

Rochester Beacon Academy Board of Directors Official Meeting Minutes

Board of Directors

Date: April 17, 2025

Time: 6:00 pm – 7:30 pm

Location: 974 Skyline Drive SW
Rochester, MN 55902

Call Meeting to Order:

Reading of Mission: RBA equitably meets the unique needs of students by inspiring integrity, cultivating compassion, and practicing perseverance. Read by: Lizzi

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

Guests

Beth Bruns	Executive Director, Ex Officio
Traci LaFerriere	Business Manager, Ex Officio

Conflict of interest: None

Call to order

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

Approval of Agenda:

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	aye
Ellen Nelson, Teacher Member	Aye

Old Business

- 1. Approve March 2025 Board Minutes**

Move	Second Vote	Motion
Christina	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

2. Approve Special Meeting Board Minutes

Move	Second Vote	Motion
Christina	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

3. Committee Reports

- **Community Outreach and Recruitment Committee (CORC)**

- Working with RCTC to pay for graduation space
 - Invoice is being paid \$435

- Cookie fundraiser - waiting on order forms to come in
 - \$1100 Profit
- Spring Fling date is May 2, review 2024 notes-ask Director about some details
 - Add meeting in April to meet with all people assisting with the Fling
- Snack Cart Flyer
 - Ready by end of the week
- Donation info gathered and organized
 - Gather information for donations:
 - Crowdsourcing
 - B2B
 - Partnerships
 - Alumni
- Grad Video-how will we communicate this to families that we need this
- Flyer made to send to families
- Put all agendas together on shared doc
 - Created the draft and now that it is approved, I will move forward with the rest
- Send seating arrangement to for Heintz Commons
- Talk to RCTC Tech support for screen information
 - Waiting for RCTC Tech to get back to me
- **Policy Committee**
 - 406:Public and Private Personnel Data:
 - Responsibility for personnel data assigned
 - Committee member responsible for creation of the personnel data pdf assigned
 - 521 Student Disability Nondiscrimination:
 - Cross checked with new 402, new 530. Pulled current OCR form from the web to attach to policy. Ellen will format, add PDF to folder, and sent to the Board Secretary.
 - 706: Records Retention:
 - Requested by Dr. Lakisha. Due for review, but up to date. Link is active, committee member will; format, add PDF to folder, and send it to the Board Secretary.
 - 315 Procurement:
 - To be approved at 4/10/25 special meeting to align with bylaws. A committee member will format, add PDF to folder, and send it to the Board Secretary.
 - 201: Board Elections:
 - To be Approved at 4/10/25 special meeting to align with bylaws. Committee member will format, add PDF to folder and send it to the Board Secretary
 - Student Handbook:
 - Almost complete, two more policies to review/update, and cell phone procedures to come this summer, must be approved no later than July.
 - Possible revisit of 710 and 527
 - Policy/Handbook Presentations:
 - Summer project with a goal to create a document that can be shared, updated and reused.
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- **District Advisory Committee (DAC)**

- Literacy team met Monday 4/7 to discuss curriculum. Looking at several options. Will request quotes from HMH, McGraw Hill, Savvas, maybe others. Particularly interested in Read180 from HMH; corresponding Math180 could be purchased after July 1 and we could introduce both in August. Reading interventionist positions have been offered; currently contingent on applicant acceptance. Team will receive further guidance from Christine with the SE MN cohort next week.
-Redefine purpose of DAC, Update working forms:

- Succession Planning- tabled until summer

Seniors- Working on helping each out

Mission vision- Staff decided to remove "after graduation" from the end of the vision. Otherwise approved. Board will need to approve amendment at 4/17 meeting

Staff to ease end of year Stress- Preparing students for the end of the year to reduce stress about graduation

- Finance and Facilities Consideration of Claims and Accounts

Rochester Beacon Academy #4238

Financial Report to the School Board

March 2025

The following reports are provided for review for March: 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 March actual and a schedule of April - 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, \$197,703 and a \$22,734 transfer between funds. The ending fund balance in the general fund is \$1,204,415 or as a percentage of expenditures 46.7%.

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 \$2,775,020 \$23,070

Expense \$2,577,317 \$23,070

Net \$197,703 \$0

Ending \$1,204,415 \$0

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.

4. Directors Report

- Enrollment

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 1	18 3	20 1	20 2	20 3	20 1

Soar Enrollment–

- RBA Personal Resignations: Maddy Chase
- RBA Personnel New Hires: One Paraprofessional
- RBA Personal Terminations

5. Rochester Police Department-

New Business

6. Policies:

- Policy 521: Student Disability Nondiscrimination (formerly 505: Prohibition Against Unfair Discrimination in Education)
- Policy 708: Records Retention and Destruction (formerly 706) and the associated schedule

Move	Second Vote	Motion
Lizzi	Khristie	approved

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

7. Proposed Budget- (amendment: Salary Schedule)

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

8. Discussed the admin salary schedule for voting for next Meeting

9. Mission and Vision Update Approval-

Move	Second Vote	Motion
Christina	Ellen	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

Special Board Meeting: Thursday June 5th 6:00pm

Committee Meetings:

Finance & Facility Committee: Thursday, May 15, 2025 at 5:00 pm via google meets
Community Outreach and Recruitment Committee (CORC): Monday, May 5, 2025 at 5:00 pm via google meets
Policy Committee: Tuesday, May 6, 2025 at 5:00 pm via google meets
District Advisory Committee (DAC): Thursday April 24, 2025 at 5:00 pm via google meets

RBA Events: Saturday, April 26 is Prom. Grand March starts at 5:00 pm. Friday, May 2 from 5:00-8:00 is RBA's 2nd annual Spring Fling.

Next Meeting: Thursday, May 15, 2025, at 6:00 pm

Adjourn Meeting:

Move	Second Vote	Motion
Christina	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