

**Rochester Beacon Academy Board
Board Meeting Official Minutes**

Board of Directors

Date: August 21, 2025

Time: 6:00 pm – 7:30 pm

Location: 974 Skyline Drive SW
Rochester, MN 55902

Call Meeting to Order: 6:02pm

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

Attendance: To establish quorum

Name	Attendance
Dean Frank, Chair	absent
Elisa Bruske, Vice Chair	present
Christina Pruka, Treasurer	present
Khristie Cano, Secretary	present
Lizzi Clobes, Teacher Member	present
Kate Cook, Teacher Member	present
Jori Ediem, Parent Member	present
Ellen Nelson, Teacher Member	present

Guests

Beth Bruns	Executive Director, Ex Officio
Traci LaFerriere	Business Manager

Conflict of interest: None

Approval of Agenda:

Move	Second Vote	Motion
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Christina	Kate	passed
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Name	
Dean Frank, Chair	
Elisa Bruske, Vice Chair	Aye
Christina Pruka, Treasurer	Aye
Khristie Cano, Secretary	aye
Lizzi Clobes, Teacher Member	aye
Kate Cook, Teacher Member	aye
Jori Ediem, Parent Member	aye
Ellen Nelson, Teacher Member	aye

Public Forum - Public Forum Guidelines -

1. Old Business

1. 2025-2026 Student and Family Handbook
 - a. Remove Visiting Parents to join students for Lunch
 2. 2025-2026 Staff Handbook
 3. Board Chair Position Resignation Approval
 4. Board Chair Nomination
 5. Executive Director Salary

Move	Second Vote	Motion
Ellen	Lizzi	passed

Name	
Dean Frank, Chair	absent
Elisa Bruske, Vice Chair	aye
Christina Pruka, Treasurer	aye
Khristie Cano, Secretary	aye
Lizzi Clobes, Teacher Member	aye
Kate Cook, Teacher Member	aye
Jori Ediem, Parent Member	aye
Ellen Nelson, Teacher Member	aye

2. 2025-2026 Staff Handbook

Move	Second Vote	Motion
Lizzi	Kate	passed

Name	
Dean Frank, Chair	absent
Elisa Bruske, Vice Chair	aye
Christina Pruka, Treasurer	aye
Khristie Cano, Secretary	aye
Lizzi Clobes, Teacher Member	aye
Kate Cook, Teacher Member	aye
Jori Ediem, Parent Member	aye
Ellen Nelson, Teacher Member	aye

3. Approve Dean Frank Board Chair Resignation

Move	Second Vote	Motion
Lizzi	Christina	passed

Name	
Dean Frank, Chair	absent
Elisa Bruske, Vice Chair	aye
Christina Pruka, Treasurer	aye
Khristie Cano, Secretary	aye
Lizzi Clobes, Teacher Member	aye
Kate Cook, Teacher Member	aye
Jori Ediem, Parent Member	aye
Ellen Nelson, Teacher Member	aye

4. Board Chair Nomination: Ellen Nelson

Move	Second Vote	Motion
Lizzi	Elisa	passed

Name	
Dean Frank, Chair	absent
Elisa Bruske, Vice Chair	aye
Christina Pruka, Treasurer	aye
Khristie Cano, Secretary	aye
Lizzi Clobes, Teacher Member	aye
Kate Cook, Teacher Member	aye
Jori Ediem, Parent Member	aye
Ellen Nelson, Teacher Member	aye

6. Executive Director Salary: approve a 3% increase at \$92,700

Move	Second Vote	Motion
Ellen	Jori	passed

Name	
Dean Frank, Chair	absent
Elisa Bruske, Vice Chair	aye
Christina Pruka, Treasurer	aye
Khristie Cano, Secretary	aye
Lizzi Clobes, Teacher Member	aye
Kate Cook, Teacher Member	aye
Jori Ediem, Parent Member	aye
Ellen Nelson, Teacher Member	aye

2. Committee Reports:

Policy-

Discussed several policies that have been updated with new legislation and finalized the Student and Staff Handbooks. Members will finalize the communication plan this week.

Going to the Board:

- Policy #315: Procurement Added language for up to \$60,000 and above
- Student Handbook
- Staff Handbook

-will finalize formatting on everything discussed.

-will check with Christian about personal laptops and upload final PDFs to the website.

-focusing on Handbook Policies and Staff Handbook in accordance with Legislature

NEXT MEETING: September 9, 2025 @ 5:00 P.M

District and Advisory Committee-

Briefly discussed where we are at with communication, grant writing, and succession planning.

Flyer to be made for staff with Classroom needs for grant

Mentorship and MTSS need to be our main focus this year. Members will further discuss succession

planning at a meeting on 9/10 - all DAC members who are interested are welcome.

Recruiting for DAC

NEXT MEETING: September 11, 2025 @ 5:00 P.M

CORC-

July 28th Meeting

Ice Cream social went well

Hyvee \$50 gift card to pay

Boo Bash

Senior trip Fund

Finance-

Rochester Beacon Academy #4238

Financial Report to the School Board

July 2025

Fiscal Year 2025

The fiscal year 2025 audit fieldwork was completed on August 7 and 8. Unaudited UFARS data was submitted to MDE by the September 15 deadline. The next deadline is November 30 to submit audited UFARS data and the compliance table. The final audit document is due by December 31.

Fiscal Year 2026

The following June and July reports are provided for review: bank statements, journal entries listing, receipt listing, check listing, wire listing, bank reconciliation, outstanding payments listing, balance sheet and income statement.

The FY2025/FY2026 income statement shows the unaudited FY2025 revenues, expenditures, and ending balances in each fund and compares year to date (July only) revenues and expenditures to the FY2026 budget. Revenues and expenditures should be monitored to prevent actual from falling short of or exceeding budget.

The prior year ending general fund balance is expected to be \$1,204,251. The FY2026 budget assumed 128 adm and a net income in the general fund of \$351,777. The September statements will be updated for actual enrollment, staffing, and a van purchase. The prior year 02-fund balance ended at \$0 after a \$22,052 transfer from the general fund. The FY2026 budget assumes

a \$23,655 transfer will be necessary to keep the 02-fund balance from being negative.

-Minnesota read act requires training \$3,400 possible Fund Balance pull for training compensation. 2 hr meeting every month for the school year. 5 hours of time separately.

Facilities Committee-

To meet Wednesday September 10th 5:00pm

3. Director's Report:

Dear Esteemed Board Members,

It was truly wonderful to welcome our students back into the building for orientation this week. The energy and excitement were contagious, and we are eagerly looking forward to the official start of the school year on Monday, August 25th. Staffing this summer has been a challenge, as finding qualified teachers remains competitive. I am pleased to report that all classroom positions are now filled. We are still seeking a Reading Interventionist and a Transitions Teacher, with the Transition Teacher pending licensing approval for a selected candidate. Despite these hurdles, our team is feeling positive and ready to serve our students. Over the past few weeks, staff have been working diligently to set up classrooms, prepare instructional materials, and reestablish our systems and procedures to ensure a smooth start to the year. Their dedication has been inspiring, and I'm confident this foundation will set us up for success. I also want to extend my sincere gratitude for your participation in the 2025 Board Retreat. It was a productive and meaningful time as we explored our roles and responsibilities, strengthened the partnership between the Board and administration, updated our strategic plan, clarified committee roles, and discussed the great opportunities that lie ahead for our school.

Thank you for your continued support and commitment to our mission. This is going to be a fantastic year.

Beth Bruns

- Enrollment

2025-2026 School Year Enrollment

6	7	8	9	10	11	12
9	9	18	16	20	20	25 + 8
	3	4		5	4	Waitlist

RBA Hires

Dr. Amy Woxland, Director of Student Supports effective on August 11, 2025 at \$75,000.00

Bridget Bruns, Special Education Teacher effective on August 11, 2025 at \$50,089.00

Casey Courtney, Special Education Teacher effective on August 20, 2025 at \$56,539.56

Temperance Lovelace, Paraprofessional effective on August 11, 2025 at \$21.50 per hour

Crystal Bartz, Paraprofessional effective on August 11, 2025 at \$21.50 per hour

Mikel Smallwood, Paraprofessional effective on August 11, 2025 at \$21.50 per hour

RBA Resignations

Lori Rogers, Special Education Teacher effective on August 4. 2025

RBA Terminations / Non-renewal

4. New Business:

1. Policies:
 - a. Policy 315 Procurement

-Capital Assets: Adding a line.

Move	Second Vote	Motion
Kate	Khristie	passed

Name	
Dean Frank, Chair	absent
Elisa Bruske, Vice Chair	aye
Christina Pruka, Treasurer	aye
Khristie Cano, Secretary	aye
Lizzi Clobes, Teacher Member	aye
Kate Cook, Teacher Member	aye
Jori Ediem, Parent Member	aye
Ellen Nelson, Teacher Member	aye

Oath of Office: Read by all members

Committee Meeting:

Finance & Facility Committee: Thursday, September 18, 2025, at 5:00 pm via Google Meet

Community Outreach and Recruitment Committee (CORC): Monday, September 8, 2025, at 5:00 pm via Google Meet

Policy Committee: Tuesday September 9, 2025 at 5:00pm via Google Meet

District Advisory Committee (DAC): Thursday, September 11, 2025, at 5:00 pm via Google Meet

RBA Events: Student Orientation Days August 19-20. First day of classes begins Monday, August 25.

Next Meeting: Annual Board Meeting is on Thursday, September 18, 2025, at 6:00 pm, in-person

Adjourn Meeting: 7:00pm

Move	Second Vote	Motion
Ellen	Lizzi	passed

Name	
Dean Frank, Chair	absent
Elisa Bruske, Vice Chair	aye
Christina Pruka, Treasurer	aye
Khristie Cano, Secretary	aye
Lizzi Clobes, Teacher Member	aye
Kate Cook, Teacher Member	aye
Jori Ediem, Parent Member	aye
Ellen Nelson, Teacher Member	aye

Respectfully submitted by: Khristie Cano