

Rochester Beacon Academy Board of Directors Official

Board of Directors

Date: January 16, 2025

Time: 6:00 pm – 7:30 pm

Location: 974 Skyline Drive SW
Rochester, MN 55902

Call Meeting to Order: 6:03pm

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: Christina

Attendance: To establish quorum

Name	Attendance
Dean Frank, Chair	Here
Elisa Bruske, Vice Chair	Here
Christina Pruka, Treasurer	Here
Khristie Cano, Secretary	Absent
Lizzi Clobes, Teacher Member	Here
Ellen Nelson, Teacher Member	Here

Guests

Beth Bruns	Executive Director
Traci LaFerriere	Business Manager

Conflict of interest - None

Approval of Agenda

Motion to approve agenda for January 16, 2025

Move	Second Vote	Motion
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Lizzie	Ellen	
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Dean Frank, Chair	Aye
Elisa Bruske, Vice Chair	Aye
Christina Pruka, Treasurer	Aye
Khristie Cano, Secretary	NV
Lizzi Clobes, Teacher Member	Aye
Ellen Nelson, Teacher Member	Aye

Public Forum - Public Forum Guidelines -

Old Business

a. Motion to approve Board Minutes from the November 21, 2024 meeting

Move	Second Vote	Motion
Christina	Lizzie	

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

b. Board Communication Plan (BCP) check-in

- i. Board minutes and agendas will be available on the website but we don't feel it is necessary to have the whole board packet on the website.
- ii. Board packets are available on site in the administrative office for anyone to see.
- iii. All materials on on Google Drive in the 'buddy system'

c. Committee Reports

i. Community Outreach and Recruitment Committee (CORC)

1. We met on Monday, January 13.
2. We talked about graduation space and will tour RCTC Heintz center on Thursday, February 13 with the graduation committee.
3. Boulder Tap House does fundraisers and RBA is on the list, Vicki is working on getting more information on when that will run and get it out to families so we can get as much profit as possible.
4. Lizzie is going to create a flier with student quotes on what the snack cart means to them

so we can get try to get donations or partnerships from local businesses.

5. We also talked about possibly doing a parent night such as a craft or painting.
6. Continue research on fundraising.

ii. Policy Committee

1. Reviewing and updating the policies in the student handbook, many to look at tonight
2. Holding off Technology policy - Due March 15
3. Dress Code and Discipline coming soon

iii. District Advisory Committee (DAC)

1. Grant Writing conference - Lizzie, Ellen and Carrie
2. Started looking at grants that we are eligible for
3. Would like to start a Grant Writing Committee
4. Drafting literacy program
5. Succession planning taking place
6. Senior issues/Road to graduation
7. Prioritize rewriting the Vision and Mission
8. Drafting a communication plan with the district

iv. Finance and Facilities

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

The balance sheet shows the school has sufficient cash available to meet immediate obligations. The state will reclaim \$59,538 of the 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 November and December 2024 actual and a schedule of January - 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, \$209,777 and a \$22,447 transfer between funds. The ending fund balance in the general fund is \$1,216,489 or as a percentage of expenditures 46.71%.

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 cashflow.

We will be meeting to go over next year’s budget and need to have it in place by July 1. We need to make sure budget goals are in line with Mission and Vision.

Fiscal Year 2024

d. Directors Report

i. Enrollment

Student Enrollment as of 1/16/2024 Total: 116 Sped: 77%

6	7	8	9	10	11	12
5	13	16	17	17	28	19

ii. RBA Personnel Resignations

- Neva Voeltz, Paraprofessional effective December 13, 2024
- Elliana Bruske, Paraprofessional effective January 17, 2025

iii. RBA Personnel New Hires

iv. RBA Personnel Terminations / Non - Renewal

New Business

- a. ByLaws - Send to Christian - Needs to be reviewed, take notes and bring to February Board meeting
- b. Motion to approve Policy 502 Search of Student Lockers, Desks, Personal Possessions, and Student's Person
- c. Motion to approve Policy 503 Attendance
- d. Motion to approve Policy 514 Bullying
- e. Motion to approve Policy 515 Protection and Privacy of Pupil Records previously 502 & 503 Transfer of Educational Records
- f. Motion to approve Policy 526 Hazing Prohibition
- g. Motion to approve Policy 529 Staff Notification of Student Violent Behavior
- h. Motion to approve Policy 530 Section 504

Move	Second Vote	Motion
Ellen	Lizzie	

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

Ellen Nelson, Teacher Member	Aye
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Committee Meetings:

Finance & Facility Committee: Thursday, February 20, 2025 at 5:00 pm
Community Outreach and Recruitment Committee (CORC): Monday, February 10, 2025 at 5:00pm
Policy Committee: Tuesday, February 11, 2025 at 5:00 pm
District Advisory Committee (DAC): Thursday, February 13, 2025 at 5:00pm

RBA Events:

End of semester is on February 23

Next Meeting: Thursday, February 20, 2025 at 6:00 pm

Adjourn Meeting:

Motion to adjourn the meeting at 7:01pm

Move	Second Vote	Motion
Christina	Ellen	

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

Respectfully submitted by: Christina Pruka