

Board of Directors Agenda

Date: February 18, 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
Deanne Breitenbach, Vice Chair	Excused
Evin Lantz, Treasurer	Present
Kate Dullard, Secretary	Present
Bobbi Kostinec	6:37pm
Crystal Heim	Present
Nandita Chawla	Present
Brenna Salfi	6:44pm

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.) - NONE

5. Approval of Agenda

Motion to approve agenda for February 18, 2021

Move	Second	Vote Aye	Motion
Lantz	Dullard	Unanimous	Carried

6. Approval Meeting Minutes

Motion to approve meeting minutes from January 21, 2020

Move	Second	Vote Aye	Motion
Dullard	Heim	Unanimous	Carried

7. Public Forum - Public Forum Guidelines 2019-2020

- a. Request sign-in - NONE

8. Consideration of Claims and Accounts

- a. December Financial Report
- b. We will be reimbursed 95% of our special education costs because of our special education population
- c. Our LOC has been dropped down to \$12,000 and will likely drop to \$0
- d. The board reviewed the 990 and acknowledged that it will be filed
- e. We started looking at our budget for next school year, 2021-2022
- f. At the end of our fiscal year, we had \$190,000

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

The school's cash balance is \$411,289 at the end of January. The difference between the fund balance and cash available is a combination of aids due from governments, prepaids, salaries payable, and payroll tax payables.

The January 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 seven months YTD as a % of budget should be at 58% (7/12 months). However, state revenues are being paid at 90% so state revenues should have been paid at 52.5%. State revenues have been paid at 55% of budget. A review of expenditures should take into consideration that instructional staff are paid August 31 – August 15.

The cash-flow schedule shows January 2021 actual and a schedule of February - 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.

The following table shows the enrollment estimates used for the fiscal year 2021 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	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	102	113.46	133.86	0	\$947,759	\$175,892

Lease aid is calculated at the lesser of 90% of lease expense or \$1314 per pupil units. To maximize lease aid at 133.86 pupil units, lease expense should be \$195,435. It is \$275,040. This means the school is paying an additional lease expense of \$79,604 over the 10% that the lease aid calculation assumes.

The school did not draw on the line of credit established at the end of last school year. The cashflow schedule shows that a line of credit will likely not be necessary this year. The line of credit interest expense is still in the cashflow but has been reduced from \$50,000 to \$12,000.

The cashflow does also 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 \$14,100 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.

Motion to accept the financial report from January 2021.

Move	Second	Vote Aye	Motion
Heim	Kostinec	Unanimous	Carried

9. Committee Reports – We will look at each committee next time and define objectives and roles for each committee

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. No Report

f. Site committee

Motion to change our by-laws to have a minimum of 1 community member, 1 teacher member, 1 parent member.

Move	Second	Vote Aye	Motion
Lantz	Chawla	Unanimous	Carried

Motion to change our by-laws that teacher board members need to have 3 years consecutive teaching experience.

Move	Second	Vote Aye	Motion
Dullard	Heim	Unanimous	Carried

10. Deanne asked for a Leave of Absence from the board
 - a. Our by-laws do not state anything about having a leave of absence.
 - b. Potentially have Deanne step down from Vice Chair but remain as a parent board member.
 - c. Pam asked for interested parties. This is tabled until the next board meeting.

11. Personnel Updates

- a. RBA Personnel Resignations:
 - i. Tanner Johnson, SPED Teacher, effective 2/21/2021
 - ii. Florielle Dungog, SPED Paraprofessional, effective 2/21/2021
 - iii. Julie Popham, SPED Paraprofessional, effective 03/01/2021
- b. RBA Personnel New Hires:
 - i. Katrina Kruger, SPED Paraprofessional, effective February 16, 2021, at \$7395.00
- c. RBA Personnel Termination:
 - i. NA

12. Director’s Report

a. Enrollment

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

Total of 115 - Estimated 72.6% SPED

b. Lease Options:

- i. The landlord responded to our letter with their own written letter stating that the clause in question was about semantics in regard to paying property taxes.
- ii. The landlord was supposed to bill us by January but have not done so yet.
- iii. Our lawyers stated that we have 3 options:
 - No arbitration clause – this matter would go straight to a judge and the judge would make a ruling.
 - We can respond with a second letter saying we disagree with their letter and contest the paying of the property taxes.
 - Send a letter back to the landlord and make a compromise.
- iv. Decision was made to have our attorney’s send the disagreement letter.

c. Return to hybrid learning:

- i. All middle and high school students must return to some for of in-person learning per the Governors orders by March 8th.
- ii. Currently, 25% of all educators in the state are vaccinated.
- iii. The numbers for Olmsted County are down to 32.7% cases of Covid-19 and are slowly going down.
 - Wednesday, March 3rd and Thursday, March 4th will be workdays for teachers to prepare to come back for hybrid learning.
 - Thursday, teachers will have virtual conferences like they had in the fall.

- d. Next year's calendar has been submitted for approval.
 - i. 166 student days
 - ii. 179 staff days
 - iii. Staff will return on August 16th.
 - iv. On August 23rd is our 1:1 meetings with families.
 - v. 1st day of school will be August 30th, 2021.

13. Outside Contracts:

- a. No contracts

14. Old Business

- a. No old business

15. New Business

- a. **2021-2022 School Calendar**

Motion to approve 2021-2022 School Calendar

Move	Second	Vote Aye	Motion
Dullard	Kostinec	Unanimous	Carried

- b.

Motion to approve

Move	Second	Vote Aye	Motion

16. Board Goals –

17. Next Meeting: Regular Board Meeting - Thursday, March 18, 2021 6:30 pm – 8:00 pm at RBA.

18. RBA Events:

a. **Graduation**

- i. Held May 28th, 2021 at 5:30 pm.
- ii. Will be held outside like last year.
- iii. Board members to provide cupcakes for graduation celebration.

19. Committee Meetings:

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

20. Adjourn Meeting

Motion to adjourn the meeting at 8:01pm.

Move	Second	Vote Aye	Motion
Lantz	Chawla	Unanimous	Carried