

Rochester Beacon Academy Board of Directors Official

Board of Directors

Date: February 20, 2025

Time: 6:00 pm – 7:30 pm

Location: 974 Skyline Drive SW
Rochester, MN 55902

Call Meeting to Order: 6:01pm

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	Present
Elisa Bruske, Vice Chair	Present
Christina Pruka, Treasurer	Present
Khristie Cano, Secretary	Present
Lizzi Clobes, Teacher Member	Present
Ellen Nelson, Teacher Member	Present (virtual)

Guests

Beth Bruns	Executive Director
Traci LaFerriere	Business Manager

Conflict of interest - None

1. Approve January 2025 Board Minutes

Motion to approve agenda for February 20, 2025 addition for 24 25 audit

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
Ellen Nelson, Teacher Member	aye

Public Forum - Public Forum Guidelines -

Old Business

a. Motion to approve Board Minutes from the January 16, 2025 meeting:

Move	Second Vote	Motion
Christia	Elisa	Approved

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

2. Committee Reports

Community Outreach and Recruitment Committee (CORC)

1.

- Figure out how to get RBA to pay RCTC for graduation space- Met at RCTC Heinz Center. Full setup and take down

Parking free if rented-Waving some fees

- Vicki has been in touch with Mona at RCTC to pay for space, needs to be okayed by admin then I will contact Mona to pay

2.

- Schedule February 13 at about 2pm to view RCTC Heintz Commons
- Contact Boulder Tap House (Michelle) Raised \$
- Create “Mom’s Night Out” event
- Have 2 projects available to do
- Find out about Video Game Tournament

3.

- What does snack cart mean to you? From RBA students- in process
- Create flyers for donations.
- Gather information for donations
- Crowdsourcing
- B2B
- Partnerships- ie Costco Sams
- Alumni
- Cookie fundraiser April
- Spring fling May

Policy Committee:

1. Policies to sent to Board:
 - 102: Equal Educational Opportunity
 - 404: Employment Background Checks
 - 406: Public and Private Personnel Data
 - 524: Internet, Technology, and Cell Phone Acceptable Use and Safety Policy
2. Handbook Policies left to complete: XXX: Health and Safety
 - 413: Harassment
 - 504: Student Dress and Appearance
 - 506: Student Discipline
 - 521: Student Disability Nondiscrimination
 - 522: Title IX
 - 707: Transportation of Public School Students
 - 709: Student Transportation Safety Policy
3. Bylaws: IV.4 - Term = 3 years; # of terms allowed = 3
 - IV.5.b - Maximum of 3 unexcused absences throughout term

Summary: Completing final edits on four policies to send to Board members for review at our next Board meeting on Thursday, February 20.

Moving forward, we will complete any remaining policies that are referenced in the Student Handbook for our next meeting. We also need to update our policy tracker and prioritize our next goals as a committee. Couple of handbook items to update.

1. **Literacy Plan:** Will have time to work on it during PD on 3/28 and 4/23. Needs to be approved by the Board on May 15th meeting; due June 15th to MDE.

Need more 6-12 plans to review.

Need to hire a reading interventionist to put the literacy plan into practice and have someone hired in addition to Literacy Lead.

Literacy Lead position to be posted next week; goal is to have someone hired to contribute to the Literacy Plan.

Will need to consider curriculum review and make a decision by June.

2. Succession Plan: Job Descriptions: E.D., Board President, VP President, Secretary & Treasurer
3. Jamie will print senior transcripts and make sure requirements are all accounted for.

Will continue discussing seniors on 2/19.

4. Mission/Vision: Staff will continue working with Julie Brock tomorrow, then will draft and bring it to the Board for approval.
5. Communications: Will begin discussing a plan for next year.
6. Created a document (posted above) to house our committee goals. We can eventually prioritize it - just a placeholder for now.

Finance and Facilities-

Rochester Beacon Academy #4238

Financial Report to the School Board

January 2025

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

The balance sheet shows the school has sufficient cash available to meet immediate obligations.

The state will reclaim \$61,658 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 January actual and a schedule of February - 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, \$207,925 and a \$22,598 transfer between funds. The ending fund balance in the general fund is \$1,214,637 or as a percentage of expenditures 46.69%.

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.

3 proposals for the audit- **Motion designate** Traci and Beth Bruns to determine who we will hire to appoint

****Motion-** Dean

Second- Lizzi

All approve the motion

*Submit 990 By April- propose a vote electronically- Board Acknowledgement?
Sent to Secretary and Call Special Meeting 4 days or electronic vote?

To be done-

Budget revision

New curriculum purchase for social studies and art

Fiscal Year 2024

3. Directors Report

As we look ahead to what the future holds for RBA, we first must reflect on the foundation we have built. We then ask ourselves., Who are we? What do we want our school to look like, and what do we want it to sound like and feel like? These are critical questions as we chart the course for our growth and evolution.

Defining our mission and vision will be the first step as it is pivotal to the future of RBA and, most importantly, the future of our students. Our mission should guide our daily decisions, shape our curriculum, and define the atmosphere we create within our community. Our vision will serve as a roadmap for where we want to go—aspirations that will keep us focused as we navigate the challenges and opportunities ahead.

Additionally, the school administration is undergoing a revision of the budget and will soon collaborate with the Finance Committee to build next year's financial plan. The goal is to align the budget with the mission and vision of RBA, ensuring that every resource is allocated in a way that supports our shared commitment to academic success and long-term sustainability. This alignment will allow us to make informed decisions that directly benefit the growth of our students and strengthen our educational community. Together, we have the chance to refine and strengthen the very essence of what RBA represents. This process will ensure that our school remains not just a place of learning but a place where every student is empowered to reach their fullest potential.

- DAC Committee will review new Mission for RBA as soon as possible
- Budget approval by Jun 30, 2025
- Literacy Plan by April

i. Enrollment

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

6	7	8	9	10	11	12
5	13	16	18	16	28	16+3

ii. RBA Personnel Resignations- none

iii. RBA Personnel New Hires- none

iv. RBA Personnel Terminations / Non - Renewal- none

New Business

4. ByLaws

Motion to approve school by laws:

Move	Second Vote	Motion
Christina	Lizzi	approved

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

5. Enrollment Numbers

Enrollment and Caps

Filling quickly- Director suggests caps as follows:

- a. 6/7- 18
- b. 8- 18
- c. 9- 20
- d. 10-20
- e. 11-20
- f. 12-20
- g. Soar 8

Sibling and staff preferential

Total: 124

Motion to approve Enrollment Cap:

Move	Second Vote	Motion
Lizzi	Christina	approved

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

7. Rochester Police Dept

Options:

1. See student response
2. Drop in
3. Full time hire

8. Graduation Credit Requirements:

Health or PE**Approve 22 credits to Graduate****Increase credit amount as we increase academic rigor?**

Move	Second Vote	Motion
Elisa	Christina	Approved

Dean Frank, Chair	
Elisa Bruske, Vice Chair	aye
Christina Pruka, Treasurer	aye
Khristie Cano, Secretary	aye

Lizzi Clobes, Teacher Member	aye
Ellen Nelson, Teacher Member	aye

9. 2025-2026 School Calendar

Motion to approve 2025-2026 Calendar :

Move	Second Vote	Motion
Lizzi	Elise	Approved

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

10. Board Elections

**Director's Request to have the Board Take care of the Board election procedures
May Elections before May's board meeting**

11. Building Lease

Property owner is asking for a 5% increase on a one year lease.

Motion to approve 5% increase to one year lease:

Move	Second Vote	Motion
Khristie	Christina	approved

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

Ellen Nelson, Teacher Member	aye
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12. Authorizer Site Visit Results

DAC committee to work on Site Protocol Goals

13. Policies Approval

Motion to approve

Move	Second Vote	Motion
Elisa	Lizzi	Approved

Dean Frank, Chair	
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, March 20, 2025 at 5:00 pm
Community Outreach and Recruitment Committee (CORC): Monday, March 10, 2025 at 5:00pm
Policy Committee: Tuesday, March 6, 2025 at 5:00 pm
District Advisory Committee (DAC): Thursday, March 27, 2025 at 5:00pm

RBA Events:

March 19 is the Annual Video Game & Spring Conferences
 March 25 State Capitol Field Trip

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

Adjourn Meeting:

Motion to adjourn the meeting at

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

Respectfully submitted by: Khristie Cano