

Board of Directors Agenda

Date: April 15, 2021

Time: 6:30 pm – 8:00 pm

Location: Rochester Beacon Academy

1. Call Meeting to Order: 6:32pm

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. (Kate)

3. Attendance: To establish Quorum

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

Guests
Nicole Musolf, Executive Director
Melissa Walsh, Director of Special Education
Janet Youngers, Sped Director Intern

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 April 15, 2021

Move	Second	Vote Aye	Motion
Dullard	Lantz	All	Carried

6. Approval Meeting Minutes

Motion to approve meeting minutes from March 18, 2020

Move	Second	Vote Aye	Motion
Kostinec	Heim	All	Carried

7. Public Forum - Public Forum Guidelines 2019-2020

- a. Request sign-in - NONE

8. Consideration of Claims and Accounts

- a. March Financial Report
- b. Will
- c. A bit of an overpayment occurred last year- just means that one check will have \$26,000 less
- d. Revised budget for this year
 - i. Reflects close to our number of students
- e. Completely removed from the budget was the line of credit since we were approved for the PPE
- f. Budget for 2021-2022
 - i. Raises across the board for all staff
 - ii. Revised contracts for our director level positions and independent contractor, Traci
 - iii. Starting a transitions program – what are the upfront costs and potential revenues?

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

The school’s cash balance is \$404,617 at the end of March. 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 March 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 nine months YTD as a % of budget should be at 75% (9/12 months). However, state revenues are being paid at 90% so state revenues should have been paid at 67.5%. State revenues have been paid at 76% of budget. A review of expenditures should take into consideration that instructional staff are paid August 30 – August 15.

The cash-flow schedule shows March 2021 actual and a schedule of April - 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
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RvBudget	11.46	101	112.46	132.66	0	\$941,888	\$174,315
State	14	113	127	149.6	0	\$1,041,408	\$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 \$12,000 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.

A draft FY2022 budget is included for review.

Motion to accept the financial report from March 2021.

Move	Second	Vote Aye	Motion
Heim	Kostinec	All	Carried

9. Committee Reports -

a. Building / Facilities Committee:

- i. Nicole to continue to work with landlord.

b. Strategy Committee:

- i. Meeting next Thursday, April 22nd at 2:30

c. Policy Committee:

- i. Meetings will begin in July

d. Community Outreach / Grant Committee

- i. Looking at a meeting date and what the focus is of this community.
- ii. How do we get more kids into RBA?
- iii. Looking at applying for grants to help with the transitions program
- iv. GiveMN platform – allows parents and community members to donate to schools and non-profits

e. Continuous Improvement Analysis Committee:

- i. Met yesterday
- ii. Reviewed the results of the survey and talked about how to incorporate the feedback into the board meeting

- iii. Having binders of all the terms to have those easily accessible
- iv. Clarification of board roles and expectations readily available to board members

10. Personnel Updates

- a. RBA Personnel Resignations:
 - i. Sarah Schaefer, General Education Teacher- leaves of absence ends effective 6-1-2021
- b. RBA Personnel New Hires:
 - i. Erin Volkart, SPED Teacher, \$9772.70, start date of 4-12-21
 - ii. Elise Clark, SPED Paraprofessional, \$3045.00, start date of 4-21-2021
- c. RBA Personnel Termination::
 - i. NA

11. Director’s Report

a. Enrollment

6th	7th	8th	9th	10th	11th	12th
12	25	24	15	12	14	11

Total of 113 - Estimated 72.5% SPED

- b. Holding steady with enrollment
- c. Landlord was here at school and came with the grounds manager
 - i. Can we reduce our footprint? First floor is 20,000sqft
 - \$33,000 a month in lease clause
 - ii. They want to bring an architect to look at potentially moving the school upstairs to potentially attract a new tenant for the first floor
- d. In the middle of MCA prep
 - i. Start Monday, April 19th.
 - ii. Testing over 10 days
- e. After MCA’s are over, we are giving the NWEA’s.
- f. Getting ready for Prom- May 1st
 - i. Disney Masquerade
 - ii. 9-12 graders
- g. Ray of Hope on May 15th from 12-4 from Little Thistle
 - i. Ordered t-shirts
 - ii. Games
 - iii. Roughly \$1900 in sponsorship
- h. Graduation
 - i. Caps and gowns have arrived
 - ii. Students are picking who they want to mcee
- i. Who can the board go to when they have questions about Finances?
 - i. Nicole, Evin, Pam, Melissa, Traci
- j. Do you feel like you have enough information about the day-to-day operations of the schools to make informed decisions?
 - i. Updates with lunch programs, update with transportation
 - ii. What do we do to prep for the following year?
 - iii. Curriculum for each year?
- k. Met with SEAC committee

- i. August social night- August 25th
 - Student council is going to help with new students meeting with their mentor
 - Look at doing some games for kids to socialize and hangout
 - S3 department would like to have a table at back-to-school nights to help discuss what they do
 - Displaying artwork
 - At back-to-school night, have more access to board meetings, etc.
- ii. On September 22 –
 - Resource night
 - 15 organizations to come
 - Families and community members
 - Omstead County
 - ABC
 - BlueStem
 - Prairie Care
 - Board members to come to this
 - Have KTTC or KAAL to come and promote this to the community
- iii. In October, we are doing a social night
 - Decoration of pumpkins
 - Teachers open their classroom
 - If this goes well, potential for a parent’s night out in Feb.
- I. Transitions program (SOAR)
 - i. Looking at opening the transitions program for the next school year for 6 students
 - ii. Staff named the program – SOAR (Students Obtaining Advocacy and Responsibility)
 - iii. Financial standpoint
 - One teacher and one para
 - Gen ed expense will be there (includes washer and dryer, sink set up, cooking items, stove, budget for groceries, etc.) Curriculum is included in this as well
 - Lease aid factors
 - iv. One classroom that is open and would house the program.
 - v. Students on-site for half the day, then go out into the community
 - Internships
 - Work
 - vi. Program has potential to have significant growth

12. Outside Contracts:

- a. No contracts

13. Old Business

- a. No old business

14. New Business

- a. Leave of Absence - Deanne Breitenbach

Motion to approve Deanne Breitenbach Leave of Absence from May until September, 2021

Move	Second	Vote Aye	Motion
Kostinec	Chawla	All	Carried

b.

Motion to approve SOAR, the 18-21 program at Rochester Beacon Academy, for 6 students for the 2021-2022 school year

Move	Second	Vote Aye	Motion
Dullard	Lantz	All	Carried

c. **Motion to approve Crystal Heim as Vice Chair from the months of May to September, 2021**

Move	Second	Vote Aye	Motion
Lantz	Dullard	All	Carried

15. Board Goals –

16. Next Meeting: Regular Board Meeting - Thursday, May 20, 2021 6:30 pm – 8:00 pm at RBA.

17. RBA Events:

- Prom May 1st
- Ray of Hope May 15th 12-4 pm at Little Thistle
- Graduation May 28th 5:30 pm
 - Outside at the school

18. Committee Meetings:

Committee	Date Next Meeting
Finance	May 20, 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 7:43

Move	Second	Vote Aye	Motion
Lantz	Kostinec	All	Carried