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**Face to Face Academy**

**Board Meeting Notes**

**March 26, 2020**

Attendance included Academy School Board Members Bryan Bakke, Paul Roark, Mike Nord, John Vasecka, Guadaupe Lopez, and Willie Suttle. Also present for the meeting were Darius Husain (*Academy Director,)* Jennifer Plum (*Assistant to the Board Secretary,*) and Tom Kigin (*Assistant to the Community Members,)* and Bret Studer (*University of St. Thomas.*) ***This Board Meeting was conducted via Zoom Meeting with all attendees online due to the restrictions in place for COVID-19*.** Absent: Board Member Rachael Blawat.

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

**2) Review of Board Minutes from February 24, 2020**

**Upon a motion duly made and seconded, the February 24, 2020 School Board Minutes were accepted as submitted. Role call indicated approval: Mr. Bakke, Mr. Vaseka, Mr. Suttle, Mr. Roark, and Mr. Nord.**

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

1. Financial Statements were received through 02/29/20 for school year 2019/20.
2. Revenue is at 66% received.
3. Expenditures are 66% spent.
4. School year is 67% complete.
5. ADM is on target for 83 students with the PPU at 99.60 with 87 students enrolled as of today. Enrollment was discussed under the current restrictions in place with COVID-19. Five new students were able to connect with the Academy and enroll with distance learning supports in place.
6. The New Student Informational Meeting will happen via phone and online as well due to COVID-19. If possible, the Academy will try not to admit any new students under the current restrictions in place due to COVID-19.
7. Reconciled cash balance is indicated on the financial document at $129,054 (not including investments or savings.)
8. Current total state holdback is noted at $93,782.
9. The Academy does not anticipate needing to borrow any funds during this current fiscal year.
10. Academy waiting to hear updates about the Title review process of documents under the current restrictions of COVID-19.
11. Donations are projected this year at $15K. Discussion of the current financial restrictions of our donors potentially being affected by COVID-19.
12. The Live for Olivia scholarship fund has generated $4,268 in donations this year. Some of this was generated from Olivia's family fundraising.
13. Kinney Family Foundation donated $20K for the upcoming four school years starting in school year 2019/20.
14. Discussion of State Special Education revenue from areas of state aide, tuition billing of other school districts, and the cross subsidies (not included in this budget yet.) Projected increase of $30K due to increase and high enrollment of Special Education students.
15. Purchased Services includes one-time purchases made at the beginning of the school year.
16. Review of the food fund (Fund 2) and the Academy’s food program in regard to reimbursable items and funding. This budget always requires a transfer from the general fund in order to balance.

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

Questions included:

* “March lease” refers to both the lease and the operating expenses.
* Bethel University payment is for the tuition for the work-based learning program for staff.
* “Unum Life” insurance refers to the purchased life insurance policies for staff.
* “TCF Equipment Finance” is for the bus.

**Upon a motion duly made and seconded, the financial, credit card, check and wire statements were accepted as submitted. Role calls indicated approval: Mr. Bakke, Mr. Vaseka, Mr. Suttle, Mr. Roark, Ms. Lopez, and Mr. Nord.**

**4) Distance Learning Plan and the COVID-19**

1. Discussion of the recent steps taken to develop the Distance Learning Plan, including the staff starting to plan for it on their scheduled break.
2. Staff began meeting this week in the building with established safe distancing, cleaning expectations, copier etiquette, and separate workstations.
3. Discussion of principles and themes for the Academy’s distance learning program.
4. Distance Learning Plan shared and discussed with the student engagement strategies and delivery of instructions highlighted.
5. Discussion of the technology enhancements including a phone service connection to staff personal computers and cell phones. Other enhancements include the addition of apps and other platforms for the teachers and social workers to connect with all students. Paper copies of lessons will be available as well every Monday and Wednesday.
6. Discussion of how students will earn both attendance and credit in classes.
7. Staff have made connections with 80 students and families for the needs assessment as of today.
8. Discussion about the decision to allow students to use the Academy’s Chromebooks. About 45 Chromebooks were released to students. Most students reported their preference for learning over devices instead of paper/pencil. Discussion about the access to the internet for Academy students. There were only a few households that reported poor wifi/internet connection.
9. The social workers and Special Education teachers will be reaching out to each student for daily check-ins.
10. Discussion about the delivery of food to families.
11. Discussion of the service minutes requirements for Special Education students and the potential creation of an online experience that mimics a “resource room” experience.
12. Discussion of how to put some fun and creative elements into the distance learning experience like yoga/meditation, music lessons, gardening, and creative expression.

**Upon a motion duly made and seconded, the Academy’s Distance Learning Plan was accepted as submitted. Role calls indicated approval: Mr. Bakke, Mr. Vaseka, Mr. Suttle, Mr. Roark, Ms. Lopez, and Mr. Nord.**

**5) Budget Implications of Distance Learning Plan**

1. Discussion about how COVID-19 and the Distance Learning Plan will affect the funding. For example, some of the Chromebooks that were loaned to families may not be returned.
2. Board discussed using the surplus, if needed, to make sure Academy families have basic needs met.

**6) Academy Program Report**

1. Much of the current Academy report was discussed in the Distance Learning Plan.
2. Discussion about the Governor’s memo on the school closings and the distance learning expectations.
3. Discussion about the school calendar and how it matches with the Governor’s executive order.
4. The executive order to stay-at-home does not include school staff; however, Academy staff will continue to serve food while most staff will be working at home remotely.
5. Federal government has allowed states to apply for waiver to release standardized testing for accountability measures. Minnesota is applying for this waiver that would essentially cancel MCA tests.
6. The Academy has less than 40 school days to fulfill.
7. Discussion how families, especially families of color, may be profiled in the community during the stay-at-home executive order. Academy staff can deliver food to families as one method to address any concerns in our school community. Discussion of how to communicate information to families so that they can have this document on their phones to indicate their travel is for lunches from their school.

Meeting adjourned at 5:55 p.m.

Respectfully Submitted,

Bryan Bakke

Board Secretary