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**Face to Face Academy**

**Board Meeting Notes**

**June 29, 2020**

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

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

1. Mr. Husain noted that he is the current Chair of the Minnesota Association of Charter Schools (MACS.)
2. The review of the renewal with MACS is on the agenda.

**2) Review of Board Minutes from May 6, 2020 / Academy Special Board Meeting**

**Upon a motion duly made and seconded, the May 6, 2020 Academy Special School Board Minutes were accepted as submitted.**

**Review of Board Minutes from May 18, 2020 / Academy Board Meeting**

**Upon a motion duly made and seconded, the May 18, 2020 School Board Minutes were accepted as submitted.**

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

1. Financial Statements were received through 05/31/20 for school year 2019/20.
2. Revenue is at 90% received.
3. Expenditures are 90% spent.
4. School year is 92% complete.
5. This month’s spending was slightly higher than usual due to the increase in additional purchases and costs due to the distance learning program and COVID-19. Some of the increase in supplies will be covered through the Kinney Family Foundation. For example, 35 additional Chromebooks have been purchased in order to provide instruction.
6. The Q Comp Incentive Pay was paid out to staff members.
7. The Payroll Protection Program (*PPP) l*oan of $165,000 has been received and has been deposited into the Academy’s main checking account. The Academy’s savings account is now higher due to the FDIC regulations for the checking account limit.
8. ADM is on target for 83 students with the PPU at 99.60 with 93 students currently enrolled. Mr. Husain is predicting a year-end ADM of 84 students.
9. Reconciled cash balance is indicated on the financial document at $185,013.
10. Current total state holdback is noted at $128,372. Payments are usually received in August and September.
11. Projected shortage of donations for school year 2019/20. Donations have been discussed and promised for the school year 2020/21.
12. Discussion of State Special Education revenue from areas of state aide, tuition billing of other school districts, and the cross subsidies. Projected increase in funding due to the high enrollment of Special Education students and the higher percentage of the overall student enrollment.
13. June rent and lease operating expenses were already paid.
14. Purchased Services are higher due to the supplies needed for COVID-19 and technology for having students on campus and active in distance learning. Many items needed to be ordered in May and June to prepare for a return of students in July.
15. Yearly cost of the Authorizer fee was also paid.
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 for it 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 meals given to families during COVID-10 regardless of family income levels. There are as many as 40-45 breakfast and lunches being provided each day to Academy students. Food was delivered to some homes while most families were able to pick up their food on campus.

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

Questions and Discussion Points included:

* The credit card statements were shared through June 8, 2020 online for Board members to review.
* Graduation Source refers to the gowns, caps, and tassels that were delivered.
* Omni card refers to the gift cards and food certificates that were delivered to students and families for the virtual family event and student prizes.
* 20 Chromebooks were purchased and set up for students.

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

**4) MACS Membership Discussion**

1. Documents about MACS and the upcoming membership fees were circulated for review and discussion.
2. Mr. Husain shared his experience of the increase in the involvement of other charter schools directors in MACS Zoom calls during the distance learning period.
3. MACS will continue its involvement at the legislative level advocating for charter schools.
4. The membership fees continue to be lowered as there are more charter schools that enroll.

**Upon a motion duly made and seconded, the renewal for the MACS membership was accepted as submitted. Role call indicating approval: Mr. Bakke, Mr. Vasecka, Ms. Blawat, Mr. Roark, and Mr. Nord.**

**5) Report on Summer Session, Calendar Implications, and Preparing the Building for Students to Return**

1. Documents were circulated for review and discussion highlighting the phased approach for returning students to campus.
2. Decisions on the hybrid approach were based on good health practices.
3. Academy staff recognized that educational and social needs of students could be better served with some community contact on campus.
4. The summer session will allow staff to examine how behaviors need to be shaped in regard to COVID-19.
5. The Minnesota Department of Education has asked all schools to prepare a 3-phased approach to education which includes full distance learning, full on campus participation, or a hybrid of in class instruction with a distance learning component.
6. Summer programming anticipates 20 students on campus per day.
7. Programming will include safe hygiene, COVID-19 screening, social distancing, and groups no larger than ten people.
8. Discussion of schedules and what a student will experience with 25% of education time on campus, and 75% of education time on distance learning.
9. Instruction will include three classes for two weeks with one pod of teachers with a switch after two weeks with one week for make-up or additional extra credit opportunity.
10. Discussion of Academy expectation that both staff and students and visitors wear a face mask. Mask breaks will be embedded into the daily schedule when breaks can be taken outside.
11. Discussion of safety issues on campus with a smaller staff; however, the students expected on campus will also be smaller each day. There are staff members who will be stationed downstairs and outside at all times for supervisory duties.
12. Discussion of how to maintain programming if there are positive cases of COVID-19 and the role of the Minnesota Department of Health and Education in decision making. Academy will be equipped to phase programming into full distance learning if required.
13. Discussion about if a staff is quarantined, but not ill. Can the staff person still maintain teaching duties online?
14. The calendar has been altered to accommodate the hybrid model with four weeks of instruction and one week of make-up and/or extra credit opportunities.

**Upon a motion duly made and seconded, the edited 2020/21 School Year Calendar was accepted as submitted. Role call indicating approval: Mr. Bakke, Mr. Vasecka, Ms. Blawat, Mr. Roark, and Mr. Nord.**

**6) Budget Implications for COVID-19 Preparations**

1. Spreadsheet of expenses was shared with Board Members to inform discussion.
2. Outdoor classroom expenses were discussed.
3. Cameras and electrical needs were installed in the hallways for additional supervision.
4. Student desks are all-weather for outdoor use with multiple seating options.
5. Wifi was updated and expanded to the outdoor space.
6. Additional Chromebooks were purchased for students
7. School supplies were purchased for personal student use.
8. The basement staff bathroom is also being built for the Academy and eliminates access for public use.
9. Discussion of the $20K air quality services being provided by the architecture company *HGA*. Half of the cost is being covered by a donation by *HGA*. The landlord has agreed to cover $2K of the cost.
10. Additional costs were incurred for additional staff work days.
11. The funding from the *PPP* loan for staff salaries and rent will help offset some of these additional COVID-19 related costs.
12. Discussion of how the expenditures and revenue will be noted between the two school years of 2020 and 2021.
13. The Board should expect a budget revision in September.

**7) COVID-19 Leave Policy: Initial Discussion**

1. The Board should expect a draft in the July meeting to review with additional guidance being available by then from the Minnesota Department of Education.
2. Discussion of working expectations both on campus and online and how it connects to paid time off, worker’s compensation, and short-term disability.
3. Staff shared comments about their excitement to see students on campus while still sorting out feelings about the increase of the potential exposure to COVID-19 while being in community. Teachers want to support students to be successful while preparing for the potential of exposure to the virus.

**8) 2020/21 Proposed Board Calendar**

1. Calendar of dates will be circulated to review.
2. July and August will most likely require a meeting.

**9) Academy Program Report**

1. Academy activities were discussed throughout today’s meeting.
2. June graduation video available on youtube.
3. Compliments were shared about the Academy’s planning and commitment to its students.

Meeting adjourned at 6:05 p.m.

Respectfully Submitted,

Bryan Bakke

Board Secretary