for tax-exempt to go through
   5. **Continuous Improvement Analysis Committee:**
      1. Same survey was sent to the parents as last year.
      2. Baseline data was very good and there was a slight improvement in most areas
      3. “My child feels safe” and “my child has a place”
      4. Some areas for improvement would be better communication between parents and teachers
      5. See directors report for more details
2. **Director’s Report**
   1. Enrollment

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 6th | 7th | 8th | 9th | 10th | 11th | 12th | SOAR |
| 9 | 12 | 25 | 16 | 13 | 9 | 13 | NA |

Total of 97 - Estimated 82 % SPED

* 1. RBA Personnel Resignations: i. NONE
  2. RBA Personnel New Hires:
     1. NONE
  3. Cat, Julie, and Nicole are going to Winona State to go to their career fair to see if the graduating students are interested in working at RBA.
  4. Poly-com’s are $445

**Primary Purpose Goal 5: Family Satisfaction with RBA’s Service**

Each year via a fall survey, families will respond with “agree” or “strongly agree” to each of the following two questions:

* My child is welcomed at RBA
* My child has found a “place” at RBA

From a baseline of 69% “agree/strongly agree”, each year’s survey results will show a 5% increase:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Fall | Baseline | FY2021 | FY2022 | FY2023 |
| Families who “agree/strongly agree” with “My child is welcomed at RBA” | 69% | 72.45% | 96.5% | 80% |
| Families who “agree/strongly agree” with “My child has found a ‘place’ at RBA” | 69% | 72.45% | 78.6% | 80% |

* 1. Bobbi’s Dentist experience
     1. Had to take 23 year old to dentist
     2. Dentist was talking about how a certain school is the best thing there has been for this kid
     3. The school was RBA!!
  2. Reaching out to THINK Bank and Premier for sponsorship
  3. Parents survey and whether they want to come to virtual meetings, live meetings, etc.
     1. 17 surveys returned
     2. 29% said they would attend an online board meeting
     3. 24% said they would attend either online or in person board meeting
     4. 1/17 or 0.06% said they would come in person
     5. 8/17 or 47% said they want no part of a board meeting
  4. Calendar committee
     1. Have to have 165 days of student contact
     2. No snow days built in because we became proficient in online learning
     3. We will do WILD days
        + If Byron goes to inclement weather aka snow day
  5. Student Council is active, alive, and wonderful
     1. They have sub-committees and one asked to meet with admin
     2. They want to go to The Nutcracker at the Civic Center
        + 24 students will get to go
        + $8
     3. The Advocacy group/sub-committee met with Nicole to discuss how quickly staff are hired and then the staff leave
        + Students think they should be part of the interview process
        + What if we put together a video of what it is like to be a student at RBA?
        + Could they be involved in the tours?
        + Admin team is now negotiating as to which part of the interview process the students can be apart of in the future
  6. Resource Night – December 2 from 4-7pm.
     1. SEAC committee is hosting a resource night for families and the community
     2. A night for parents to come and learn about all these resources
     3. We are going to be putting up flyers
     4. Share with KTTC and other agencies
  7. Nicole, Traci, and Melissa got a certain amount of COVID relief funds
     1. We were approved and are purchasing a $43,000 Life Skills Curriculum
        + Comes in different bundles
        + Erin will get this curriculum first and use it the rest of the year
        + SOAR program will also get to use this curriculum
     2. Cat and Melissa will host a conference night to speak to students who might enroll in the SOAR program

1. **Old Business**
   1. Board vote on prior year transfer or $13,100 from fund 01 to fund 02.
   2. This was overlooked at 10/14/2021 meeting
2. **New Business**
   1. **Policy 420 Maltreatment of Minors / Mandatory Reporting Motion to approve**

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

* 1. **Policy 521 Internet and Educational Network Safety and Acceptable Use Motion to approve**

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

* 1. **Policy 612 District and School Family Engagement Motion to approve**

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

* 1. **Motion to approve 5 WILD (Weather Inclement Learning Days) as our emergency closing days**

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

1. **Board Parking Lot**
   1. **Virtual Board Meetings - feedback on how to best include RBA Staff and parents**
   2. **Time change to earlier for finance meeting - weather and teacher/parent involvement suggestion**
2. **Next Meeting:**

Regular Board Meeting - Thursday, December 16, 2021 6:30 pm – 8:00 pm at RBA.

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

|  |  |
| --- | --- |
| Committee | Date Next Meeting |
| Finance | December 9, 2021, 9:00 AM |
| Community Outreach / Grant Committee | TBD |
| Policy | TBD |
| Strategy | TBD |
| Continuous Improvement | TBD |

19. Adjourn Meeting

Motion to adjourn the meeting at 7:44

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