

## Rochester Beacon Academy Board of Directors Meeting Minutes

Board of Directors

**Date:** March 20, 2025

**Time:** 6:00 pm – 7:30 pm

**Location:** 974 Skyline Drive SW  
Rochester, MN 55902

Call Meeting to Order: 6:01 pm

**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

**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	absent
Ellen Nelson, Teacher Member	present

### Guests

Traci LaFerriere	Business Manager
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**Conflict of interest:** None

**Approval of Agenda:** A motion was made to approve the agenda with the amendment of voting on the schools new mission and vision statements.

Move	Second Vote	Motion
Elisa	Ellen	approved

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

## Old Business

### 1. Approve February 2025 Board Minutes

Move	Second Vote	Motion
Elisa	Ellen	approved

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

### 2. Committee Reports

#### Community Outreach and Recruitment Committee (CORC)

- Graduation venue discussion–venue decided on RCTC Heinz Center. Seat assignments will be arranged, talking to RCTC about tech support for the screen.
- Grad Video-how will we communicate this to families that we need this?
- Cookie fundraiser was a success. The committee will seek out other potential fundraisers
- Spring Fling date is May 2. The committee reviewed the 2024 notes as well as ask RBA
- Director about some details. Other items to consider are: salt shaker flower crafts, Bingo, fire pit with s'mores
- CORC will add another meeting in April to meet with all people assisting with the Fling
- A Snack Cart Flyer was made and will be sent out by end of the we
- Look at some Mom's Night Out ideas - Add to Spring Fling May 2nd 5-8pm

#### Policy Committee

- Policy Tracker has been updated and new numbers were added
- Continue to update regularly after every meeting

- There are several policies being reviewed and sent to the board for Approval. Additional policies to consider next are: to send board for approval at March meeting:
  - 506: Student Discipline
  - 521: Student Disability Nondiscrimination
  - 522: Title IX
- Miscellaneous:
  - Policies 405 and 416 are incorrectly linked on the website
  - Need to keep track of policy changes for back to school training in August
  - Guild comments on bylaws need to be reviewed and sent to Board for approval at April meeting
  - 6 more policies are being finalized and sent to the Board for approval.
  - Only 3 policies still need to be finished for the student handbook. Edits will be made for our next Policy Committee meeting, and we will send those policies and the student handbook to the Board for approval in April.
  - MN standards need to be met Mandatory where applicable.

#### **District Advisory Committee (DAC)**

- Literacy Plan
  - Looked through MDE & there is a new submission form. Kept last year's document and began adding information. Requested more information on curriculum. Share three of those for review.
  - Hiring a reading interventionist. Met with Business Manager on budget.
  - Last job to be posted is the District Literacy Lead. Finalizing job description. Meet every three weeks and ask the board for a special meeting. Have a draft completed by April 23.
  - Social studies and LA curriculum purchase 2025. Math and SEL 2026. Science 2027. Urgency on choosing a curriculum. Requesting the Business Manager to visit school before May 30th.
  - RBA curriculum review cycle
- Succession Planning
  - Waiting to receive job descriptions for administration.
  - Personnel committee meeting the following week.
  - Emails will be sent to ask for job descriptions and then draft a plan for the next meeting.
- Seniors
  - Credit tracker reviewed 2/19/25. (review still in progress) Once senior review is complete the review of juniors will begin.
- Mission/Vision
  - Vision (Why): RBA will develop ethical and compassionate citizens who graduate prepared to face their next challenge with perseverance.
  - Mission (What/How): RBA equitably meets unique needs of students by modeling integrity, inspiring compassion, and teaching perseverance.
- Charter Contract Goals:
  - Meeting set to review
  - Looked at 2024-25 goals, will keep the first 5 (replace SPED/ gen ed achievement gap with Socioeconomic gap), and will retain 1-2 others.
  - Senior Portfolio
  - Possible Community Service Project - DAC committee will develop specifics over the summer.

## Finance and Facilities Consideration of Claims and Accounts

Rochester Beacon Academy #4238  
Financial Report to the School Board  
February 2025

The following reports are provided for review for February: Think Bank statement, receipt listing, check listing, wire listing, journal entries, 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 \$63,360 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 February actual and a schedule of March - 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 should be approved as 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 113.79 estimated actual adm/135.55 wadm. The current schedule estimates a positive net income, \$192,672 and a \$23,183 transfer between funds. The ending fund balance in the general fund is \$1,199,384 or as a percentage of expenditures 46.27%.

The state aid includes Student Support Personnel Aid \$20,000. School Library Aid \$20,000 is not recorded because there is a maximum \$20,000 restriction and \$20,000 was recorded in fiscal year 2024. If expenditures are made, the revenue will be recorded to offset the total.

The FY2025 budget was 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.

The FY2025 revised budget should be approved as:

	Fund 01	Fund 02
Revenue	\$2,784,586	\$23,519
Expense	\$2,591,914	\$23,518
Net	\$192,672	\$1
Ending	\$1,199,384	\$1

A year end transfer from fund 01 to fund 02 is authorized at the minimum amount to create a positive fund balance in fund 02.

### 3. Directors Report

Dear Esteemed RBA Board of Directors,

First and foremost, I want to express my sincere appreciation for the exceptional efforts of our staff in recent months. Their dedication and hard work have truly brought us to a new level of success. From establishing the streamline of new processes, to the implementation of behavior management strategies, and new hiring initiatives, we have made tremendous strides in so many areas. We've come a long way from where we were, and I am deeply grateful for each

person's contributions to this collective achievement.

I'm pleased to share that our 11th and 12th graders recently had the opportunity to visit the State Capitol to understand the importance of their voices in shaping our future and school community. We also have some students preparing for the ACT exam next week. Looking ahead, we know that spring break is just around the corner, followed quickly by state testing.

I would also like to highlight the collaborative efforts of the DAC Committee, which has worked diligently to present a clear and unified mission and vision for our school. It aligns with the administration and finance team joint efforts with the budget revision, which will be presented to you next month. I please ask that you give careful consideration to the pay scales that will be presented and be considered for the 2025-2026 budget in the May's meeting.

I want to take this opportunity to thank each of you for your ongoing support of RBA.

We appreciate you!

Student Enrollment as of 3/13/2025 total: 114

6	7	8	9	10	11	12
5	13	15	18	16	28	19

2025-2026 School Year Enrollment

6	7	8	9	10	11	12
9 Waitlist	9	18 1	20 1	20 2	20 1	20 1

- RBA Personal Resignations  
N/A
- RBA Personnel New Hires  
N/A
- RBA Personal Terminations  
N/A

#### 4. Board ByLaws

- April 10th timeline
- Policy committee review
- Specific timeline for board election
- Notify at least 30 days beforehand: review and simplify forms and board selection process. Add that late applicants can be accepted with forms
- Election process streamline- ie. one vote per household (Check with legal for rules)
- Clearly state election process
- DAC election committee to consider changes

#### 5. Rochester Police Department

Discussed- Visit went well

Will add to next month

## New Business

6. Policies: **A motion was made to approve the following district policies below**
- a. Policy 407 - Employee Right to Know
  - b. Policy 413 - Harassment and Violence
  - c. Previous Policy 414 now Policy 807 - Health and Safety
  - d. Previous Policy 413 now Policy 507 Corporal Punishment
  - e. Policy 509 Dress Code is now Policy 504 Student Dress and Appearance
  - f. Policy 707: Transportation of Charter School Student

Move	Second Vote	Motion
Christina	Khristie	approved

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

7. Mission Statement: **A motion was made to approve the new RBA Mission Statement**

Move	Second Vote	Motion
Ellen	Khristie	approved

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

**Committee Meeting:**

<b>Finance &amp; Facility Committee:</b> Thursday, April 17 , 2025 at 5:00 pm via google meets
<b>Community Outreach and Recruitment Committee (CORC):</b> Monday, April 14, 2025 at 5:00 pm via google meets
<b>Policy Committee:</b> Tuesday, April 8, 2025 at 5:00 pm via google meets
<b>District Advisory Committee (DAC):</b> Thursday, March 27, 2025 at 5:00 pm via google meets

**RBA Events:** Spring Break March 31-April 4, Prom Saturday, April 26 with grand march starting at 5:00 pm

**Next Meeting:** Thursday, April 10, 2025 at 6:00 pm

**Adjourn Meeting:** Meeting was adjourned at 7:38 pm.

Move	Second Vote	Motion
Elisa	Christina	Approved

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

Respectfully submitted by: Khristie Cano