

**Board of Directors DRAFT Minutes**

**Date:** August 17, 2020

**Time:** 6:30 pm – 8:00 pm

**Location:** Rochester Beacon Academy

**1. Call Meeting to Order: 6:36PM**

**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 by Phone
Evin Lantz, Treasurer	Phone then arrived @ 6:44pm
Kate Dullard, Secretary	Present
Bobbi Kostinec	Present by phone
Crystal Heim	Excused
Nandita Chawla	Present
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 August 17, 2020**

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

**6. Approval Meeting Minutes**

**Motion to approve meeting minutes from July 20, 2020**

<b>Move</b>	<b>Second</b>	<b>Vote Aye</b>	<b>Motion</b>
<b>Breitenbach</b>	<b>Chawla</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. July Financial Report

**Rochester Beacon Academy #4238  
Financial Report to the School Board  
July 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 July.

The July 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 one month YTD as a % of budget should be at 8% (1/12 months). However, state revenues are being paid at 90% so state revenues should have been paid at 7.5%. State revenues have been paid at 6% of budget. As of the July 30 state aid payment, lease aid was not included in the payment calculation. 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	\$1,099,377	\$0

A schedule of alternate budgets is provided to review the financial impact of lesser enrollments and a position reduction.

- b. Because of Covid, schools have an extra \$40,000 to help with operations expenses during this time
  - i. Must be used by Dec. 31st, 2020
- c. Budget report does not reflect Ray of Hope
- d. Alternate budgets are in the works due to the tight budget we currently have

- i. We need to recruit more kids to help with this
- e. We are now apart of the Chamber of Commerce

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

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

**9. Committee Reports -**

**a. Building / Facilities Committee:**

- i. No Report

**b. Strategy Committee:**

- i. No Report

**c. Policy Committee: Annual Review**

- i. Policy 410 Employee Ethics & Conflicts of Interest
- ii. Policy 413 Use of Reasonable Force & Prohibition on Use of Corporal Punishment
- iii. Policy 426 Health Insurance
- iv. Policy 505 Prohibition Against Unfair Discriminatory Practices in Education and Grievance Procedures
- v. Staff Handbook
- vi. Family Handbook

**d. Community Outreach / Grant Committee**

- i. No Report

**e. Continuous Improvement Analysis Committee:**

- i. No Report

**10. Personnel Updates**

**a. RBA Personnel Resignations:**

- i. Amanda Callies, SPED Paraprofessional, effective 8-10-2020
- ii. Alyssa Thevenot, SPED Paraprofessional, effective 7-26-2020

**b. RBA Personnel New Hires:**

- i. Lisa Orke, SPED Teacher, effective 8-17-2020, at \$49,980
- ii. Ihsan Idy, SPED Paraprofessional, effective 8-17-2020 at \$19,466.00

- iii. Rachel Berven, SPED Paraprofessional, effective 8-17-2020 at \$19,466.00
- iv. Jacqueline Buringa, SPED Paraprofessional, effective 8-17-2020 at \$19,466.00
- v. Deidra Richards, 6th Grade Teacher, effective 8-17-2020 at \$36,516.00
- vi. Chelsey Back, Custodian, effective 8-17-2020 at \$ 4027.50

c. RBA Non-start:

- i. Kalei Pollay effective 8-17-2020, SPED Paraprofessional

**11. Director's Report**

a. Enrollment

6th	7th	8th	9th	10th	11th 12th
10	24	22	14	15	25

Total of **110** - Estimated 69% SPED

- b. School will be starting with the hybrid model - several precautions in place to reflect COVID-19
  - i. Students will be divided into A and B groups
  - ii. A group starts in person week 1, B group does distance learning. The following week they switch
- c. 9th and 10th grade will be grouped together
- d. Melissa reported that the SPED review, done by MDE for 2019-2020 school year is done and completed
  - i. This school year, 2020-2021, would be our correction year to fix mistakes
    - 1. Melissa already fixed the mistake and MDE has approved of the corrections

**12. Outside Contracts:**

- a. NONE

**13. Old Business**

- a. No old business

**14. New Business**

- a. Policy 410 Employee Ethics & Conflicts of Interest  
Motion to approve annual review Policy 410**

Move	Second	Vote Aye	Motion
Lantz	Salfi	Unanimous	Carried

- b. Policy 413 Use of Reasonable Force & Prohibition on Use of Corporal Punishment  
Motion to approve annual review Policy 413**

Move	Second	Vote Aye	Motion
Dullard	Lantz	Unanimous	Carried

- c. Policy 426 Health Insurance  
Motion to approve annual review Policy 426**

Move	Second	Vote Aye	Motion
Lantz	Chawla	Unanimous	Carried

- d. Policy 505 Prohibition Against Unfair Discriminatory Practices in Education and  
Grievance Procedures  
Motion to approve annual review Policy 505**

Move	Second	Vote Aye	Motion
Lantz	Salfi	Unanimous	Carried

- e. 2020-2021 Staff Handbook  
Motion to approve Staff Handbook**

Move	Second	Vote Aye	Motion
Dullard	Salfi	Unanimous	Carried

- f. 2020-2021 Family Handbook  
Motion to approve Family Handbook**

Move	Second	Vote Aye	Motion
Lantz	Chawla	Unanimous	Carried

- g. Closed Meeting - The meeting will be closed as permitted by section 130.05, subdivision 2(b) to address a complaint submitted to the board.

**Meeting Closed at 7:22 PM**

Move	Second	Vote Aye	Motion
Lantz	Dullard	Unanimous	Carried

- h. Summary to be provided at September 17th meeting

- i. Meeting Opened at 7:51 PM

Move	Second	Vote Aye	Motion
Breitenbach	Lantz	Unanimous	Carried

**15. Board Goals –**

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

**17. RBA Events:**

August	School Resumes
September	
October	Butter Braids Fundraiser
November	Board Elections
December	

**18. Committee Meetings:**

Committee	Date Next Meeting
Finance	September 17, 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: 7:52PM

Move	Second	Vote Aye	Motion
Dullard	Salfi	Unanimous	Carried