****

**Face to Face Academy**

**Board Meeting Notes**

**May 18, 2020**

Attendance included Academy School Board Members Bryan Bakke, Paul Roark, Mike Nord, John Vasecka, 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 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 Rachael Blawat and Guadalupe Lopez.

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

* Mr. Husain and Ms. Plum will exit the (Zoom) Board Meeting during their performance reviews.
* The Academy Report will be combined with the Distance Learning update.

**2) Review of Board Minutes from April 20, 2020**

**Upon a motion duly made and seconded, the April 20, 2020 School Board Minutes were accepted as submitted with edits noted. Role call indicating approval: Mr. Bakke, Mr. Vasecka, 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 04/30/20 for school year 2019/20.
2. Revenue is at 81% received.
3. Expenditures are 82% spent.
4. School year is 83% 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. 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 Payroll Protection Program (*PPP) l*oan of $165,000 has been received and is not noted on this budget report.
7. ADM is on target for 83 students with the PPU at 99.60 with 92 students currently enrolled.
8. Reconciled cash balance is indicated on the financial document at $145,998 (not including investments or savings.) Representing 81% of the budget are the total revenues of $1,250,278.
9. Current total state holdback is noted at $116,702..
10. The Academy continues to pay all contracted staff and hourly employees who were employed before COVID-19.
11. Federal funding is being received.
12. Discussion of the current financial restrictions of the Academy’s past donors potentially being affected by COVID-19.
13. The Live for Olivia scholarship fund has generated $4,268 in donations this year. Most of this was generated from Olivia's family fundraising.
14. Kinney Family Foundation donated $20K for the upcoming four school years starting in school year 2019/20.
15. Discussion of State Special Education revenue from areas of state aide, tuition billing of other school districts, and the cross subsidies. Projected increase of $30K due to increase and high enrollment of Special Education students and the higher percentage of the overall enrollment. There is an expected 90% reimbursement for the Special Education expenditures.
16. May rent and lease operating expenses were already paid.
17. Purchased Services include one-time purchases made at the beginning of the school year.
18. Q Comp performance pay and any pay-outs for unused PTO for staff is paid out at the end of the school year.
19. Yearly cost of the Authorizer fee was also paid.
20. 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 45 breakfast and lunches being provided each day to Academy students. Meals are provided to Academy students twice a week on campus, or staff members are delivering meals directly to households.

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

Questions and Discussion Points included:

* Deici offered free consulting services on the *PPP* loan as a courtesy to their contracted charter schools.
* There was a reduced fee for the professional development the Academy social workers recently completed.
* Kahoot and other online games were purchased in order to run through the Zoom meetings with students and families during social programming.
* Domino’s was delivered to families who participated in the online Family Event.

**Upon a motion duly made and seconded, the financial, credit card, check and wire statements were accepted as submitted. Role call indicating approval: Mr. Bakke, Mr. Vasecka, Mr. Suttle, Mr. Roark, and Mr. Nord.**

**4) *PPP* Update**

1. The document *PPP Loan Update & Guidance from SBA* was circulated for review and discussion.
2. Discussion of the recent updates of the *PPP* loan and how they may connect or relate to the Academy.
3. Discussion of the possible *PPP* loan forgiveness.
4. Discussion of the National Association of Charter Schools’ involvement in the *PPP* loan process.
5. The Academy has already received the *PPP* loan and it is currently kept in a separate account due to FDIC limitations. Board discussion about how to manage the mechanics of this funding. Mr. Husian will be discussing with Mr. Aliperto at Deici about best practice.

**5) SY 2021 Budget**

1. Three different budgets were circulated for review and discussion.
2. A “worst-case” scenario budget was circulated for review.

* Enrollment of 78 students.
* Assumes a state cut of per pupil funding by 2-3%.
* Assumes less donations.
* Assumes increase in $20K in Title I funding.
* Assumes increase in equipment purchases for technology, outdoor space, the shared campus bathroom construction, and other protocols related to the needs to manage issues created by COVID-19.

1. A “flat state aide” budget

* Enrollment of 83 students.
* Assumes no increase in per pupil funding from the state.
* Assumes no increase to staff salaries, but includes Academy covering the increases in health coverage.
* Assumes building and programming improvements due to COVID-19.
* Assumes adjusting salaries retroactively at any point during the school year as more information from the state becomes clear.
* Projects a small surplus.

1. The “original” budget (pre-COVID) includes:

* Enrollment of 84 students.
* Assumes a salary increase of 2.5%.
* Assumes an increase of 3% of all other expenditures.
* Assumes that the state supports its 2% increase of per pupil funding.
* Assumes that donations and fundraising would remain in place.
* Most revenue and expenditures would remain similar to SY20, including a surplus.

**Upon a motion duly made and seconded, the “flat state aide” budget was accepted as submitted. Role call indicating approval: Mr. Bakke, Mr. Vasecka, Mr. Suttle, Mr. Roark, and Mr. Nord.**

**6) Report on Distance Learning Plan/ COVID-19/ Calendar Implications/ and Planning for the Summer/Fall Sessions**

1. Statistics were discussed about how the students performed during the first five weeks of distance learning.
2. Discussion of the tools used to track attendance and engagement, grades, and credit projections. Staff are continuing to meet for 45 minutes everyday via Zoom at the start of each school day.
3. Every student receives at least one phone call from a staff person every day. Some students receive/request several calls each day. Service minutes requirements for Special Education students are also being met through these phone call and/or Zoom meetings.
4. Discussion of the State’s summer programming approved options for distance learning or a hybrid model which allows hosting students on campus with a distance learning component. A hybrid model includes the requirement to maintain a social distance and to keep all groups of people in numbers of ten or less.
5. Academy staff will begin discussions about a potential hybrid experience that could start in July.
6. Discussion about how Academy families would be offered the option to attend on campus activities.
7. Any on campus activities have guidelines that include contacting the Minnesota Department of Health if there is a positive case of COVID-19. If that happens, the Department of Health has established protocols for any school with positive cases.
8. Discussion of how to have people on campus and the proper use of bathrooms during COVID-19.
9. Discussion about the senior class and graduation. There are seven seniors projected to graduate on June 3rd. These graduates would be invited back to attend a future Academy graduation as special honorees when it is legally and safely allowed.

**7) Executive Director Review**

1. Board discussed the evaluation of the Executive Director position.
2. Scores from the staff evaluations were presented.
3. The interview process was discussed and a summary was circulated for discussion.
4. A recommendation of 100% rating was given.

**Upon a motion duly made and seconded, the recommendation of the Executive Director Committee was accepted as submitted. Role call indicating approval: Mr. Bakke, Mr. Vasecka, Mr. Suttle, Mr. Roark, and Mr. Nord.**

**8) Recommendation on Academic Director’s Q Comp Performance Incentive**

Mr. Bakke made the recommendation for Jennifer Plum to receive full compensation of the Academic Director Q-Comp Performance Incentive.

**Upon a motion duly made and seconded, the recommendation of the Academic Director Q-Comp Performance committee was accepted as submitted. Role call indicating approval: Mr. Bakke, Mr. Vasecka, Mr. Suttle, Mr. Roark, and Mr. Nord.**

Meeting adjourned at 6:02 p.m.

Respectfully Submitted,

Bryan Bakke

Board Secretary