

**Rochester Beacon Academy Board Meeting Official Minutes**

Board of Directors

**Date:** June 19, 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: Khristie Cano

**Attendance:** To establish quorum

<b>Name</b>	<b>Attendance</b>
Dean Frank, Chair	present
Elisa Bruske, Vice Chair	present
Christina Pruka, Treasurer	<b>absent</b>
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

**Conflict of interest:**

**Approval of Agenda:**

<b>Move</b>	<b>Second Vote</b>	<b>Motion</b>
	Ellen	Lizzi

Dean Frank, Chair	Aye
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Elisa Bruske, Vice Chair	aye
Christina Pruka, Treasurer	No vote
Khristie Cano, Secretary	aye
Lizzi Clobes, Teacher Member	aye
Ellen Nelson, Teacher Member	aye

**Public Forum - Public Forum Guidelines -**

**Old Business**

**1. Approve June 5th, 2025 Board Minutes**

<b>Move</b>	<b>Second Vote</b>	<b>Motion</b>
approved	Lizzi	Elisa

**2. Committee Reports**

- Community Outreach and Recruitment Committee (CORC)  
(did not meet)
  - Policy Committee
    - 522: Title IX - Kate designated as new Title XI coordinator
    - 531: Pledge of Allegiance - Board to vote on the recitation of the pledge of allegiance
    - 506: Student Discipline - Beth to discuss with school attorney on several points, as well as develop procedures, and research area school procedures
    - 616: Charter School Accountability - Research and compare District/Charter school policy language.
    - 606.5: Library Materials Forms - Discussed selection criteria and how to decide what is allowed in the library.
      - A letter to parents prior to beginning of school year with library info, including how to request notifications for their child's library account, and encouraging parents to talk to students about what they are reading.
      - Libib allows the manager to group, tag, and add notes to items, which I will do for materials that need trigger warnings and/or contain mature content.
- Cell Phone Policies/ Procedure:
- Send survey to staff AND to families requesting feedback
  - Ultimately, policy committee decides and board will have to approve

- District Advisory Committee (DAC)

Discussions on DAC purposes: Data-Curriculum-Mentorship

Data - Measuring progress, State and District assessments, Literary Screening, SEL Survey, graduation rate and internal measurements including IEP progress tracking, attendance, discipline, portfolio reflections, etc.

Curriculum - Curriculum review cycle created  
Purchases for this fiscal year in ELA and SS are complete.  
Math, SEL and Art to be completed.

Data- Mentorship program for teachers (Board required to build the program)  
New teacher orientation - to support new teachers  
Keeping internal goals of community, culture and curriculum.

Goals table for Summer - Communication  
Grant writing  
Succession planning  
Discuss new board chair

Goals Completed - Mission and vision  
Literacy Plan  
Library, Literacy lead, Librarian  
Groves Foundation Grant  
All seniors graduated  
Refinement of DAC purpose and goals- Calendars

To be considered- Academic portfolios  
Priorities for grant writing (technology, new building, etc.)

Handbooks

Minnesota paid leave and extended sick time

- Finance and Facilities: Consideration of Claims and Accounts

Rochester Beacon Academy #4238

Financial Report to the School Board May 2025

- The following reports are provided for review for May: bank statements, 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. Carried forward from prior year, the school has \$20,000 restricted for student support personnel, \$20,000 for library and \$13,033 for medical assistance.

The cashflow schedule shows May actual and a schedule of 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 revised budget. The revised budget was approved as presented with \$13,000 added to the curriculum expenditure line at the April board meeting. The approved revised budget is reflected in the cashflow schedule based on 113.79 estimated actual adm/135.55 wadm. With the curriculum line change, the general fund revised budget was approved at: Revenue \$2,775,020, Expense \$2,590,317, Net Income \$184,703, Ending Fund Balance \$1,191,415 or as a percentage of expenditures 46.7%.

The state aid includes Literacy Aid \$3794, Teacher Training Aid \$3426 and Student Support Personnel Aid \$20,000. Unspent money will remain in a restricted account. School Library Aid is recorded at \$4968 offsetting expenditures because there is a maximum \$20,000 restriction and \$20,000 was recorded in fiscal year 2024. If additional expenditures are made, the revenue will be recorded to offset the total.

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 FY2026 revised budget should be approved as:

Fund 01 Fund 02

Revenue \$3,244,528 \$23,991

Expense \$2,892,752 \$23,991

Net \$351,776 \$0

Ending \$1,548,395 \$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.

### 3. Directors Report

Dear Esteemed Board Members,

It is with great respect that I share with you an overview of this past year, with a key internal focus on curriculum, culture, and community. These three pillars have guided our strategic decisions and daily operations, shaping not only the learning experiences we provide but also the environment we cultivate and the relationships we build.

We advanced this work by joining forces through collaborative structures such as the DAC Committee, District Literacy Committee, RBA Way Committee, and Administration. Together, we developed a comprehensive curriculum review cycle and moved forward with the adoption of new curriculum materials designed to better align with current state standards. In partnership with educational consultant Julie Brock, we deepened our focus on school culture and climate through strengths-based initiatives that elevated staff morale, student engagement, and organizational coherence.

Our commitment to the community was further reflected in the strengthening of key partnerships, including those with RCTC, Winona State University, SEMCIL, Opportunity Services, Oxbow Zoo, 125 Live, and many other valued local organizations. These collaborations have expanded opportunities for students and staff alike, reinforcing our shared mission to support lifelong learning and inclusive growth.

With appreciation and a full heart,

Beth Bruns

#### - Enrollment

Student Enrollment as of 6/12/2025 Total:114 Sped:

6	7	8	9	10	11	12
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5	13	15	19 (+1)	16	27 (-1)	19
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2025-2026 School Year Enrollment

6	7	8	9	10	11	12
9	9	18	20	20	20	28 + 8

2	2	3	0	1	3	Waitlist
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RBA Hires

RBA Resignations

Lauren Hendrickson, Special Education Teacher effective May 30, 2025

Casey Courtney, Special Education Teacher effective May 30, 2025

Payton Simonson, Paraprofessional effective May 30, 2025

Tomas Vargas, Paraprofessional effective May 30, 2025

RBA Terminations / Non renewal

Jamie Schlichting - non renewal effective June 2, 2025

**4. Board Nominations**

- Community or Teacher Representative - needed
- Parent Representative: Jori Eidem

Note: to stay in compliance with the Guild we will vote as soon as next meeting

**New Business:**

5. Designate Kate Gustafson as Title IX Coordinator

Move	Second Vote	Motion
Khristie	Ellen	Approved
Dean Frank, Chair		Aye
Elisa Bruske, Vice Chair		aye
Christina Pruka, Treasurer		No vote
Khristie Cano, Secretary		Aye
Lizzi Clobes, Teacher Member		aye
Ellen Nelson, Teacher Member		aye

6. 2025 – 2026 Administrative Salaries

Move	Second Vote	Motion
Elisa	Lizzi	Approved
Dean Frank, Chair		Aye

Elisa Bruske, Vice Chair	aye
Christina Pruka, Treasurer	No vote
Khristie Cano, Secretary	Aye
Lizzi Clobes, Teacher Member	aye
Ellen Nelson, Teacher Member	aye

7. 25-26 Budget

<b>Move</b>	<b>Second Vote</b>	<b>Motion</b>
Khristie	Ellen	Approved
Dean Frank, Chair		Aye
Elisa Bruske, Vice Chair		aye
Christina Pruka, Treasurer		No vote
Khristie Cano, Secretary		Aye
Lizzi Clobes, Teacher Member		aye
Ellen Nelson, Teacher Member		aye

8. Charter Contract

<b>Move</b>	<b>Second Vote</b>	<b>Motion</b>
Lizzi	Elisa	Approved
Dean Frank, Chair		Aye
Elisa Bruske, Vice Chair		aye
Christina Pruka, Treasurer		No vote
Khristie Cano, Secretary		Aye
Lizzi Clobes, Teacher Member		aye
Ellen Nelson, Teacher Member		aye

9. Board Retreat Date is set for August 16, 2025 from 9am-3pm

10. Executive Director Evaluation - Closed Meeting

**A motion was made to close the meeting.**

<b>Move</b>	<b>Second Vote</b>	<b>Motion</b>
Ellen	Elisa	Approved

11. Policies

- a. Policy 522: Title IX
- b. Policy 531: The Pledge of Allegiance

**Motion to approved Policy 522 and 531**

<b>Move</b>	<b>Second Vote</b>	<b>Motion</b>
Khristie	Ellen	Approved
Dean Frank, Chair		Aye
Elisa Bruske, Vice Chair		aye
Christina Pruka, Treasurer		No vote
Khristie Cano, Secretary		Aye
Lizzi Clobes, Teacher Member		aye
Ellen Nelson, Teacher Member		aye

- c. Policy 606.5: Library Materials
- d. Policy 616: Charter School System Accountability

**Motion to approved Policy 606.5 and 616 with adjustments made during the meeting**

<b>Move</b>	<b>Second Vote</b>	<b>Motion</b>
Lizzi	Khristie	Approved
Dean Frank, Chair		Aye
Elisa Bruske, Vice Chair		aye
Christina Pruka, Treasurer		No vote
Khristie Cano, Secretary		Aye
Lizzi Clobes, Teacher Member		aye

Ellen Nelson, Teacher Member	aye
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**Committee Meeting:**

<b>Finance &amp; Facility Committee:</b> Thursday, July 17, 2025, at 5:00 pm via Google Meet
<b>Community Outreach and Recruitment Committee (CORC):</b> Monday, July 7, 2025, at 5:00 pm via Google Meet
<b>Policy Committee:</b> Tuesday, July 8, 2025, at 3:00 pm via Google Meet
<b>District Advisory Committee (DAC):</b> Thursday, July 10, 2025, at 5:00 pm via Google Meet

**RBA Events:**

**Next Meeting:** Annual Board Meeting is on Thursday, July 17, 2025, at 6:00 pm, in-person

**Adjourn Meeting: 8:37 pm**

Move	Second Vote	Motion
Ellen	Lizzi	Approved

Dean Frank, Chair	Aye
Elisa Bruske, Vice Chair	aye
Christina Pruka, Treasurer	No vote
Khristie Cano, Secretary	Aye
Lizzi Clobes, Teacher Member	aye
Ellen Nelson, Teacher Member	aye