

Rochester Beacon Academy Board of Directors Official Minutes

Board of Directors

Date: October 24, 2024

Time: 6:00 pm – 7:30 pm

Location: 974 Skyline Drive SW
Rochester, MN 55902

Call Meeting to Order: 6:08pm

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: Khristie Cano

Attendance: To establish quorum

Name	Attendance
Dean Frank, Chair	Present
Elisa Bruske, Vice Chair	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 October 24, 2024

Move	Second Vote	Motion
Lizzi	Elisa	Approved

Dean Frank, Chair	Aye
Elisa Bruske, Vice Chair	Aye
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 September 19, 2024 meeting

Move	Second Vote	Motion
Elisa	Lizzi	Approved

Dean Frank, Chair	Aye
Elisa Bruske, Vice Chair	Aye
Christina Pruka, Treasurer	Aye
Khristie Cano, Secretary	Aye
Lizzi Clobes, Teacher Member	Aye

b. Board Communication Plan (BCP) check-in

Dean

c. Committee Reports

i. Community Outreach and Recruitment Committee (CORC)

- Met October 14th, 2024: Present - Lizzi, Vicki, Christina
- Discussed and modified Quik trip fundraiser prices
- Forms Due November 15th, 2024
- Beth is working on the website and created a Website Committee to work on the website.
- Boo Bash Friday 25th - Food, Escape Room, music, game room, contests.
Short meeting held with the seniors for the Senior Trip to begin thinking about where they would like to go.
Future planning - Pancake Breakfast, venues to hold graduation in May. Decided on creating a Google Document to organize possible graduation venues, with availability and price.

ii. Policy Committee

- Discussed the handbook
- Staff have signed the amended handbook
- Discussed the update and improval of Policy and following a policy tracker
- Family handbook discussion set for next meeting

iii. District Advisory Committee (DAC)

- Succession planning research
- Enrollment planning
- Unnecessary to meet every month
- Mission/Vision statement - revision and creation. Specific questions and surveys created and collected for July Brock - handed over to Mission/Vision
- January 2025 after November meeting
- Oct 1st Meeting
- 3 goals achievement gap
- All students graduate
- All students meet with counselor with goals

iv. Finance and Facilities

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 (unreconciled), balance sheet and cashflow schedule.

The balance sheet shows the school has sufficient cash available to meet immediate obligations. The state will reclaim \$30,535 of prior year overpaid revenue. The school has \$20,000 restricted for student support personnel, \$20,000 for library and \$13,033 for medical assistance.

The cashflow schedule shows September 2024 actual and a schedule of October 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 been adjusted to 111 estimated actual adm/132.2 WADM. The current schedule estimates a positive net income, \$236,956 and a \$22,447 transfer between funds. The ending fund balance in the general fund is \$1,243,668 or as a percentage of expenditures 48.08%.

The state aid includes Student Support Personnel Aid \$20,000 and School Library Aid \$20,000. The school needs to review allowable expenditures under the library program and add the expense 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 cash flow.

d. Director's Report

- As always focused on Curriculum, Culture, Community
- Navigating a difficult start, continued support for students
- Adjusting the PSEO classes and organizing RBA
- Testing finished, scores will be in next meeting
- Successfully completed teacher evaluations
- RBA Way committee successfully achieving goals
- Student behavior is at an all time high.
- Student population needs to be adjusted or figured out to create a social space for the students to feel safe, and care about the school and understand the goals.

- Staff doing a great job in regards to the adjustment time for the new students to adjust and find a place in RBA.
- Questions of behaviors and expectations of “Minors” and “majors” tracking the data of the behaviors in order to find consistencies.
- High need students level of support
- Groups will be pulled every week in order to voice their thoughts and feelings

i. Enrollment

FY25 Enrollment as of 10.24.24 - Approx. 119 - SpEd 87%

6th	7th	8th	9th	10th	11th	12th	SOAR
5	13	17	17	17	27	19	3

ii. RBA Personnel Resignations

- N/A

iii. RBA Personnel New Hires

- Paraprofessional - Judy Reitz Effective on Oct 7th at \$22,031.00
- Paraprofessional - Mollie Denton Oct 21st

iv. RBA Personnel Terminations / Non - Renewal

- N/A

New Business

e. Board Member

Motion to approve the Ellen Nelson as a Teacher Representative on the Board of Directors

Move	Second Vote	Motion
Christina	Lizzi	Approved

Dean Frank, Chair	Aye
Elisa Bruske, Vice Chair	Aye
Christina Pruka, Treasurer	Aye
Khristie Cano, Secretary	Aye
Lizzi Clobes, Teacher Member	Aye

f. Annual Report

Motion to approve the combined 2023-2024 Annual Report and World’s Best WorkForce

Move	Second Vote	Motion
Elisa	Christina	Approved

Dean Frank, Chair	Aye
Elisa Bruske, Vice Chair	Aye
Christina Pruka, Treasurer	Aye
Khristie Cano, Secretary	Aye
Lizzi Clobes, Teacher Member	Aye
Ellen Nelson, Teacher Member	Aye

Committee Meetings:

Finance & Facility Committee: Thursday, November 21, 2024 at 5:00 pm
Community Outreach and Recruitment Committee (CORC): Monday, November 11, 2024 at 5:00pm
Policy Committee: Tuesday, November 12, 2024 at 5:00 pm
District Advisory Committee (DAC): Thursday, November 14, 2024 at 5:00pm

RBA Events:

Next Meeting: Thursday, November 21, 2024

Adjourn Meeting:

Motion to adjourn the meeting at 7:17 pm

Move	Second Vote	Motion
Ellen	Lizzi	Approved

Dean Frank, Chair	Aye
Elisa Bruske, Vice Chair	Aye
Christina Pruka, Treasurer	Aye
Khristie Cano, Secretary	Aye
Lizzi Clobes, Teacher Member	Aye
Ellen Nelson, Teacher Member	Aye