

Board of Directors Official Minutes

Date: May 16, 2024

Time: 6:00 pm – 7:30 pm

Location: 974 Skyline Drive SW
Rochester, MN 55902

1. Call Meeting to Order: 6:00 p.m
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. Read by Dean Frank
3. **Attendance:** To establish quorum

Name	Attendance
Kate Gustafson Chair	Here
Dean Frank, Vice Chair	Here
Christina Pruka, Treasurer	Here
Melissa Gerads	Here

Guests
Niffy Reiling, Executive Director
Traci LaFerriere, Business Manager

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

5. **Approval of Agenda**

Motion to approve agenda for May 16th, 2024

Move	Second	Vote Aye	Motion
Christina	Melissa	All	Carried

Name	Attendance
Kate Gustafson Chair	Aye
Dean Frank, Vice Chair	Aye
Christina Pruka, Treasurer	Aye
Melissa Gerads	Aye

6. **Approval Meeting Minutes**

Motion to approve meeting minutes from April 18th, 2024

Move	Second	Vote Aye	Motion
Dean	Melissa	All	Carried

Name	Attendance
Kate Gustafson Chair	Aye
Dean Frank, Vice Chair	Aye
Christina Pruka, Treasurer	Aye
Melissa Gerads	Aye

7. Public Forum - Public Forum Guidelines

- a. Request sign-in - None

8. Consideration of Claims and Accounts

- a. .

Motion to approve Financial Report

Move	Second	Vote Aye	Motion
Dean	Melissa	All	Carried

Your vote is stating you have read and understand the financial documents presented.

Name	
Kate Gustafson Chair	Aye
Dean Frank, Vice Chair	Aye
Christina Pruka, Treasurer	Aye
Melissa Gerads	Aye

9. Committee Reports -

a. Building / Facilities Committee:

- i. No Report

b. Strategy / Continuous Improvement and Analysis Committee:

- i. Unable to meet

c. Policy Committee:

- i. Unable to meet
- ii. Policies will be sent out for the next board meeting

d. Community Outreach / Grant Committee

- i. Met on 5/7
- ii. Talked about marketing for summer
 - 1. Civic Center Theatre
 - 2. Sponsoring a sports team
- iii. Looking into a brand new website

1. Look at RCTC or WSU to see if there is a marketing student who might be able to take this on if logistically possible.
 - a. What’s important to have and not important to have

e. Personnel Committee

- i. Met and completed ED Review

10. Director’s Report

a. Enrollment - to be updated at meeting

6th	7th	8th	9th	10th	11th	12th + Soar
10	9	12	12	26	17	15

Total of **101** - Estimated

b. RBA Personnel Resignations:

- i. Elisa Voeltz, Special Education Clerk, effective May 3rd, 2024

c. RBA Personnel New Hires:

- i. No report

d. RBA Personnel Terminations:

11. Old Business

- a. Board Communication Plan (BCP) check in
- b. Open Positions
- c. SEAC Meeting review
 1. Went well
 2. Parents provided some great input for next year’s meeting

12. New Business

- a. **Personnel Review of Niffy Reiling, Executive Director- Closed meeting pursuant to Minnesota State Statute 13D.05 Subd 3a “A public body may close a meeting to evaluate the performance of an individual who is subject to its authority. The public body shall identify the individual to be evaluated prior to closing a meeting. At its next open meeting, the public body shall summarize its conclusions regarding the evaluation. A meeting must be open at the request of the individual who is the subject of the meeting.”**

Move	Second	Vote Aye	Motion

Name	Vote
Kate Gustafson Chair	
Dean Frank, Vice Chair	
Christina Pruka, Treasurer	
Melissa Gerads	

b. Motion to approve the 2024-2025 Salary Scale and 2% increase across all positions

Move	Second	Vote Aye	Motion
Melissa	Dean	All	Carried

Name	Vote
Kate Gustafson Chair	Aye
Dean Frank, Vice Chair	Aye
Christina Pruka, Treasurer	Aye
Melissa Gerads	Aye

c. Motion to approve the 2024-2025 Budget

Move	Second	Vote Aye	Motion
Christina	Melissa		

Name	Vote
Kate Gustafson Chair	Aye
Dean Frank, Vice Chair	Aye
Christina Pruka, Treasurer	Aye
Melissa Gerads	Aye

d. Motion to offer Niffy Reiling a worker agreement for the 2024-2025 school year.

Move	Second	Vote Aye	Motion
Dean	Melissa	None	Denied

Name	Vote
Kate Gustafson Chair	Nay
Dean Frank, Vice Chair	Nay
Christina Pruka, Treasurer	Nay
Melissa Gerads	Nay

e. Motion to move hiring/firing to Beth Bruns.

Move	Second	Vote Aye	Motion
Dean	Christina	All	Carried

Name	Vote
Kate Gustafson Chair	Aye
Dean Frank, Vice Chair	Aye
Christina Pruka, Treasurer	Aye
Melissa Gerads	Aye

f. Board Retreat

- i. Google form will be sent out towards the end of May

g. Board Elections

- i. May 22nd from 8:00 AM to 5:00 PM in the main office area of the school
- ii. All current staff, parents/guardians of students, and current Board members are eligible to vote
- iii. We encourage all participants eligible to vote, to do so

13. Board Parking Lot

a. Board Retreat Date

- i. To be finalized once Google form is returned

b. Summer Meeting Dates

- i. Normally, we move our Board Meetings during the summer to Monday's. Is this something we want to continue?
- ii. Proposed moving to 3rd Tuesday of the month starting at 6pm and Finance at 5pm

c. Other

- i. Board supporting the cake/cupcakes and supplies for Graduation
- ii. Board make-up

14. Next Meeting: June 18th, 2024

15. RBA Events:

- a.

16. Committee Meetings:

Committee	Date Next Meeting
Finance	TBD
Community Outreach / Grant Committee	Monday, June 10th, 5-6 p.m.
Policy	TBD
Advisory/Strategy	06/20/24 at 5:00pm
Continuous Improvement	TBD

19. Adjourn Meeting

Motion to adjourn the meeting at 7:14 p.m.

Move	Second	Vote Aye	Motion
Dean	Melissa		