

Rochester Beacon Academy Board of Directors Official

Board of Directors

Date: September 19, 2024

Time: 6:00 pm – 7:30 pm

Location: 974 Skyline Drive SW
Rochester, MN 55902

Call Meeting to Order: 6:00pm

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. Read by:

Attendance: To establish quorum

Name	Attendance
Dean Frank, Chair	present
Elisa Voeltz, Vice Chair	not present
Christina Pruka, Treasurer	present
Khristie Cano, Secretary	present
Lizzi Clobes, Teacher Member	present

Guests

Beth Bruns	Executive Director
Traci LaFerriere	Business Manager

Conflict of interest - None

Approval of Agenda

Motion to approve agenda for September 19, 2024

Move	Second Vote	Motion
Christina	Lizzi	approved

Dean Frank, Chair	aye
Elisa Voeltz, Vice Chair	no vote
Christina Pruka, Treasurer	aye
Khristie Cano, Secretary	aye
Lizzi Clobes, Teacher Member	aye

Public Forum - Public Forum Guidelines -

Old Business

a. Motion to approve Board Minutes from the August 20, 2024 meeting

Move	Second Vote	Motion
Christina	Lizzi	approved

Dean Frank, Chair	aye
Elisa Voeltz, Vice Chair	no vote
Christina Pruka, Treasurer	aye
Khristie Cano, Secretary	aye
Lizzi Clobes, Teacher Member	aye

b. Board Communication Plan (BCP) check-in

Dean- able to assess Board chair email

c. Committee Reports

i. Community Outreach and Recruitment Committee (CORC)

- CORC met on Sep 9, 2024
- The Ice cream social went well.
- Future Ice Cream Social dates will be moved to Orientation day so the dates align.
- Discussed asking Culvers to donate ice cream for next year's social.
- Website update: Now looking at key focus areas on the website
- A year-long schedule was created for the CORC meeting.
- The Halloween Dance, now called Boo Bash will be on Friday, Oct 25, 2024
- Senior Trip funding ideas one being the Kwik Trip car wash Oct 21 to Nov 1st.
- Next CORC meeting is on Oct 24th

ii. Policy Committee

- Staff Handbook approval
- Updating the policy tracker
- Admission and Lottery Policy review was returned. Guild suggested changes and the board will voting on Oct 17th
- Procurement policy is a key focus
- Consideration of joining Minnesota School Board Association

iii. District Advisory Committee (DAC)

- Enrollment, succession planning, continued research for middle school marketing
- Enrollment is capped due to building capacity.
- Admissions policy how it affects other board committees
- RBA annual District Advisory Committee will be on Oct 1st 3:30

iv. Finance and Facilities

- Consideration of Claims and Accounts

Fiscal Year 2024

The fiscal year 2024 audit is in process. The deadline for submitting unaudited UFARS data to MDE by September 15 was met. The next deadline is November 30 to submit audited UFARS data and the compliance table. The final audit document is due by December 31.

Fiscal Year 2025

The following reports are provided for review: Think Bank statement, receipt listing, check listing, wire listing, outstanding payments listing, journal entries, bank reconciliation, balance sheet and cashflow schedule.

The balance sheet shows the school has sufficient cash available to meet immediate obligations. The school has \$20,000 restricted for student support personnel, \$20,000 for library and \$13,033 for medical assistance.

The cashflow schedule shows July - August 2024 actual and a schedule of September 2024 - June 2025 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 salaries and benefits earned in FY2025 but paid after June 30. The actual column to the right shows expected variance from the adopted budget and may become the revised budget.

The prior year ending fund balance is more than estimated in the authorized budget at \$1,006,712. State revenues have not been adjusted for actual enrollment. The current schedule estimates a positive net income, \$27,567 and a \$22,956 transfer between funds. The ending fund balance in the general fund is \$1,034,279 or as a percentage of expenditures 40.14%.

The state aid does not reflect Student Support Personnel Aid \$20,000 or School Library Aid \$20,000. The school needs to review allowable expenditures under those programs and then both the revenue and expense may be added to the cashflow schedule.

The FY2025 budget is based on 94 average daily memberships (ADM) and 110.8 weighted ADM. FY2024 ended with 96.6 adm/114.68 wadm.

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 must be made before reimbursement may be requested which may impact cashflow.

d. Directors Report

- Need for enrollment cap to meet building capacity. Additionally benefits allow students and staff time to acclimate to being at school. The need for staff to learn about their students and their needs.
- The new start time has been a bit of a challenge as students are arriving tired and groggy from the early morning.
- The staff has done a great job supporting students through the early morning start and in getting to

know their students and their needs

- Discussions on possibly hiring a full time behavioral analyst or possibly training staff to fill the need.
- Acknowledgment of the lack of air conditioning in the building and how that has been affecting students to be uncomfortable but hoping as the weather changes the mood will lighten and suggests a possible move for next year to a building with air conditioning.
- Acknowledging the PSEO student transportation difficulties, as Kids on the Go abruptly informed RBA that they would not be able to continue transporting students to and from RCTC. Despite the difficulty, staff has been able to successfully support the PSEO students in navigating the Rochester Public transit system in order to make it to their classes at RCTC.

i. Enrollment

FY25 Enrollment as of 08.12.24 - Approx. 105 - SpEd 87%

6th	7th	8th	9th	10th	11th	12th	SOAR
5	11	16	18	18	27	19	4

ii. RBA Personnel Resignations

- Gracie O’Byrne - Special Education ParaProfessional effective August 22, 2024

iii. RBA Personnel New Hires

- Tomas Vargas as a ParaProfessional at \$25,420 effective September 9, 2024.

iv. RBA Personnel Terminations / Non - Renewal

- N/A

New Business

e. Handbooks

Motion to approve the Staff Handbook for 2024-2025.

Move	Second Vote	Motion
Lizzi	Christina	approved

Dean Frank, Chair	aye
Elisa Voeltz, Vice Chair	no vote
Christina Pruka, Treasurer	aye
Khristie Cano, Secretary	aye
Lizzi Clobes, Teacher Member	aye

f. Gustafson Leave Approval

Motion to approve Kate Gustafson leave of absence using ‘banked’ PTO.

Move	Second Vote	Motion
Christina	Lizzi	approved

Dean Frank, Chair	aye
Elisa Voeltz, Vice Chair	no vote
Christina Pruka, Treasurer	aye
Khristie Cano, Secretary	aye
Lizzi Clobes, Teacher Member	aye

Committee Meetings:

Finance & Facility Committee: Thursday, October 17, 2024 at 5:00 pm
Community Outreach and Recruitment Committee (CORC): Monday, October 7, 2024 at 5:00pm
Policy Committee: Tuesday, October 8, 2024 at 5:00 pm
District Advisory Committee (DAC): Thursday, October 10th at 5:00pm

RBA Events: Annual District Advisory Meeting on October 1, 2024 at 3:30

Next Meeting: Thursday, October 17, 2024

Adjourn Meeting:

Motion to adjourn the meeting at 6:48 pm

Move	Second Vote	Motion
Christina	Khristie	approved

Dean Frank, Chair	Aye
Elisa Voeltz, Vice Chair	no vote
Christina Pruka, Treasurer	Aye
Khristie Cano, Secretary	Aye
Lizzi Clobes, Teacher Member	Aye