**Board of Directors Agenda Date:** October 14, 2021

**Time:** 6:30 pm – 8:00 pm

**Location:** Rochester Beacon Academy

1. Call Meeting to Order: 6:45pm
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. **(Evin)**

1. **Attendance: To establish Quorum**

|  |  |
| --- | --- |
| Name |  |
| Pam Johnson, Chair | Present |
| Crystal Heim, Vice Chair | Present |
| Evin Lantz, Treasurer | Present |
| Kate Dullard, Secretary | Present |
| Bobbi Kostinec | Excused |
| Deanne Breitenbach | Present |
| Nandita Chawla | Phone |
| Brenna Salfi | Present |
| 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** October 14, 2021

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

1. **Approval Meeting Minutes**

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

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

1. **Public Forum - Public Forum Guidelines 2019-2020**
   1. Request sign-in - NONE
2. **Consideration of Claims and Accounts**
   1. June / July / August / September Financial - Report will be presented when the 2020-2021 audit is completed. RBA’s fiscal year ended 6/20/2021
   2. Financials and reports say we are 3/12 of the way through the year
   3. $645,000 cash plus the balance of our PPE loan
   4. Today, Traci started the field work for our audit
   5. We are getting overpaid right now, as we do not have enough in enrollment
      1. Traci will adjust the numbers
   6. Lease – what we get from the state and what we should be budgeting for the lease is $169,000
      1. Our base lease is $280,000 excluding property taxes
   7. Compensation for employees are being worked on
   8. Projected to end the year on a good note – somewhere in the $500,000 range

**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 Financial report from September 16, 2021**

|  |  |  |  |
| --- | --- | --- | --- |
| **Move** | **Second** | **Vote Aye** | **Motion** |
| Breitenbach | Heim | 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 506
      2. Policy 508
      3. Policy 514
      4. Policy 522
      5. Title IX
   4. **Community Outreach / Grant Committee**
      1. November 18th is Give to the Max Day
         * Send your pledges to Crystal
         * Funds will go towards a school field trip and any additional funds will go towards the most needed programming at RBA
   5. **Continuous Improvement Analysis Committee:**
      1. No Report
2. **Director’s Report**
   1. **Enrollment**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 6th | 7th | 8th | 9th | 10th | 11th | 12th | SOAR |
| 8 | 11 | 24 | 16 | 13 | 10 | 13 | NA |

Total of 95 - Estimated 83 % SPED

* 1. RBA Personnel Resignations:
     1. Jasmine Colemen, SPED Paraprofessional, effective 9/23/21
  2. RBA Personnel New Hires:
     1. Carrie Nelson, SS Teacher, effective 9/27/21 for $36,666.45
  3. Review Contract Guild Goals

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%  Will report on 10-14 (86%) | 100% |

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%  Will have on 10-14 (unaudited projection 11%) | 6% | 9% |

Closing the Reading Achievement Gap

Annually, students taking the MCAs (MDE Academic Achievement Rate) will maintain a 3 point margin between all students and those students identiﬁed as special education.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Baseline | FY2021 | FY2022 | FY2023 |
| 6, 7, 8, 10 & 11th Graders | 25.35 | Covid |  |  |
| SPED, 6, 7, 8, 10 & 11th Graders | 20.00 | Covid |  |  |

Closing the Math Achievement Gap

Annually, students taking the MCAs (MDE Academic Achievement Rate) will keep the margin under 3 points between all students and those students identiﬁed as special education.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Baseline | FY2021 | FY2022 | FY2023 |
| 6, 7, 8, 10 & 11th Graders | 9.37 | Covid |  |  |
| SPED, 6, 7, 8, 10 & 11th Graders | 9.30 | Covid |  |  |

* 1. Nicole contacted a potential grant opportunity that will fund a guided reading library
     1. Waiting to hear back
  2. Juniors and Seniors went to the Career Fair
     1. Specially geared toward students with disabilities
     2. It was a great opportunity for kids
  3. Student council is alive and active
     1. Spooktacular Special
        + Dance for Friday
        + Admin is dressing up as a Social Media Butterfly
  4. Maintenance of Effort
     1. You have spend the same amount of money in Special Education each year
     2. If you do not spend enough money, you have to pay the Department of Education back that difference from what you did spend.
     3. Melissa wrote a letter and the money is forgiven
  5. SEAC
     1. What is the biggest deficit amongst our families in Special Education?
        + Committee said social situations besides dances
        + On October 26th, pumpkin painting will be happening
        + Cost will be $5 to paint pumpkin
     2. Dec. 2nd- we will have a Resource Fair
        + This will be programs, organizations, and opportunities that will help families
  6. SOAR
     1. 3-year projection on the program was done
        + 6 students will for sure be in the SOAR program
        + In the following year, it would be up to 10 students, and the following year after that will be 12
        + Supplies and programming have been considered
     2. A washer and dryer will not happen yet just because we do not know where we will be with our landlord.
  7. Recruitment
     1. Recruitment of staff
        + Historically, we have always posted on EdPost and Indeed
        + This year, we started posting on Zip Recruiter, Handshake, Indeed, emailing universities to see if we can hire them, reaching out former administrators to see about potential candidates, Facebook, parents, staff.
          1. There are no candidates. All principals and administrators are feeling the loss of staff
          2. A science teacher, 4 sped teachers, a counselor, and 3 para positions are still available
        + Cat went to the student teaching job fair at Winona State
          1. 4 people are interested
     2. As far as students, we are not pushing too hard because we are not at full capacity with staff at the moment.
  8. Melissa reached out to a contract company to write our IEP’s for us. We will pay them a salary for a maximum of $20,000, which is less than a teacher salary
     1. This will alleviate Brenna from doing the Woodcock Johnson’s.

**Motion to approve** Twin Cities Education Consultant for a Max of $20,000

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

1. **Outside Contracts:**
   1. No contracts
2. **Old Business**
   1. No old business
3. **New Business**
   1. **Policy 506; Bully Prevention and Response Motion to approve**

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

* 1. **Policy 508; Behavior Expectations and Code of Conduct Motion to approve**

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

* 1. **Policy 514; Weapons on School Grounds Motion to approve**

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

* 1. **Policy 522; Use of Social Media in School Motion to approve**

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

* 1. **Title IX Grievance Policy Motion to approve**

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

* 1. **Policy 527 Student Parking Policy**

**Motion to approve**

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

1. **Board Parking Lot**
   1. **Virtual Board Meetings - feedback on how to best include RBA Staff and parents**
   2. **Review Board roles / responsibilities**
      1. Use these to share what you do on the board when you are talking to parents
2. **Next Meeting:**

**Regular Board Meeting - Thursday, November 18, 2021 6:30 pm – 8:00 pm at RBA.**

1. **RBA Events:**

**Parent - Teacher Conferences -October 19th**

**Sign up for an hour time and be available for parents and RBA staff**

1. **Committee Meetings:**

|  |  |
| --- | --- |
| Committee | Date Next Meeting |
| Finance | November 18, 2021, 5:30 pm |
| Community Outreach / Grant Committee | TBD |
| Policy | TBD |
| Strategy | TBD |
| Continuous Improvement | TBD |

**19**. **Adjourn Meeting**

Motion to adjourn the meeting at **8:04 pm**

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