

Board of Directors Agenda

Date: November 19, 2020

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. (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
Crystal Heim	Present
Nandita Chawla	Present
Brenna Salfi	Excused

Guests
Nicole Musolf, Executive Director

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

5. Approval of Agenda

Motion to approve agenda for November 19, 2020

Move	Second	Vote Aye	Motion
Lantz	Heim	Unanimous	Carried

6. Approval Meeting Minutes

Motion to approve meeting minutes from October 22, 2020

Move	Second	Vote Aye	Motion
Dullard	Kostinec	Unanimous	Carried

7. Public Forum - Public Forum Guidelines 2019-2020

- a. Request sign-in - None

8. Consideration of Claims and Accounts

- a. October Financial Report

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

The school’s 2019-2020 annual audit fieldwork was completed the week of October 12. The unaudited UFARS upload was completed by the September deadline. The next deadline is November 30 for the audited UFARS data and compliance table upload. The final audit reports are due by December 31.

The school’s cash balance is \$232,851 at the end of October. 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 October 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 four months YTD as a % of budget should be at 33% (4/12 months). However, state revenues are being paid at 90% so state revenues should have been paid at 30%. State revenues have been paid at 27% of budget. A review of expenditures should take into consideration that instructional staff are paid August 31 – August 15.

The cash-flow schedule shows October 2020 actual and a schedule of November 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	21	114	135	157.8	0	\$1,097,468	\$207,349
Actual	8	100	108	128	0	\$919,776	\$168,192

Lease aid is calculated at the lesser of 90% of lease expense or \$1314 per pupil units. In order to maximize lease aid at 128 pupil units, lease expense should be \$186,880. It is \$275,040. This means the school is paying an additional lease expense of \$88,160 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 \$14,700 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.

Board Action Items

The board should approve changing the school’s capitalization policy from \$500 to \$5,000 which is the federal level. Federal grants require that items over the capitalization limit have to be approved by the Department of Education in advance. With the new federal aid received this year, it will be simpler to increase the limit.

Motion to accept the financial report from October 2020.

Move	Second	Vote Aye	Motion
Heim	Dullard	Unanimous	Carried

9. Committee Reports -

a. Building / Facilities Committee:

- i. No Report

b. Strategy Committee:

- i. No Report

c. Policy Committee: Annual Review

- i. Policy 801 - Crisis Policy
- ii. Policy 316 - Capitalization (New)

d. Community Outreach / Grant Committee

- i. No Report
- e. **Continuous Improvement Analysis Committee:**
 - i. No Report

10. Personnel Updates

- a. RBA Personnel Resignations:
 - i. Lulu Mawien, SPED Paraprofessional, effective 11/3/2020
 - ii. Emily Miller, SPED Paraprofessional, effective 11/10/2020
- b. RBA Personnel New Hires:
 - i. Jackie Buringa SPED Paraprofessional to SPED Teacher, effective 11/4/2020, \$25818.06
 - ii. Kendra Koesters, SPED Paraprofessional, effective 11/18/2020, \$12,941.25
 - iii. Shyanne Kitzer, SPED Paraprofessional, effective 11/23/2020, \$12,615.00
 - iv. Haleigh Scriven, SPED Paraprofessional, effective 11/16/2020, \$13,158.75
- c. RBA Personnel Termination:
 - i. Lisa Orke, SPED Teacher, effective 10/23/2020

11. Director’s Report

a. Enrollment

6th	7th	8th	9th	10th	11th	12th
12	23	23	15	16	15	11

Total of 113 - Estimated 73.4% SPED

- b. Auditors coming in December
- c. Changes to Guild Contract include
 - i. Had to have a new achievement goal. Decided to put in a college and career readiness goal
 - ii. Goal 6 - rewrote percentages
 - iii. Took science goal out
 - iv. By-laws issues needed adjustment
 - 1. Voting requirements
 - v. If the board of directors meets for a vote, we can do so in email.
 - 1. This has been taken out as we cannot do this
 - vi. Election of officers - repeated twice.
 - vii. Define our purpose more

- viii. Operations and fiscal responsibilities included
- d. We have moved to distance learning based on the numbers per 10,000 in Olmsted County
- e. Contract goals from the guild
 - i. We have graduated 100% of our students for the past two years
 - ii. Family satisfaction- 83.35 family said they were satisfied with RBA
 - iii. Financial goal- we have exceeded our fund balance of 0% to a current fund balance of 45,806.

12. Outside Contracts:

- a. Nothing to report

13. Old Business

- a. No old business

14. New Business

a. Policy 801 Crisis Policy

Motion to approve annual review Policy 801

Move	Second	Vote Aye	Motion
Lantz	Kostinec	Unanimous	Carried

b. Policy 316 Capitalization Policy (NEW)

Motion to approve Policy 316

Move	Second	Vote Aye	Motion
Lantz	Dullard	Unanimous	Carried

c. RBA Election- Teacher Candidate

Motion to approve Kate Dullard, Teacher Candidate for a term of 3 years ending in 2023

Move	Second	Vote Aye	Motion
Lantz	Heim	Unanimous	Carried

d. **RBA Election- Community Member**

Motion to approve Evin Lantz, Community Member Candidate for a term of 3 years ending in 2023

Move	Second	Vote Aye	Motion
Dullard	Kostinec	Carried	Carried

e. **RBA Election- Parent Member**

Motion to approve Deanne Breitenbach as Parent Member Candidate for a term 3 years ending in 2023

Move	Second	Vote Aye	Motion
Lantz	Dullard	Unanimous	Carried

f. **Motion to accept the changes in the By-Laws**

Move	Second	Vote Aye	Motion
Lantz	Heim	Unanimous	Carried

15. Board Goals –

16. Next Meeting: Regular Board Meeting - Thursday, December 17, 2020 6:30 pm – 8:00 pm at RBA

17. RBA Events:

September	
November	Board Elections - Butter Braids
December	
January	Board Retreat TBD

18. Committee Meetings:

Committee	Date Next Meeting
Finance	December 17, 2020, 5:30 pm
Community Outreach / Grant Committee	TBD
Policy	TBD
Strategy	TBD
Continuous Improvement	TBD

19. Adjourn Meeting 7:23pm

Motion to adjourn the meeting at

Move	Second	Vote Aye	Motion
Dullard	Kostinec	Unanimous	Carried