

**Board of Directors**

**Agenda Date:** May 20, 2021

**Time:** 6:30 pm – 8:00 pm

**Location:** Rochester Beacon Academy

**1. Call Meeting to Order: 6:33pm**

**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.

**3. Attendance: To establish Quorum**

Name	
Pam Johnson, Chair	Present
Evin Lantz, Treasurer	Present 6:41
Kate Dullard, Secretary	Present
Bobbi Kostinec	Present Phone
Crystal Heim	Absent - Excused
Nandita Chawla	Present- phone 6:57
Brenna Salfi	Present
Stacy Aoudia	Present
Deanne Brietenbach	Leave of Absence

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

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

**5. Approval of Agenda**

**Motion to approve agenda for May 20, 2021**

Move	Second	Vote Aye	Motion
Dullard	Salfi	All	Carried

**6. Approval Meeting Minutes**

**Motion to approve meeting minutes from April 15, 2020**

Move	Second	Vote Aye	Motion
Aoudia	Dullard	All	Carried

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

- a. Request sign-in -

**8. Consideration of Claims and Accounts**

- a. April Financial Report
  - i. Officially 2 months left of the fiscal year
  - ii. At the end of April we had \$388,833
  - iii. Budget should be good to go for next year
  - iv. Partial recapture of funds
    - a. Part of that has been recaptured
    - b. Roughly \$12,000 needs to still be recaptured
  - v. Fundraising
    - a. We expected \$2,000 for this year and for this year we are above by roughly \$11,000
  - vi. Net income of roughly \$92,000
  - vii. Got PPE money before the program ended
    - a. This money must be spent on General Education and expenses
  - viii. Salary reports for administration, staff members, and other people in the school
    - a. Looking at this to come up with our own ideas to make sure we are being fair in our pay

**Rochester Beacon Academy #4238  
Financial Report to the School Board  
April 6 2021**

The school’s cash balance is \$388,833 at the end of April. The difference between the fund balance and cash available is a combination of aids due from governments, prepaids, accounts payable, and payroll tax payables.

The April 2021 income statement compares year to date revenues and expenditures to the FY2021 revised budget. Revenues and expenditures should be monitored to prevent actual from falling short of or exceeding budget. After ten months YTD as a % of budget should be at 83% (10/12 months). However, state revenues are being paid at 90% so state revenues should have been paid at 75%. State revenues have been paid at 85% of budget. A review of expenditures should take into consideration that instructional staff are paid August 30 – August 15.

The cash-flow schedule shows April 2021 actual and a schedule of May - June 2021 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 revised budget.

The following table shows the enrollment estimates used for the fiscal year 2021 revised 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
RvBudget	11.46	101	112.46	132.66	0	\$941,888	\$174,315
State	14	113	127	149.6	0	\$1,039,436	\$196,574
Actual	11.46	101.78	113.24	133.6	0	\$944,517	\$175,550

Lease aid is calculated at the lesser of 90% of lease expense or \$1314 per pupil units. To maximize lease aid at 133.6 pupil units, lease expense should be \$195,056. It is \$275,040 without property tax expense and \$362,554 with property tax expense (\$62,514 FY2020 and \$25,000 FY2021). That means the school is paying an additional lease expense of \$79,984 or \$167,498 over the 10% that the lease aid calculation assumes.

State special education revenue is calculated at 95% of expenditures, 100% of special transportation expenditures, and 50% of prior year ADSIS expenditures. The 95% used to calculate reimbursement assumes the school’s end of year special education student percentage will be at minimum 70% of total enrollment.

The cashflow schedule is showing that a line of credit will likely not be necessary this year. The line of credit interest expense has been removed. The cashflow schedule shows that a \$12,700 transfer between funds will likely be necessary.

The school’s application for \$378,092 from the Paycheck Protection Program has been approved. Forgiveness may be applied for after the funds are spent.

The FY2022 Budget may be approved as:

	Fund 01	Fund 02
Revenues:	\$3,121,423	\$67,126
Expenditures:	\$2,822,580	\$67,092
Net Income:	\$298,843	\$34
Ending Balance:	\$423,747	\$69

**Motion to accept the financial report from April 2021.**

Move	Second	Vote Aye	Motion
Dullard	Aoudia	All	Carried

**9. Committee Reports -**

**a. Building / Facilities Committee:**

- i. In negotiation with the landlord about our property taxes
- ii. Hallways upstairs still do not meet code- too short

**b. Strategy Committee:**

- i. Contract Goals
  - ii. In July, we are getting bids to put cameras in
  - iii. Getting a mobile kitchen. Hot plates
  - iv. Washer and dryer to be put in
  - v. How we are using our space
  - vi. Transitions grants
  - vii. Social events SEAC committee

- viii. Interventions- wanted to buy IXL for reading and math
- ix. Teacher's observing each other
- x. Life Skills classes and curriculum - Melissa wrote a curriculum like 9-12 based on the RPS life skills curriculum we saw plus other community skills
- xi. Board committees
  - a. Board Binder
  - b. Training with Glori and Pam

**c. Policy Committee:**

- i. No report

**d. Community Outreach / Grant Committee**

- i. Spring Forward Campaign – GiveMN account
  - a. Write out thank you notes to those who donated to our campaign
  - b. Received a golden ticket – extra \$250 dollars contributed from GiveMN
  - c. Pam is the ambassador for this account
    - We can make changes and access the account at any time.
    - We can send out new campaigns to our contributors
  - d. Who should have access to the account besides Pam?
    - Nicole to get this access
- ii. Ray Hope Gala
  - a. Really great success
  - b. Beautiful day
  - c. Fundraising committee to meet next week
  - d. Staff stay in certain colored t-shirts
  - e. Not having a lot of baskets
  - f. Corn hole tournament
  - g. Plinko and Pluck -a- Duck were a hit
  - h. Gabi's corn hole boards went for almost \$1,000 between the three
  - i. Having people sponsor ahead of time was brilliant
  - j. Lot's of people came
    - Former staff members, former students
  - k. Have more signage representation
  - l. Little Thistle wants to continue to a partnership with us, and they want us back next year

**e. Continuous Improvement Analysis Committee:**

- i. Board Binder
  - a. Nicole did a great job putting together a binder for each person
  - b. Tabbed information detailing everything we need to know

**10. Personnel Updates**

- a. RBA Personnel Resignations:
  - i. Nick Bortnem, Math Teacher, effective 6-1-2021
  - ii. Jen Pollay, SPED Paraprofessional, effective 4-30-2021
  - iii. Jackie Burgina, SPED Teacher, effective 6-1-2021
  
- b. RBA Personnel New Hires:
  - i. Cat Clendenning, SPED Coordinator, 21-22 school year, \$62,000
  - ii. Michelle Pederson, SPED Para/Kitchen 3/4/2021, \$5576.25
  
- c. RBA Personnel Termination::
  - i. NA

**11. Director’s Report**

**a. Enrollment**

6th	7th	8th	9th	10th	11th	12th
12	24	24	15	12	14	11

Total of 112 – Estimated 74.1% **SPED**

- b. We need to cap enrollment for some grades
  - i. 6<sup>th</sup> grade has only 4 kids for next year. Thus, we need to combine 6<sup>th</sup> and 7<sup>th</sup> grade. Cap these grades at 24 total.
  - ii. 8<sup>th</sup> grade kids are at 26. Cap this grade.
  - iii. We need to combine 9<sup>th</sup> and 10<sup>th</sup> grade and are collectively at 33. Need to cap at 33.
  - iv. 11<sup>th</sup> and 12<sup>th</sup> can take in one new student to cap enrollment for these grades at 27.
  - v. A total of 110 kids plus 6 SOAR kids
  - vi. If additional students want to come, they will be put on a waiting list.
- c. TSES manual is updated
  - i. Melissa changed the dates
  - ii. Added the 18-21 program
- d. ESY - Continue requiring masks for staff and students
  - i. Allow masks off outside
- e. Board had asked for day to day activities in school
  - i. Lunch
    - a. USDA agreed to pay for all student’s lunches
    - b. It is important for families to fill out the Free and Reduced Lunch form as it provides the school extra money even if the family decides to not take the free and reduced lunch
    - c. Lunch comes from Byron – we still have to meet all of the Health Codes
  - ii. Transportation
    - a. RPS provides our transportation
    - b. RPS uses Kids on the Go
    - c. Really good at communication

d. Kids on the Go made a substantial donation to us for the Ray of Hope

**12. Outside Contracts:**

a. No contracts

**13. Old Business**

a. No old business

**14. New Business**

a.

**Motion to approve Combine and Cap student enrollment for 2021-2022 school year (See above)**

Move	Second	Vote Aye	Motion
Lantz	Dullard	All	Carried

**15. Board Goals –**

**16. Next Meeting: Regular Board Meeting - MONDAY, June 21, 2021 6:30 pm – 8:00 pm at RBA.**

**17. RBA Events:**

- Prom May 1st
- Ray of Hope May 15th 12-4 pm
- Graduation May 28th 5:30 pm

**18. Committee Meetings:**

Committee	Date Next Meeting
Finance	June 21, 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 8:01

Move	Second	Vote Aye	Motion
Dullard	Lantz	All	Carried