



FACE TO FACE ACADEMY

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Face to Face Academy

Board Minutes

February 26, 2018

Attendance included: Academy School Board Members Rosie McGee, Mike Nord, John Vasecka, Rachael Blawat, and Paul Roark. Also present for the meeting were Darius Husain (*Academy Director*) and Rachel Samuelson (*School Social Worker*). Absent: Academy Board Members Bryan Bakke and Tom Kigin.

1) Review of Agenda and Conflict of Interest Regarding Agenda Items -Addition to agenda includes: IOWA

2) Review of School Board Minutes: December 11, 2017

Upon a motion duly made and seconded, the December 11, 2017 School Board Minutes were accepted as submitted.

3) Finance Report and Credit Card, Checks, and Wire Statements presented by Mr. Husain

1. Financial Statements were received through 12/30/17 for school year 2017/18.
2. Revenue is at 51% received.
3. Expenditures are at 57% spent.
4. Mr. Nord asked if the cash flow charts indicated a higher balance at the end of the year than previous years. Mr. Husain stated that part of the reason was do to the significant surplus from 16-17. Mr. Husain, however, agreed that the projection seemed optimistic and that he would follow-up with Dieci.
5. School year is 58% complete.
6. ADM continues on target for 80 students with the PPU at 96.00 with a current enrollment of 86 students. The Academy will likely be closer to 81 ADM by the end of the year.

Title money flows in February and March when the revisions come in. Currently, the Academy is going through the Title Budget revision process.

7. The donation target has already been achieved for the year. The budget revision we will likely increase the target amount. The Academy has hit 95% of our local revenue. Kinney Family Foundation grant for \$20K has already been received for school year 2017/18. Other donations already include \$14K.
8. Expenditure side: Administration costs are a little lower than budget, secondary education costs 58%. These together account for nearly half the budget.
9. The green space renovation is going to be pushed into next year.
10. Food service fund was reviewed. Monday student breakfast was described.
11. Federal Title funding usual begins its payment cycle in February and March.
12. Special Education funding is over-budgeted (62%) due to the higher enrollment of students qualifying for services, as was also noted in last month's Board presentation.
13. Total Student Support Services (94%) is over-budgeted, but some of this includes salaries that will be re-coded to represent properly the services being provided under Special Education students.
14. Facilities and maintenance is over-budgeted due to the recent bus repairs needed. Bus expenses were not anticipated but needed. Website redesign, gradebook update (explanations of why and outlook of updates were given).
15. None of the designated funds have been spent this school year.
16. Credit card and check statements were approved last Board meeting through late 2017 and beginning of 2018 (January and February) and will be available again for March's meeting.

Summary of Income Expense Report, Invoices, Credit Card Statements Check Statements (January & February) and Wire Transfers were circulated for review.

Questions/Comments:

N/A

Upon a motion duly made and seconded, the financial and check wire statements were accepted as submitted.

4) IOwA Authority

The Minnesota Department of Education (MDE) requires that school districts annually designate as Identified Official with Authority to comply with State Access Control Security Standard 1.0 which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The Identified Official with Authority will assign job duties and authorize external user's access to MDE secure systems for their local education agency (LEA). The Director recommends the Board authorize Darius Husain to act as the Identified Official with Authority for Face to Face Academy 4036-07.

Upon a motion duly made and seconded, the IOwA was statement was accepted as submitted. Mr. Husain was named the IOwA Authority for Face to Face Academy.

4) Graduation Rate: Results of Using ADM as a Tool

1. The letter that Mr. Husain prepared for the High Quality School Review Team and supplemental materials was discussed and Mr. Husain shared that Face to Face was chosen as a High Quality Charter School. Discussion of this distinction of High Quality award took place. It was found that there was no significant distinction between the categories for “All Students” and “Focus Students” because of the high rate of Academy students who qualify for free/reduced lunch and that even if a student is enrolled for one school day, he or she is considered the Academy’s “drop-out” and counts against the Academy’s graduation rate. If an enrollment of six months was applied to each Academy students’ enrollment, the graduation rate would be adjusted to 72.7%.

5) Update on Face to Face Health and Counseling

In September the Board of Health and Counseling initiated significant structural changes in the Executive Leadership Team included moving Linda Bennett, the former Executive Director to a external donor relations role, Dana Hughes into a development role and their former program manager, Hannah Gatachew-Kreusser, into an interim executive director role. The search process was planned to be 6-12 months but was sped up due to Ms. Bennett announcing retirement and Ms. Hayes and Ann Bryan, longtime finance manager, leaving for employment elsewhere. The new Executive Director was named and Mr. Husain was notified by e-mail of the change. Hannah Getachew-Kreusser was named the formal Executive Director of Face to Face Health and Counseling. Mr. Husain stated “the symbiotic relationship between the school and the health and counseling was discussed between the two directors and the upcoming lease option year.” Mr. Husain was encouraged by the discussion but also summarized significant financial and structural challenges facing Health and Counseling. While not a likely result the Board discussed the possibility of Health and Counseling closing and the impact it might have on the school’s facility needs. Mr. Husain stated that the most likely outcome is a continued strong relationship with Health and Counseling and the continuation of a long-term lease. The Board agreed with his assertion, however, that it would be prudent to explore other possibilities if H & C struggled with solvency.

Questions: What if you bought the building as a collaborative? (Dr. Vue, Health and Counseling and F2F Academy) Answer by Mr. Husain: Rules state as an entity we are not allowed to purchase any property but you can form a building cooperation (explanation of the way charter schools have been able to do it ex: NOVA)

6) Lease Option Year

For 2018-19, Face to Face Academy can execute a lease option year going to accept a lease year. The lease option year calls for a 2% increase from the previous year. In December, Mr. Husain, submitted a letter to Health & Counseling expressing interest in initiated the lease option year. Mr. Husain recommended that the Board approve the lease option year, allowing time for more in-depth negotiations for a longer term lease.

Upon a motion duly made and seconded, the lease option year was accepted as submitted.

7) Policy and By Law Review

As part of the annual Board obligations, policy review was discussed. Many policies have recently been approved or renewed and needed no revision. This included the Fund-balance policy, enrollment and lottery policy (updated as part of the Authorization transfer process last Spring), and service animal policy (created in September 2017). Question regarding the service animal policy and how it was being implemented at the school were discussed.

For more in-depth policy review, Mr. Husain recommended that a sub-committee be created that would report to the full board. Board members discussed the possibility of Tom Kigin, Mike Nord, and Darius Husain form the subcommittee. An agreement was made that the a report would be brought to the March 2018 board meeting.

Upon a motion duly made and seconded, the lottery/enrollment, fund balance, and service animal policies were renewed as submitted.

Upon a second motion duly made and seconded, subcommittee of Tom Kigin, Mike Nord, and Darius Huasin to review remaining policies and the Academy bi-laws was accepted as submitted.

8) Professional Development

Board Members completed a self- assessment tool designed by MACS highlighting a Board's role in oversight of student achievement and goal setting. The results of the survey indicated that Board Members were aware of their role and believed they were well informed regarding the school's goal orientation framework, obligations to the Authorizer involving this framework, and overall student performance

The assessment tool generated conversation and additional questions including:

Questions:

-Are we meeting our goals or do we have to wait for the testing results? Can you report on accountability measures before the end of the year?

Answer by Mr. Husain: Reporting on testing (NWEA) shows how much they have learned throughout the school year. We can also report on graduation rate accountability shows progress towards graduation and attendance rates (earning enough credit to advance to the next grade level).

Discussion on younger students (9th grade) and higher attendance rates

After the discussion, the Board reiterated their firm grasp and understanding of strategies utilized by the school and how the relationship between student performance metric and the authorizer.

9) 2018-2019 School Calendar

2. 170 days
3. Keeps format of contact periods the same
4. Proposal: The 4th of July and New Year's Eve becomes challenging due to middle of the week holiday. Proposal for summer start: July 9th, 2019 (This would have us run every Friday during the summer session- explanation by only one Friday) New year start: January 7th, 2019 (This would have us run one extra from in January) Graduation week would move graduation to Thursdays.

If 2018-2019 calendar is deemed an improvement, it could be replicated in 2019-2020 due to holidays continuing fall in the middle of the week. The calendar was also voted on by staff with unanimous approval.

Upon a motion duly made and seconded, 2018-2019 school calendar was accepted as submitted.

Academy Program

1. Three weeks left of the third quarter
2. Enrollment stands at 86 students and issues have been ironed out with new students. 10 students have been brought in during this semester rather than 20-30 that were brought in last semester. Attendance is high.
3. Students who are graduating in June 2018 are mostly on track. The school anticipates 6-8 students graduates.
4. No reporting on student or staff changes
5. Both buses are being utilized and used on same days. New bus runs smoothly.
6. Next Board meetings are March 26, 2018 and (April 23rd, 2018, proposed date).

Meeting adjourned at 5:38 p.m.

Respectfully Submitted,



Bryan Bakke
Board Secretary