

**Board of Directors Agenda**

**Date:** January 21, 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. (Pam)

**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
Crystal Heim	Present
Nandita Chawla	Absent
Brenna Salfi	Present

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 January 21, 2021**

<b>Move</b>	<b>Second</b>	<b>Vote Aye</b>	<b>Motion</b>
<b>Dullard</b>	<b>Kostinec</b>	<b>Unanimous</b>	<b>Carried</b>

**6. Approval Meeting Minutes**

**Motion to approve meeting minutes from December 17, 2020**

<b>Move</b>	<b>Second</b>	<b>Vote Aye</b>	<b>Motion</b>
<b>Kostinec</b>	<b>Salfi</b>	<b>Unanimous</b>	<b>Carried</b>

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

- a. Request sign-in - NONE

**8. Consideration of Claims and Accounts**

- a. December Financial Report

**Rochester Beacon Academy #4238  
Financial Report to the School Board  
December 2020**

The school’s cash balance is \$354,638 at the end of December. 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 December 2020 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 six months YTD as a % of budget should be at 50% (6/12 months). However, state revenues are being paid at 90% so state revenues should have been paid at 45%. State revenues have been paid at 47% of budget. A review of expenditures should take into consideration that instructional staff are paid August 31 – August 15.

The cash-flow schedule shows December 2020 actual and a schedule of January - 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	\$1,041,403	\$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 \$15,000.

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 cash flow.

- b. Halfway through the year as of the end of december
  - i. We have more than \$250,000 in the bank. THINK Bank allows us FDIC protection up to \$250,000. Since we have more than this amount, we have a Swap Account
  - ii. Current budget is based on enrollment
  - iii. Revenue and expenditures are both down
  - iv. Projected fund balance is around \$200,000
    - 1. Fund balance needs to be roughly 20% of expenditures or \$500,000
  - v. Have not used Line of Credit yet
  - vi. Property tax situation is still pending

**Motion to accept the financial report from December 2020.**

Move	Second	Vote Aye	Motion
Heim	Dullard	Unanimous	Carried

**9. Committee Reports** - Next meeting, let's define the purpose of these meetings and give some objectives

- 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

**10. Personnel Updates**

- a. RBA Personnel Resignations:
  - i. Natalie Quandt, SPED Paraprofessional, effective 1/18/2021
- b. RBA Personnel New Hires:
  - i.
- c. RBA Personnel Termination::
  - i.

**11. Director's Report**

a. **Enrollment**

6th	7th	8th	9th	10th	11th	12th
13	25	23	15	14	16	11

Total of 117 - Estimated 72.0% SPED

- b. ADM= average daily membership of students. This is what Traci uses for the financial report
  - i. When students leave for treatment, we lose them as a student until they re-enroll with us
- c. New 8th grade student
- d. Contract Report (**Primary Purpose goal 7**) Special Education IEP progress
  - i. 95% of 80 random goals made adequate progress
- e. Ending quarter 2. Quarter 3 will begin on Monday.
- f. GAP (Graduation Assistance Program)
  - i. Seniors come in on Fridays from 12-3 to help them stay caught up and ensure that they will graduate on time.
  - ii. Two counselors are here, interact with each other, and get fed. They also get to work on assignments
- g. On Tuesdays, our severe and profound students and DCD students will be coming into school to have in person interaction for half a day.
- h. SEAC
  - i. Met last week
  - ii. 2 staff and 2 parents
  - iii. Trying to talk about ways we can create social interactions for our kids
    - 1. August social night
      - a. Mentor program and pairing kids with each other
      - b. Familiar faces will be there
    - 2. October social night/ Parent's Night Out
      - a. Open to any kids really

- b. Decorating a pumpkin and cookies
- c. If parents drop off kids, can parents meet up with each other
- iv. Resource Night - Almost like a job fair
  - 1. Different booths will be Semcil
  - 2. Autism Center
  - 3. Offerings from Rochester Community
- i.

**12. Outside Contracts:**

- a. No contracts

**13. Old Business**

- a. No old business

**14. New Business**

- a. No old business

**15. Board Goals –**

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

**17. RBA Events:**

January	Board Retreat - 1/28/2021 6:30 - 8:00 pm
February	Tentative - Board Retreat - 2/25/2021 6:30 - 8:00 pm

**18. 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

**19. Adjourn Meeting**

Motion to adjourn the meeting at 7:18pm

Move	Second	Vote Aye	Motion
<b>Heim</b>	<b>Lantz</b>	<b>Unanimous</b>	<b>Carried</b>