****

**Face to Face Academy**

**Board Meeting Notes**

**January 27, 2020**

Attendance included Academy School Board Members Bryan Bakke, John Vasecka, 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 Member Guadaupe Lopez.

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

**2) Review of Board Minutes from November 18, 2019**

**Upon a motion duly made and seconded, the November 18, 2019 School Board Minutes were accepted as submitted with notations.**

**3) Updated Board Information and Documents**

Circulation of Board contact information for any edits and changes.

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

1. Financial Statements were received through 12/31/19 for school year 2019/20.
2. Revenue is at 48% received.
3. Expenditures are 49% spent.
4. School year is 50% 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 $187,412 (not including investments or savings.)
7. Current total state holdback is noted at $70, 337.
8. The Academy moved $50K from the checking account funds into the savings accounts in early October. Board discussion about the best practices in place with the checking and savings accounts and CD investment.
9. Donations are projected this year at $15K.
10. Kinney Family Foundation donated $20K for the upcoming four school years starting in school year 2019/20.
11. The Special Education reimbursement and funding will occur later. The revenue is determined by the child count taken on December 1st.
12. Purchased Services includes one-time purchases made at the beginning of the school year.
13. An increase in expenditures noted in the financial document is in the Special Education Costs and the Operations. Discussion about why this is the case at this time of the school year. Discussion about the ability to apply for cross-subsidies funding based on the December 1st Special Education child count which was over the 30% level this year and is currently at 33% of the student population in the Academy. This additional funding could be anywhere between $15-25K.
14. Review of the food fund (Fund 2) has a several month lag in expenditures and revenue. Board discussion about the ongoing deficit in this fund and the practice of transferring funds from the general fund to cover the deficit.

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

Questions included:

* Discussion about the two check notes to Little Oven. The $600 was a written check that was destroyed and not sent to them. Mr. Husain will follow up with accounting in order to note this correctly.
* Discussion about the unlimited bus cards available for students who maintain good attendance.
* Discussion about the Cub Foods gift cards available for students’ families who recently attended conferences.

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

**5) Budget Revision: SY 2020**

1. The revised budget was circulated for review.
2. Mr. Husain noted that he will most likely prepare another budget revision in late March.
3. Some changes occured in both Special Education revenue and expenditures.
4. Purchased Services are noted higher in expenditures mainly due to increase of technology repairs and improvements.
5. A portion of the designated funds is allocated for the work-based learning license while the remaining costs will be covered through Title IV funding.
6. Discussion about managing the fund balance when it gets over 35%.

**Upon a motion duly made and seconded, the revised budget was accepted as submitted.**

**6) ADM Appeal: SY 2019**

1. 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.
2. The Minnesota Department of Education opened the correction window for the Academy in order to correct the error. It was corrected as requested.
3. When the correction was made, a new error was generated in MARSS which caused a greater change in ADM funding. 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.
4. 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.
5. 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.

**7) Academy Winter Weather Plan (see email to parents)**

1. The email was circulated for review.
2. The state allows five flexible learning school days.
3. The Academy has used only one flexible learning day in SY20 due to heavy snow in November.
4. The written policy has been mailed to parents already and is available on the Plus Portals

website and Face to Face Academy website.

**8) Professional Development: Justice Page’s Proposal for a Constitutional**

**Academy Program Report**

1. Recent reports have indicated that Minnesota has some of the largest achievement gaps in the nation.
2. Justice Page is introducing a Constitutional Amendment to address the gap.
3. Mr. Husain was included in a recent meeting with Justice Page through his association with the MACS Board and was a part of the discussion. Included in the discussion was how each school could be evaluated when using these new parameters to gauge achievement.
4. Mr. Nord asked if Face to Face Academy, with their small student sample, has a racial achievement gap.
5. Mr. Husain reported that the Academy has plenty of data indicating that the school does not have a gap.

**9) Academy Program Report**

1. Ten new students recently enrolled.
2. The school climate is positive.
3. Student issues have been less and the attendance has been up.
4. Staff is currently working with the Center for School Excellence on three initiatives: work-based learning, attendance and retention, and school support programs.
5. The Commissioner of Education has agreed to a visit Face to Face Academy. Mr. Husainis working with her to set a date for the visit.

Meeting adjourned at 5:55 p.m.

Respectfully Submitted,

Bryan Bakke

Board Secretary