****

**Face to Face Academy**

**Board Meeting Notes**

**April 20, 2020**

Attendance included Academy School Board Members Bryan Bakke, Paul Roark, Mike Nord, John Vasecka, Rachael Blawat, 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.)* ***This Board Meeting was conducted via Zoom Meeting with all attendees online due to the restrictions in place for COVID-19*.** Absent: Board Member Guadalupe Lopez.

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

**2) Review of Board Minutes from March 26, 2020**

**Upon a motion duly made and seconded, the March 26, 2020 School Board Minutes were accepted as submitted. Role call indicated approval: Ms. Blawat, 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 03/31/20 for school year 2019/20.
2. Revenue is at 74% received.
3. Expenditures are 74% spent.
4. School year is 75% complete.
5. ADM is on target for 83 students with the PPU at 99.60 with 92 students currently enrolled. The increase of the enrollment follows the Commissioner’s guidance to include former students who fell off the Academy’s enrollment and any students awaiting to enroll so that every student had the potential to connect to an academic community during this time. Discussion included how the increase in ADM would affect SY20 budget with the $15-20K increase of anticipated revenue from enrollment.
6. Reconciled cash balance is indicated on the financial document at $160,500 (not including investments or savings.)
7. Current total state holdback is noted at $105, 505.
8. The Academy does not anticipate needing to borrow any funds during this current fiscal year.
9. The Academy continues to pay all contracted staff and hourly employees as before COVID-19.
10. Federal funding is being received.
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. Discussion about how an increase of breakfast and lunches are being distributed to students/families. These expenditures have increased during this time. The state has stated that they are planning on reimbursing all meals given to families during COVID-10 mainly due to the fact that all meals are pre-packaged and fully reimbursable.

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

Questions and Discussion Points included:

* “April Rent and Lease Operating” has already been paid.
* Board requested a review of all of the employee benefits.
* Payment for music class was reviewed along with the other contractual afternoon staff who provide programming.

**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. Vasecka, Mr. Suttle, Ms. Blawat, Mr. Roark, and Mr. Nord.**

**4) First Look at SY: 2021 Budget**

1. Two budgets were circulated for review.
2. Discussion about the use of the Academy’s fund balance and its purpose in this economy.
3. Discussion about how the state instituted a 40% hold-back during the last recession.
4. The lease and operating expenses have no changes. It is a 3-year lease.
5. Mr. Husain recommends reviewing the budget again in May due to frequent changes due to COVID-19.
6. Conservative budget highlights:

* A projection of 83 students for enrollment . This reflects the potential conflict of trying to enroll new students during COVID-19. (The New Student Informational Meeting can continue to happen via phone and online.)
* An assumption that the state increase per pupil will not be provided.
* Discussion about the one-time cut that was experienced from the Kinney Family Foundation from $20 to $15K during the previous recession.
* Other fundraising and donations are anticipated to be lower.
* This budget does not include a staff raise; however, the Academy is committed to covering some of the cost of health benefits so that staff experience a similar paycheck.
* The designated funds would be allocating to $10K for Chromebook replacement. Almost all of the Academy Chromebooks have been given to students so that they can complete their distance learning (There may be the need to purchase 50 Chromebooks for SY20 and SY21.
* An assumption that the state doesn’t reduce the per pupil funding.

1. The other budget includes:

* Enrollment increases to 84 students.
* A salary increase of 2.5%.
* An increase of 3% of all other expenditures.
* An assumption that the state includes its increase of per pupil funding.
* An assumption that donations and fundraising would remain in place.
* Most revenue and expenditures would remain similar to SY20 with a surplus.

**5) Report on Distance Learning Plan/ COVID-19/ Calendar Implications**

1. Staff met for one week in the building with established safe distancing, cleaning expectations, copier etiquette, and separate workstations. Staff created a four-week distance learning program based on the Governor’s order.
2. Report on the distance learning program including the tools of how to track attendance and engagement, grades, and credit projections.
3. Staff are continuing to meet for 45 minutes every day via Zoom at the start of each school day.
4. Every student receives at least one phone call from a staff person every day. Some students receive/request several calls each day.
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.

1. Discussion of how students earn both attendance and credit in classes.
2. Paper copies of lessons are available every Monday and Wednesday.
3. Discussion about the delivery of food to families.
4. Discussion of the service minutes requirements for Special Education students and the potential creation of an online experience that mimics a “resource room” experience.
5. Discussion of the Google Classroom experience, Community Group, and social events to build community and engagement.
6. Discussion of the experiences for some students and how this method may help enhance their education in the future.
7. Staff continue to generate a list of students each day who have not been able to make a connection with a staff person.
8. The week of April 27-May 1, which was a designated as a vacation, staff have agreed to continue the distance learning program to promote engagement and consistency. The staff will release an experience for those students who have earn full credit so they can use this time to continue learning. For those who are not maintaining progress, the staff will be making interventions and targeting students to help improve engagement and credits.
9. Discussion of how staff are holding up through distance learning. Mr. Nord volunteered to provide some support so that staff are using ergonomic workstations at home.
10. Discussion of how the Special Education teachers and students are able to work together and some of the frustrations during distance learning.
11. Discussion about how the senior class is progressing and how graduation can be experienced. There are 8-10 seniors projected to graduate in June.

**6) Professional Development: COVID-19 Resources and MDE Guidelines**

This was postponed.

**7) Academy Report**

1. Discussion of putting the staff evaluations on the May Board agenda and begin collecting data from the team in early May. Mr. Bakke agreed to begin to start the process.
2. The sub-committee of the Board plans to evaluate Mr. Husain in late May.
3. The summary of the Academy program was highlighted in the distance learning review.

Meeting adjourned at 5:55 p.m.

Respectfully Submitted,

Bryan Bakke

Board Secretary