

**Board of Directors Agenda**

**Date:** March 18, 2021

**Time:** 6:30 pm – 8:00 pm

**Location:** Rochester Beacon Academy

**1. Call Meeting to Order: 6:34 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. (Kate)

**3. Attendance: To establish Quorum**

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

Guests
Nicole Musolf, Executive Director
Melissa Walsh, Director of Special Education
Stacy Aoudia, Parent of RBA Child

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

**5. Approval of Agenda**

**Motion to approve agenda for March 18, 2021 with changes to the budget for March-June 2021**

Move	Second	Vote Aye	Motion
Lantz	Dullard	All	Carried

**6. Approval Meeting Minutes**

**Motion to approve meeting minutes from February 21, 2020  
with changes**

Move	Second	Vote Aye	Motion
Lantz	Dullard	All	Carried

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

- a. Request sign-in - NONE

**8. Consideration of Claims and Accounts**

- a. February Financial Report
- b. We have a cash balance of \$477,000
- c. We are 2/3 of the way through the school year
- d. Last year, we were overpaid for our student population and there will be a recapture of the \$26,000 we were given.
- e. We should end the school year with a net worth of \$80,000

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

The school’s cash balance is \$477,039 at the end of February. The difference between the fund balance and cash available is a combination of aids due from governments, prepaids, accounts payable, and salaries and payroll tax payables.

The February 2021 income statement compares year to date revenues and expenditures to the FY2021 budget. Revenues and expenditures should be monitored to prevent actual from falling short of or exceeding budget. After eight months YTD as a % of budget should be at 67% (8/12 months). However, state revenues are being paid at 90% so state revenues should have been paid at 60%. State revenues have been paid at 62% of budget. A review of expenditures should take into consideration that instructional staff are paid August 30 – August 15.

The cash-flow schedule shows February 2021 actual and a schedule of March - 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 adopted budget and should be authorized as a budget revision.

General Fund	Fund 02
Revenue: \$2,584,529	Revenue: \$14,218
Expense: \$2,504,710	Expense: \$14,202
Net Income: \$79,819	Net Income: \$16
Fund Balance: \$124,904	Fund Balance: \$35

The following table shows the enrollment estimates used for the fiscal year 2021 budget, enrollment used for state aid payments, and actual enrollment/budget revision, and enrollment’s impact on general education revenue and lease aid.

Grade	6	7-12	ADM	WADM	LEP	Gen Educ	Lease
Budget	18	110	128	150	0	\$1,052,015	\$197,100
State	14	113	127	149.6	0	\$1,041,408	\$196,574

Actual	11.46	101	112.46	132.66	0	\$941,888	\$174,315
--------	-------	-----	--------	--------	---	-----------	-----------

Lease aid is calculated at the lesser of 90% of lease expense or \$1314 per pupil units. To maximize lease aid at 132.66 pupil units, lease expense should be \$193,683. 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 \$81,357 or \$168,871 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 \$12,900 transfer between funds will likely be necessary.

The school has applied for \$397,676 from the Paycheck Protection Program.

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

Move	Second	Vote Aye	Motion
Dullard	Chawla	All	Carried

**9. Committee Reports -**

**a. Building / Facilities Committee:**

- i. No Report

**b. Strategy Committee:**

- i. No Report

**c. Policy Committee:**

- i. No report

**d. Community Outreach / Grant Committee**

- i. No Report

**e. Continuous Improvement Analysis Committee:**

- i. There will be an annual board effectiveness survey that will go out and results will be available in April.

**10. Personnel Updates**

**a. RBA Personnel Resignations:**

- i. Haleigh Scriven, SPED Paraprofessional, effective 3/8/2021

- b. RBA Personnel New Hires:
  - i. NA
  
- c. RBA Personnel Termination::
  - i. NA

**11. Director’s Report**

**a. Enrollment**

6th	7th	8th	9th	10th	11th	12th
12	25	23	15	13	15	11

Total of 114 – Estimated 72.5% SPED

- b. Last meeting there was a request for ACT results
  - i. In fall of 2018, we had 2 students take the ACT
  - ii. In fall of 2019, we had 4 students take the ACT
  - iii. In fall of 2020, we had 3 students take the ACT
  - iv. The average score for all three years was 16, which is below Minnesota State’s average of 20
  - v. We are looking to start offering ACT prep in 10<sup>th</sup> grade as part of a class
- c. If we do cupcakes for graduation, we should have them individually wrapped so people can take them on the go.
- d. Last year, we did not do the MCA’s or MTAS because of Covid-19. This year, we are going to take them, but we have an extended window
  - i. Students who are full time distance learning due to COVID-19 are able to be excused
- e. Rochester Public Schools changed the date of their extended school year, which affects us.
  - i. ESY will be June 14-June 24<sup>th</sup>.
- f. Melissa is working to have a proposal for an 18-21 program

**12. Outside Contracts:**

- a. No contracts

**13. Old Business**

- a. No old business

**14. New Business**

- a. **Approval for Nicole Musolf and Traci LaFerriere to apply and sign for Payroll Protection Program (PPP) Motion to approve application and sign for PPP**

<b>Move</b>	<b>Second</b>	<b>Vote Aye</b>	<b>Motion</b>
Lantz	Dullard	All	Carried

- b.

**Motion to approve Revised budget for March-June 2021**

Move	Second	Vote Aye	Motion
Dullard	Lantz	All	Carried

c.

**Motion to approve Stacy Aoudia as a parent representative on the RBA Board, effective 3/19/2020**

Move	Second	Vote Aye	Motion
Dullard	Kostinec	All	Carried

**15. Board Goals –**

**16. Next Meeting: Regular Board Meeting - Thursday, April 15, 2021 6:30 pm – 8:00 pm at RBA.**

**17. RBA Events:**

**18. Committee Meetings:**

Committee	Date Next Meeting
Finance	April 15, 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 **7:08pm**

Move	Second	Vote Aye	Motion
Lantz	Aoudia	All	Carried