

Board of Directors Agenda

Date: December 17, 2020

Time: 6:30 pm – 8:00 pm

Location: Rochester Beacon Academy

1. Call Meeting to Order: 6:38pm

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. (Deanne)

3. Attendance: To establish Quorum

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

Guests
Nicole Musolf, Executive Director
Melissa Walsh, Director of Special Education
Traci Laferriere
Michelle Hoffman, CLA Minneapolis

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

5. Approval of Agenda

Motion to approve agenda for December 17, 2020

Move	Second	Vote Aye	Motion
Dullard	Kostinec	All	Carried

6. Approval Meeting Minutes

Motion to approve meeting minutes from November 19, 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. November Financial Report
- b. We made adjustments for additional students as we currently have an 8.6% fund balance
- c. We need to watch enrollment as this will impact our fund balance
 - i. We need to have at least 70% sped students

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

The school’s 2019-2020 annual audit fieldwork was completed the week of October 12. The final audit reports are due by December 31.

The school’s cash balance is \$356,723 at the end of November. 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 November 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 five months YTD as a % of budget should be at 42% (5/12 months). However, state revenues are being paid at 90% so state revenues should have been paid at 37.5%. State revenues have been paid at 39% of budget. A review of expenditures should take into consideration that instructional staff are paid August 31 – August 15.

The cash-flow schedule shows November 2020 actual and a schedule of December 2020 - 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	13	112	125	147.4	0	\$1,026,604	\$193,684
Actual	12	102	114	134.4	0	\$950,417	\$176,602

Lease aid is calculated at the lesser of 90% of lease expense or \$1314 per pupil units. To maximize lease aid at 134.4 pupil units, lease expense should be \$196,224. It is \$275,040. This means the school is paying an additional lease expense of \$78,816 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 \$18,000.

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 \$14,800 transfer between funds. That may be adjusted after the first month meal reimbursement is received.

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 have to be made before reimbursement may be requested which may impact cashflow.

Motion to accept the financial report from November 2020.

Move	Second	Vote Aye	Motion
Breitenbach	Kostinec	All	Carried

9. Committee Reports -

- a. **Building / Facilities Committee:**
 - i. No Report
- b. **Strategy Committee:**
 - i. No Report
- c. **Policy Committee:**
 - i. Draft Board Policy review for additions (vote January 2021 meeting)
- d. **Community Outreach / Grant Committee**
 - i. No Report
- e. **Continuous Improvement Analysis Committee:**
 - i. No Report

10. Personnel Updates

- a. RBA Personnel Resignations:
 - i. Toni Mundy, SPED Teacher, effective 11/27/2020
- 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. We are looking to purchase a career and college readiness program to address goals related to the World’s Best Work Force
 - i. Our graduation goal is 90%, and last year, we graduated 100% of our students
 - ii. Last years goals, data, and dates will be reported as we were not able to take the MCA’s last year
- c. We currently have 117 students with a new student starting in January
- d. Our Annual Report is done and ready to submit to Authorizer
- e. Strategic Plan
 - i. Once we return to in-person, we will use the first amount of the Safe School money to install cameras at the front office desk
 - ii. We are purchasing a supplemental reading program (IXL) for next year
 - iii. The Guild requires us to have a fund balance of 3% and our current balance is 8.6%
 - iv. We mad \$900 in our ButterBraid fundraiser
 - 1. We are continuing to see if we can host The Ray of Hope Fundraiser
 - v. We are still providing private tours for families interested in RBA
- f. SEAC Committee will meet in January to discuss plans for social gatherings for students outside of school as well as a parents night out.
 - i. Contingent on Covid

12. Outside Contracts:

- a. CLA auditor report
- b. Our audit is complete and on file at the RBA office

13. Old Business

- a. No old business

14. New Business

- a. **Motion to approve Audit from CLA**

Move	Second	Vote Aye	Motion
Dullard	Heim	All	Carried

- b. **Motion to approve Annual Report**

Move	Second	Vote Aye	Motion
Dullard	Kostinec	All	Carried

- c. **Motion to approve World’s Best Work Force**

Move	Second	Vote Aye	Motion
Breitenbach	Heim	All	Carried

15. Board Goals –

16. Next Meeting: Regular Board Meeting - Thursday, January 21, 2021 6:30 pm – 8:00 pm at RBA.

17. RBA Events:

December	
January	Board Retreat TBD

18. Committee Meetings:

Committee	Date Next Meeting

Finance	January 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 **7:42 PM**

Move	Second	Vote Aye	Motion
Kostinec	Dullard	All	Carried