

Board of Directors Agenda

Date: September 17, 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	Absent
Evin Lantz, Treasurer	Present (Zoom)
Kate Dullard, Secretary	Present
Bobbi Kostinec	Present (Phone)
Crystal Heim	Present (Zoom)
Nandita Chawla	Present (Phone)
Brenna Salfi	Absent

Guests
Nicole Musolf, Executive Director
Melissa Walsh, Director of Special Education
Krista Affeldt, Special Education Teacher

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

5. Approval of Agenda

Motion to approve agenda for September 17, 2020

Move	Second	Vote Aye	Motion
Lantz	Kostinec	Unanimous	Carried

6. Approval Meeting Minutes**Motion to approve meeting minutes from August 17, 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. Next month we will begin the field work for last school years audit
- b. Financials will hanged based on enrollment
- c. Possibility of a PPE loan- this would be based on 8 weeks of expenses at 4%APR
- d. August Financial Report
- e. Work towards building our fund balance up to 5%
- f. Look at potential spaces for future school years
 - i. Our Lease aid and our payout for our lease do not align

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

The school's financial audit fieldwork is scheduled for October 15 and 16. The end of year financials have not been finalized. The only statement provided is the income statement for August.

The August 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 two months YTD as a % of budget should be at 16.7% (2/12 months). However, state revenues are being paid at 90% so state revenues should have been paid at 15%. State revenues have been paid at 13% of budget. A review of expenditures should take into consideration that instructional staff are paid August 30 – August 15.

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	\$919,752	\$168,192

Motion to accept the financial report from August 2020.

Move	Second	Vote Aye	Motion
Chawla	Heim	Unanimous	Carried

9. Committee Reports -**a. Building / Facilities Committee:**

- i. No Report

b. Strategy Committee:

- i. Update September Meeting
- ii. Our strategic plan is good through 2024
 - 1. When a goal is met, Nicole will go through and highlight it green to signify that we have met that goal. In progress goals are yellow.
- iii. Looking to start the transition program
 - 1. Need to figure out spacing and operational costs
- iv. Camera installation will happen this year
- v. Looking to develop intervention programs
- vi. Board development
- vii. Nicole is working towards increasing staff observations of each other
- viii. Increase our enrollment and curriculum development
 - 1. Teachers are submitting curriculum maps this year

c. Policy Committee: Annual Review

- i. Policy 506 Bullying Prevention and Response
- ii. Policy 508 Behavior Expectation and Code of Conduct
- iii. Policy 514 Weapons on School Grounds
- iv. Policy 522 Use of Social Media in School
- v. Policy 408 Prohibition Against Unfair Discriminatory Practices in Employment and Grievance Procedure
- vi. Title IX Grievance Process

d. Community Outreach / Grant Committee

- i. No Report

e. Continuous Improvement Analysis Committee:

- i. No Report

10. Personnel Updates

- a. RBA Personnel Resignations:
 - i. Allison Miller, SPED Paraprofessional, effective 9/17/2020
 - ii. Kim Mills, SPED Paraprofessional, effective 9/25/2020

- b. RBA Personnel New Hires:
 - i. Lori Becker, SPED Paraprofessional, effective 9/14/2020, \$17,726.25
 - ii. Denisse Vargas, SPED Paraprofessional, effective 9/14/2020, \$17,726.25

- c. RBA Personnel Non-Start:
 - i. Raina Smith, SPED Paraprofessional
 - ii. Jasmine Hester, SPED Paraprofessional

11. Director's Report

a. Enrollment

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

Total of 111 - Estimated 72.9% SPED

- b. We have 2 6th graders that are waiting to start
- c. Transitions program enrollment for 2020 is 0

Close Enrollment on Transition Program

Move	Second	Vote Aye	Motion
Dullard	Chawla	Unanimous	Carried

- d. MDE was asked if Charter Schools/Superintendents have a plan in place if they were to get COVID-19
 - i. Melissa or Nicole back each other up if one of them is gone
 - ii. Nicole is being extra cautious as she realizes the severity of COVID-19 and the impact it would have on the school
 - iii. Nicole and Melissa would designate jobs to others. These individuals will be notified.

- e. Elections will be on Nov. 19th
 - i. Those seeking re-election need to have their applications and biographies to Nicole by Oct. 2nd
 - ii. 3 seats available
 - 1. 1 teacher
 - 2. 1 parent

- 3. 1 Community member
- f. Nicole conducted an end of the year survey of families that were leaving RBA and why. She asked questions about whether the mission and vision aligned, and why families were leaving. Parents stated that the teacher rapport with students/families was A+, and families were leaving due to the following reasons:
 - 1. Parents/students wanted to try mainstream schools
 - 2. Non-academic opportunities
 - a. Sports
 - 3. Classes were offered at mainstream schools that are not offered at RBA
 - 4. Socialization classes
- g. The U of M occupational Therapy Partnership is happening virtually due to COVID
 - i. Total of 15 students
- h. The Executive Director at Lyons Gate contacted Melissa about another partnership with U of M
 - i. We are meeting with Dr. Suma Jacob, Richard Nguyen, & Amy Yang who are research coordinators with the University of Minnesota's Neurodevelopment Program and specifically discussing the Autism community and research.

12. Outside Contracts:

- a.

13. Old Business

- a. No old business

14. New Business

- a. **Policy 506 Bullying Prevention and Response**
Motion to approve annual review Policy 506

Move	Second	Vote Aye	Motion
Kostinec	Heim	Unanimous	Carried

- b. **Policy 508 Behavior Expectation and Code of Conduct**
Motion to approve annual review Policy 508

Move	Second	Vote Aye	Motion
Lantz	Chawla	Unanimous	Carried

- c. **Policy 514 Weapons on School Grounds**
Motion to approve annual review Policy 514

Move	Second	Vote Aye	Motion
Dullard	Lantz	Unanimous	Carried

d. Policy 408 Prohibition Against Unfair Discriminatory Practices in Employment and Grievance Procedure
Motion to approve annual review Policy 408

Move	Second	Vote Aye	Motion
Lantz	Dullard	Unanimous	Carried

e. Policy 522 Use of Social Media in School
Motion to approve annual review Policy 522

Move	Second	Vote Aye	Motion
Chawla	Kostinec	Unanimous	Carried

f. Title IX Grievance Process
Motion to approve annual review Title IX Grievance Process

Move	Second	Vote Aye	Motion
Kostinec	Dullard	Unanimous	Carried

15. Board Goals –

16. Next Meeting: Regular Board Meeting - Thursday, October 22, 2020 6:30 pm – 8:00 pm at RBA.

17. RBA Events:

September	
October	Butter Braids, Virtual Conferences
November	Board Elections
December	

18. Committee Meetings:

Committee	Date Next Meeting
Finance	October 22, 2020, 5:30 pm
Community Outreach / Grant Committee	TBD
Policy	No meeting
Strategy	TBD
Continuous Improvement	No meeting

19. Adjourn Meeting

Motion to adjourn the meeting at **7:42pm**

Move	Second	Vote Aye	Motion
Kostinec	Lantz	Unanimous	Carried