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**Face to Face Academy**

**Board Meeting Notes**

**February 24, 2020**

Attendance included Academy School Board Members Bryan Bakke, Rachael Blawat, Paul Roark, Mike Nord, and Willie Suttle. Also present for the meeting were Darius Husain (*Academy Director,)* and Jennifer Plum (*Assistant to the Board Secretary.*) Absent: Board Members John Vasecka and Guadaupe Lopez.

**1) Review of Agenda and Conflict of Interest Regarding Agenda Items**

**2) Review of Board Minutes from January 27, 2020**

**Upon a motion duly made and seconded, the January 27, 2020 School Board Minutes were accepted as submitted with notations.**

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

1. Financial Statements were received through 1/31/20 for school year 2019/20.
2. Revenue is at 55% received.
3. Expenditures are 59% spent.
4. School year is 58% complete.
5. ADM is on target for 83 students with the PPU at 99.60 with about 87 students enrolled as of today.
6. Reconciled cash balance is indicated on the financial document at $139,755 (not including investments or savings.)
7. Current total state holdback is noted at $81,691.
8. Donations are projected this year at $15K.
9. The Live for Olivia scholarship fund has generated $4,268 in donations this year. Some of this was from Olivia's family fundraising.
10. Kinney Family Foundation donated $20K for the upcoming four school years starting in school year 2019/20.
11. Discussion of State Special Education revenue from areas of state aide, tuition billing of other school districts, and the cross subsidies. Discussion about how the revenue streams affect expenditures and the higher rate of expenditures at this time of the school year (65%.)
12. Purchased Services includes one-time purchases made at the beginning of the school year.
13. Operations are noted at 66% because February rent has already been paid in advance.
14. Review of the food fund (Fund 2) has a several month lag in expenditures and revenue.

Check and credit card statements and the wire transfers were circulated for review.

Questions included:

* Discussion about the charter school fair fee.
* Region V refers to the accounting software.
* Discussion about the quality of Comcast.
* Discussion about the charge to The Future and subsequent credit as seen on statement.

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

**4) 2020/21 School Calendar**

**Upon a motion duly made and seconded, the 2020/21 school calendar was accepted as submitted.**

**5) SY 2019 ADM Appeal**

1. In recap: An email was received in December 2019 from MDE to the Academy about how its ADM was recorded in MARSS in regard to a $5-6K discrepancy. The Academy needed to make a correction to correct the discrepancy that was generated due to a forgiven snow day. The Minnesota Department of Education opened the correction window for the Academy in order to correct the error. It was corrected as requested. When the correction was made, a new error was generated in MARSS which caused a greater change in ADM funding (2.8 ADM.) This error was unknown and was due to the method in which the MARSS software communicated between school year 2018/19 and school year 2019/20. Mr. Husain spoke with MDE about this issue and how to move forward in order to correct the error and the funding discrepancy. MDE said that the next step is to file an appeal explaining the situation in order to recover the ADM. Mr. Husain noted that he is filing an appeal and may need Board support. Mr. Husain has communicated with the authorizer about this issue as well.
2. The appeal letter written by Mr. Husain was circulated for review.
3. A letter of support for the appeal written by Ms. McGraw-Healy was also circulated for review.

**6) Commissioner Visit: Wednesday, July 15th**

1. The State Commissioner of Education has scheduled a visit.
2. Academy staff will prepare the school community for a meaningful visit.

**7) Board Professional Development Advocacy & Charter School Day at the Capital**

1. An article was circulated for review about the future of charter schools and K-12 public education.
2. Discussion included definitions and community perceptions of charter schools.
3. An evidence-based worksheet was circulated for Board members to use to increase their knowledge about public education and specifically charter schools in Minnesota.
4. March 4th is Charter School Day at the Capital and Mr. Husain will attend.

**8) Academy Program Report**

1. A staff member submitted a recent resignation.
2. Mr. Husain is currently interviewing and setting up observations with another candidate.
3. Face to Face Academy has made the list for a High Quality Charter School as designated by the Minnesota Department of Education.
4. Camping trip to Menogyn departed today.
5. There are two weeks left in the quarter.

Meeting adjourned at 5:55 p.m.

Respectfully Submitted,

Bryan Bakke

Board Secretary