

Rochester Beacon Academy Board of Directors Regular Board Meeting Unofficial Minutes

Date: May 21, 2026

Time: 6:00 pm – 7:30 pm

Location: 974 Skyline Drive SW
Rochester, MN 55902

Call Meeting to Order: 6:05 pm

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

Attendance: To establish quorum

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

Guests:

Beth Bruns	Executive Director, Ex Officio
Traci LaFerriere	Business Manager
Dr. Alul Yesak	IQS Cadre Team Member
Jim Zacchini	MN Guild

Conflict of Interest:
None

Approval of Agenda:

Move	Second Vote	Motion
	Elisa	Lizzi

Ellen Nelson, Chair	aye
Elisa Bruske, Vice Chair	aye
Christina Pruka, Treasurer	aye
Khristie Cano, Secretary	aye
Lizzi Clobes, Teacher Member	aye
Kate Cook, Teacher Member	No vote
Jori Eidem, Parent Member	No vote

Public Forum (review guidelines):

Information and Outreach:

1. Committee Reports

- Community Outreach and Recruitment Committee (CORC)
 - Spring Fling went great
 - Smores sales were down but cotton candy went well
 - Bingo was a success
 - Next year families stated clearly on the flyer
- District Advisory Committee (DAC)
 - Strategic plan
 - Stake holder feedback from parents and board
 - Strategic plan on hold for student data
 - Draft of strategic plan made
 - Will be presented to the Board in June
 - Budget will reflect professional development, mentorship, succession planning etc.
- Facilities
 - Submit application to transfer
 - Toured the potential new building
 - Technology and
 - Access points already in place
 - Discussing current facility and air conditioning installation questions as of budget and affordability discussion.

- Finance

Rochester Beacon Academy #4238

Financial Report to the School Board - April 2026

The following reports are provided for review: bank statements, receipt listing, check listing, wire listing, bank reconciliation, outstanding payments, journal entries, balance sheet, and income/cashflow/revised budget statement. Additionally, the FY2027 draft budget and 990 tax form are provided for review.

The balance sheet shows the school has sufficient cash available to meet immediate obligations. The school has the following restricted fund balances: \$3794 read act literacy aid, \$3426 teacher compensation read act, \$3844 student support, \$19,075 library, and \$16,380 medical assistance. The income/cashflow statement shows April actual and a schedule of May-June projected revenues and expenditures and compares year to date to the FY2026 budget. 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 FY2026 but paid after June 30. The estimated actual/rv bdtg column to the right shows expected variance from the adopted budget and should be approved as the revised budget (the prior draft revised budget is the version reviewed last month but not approved). The prior year ending general fund balance is more than estimated in the authorized budget at \$1,204,251.

State revenues have been adjusted to 110.82 adm/132.04wadm. The current schedule estimates a negative net income of -\$30,771 and a \$23,185 transfer between funds. The ending fund balance in the general fund is expected to be \$1,173,480. The FY2026 original budget assumed 128 adm/151.8 wadm, a net income in the general fund of \$351,777, a \$23,655 transfer between funds, and \$1,548,395 ending fund balance. Revenues have been adjusted for actual enrollment and changes in state funding. Expenses have been adjusted primarily for staffing, an admin/professional development contract, legal fees, special education service contracts, and the 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 \$23,185 transfer will be necessary to keep the 02-fund balance from being negative.

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 \$3,069,712 \$23,462

Expense \$3,100,483 \$23,462

Net -\$30,771 \$0

Ending \$1,173,480 \$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.

The FY2027 draft budget is included for review and will be approved at the June board meeting.

Additionally, the 2024 (FY2025) 990 tax form is included for review. The board should approve the 990 filing.

- Governance

Discussed mainly executive director review

- Policy Committee

- We sent another 17 policies to the board for approval and are requesting the board retire 7 outdated policies. We sent those out to board members within 24 hours so they have as much reading time as possible. Our overly ambitious plan to complete the policy overhaul is going to slow slightly because of several policies that needed to be tabled, but we are still aiming to have everything completed by the end of summer. Our change in authorizer process may also slow this process - we are currently being assessed by IQS and may need to make some policy adjustments at their request in order to be approved for transfer.
- Making sure that our Authorizer's align and may need to be reapproved
- Need to create an organized map of our policies as they move along
- April policies- (201, 202, 204, 205, 206, 207, 209, 210, 211, 212, 213, 215, 301, 302, 303, 304, 306, 709, 414, 415, 420, 421, 512) are finalized.
- Policy tracker has been updated
- Sent to the board for approval in May: Bylaws, 402, 410, 411, 426, 430 [old 409], 505, 508, 511, 516, 518, 519, 528, 530, 535, 536 [old 512], 537 [old 524]
- Sending to the board to retire: OLD 404, 407, 410, 411, 424, 519, 534
- Tabled for now: NEW 403, 425, 429, 510, 513, 525, 527, 532, 534, OLD 405

2. Director's Report

Dear Esteemed Board of Directors,

I am here with our May update. The past month has been filled with joy, celebration, and a great deal of hard work across our school community.

Our "Under the Sea" Prom was a huge success, bringing students together for a fun and memorable evening. A special thank you goes to our paraprofessionals for the hard work, creativity, and dedication they put into decorating and organizing the event for our students.

Following the excitement of prom, I am happy to report that we have received the preliminary Math and Science MCA results. Our students demonstrated a 13% growth in Math and a 19.5% increase in Science proficiency. We will receive Reading results in August. To celebrate the hard work and accomplishments of our students, we will also be ending the school year with an all-school field trip on Monday, June 1st.

I would also like to give a special shout-out to our amazing teachers. These student achievements reflect their continued dedication to improving instruction, strengthening curriculum, and supporting student success each and every day.

As the committee reports were shared this evening, we are reminded of the incredible work happening throughout our school community. Another set of policies has been brought before the Board for review, demonstrating our continued commitment to strong governance and compliance. The Facilities Committee has been working collaboratively to determine next steps regarding a potential move, while the District Advisory Committee has been gathering stakeholder

feedback to support the development of the Strategic Plan. In addition, the CORC Committee hosted a successful Spring Fling fundraiser, raising \$827 for our seniors.

Most importantly, I would like to recognize and thank our Business Manager and Finance Committee for the tremendous amount of time, attention, and dedication they have devoted to revising the budget to meet end-of-year demands. Their work continues to reflect our commitment to continuous improvement, remaining student-centered, and building the capacity and knowledge of our amazing staff.

This school year has flown by in the blink of an eye, but our work is not finished yet. We still have important work ahead of us as we close out the year strong and continue planning for the future of our school and students.

- Enrollment

2025-2026 School Year Enrollment Total as of 5/13/26 Total: 113 SPED: 81%

6	7	8	9	10	11	12
5	14	13	14	20	19	23+5

-As of today 121 for next school year

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

3. Update on Change in Authorizer (CIA) process

Change in Authorizer process
Provided to two of the three authorizers
Excited to finding a good a quick fit for new authorizers

Consent Agenda:

4. Approval of April 16, 2026 minutes

5. Approval of human resources actions
None at this time

6. Approval of policy formatting/number changes

- 430: Code of Conduct for Employees Licensed by PELSB (formerly 409)
- 536: Allergies (formerly 512)
- 537: Gender Inclusion (formerly 524)
- 538: Section 504 (formerly 530)

Move	Second Vote	Motion
approved	Khristie	Lizzi

Ellen Nelson, Chair	aye
Elisa Bruske, Vice Chair	aye
Christina Pruka, Treasurer	aye
Khristie Cano, Secretary	aye
Lizzi Clobes, Teacher Member	aye
Kate Cook, Teacher Member	No vote
Jori Eidem, Parent Member	No vote

New Business:

7. Approval of May 15, 2025 minutes & June 19, 2025 minutes

Move	Second Vote	Motion
approved	Elisa	Christina

Ellen Nelson, Chair	aye
Elisa Bruske, Vice Chair	aye
Christina Pruka, Treasurer	aye
Khristie Cano, Secretary	aye
Lizzi Clobes, Teacher Member	aye
Kate Cook, Teacher Member	No vote
Jori Eidem, Parent Member	No vote

8. Approval of 2025-2026 budget revision and add approval of the 990 Tax form

Move	Second Vote	Motion
approved	Elisa	Khristie

Ellen Nelson, Chair	aye
Elisa Bruske, Vice Chair	aye
Christina Pruka, Treasurer	aye
Khristie Cano, Secretary	aye
Lizzi Clobes, Teacher Member	aye
Kate Cook, Teacher Member	No vote
Jori Eidem, Parent Member	No vote

9. Discussion of 2026-2027 budget

- couple pieces added adm assistant, technology, and maintenance
- potential move and costs of moving
- funding notes planned for move
- cleaning and packing in the budget

10. Approval of policy committee recommendations

- RBA Bylaws
- 402: Disability Nondiscrimination
- 410: Family and Medical Leave
- 411: Group Health Insurance Coverage
- 426: Nepotism
- 505: Distribution of Nonschool-Sponsored Materials
- 508: Extended School Year for Certain Students with IEPs
- 509: Admissions and Lottery
- 511: Student Fundraising
- 516: Student Medication and Telehealth
- 518: DNR-DNI Orders
- 519: Interviews of Students by Outside Agencies
- 528: Student Parental, Family, and Marital Status Nondiscrimination
- 530: Immunization Requirements
- 535: Service Animals in Schools
- OLD 404: Employee Benefits
- OLD 407: Parental Leave
- OLD 410: Employee Ethics and Conflict of Interest
- OLD 411: Outside Employment
- OLD 424: Whistleblower
- OLD 519: Students' Free Speech
- OLD 534: Lead Testing

- Discussion: Noted that policies will be caught up by next school year
- Discussion: Policy 426 Nepotism policy explanation of numbered V. (Cannot have a board member and employee are related to one another.)
- Discussion: Policy 509 explanation of updates - changed language about deadline of application and enrollment paperwork.
- "OLD" policies will be retired but certain aspects will be addressed in newer policies
- By-Laws changes discussed

Move	Second Vote	Motion
approved	Lizzi	Christina

Ellen Nelson, Chair	aye
Elisa Bruske, Vice Chair	aye
Christina Pruka, Treasurer	aye
Khristie Cano, Secretary	aye
Lizzi Clobes, Teacher Member	aye
Kate Cook, Teacher Member	No vote
Jori Eidem, Parent Member	No vote

11. Discussion of 2026-2027 lease

Lease for this building ends on July 31, 2026

Speak to the Church about a month to month lease (Executive director asks for agreement to negotiating a month to month lease with current)

Make sure to double check with financial and budget concerns

Move	Second Vote	Motion
approved	Christina	Lizzi

Ellen Nelson, Chair	aye
Elisa Bruske, Vice Chair	aye
Christina Pruka, Treasurer	aye
Khristie Cano, Secretary	aye
Lizzi Clobes, Teacher Member	aye
Kate Cook, Teacher Member	No vote
Jori Eidem, Parent Member	No vote

12. Board Election results

- Vote to seat Paige Galles next month
- parent member voted in but student will not be a student next year
- teacher member write in will be contacted
- next board member voting will be looked into

13. Approval of E. Bruske and K. Cook resignations

Kate Cook May 21, 2026

Elisa Bruske May 31, 2026

Move	Second Vote	Motion
Approved	Khristie	Lizzi

Ellen Nelson, Chair	aye
Elisa Bruske, Vice Chair	aye
Christina Pruka, Treasurer	aye
Khristie Cano, Secretary	aye
Lizzi Clobes, Teacher Member	aye
Kate Cook, Teacher Member	No vote
Jori Eidem, Parent Member	No vote

14. Schedule special meeting (closed) for approval of Executive Director evaluation
June 4, 2026 3:30pm

Upcoming Committee Meetings:

Community Outreach and Recruitment Committee (CORC): Monday, June 8, 2026 at 5:00 P.M.
District Advisory Committee (DAC): Thursday, June 11, 2026 at 5:00 P.M.
Facilities Committee: Monday, June 1, 2026 at 5:00 P.M.
Finance Committee: Thursday, June 18, 2026 at 5:00 P.M.
Governance Committee: TBD
Policy Committee: Tuesday, June 2, 2026 at 5:00 P.M.

**** All committee meetings will be held via Google Meet.**

RBA Events: Graduation - May 29; last day of school - June 3

Next Meeting: Next regular Board Meeting is on Thursday, June 18, 2026 at 6:00 pm, in person

Adjourn Meeting: 7:27pm

Move	Second Vote	Motion
approved	Christina	Elisa

Ellen Nelson, Chair	aye
Elisa Bruske, Vice Chair	aye
Christina Pruksa, Treasurer	aye
Khristie Cano, Secretary	aye
Lizzi Clobes, Teacher Member	aye
Kate Cook, Teacher Member	No vote
Jori Eidem, Parent Member	No vote