

Rochester Beacon Academy Board of Directors Official Minutes

Board of Directors

Date: November 21, 2024

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	Excused
Lizzi Clobes, Teacher Member	Here
Ellen Nelson, Teacher Member	Here

Guests

Beth Bruns	Executive Director
Traci LaFerriere	Business Manager
Glory Kibbel	MN GUILD
Lucas Chase	Clifton Allen Larson
Keith Kibbel, Lori Rogers	

Conflict of interest - None

Approval of Agenda

Motion to approve agenda for November 21, 2024

Move	Second Vote	Motion
Lizzi	Ellen	Passed

Dean Frank, Chair	Aye
Elisa Bruske, Vice Chair	Aye
Christina Pruka, Treasurer	Aye
Khristie Cano, Secretary	N/V
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 October 24, 2024 meeting

Move	Second Vote	Motion
Elisa	Lizzi	Passed

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

b. Board Communication Plan (BCP) check-in

Reporting of Minutes will be from Khristie going forward.

c. Committee Reports

i. Community Outreach and Recruitment Committee (CORC)

ii. Policy Committee

1. Updating policy tracker
2. 5 policies assigned for each person to keep the tracker moving
3. Removal of scent policy coming forth
4. Cell phone policy forthcoming
5. Family handbook - ready by January meeting
 - a. Working on final policies that need to be entered into the handbook
6. Subscription to state policy requirements

iii. District Advisory Committee (DAC)

1. Will work on the cell phone policy and have it back to Policy by the end of the year.
2. Literacy plan
 - a. curriculum and technology
 - b. Will go into place next year
 - c. Use half days to work on curriculum reviews
3. Succession planning
 - a. Rough draft by
4. All students graduating
5. Set all meetings for the year until June 12, 2025

iv. Finance and Facilities

Fiscal Year 2024

Rochester Beacon Academy #4238
 Financial Report to the School Board
 October 2024

The following reports are provided for review: Think Bank statement, receipt listing, check listing, wire listing, outstanding payments listing, journal entries, 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 \$59,504 of 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 October 2024 actual and a schedule of November 2024 - 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, \$226,395 and a \$22,447 transfer between funds. The ending fund balance in the general fund is \$1,233,107 or as a percentage of expenditures 47.49%.

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.

d. Directors Report

- i. Safety and Security: School resource officer
- ii. Crisis management and Behavioral Support
- iii. Policy Committee Progress
- iv. Website Launch
- v. Special Acknowledgements

i. Enrollment

Student Enrollment as of 11/16/2024 Total:116 Sped: 78%

6	7	8	9	10	11	12
5	13	16	17	16	28	20

ii. RBA Personnel Resignations

- Judy Reitz
- iii. RBA Personnel New Hires**
 - Payton Simonson
- iv. RBA Personnel Terminations / Non - Renewal**
 - N/A

New Business

e. Audit

Motion to approve the FY24 Financial Audit

Move	Second Vote	Motion
Christina	Elisa	Passed

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

f. Admissions and Enrollment Policy

Motion to approve the Admissions and Lottery - Policy #500

- i. With stipulation that V. B2 be moved to III C

Move	Second Vote	Motion
Lizzi	Ellen	Passed

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

g. PROHIBITION AGAINST UNFAIR DISCRIMINATORY PRACTICES IN EMPLOYMENT AND GRIEVANCE PROCEDURES - Policy #408

Move	Second Vote	Motion
Elisa	Lizzi	Passed

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

Committee Meetings:

Finance & Facility Committee: Thursday, January 16, 2025 at 5:00 pm
Community Outreach and Recruitment Committee (CORC): Monday, January 13, 2025 at 5:00pm
Policy Committee: Tuesday, December 10, 2024 at 5:00 pm
District Advisory Committee (DAC): Thursday, December 12, 2025 at 5:00pm

RBA Events: Tuesday, November 26th is 2nd Annual All-School Pancake Breakfast

Next Meeting: Thursday, January 16, 2024

Adjourn Meeting:

Motion to adjourn the meeting at 6:56 pm

Move	Second Vote	Motion
Lizzi	Christina	Passed

Dean Frank, Chair	Aye
Elisa Bruske, Vice Chair	Aye
Christina Pruka, Treasurer	Aye

Khristie Cano, Secretary	N/V
Lizzi Clobes, Teacher Member	Aye
Ellen Nelson, Teacher Member	Aye

Respectfully submitted by: Christina Pruka