

Board of Directors Agenda

Date: October 22, 2020

Time: 6:30 pm – 8:00 pm

Location: Rochester Beacon Academy

1. Call Meeting to Order: 6:30pm

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	Present
Evin Lantz, Treasurer	Present
Kate Dullard, Secretary	Present
Bobbi Kostinec	Phone
Crystal Heim	Absent
Nandita Chawla	Present
Brenna Salfi	Present

Guests
Nicole Musolf, Executive Director
Melissa Walsh, Director of Special Education
Pati Hruby, School Social Worker
Elisa Voeltz, SPED Due Process Clerk

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

5. Approval of Agenda

Motion to approve agenda for October 22, 2020

Move	Second	Vote Aye	Motion
Dullard	Chawla	All	Carried

6. Approval Meeting Minutes

Motion to approve meeting minutes from September 17, 2020

Move	Second	Vote Aye	Motion
Dullard	Salfi	All	Carried

7. Public Forum - Public Forum Guidelines 2019-2020

- a. Request sign-in - NONE

8. Consideration of Claims and Accounts

- a. September Financial Report
- b. We are 25% through the Fiscal year and things are looking good
 - i. We have \$154,000 in the bank at the moment
 - ii. We are waiting for roughly \$7,000 back from the government
 - iii. Our final numbers for the audit will be coming out soon
 - 1. Projected to be in the positive ~\$45,000

**Rochester Beacon Academy #4238
Financial Report to the School Board
September 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 \$153,930 at the end of September. 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 September 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 three months YTD as a % of budget should be at 25% (3/12 months). However, state revenues are being paid at 90% so state revenues should have been paid at 22.5%. State revenues have been paid at 20% of budget. A review of expenditures should take into consideration that instructional staff are paid August 31 – August 15.

The cash-flow schedule shows FY2020 and July - September 2020 actual and a schedule of October 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. However, \$50,000 is still included as a line of credit interest expense.

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 \$16,600 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.

Also, the school should authorize the prior year transfer from fund 01 to fund 02 of \$5,600.

Finally, anybody serving on the board during the 2019-2020 school year should complete a related parties questionnaire for the audit.

Motion to accept the financial report from September 2020.

Move	Second	Vote Aye	Motion
Kostinec	Chawla	All	Carried

9. Committee Reports -

a. Building / Facilities Committee:

- i. No Report

b. Strategy Committee:

- i. No Report

c. Policy Committee: Annual Review

- i. Policy 420 - Maltreatment of Minors / Mandatory Reporting

- ii. Policy 521 Internet and Educational Network Safety and Acceptable Use
- iii. Policy 612- District and School Family Engagement Policy

d. Community Outreach / Grant Committee

- i. No Report

e. Continuous Improvement Analysis Committee:

- i. Went over Parent Survey that was given out during Fall Conferences
 - 1. Committee thought that the questions could use revamping
 - a. Provide statements and definitions for the questions to help in the comprehension
 - b. Multiple choice questions
 - c. Make choices “Not applicable” instead of “Neutral”
 - 2. The committee noted that there were not a lot of “stop doing this” and that the communication from staff went up
 - 3. Nicole then gave the survey to staff to dissect
 - a. Staff were concerned that students “don’t have friends”
 - b. Communication went up, which is something we, as a staff, really focused on improving
 - c. Staff also noted that kids and families feel welcomed

10. Personnel Updates

- a. RBA Personnel Resignations:
 - i. Ihsan Idy, SPED Paraprofessional, effective 10/20/2020
- b. RBA Personnel New Hires:
 - i. Miles Margiellous, SPED Paraprofessional, effective 9/28/2020, \$16,638.75
 - ii. Alual Mawien, SPED Paraprofessional, effective 9/28/2020, \$16,638.75
- c. RBA Personnel Leave:
 - i. Emily Willette (Miller) 9-3-2020 through 11-9-202

11. Director’s Report

a. Enrollment

6th	7th	8th	9th	10th	11th	12th
11	22	22	15	15	17	11

Total of 113 - Estimated 73.4% SPED

*One student reported to start on the 26th, but we are hovering right around 113 students total. This is good since we planned for 108 students

b. IoWa

- i. Responsibility is voted on and given to Nicole each year. This allows her to work with MDE, MARSS, etc.

c. Renewed our contract with the Guild

- i. This was turned into MDE and returned back to us and the Guild as their are a few technicalities that need fixing
- ii. Glory stated we do not have much to do to rectify changes
 - 1. Once these are rectified, the contract will be sent back to MDE

d. Board Training

- i. Every year, we have to complete a board training, and Nicole has to write a report on it.
- ii. Looking to do the training early 2021 so that COVID hopefully isn't a factor
- iii. Any new board members will also need to complete their training within the first six months they are seated

e. COVID 19 Plan

- i. This plan details what would happen if both Nicole and Melissa were out because of COVID
- ii. Two people have been designated to fill in if Nicole and Melissa are both out
- iii. Some roles cannot be turned over to these two designated people such as finances, payroll.
 - 1. In this case, Melissa would come back from Family Leave to help out

f. Butterbraids

- i. Students and staff are selling Butterbraids
- ii. \$14 each depending on flavor
- iii. Contact staff or students if you are interested in purchasing any

g. Course Catalog

- i. Teachers are working on this
- ii. Started in September
 - 1. Each teacher turned in their catalogs on time
- iii. These catalogs offer insight into what is taught when, for how long, etc.
 - 1. This is not a "Students will be here by this time" as this does not take into account for the differentiated needs of learners
- iv. This will be useful for Melissa in IEP's when talking about Replacement classes or advanced classes

h. Facility Tour

- i. Our lease aid, plus what we pay for our lease and the extra 10%, are high
- ii. We overpay and this year, it will be close to \$88,000 that comes out of our general operating fund
- iii. Therefore, can we stay here in this building financially?
- iv. Nicole was contacted by a friend who leases buildings
 - 1. She toured a facility that is roughly 10,000 square feet
 - 2. The price is right; however, it would take a build out
- v. If we choose to stay here at this building, what are we compromising?

i. Conferences

- i. Fall conferences had a 28% attendance rate of those who attended

- ii. They were done virtually, and we received positive feedback
- iii. No long lines, no back ups, and they were more structured, which teachers and parents appreciated.

j. Staff Representatives

- i. Pati Hruby
 - 1. New to RBA and to school counseling environment
 - 2. Pati is working on branching RBA out to provide opportunities for students in the community
 - a. She is looking at how to bridge students into the workforce and finding community partners
 - b. Met with the Workforce Development Center, which will help our students find jobs in the community
 - i. The center will prep students for interviews, resume writing, acquiring jobs, etc.
 - ii. There are funds available for the implementation of this plan
 - 1. Students get paid for their work
 - iii. This program helps remove the barriers and support students to find jobs close to home, public transit, etc.
 - 3. Pati is also working towards how we can implement a work for credit program
 - a. Students would earn credits towards graduation through work
 - b. Looking at state statutes, laws, and regulations to figure out what we would need.
 - c. Also looking at other schools to see how they implement this.
- ii. Elisa Voeltz
 - 1. Been with RBA since the very beginning.
 - 2. Started out as a Paraprofessional for the first 2 years. When we moved to this building, she was a receptionist for the first 3 years, and is now working with Melissa as the Special Education Clerk.
 - 3. Started off very small with only 65 students and 17 staff the first year. We have grown and with that growth came some ups and downs
 - a. In the past 2 years, Elisa believes that the moral has changed for the better.
 - b. We know have staff that are here for the students, who believe in the mission and vision of our school, and who support each other
 - c. She feels like we are puzzle and all the pieces fit now
 - 4. Elisa believes that the “great leadership by Nicole and Melissa are integral to our success.”
 - a. Says that Nicole and Melissa do not receive enough credit for the behind the scenes work they do for RBA all year.
 - b. Doors are always open to these two ladies
 - c. They lend an ear when staff need to be heard
 - d. They give advice when it is needed

5. Elisa is proud to be on this journey with RBA and the development of the school over the past years
 - a. While some staff may come and go, we have staff now that are good teachers, care about their students and colleagues, and are genuinely amazing people to work with every day.

12. Outside Contracts:

- a. No Report

13. Old Business

- a. RBA Board Election

14. New Business

- a. Approval transfer money for deficit

Motion to transfer money for deficit from Fund 1 to cover Fund 2 deficit \$5600

Move	Second	Vote Aye	Motion
Breitenbach	Lantz	All	Carried

- b. loWA

Motion N.Musolf authority loWA through MDE

Move	Second	Vote Aye	Motion
Dullard	Lantz	All	Carried

- c. Policy 420 - Maltreatment of Minors / Mandatory Reporting

Motion to approve annual review Policy 420

Move	Second	Vote Aye	Motion
Brietenbach	Dullard	All	Carried

- d. Policy 521 Internet and Educational Network Safety and Acceptable Use

Motion to approve annual review Policy 521

Move	Second	Vote Aye	Motion
Chawla	Breitenbach	All	Carried

- e. Policy 612- District and School Family Engagement Policy

Motion to approve annual review Policy 612

Move	Second	Vote Aye	Motion
Dullard	Kostinec	All	Carried

15. Board Goals –

16. Next Meeting: Regular Board Meeting - Thursday, November 19, 2020 6:30 pm – 8:00 pm at RBA.

17. RBA Events:

September	
October	Butter Braids
November	Board Elections
December	

18. Committee Meetings:

Committee	Date Next Meeting
Finance	November 19, 2020, 5:30 pm
Community Outreach / Grant Committee	TBD
Policy	TBD
Strategy	TBD
Continuous Improvement	No meeting

19. Adjourn Meeting

Motion to adjourn the meeting at **7:32 PM**

Move	Second	Vote Aye	Motion
Lantz	Dullard	All	Carried