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**Face to Face Academy**

**Board Meeting Notes**

**July 27, 2020**

Attendance included Academy School Board Members Bryan Bakke, Paul Roark, Mike Nord, John Vasecka, Willie Suttle, and Rachael Blawat. Also present for the meeting were Darius Husain (*Academy Director,)* and Jennifer Plum (*Assistant to the Board Secretary.*) Guest included Molly McGraw Healy (*UST Authorizer*)***This Board Meeting was conducted via Zoom Meeting with all attendees online due to the restrictions in place for COVID-19*.** Absent: Board Members Guadalupe Lopez.

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

**2) Review of Board Minutes from June 29, 2020 / Academy Special Board Meeting**

**Upon a motion duly made and seconded, the June 29, 2020 Academy 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 06/30/20 for school year 2019/20.
2. An audit will be conducted with final year-end finances.
3. A surplus of $6K is projected.
4. Revenue is at 100% received.
5. Expenditures are 100% spent.
6. School year is 100% complete.
7. 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.
8. Reconciled cash balance is indicated on the financial document at $162,129.
9. Current total state holdback is noted at $$140,293. Payments are usually received in August and September.
10. Projected shortage of donations for school year 2019/20. Donations have been discussed and promised for the school year 2020/21.
11. 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. Financial Statement assumes 92% reimbursement of Special Education costs.

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

Questions and Discussion Points included:

* The awning and electricity for the outdoor classroom has been paid.
* Amazon bills over $400 were itemized.

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

**4) Update to Summer Session and Students Returning to Building**

1. Mr. Husain shared the Protocols for Summer 2020: Hybrid Phase 1.
2. Discussion of the current hybrid model offering students on campus instruction one day a week and distance learning for the remainder of the school week.
3. Academy staff are separated into two teams and students are separated into four groups.
4. The summer session has allowed staff to examine student behaviors and how to shape interactions in regard to COVID-19.
5. Current school day involves a health screening of every student with every staff member and students wearing masks.
6. Students and staff start the school day outside in the new outdoor classroom space while students are organized into smaller pods. A maximum of people in a pod is nine which includes seven students and up to two teachers.
7. Social distancing is maintained throughout the school day. There are markers on the floor six feet apart throughout the building.
8. Students participate in three classes and Community Group each day.
9. Staff are using larger classrooms and the outdoor classroom space (weather permitting.)
10. Protocols include a beginning, middle, and end of school day set up and cleaning/sanitizing expectations.
11. School day schedule was shared including discussion of breaks, use of outside space, and how breakfast and lunch are served.
12. Explanation of the electrician and how all work in outside classrooms was completed with city permits and completed up to code.
13. Discussion of the sandwiches served for lunch and the potential plan for lunch in the future.
14. Discussion of coaching the students on how to wear the masks and face coverings properly.
15. Students also have all their own supplies, hand sanitizer, and binders. Students also use the bathroom one at a time.
16. Each student has a Chromebook to use both on campus and at home. Additional Chromebooks were purchased for each classroom in case a student forgets his or her device. Paper copies are available for each student as well.
17. Students are having more success with the hybrid model than the 100% distance learning.
18. Five students have elected to maintain their programming through distance learning.
19. Google Meets with teachers are required for students who are absent, on COVID protocol, or chose to participate in distance learning only.
20. Both staff and students have been excluded from on campus participation using the Minnesota Department of Health’s decision chart for COVID protocol.
21. Three staff members and 10-12 students have been placed into COVID protocol; however, none tested positive for the virus. The COVID protocol asks for individuals to stay home 10-14 days, even without a positive test.
22. Mr. Husain will send photos to Board Members of the outdoor space and the classrooms.
23. Mr. Roark reported that students are agreeable to wearing masks.
24. Mr. Bakke reported that students are benefiting from the one day with their classroom teachers.
25. Mr. Vasecka reported that parents are also pleased with the hybrid model both with classroom time with teachers and the online programming.
26. Mr. Husain reported that the hybrid attendance of in-person is mirroring pre-COVID attendance.
27. Staff reported that the students are in small groups and not presenting any behavior issues.

**5) Planning for Fall 2020. Preliminary Community Survey results and Hybrid (Phase 2) Model**

1. Documents were circulated for review and discussion highlighting the phased approach for returning students to campus in the next phase of Hybrid Learning which includes 2 days of on-campus instruction.
2. Mr. Husain presented the survey results discussing the three options of instruction- all in person, all distance learning, or a hybrid approach.
3. Summer programming anticipates 20 students on campus per day while the next phase would include a maximum of 40 students on campus at one time with an increase to four pods from three.
4. Programming will include safe hygiene, face coverings, COVID-19 screening, social distancing, use of the outdoor space, and pods no larger than ten people.
5. Instruction would include four classes. Potential class schedules were shared.
6. Brief review of the work needed in order to enter Hybrid Phase 2. This phase maintains all the safety measures currently in place for the summer session.
7. Brief discussion of what the Governor may ask for schools in the fall. Announcement expected this week on July 30th.
8. Discussion of moving forward to Hybrid Phase 2 and how staff feel about having more contact with students. Staff on Board report feeling comfortable with the hybrid model and the safety of it.
9. Discussion of expanding the outdoor space.
10. Hybrid model is designed to function for five weeks and then re-evaluated.

**Upon a motion duly made and seconded, the recommendation for the Hybrid Phase 2 learning model was accepted as submitted. Role call approval for this motion includes Mr. Nord, Mr. Vasecka, Mr. Roark, Mr. Bakke, Mr. Suttle, and Ms. Blawat.**

**6) Budget Implications for COVID-19 Preparations & HGA Discussion**

1. Documents were shared highlighting the expenses that are related to the price of COVID-19.
2. The HGA proposal was also shared and discussed. Mr. Suttle shared his thoughts about each task and who is best suited to accomplish each task.
3. Discussion of what role the landlord plays in improving the air quality of the classrooms.
4. Discussion of potential other expenses including preparing the other classrooms for students and food preparation supplies.
5. Discussion of the potential use of portable filtration units.
6. Accepting the HGA proposal is predicated on the landlord fixing the HVAC system to the Academy classroom.

**Upon a motion duly made and seconded, the proposal from HGA was accepted as submitted. Role call approval for this motion includes Mr. Nord, Mr. Vasecka, Mr. Roark, Mr. Bakke, Mr. Suttle, and Ms. Blawat.**

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

1. A Leave Policy highlighting COVID-19 illness, PTO, and staffing plan was shared for discussion.
2. Proposed Leave Policy is based on the Minnesota Department of Health’s decision tree of exclusion to the community due to COVID-19.
3. Policy redefines the availability to honor all paid time off requests.
4. Discussion of working expectations both on campus and online and during a hold-out due to COVID protocol.

**Upon a motion duly made and seconded, the Leave Policy was accepted as submitted. Role call approval for this motion includes Mr. Nord, Mr. Vasecka, Mr. Roark, Mr. Bakke, Mr. Suttle, and Ms. Blawat.**

**8) Academy Program Report**

1. Compliments were shared about the Academy’s planning and commitment to its students.
2. Academy currently has an enrollment of 91 students. This is the highest enrollment and works well during the Hybrid Model.
3. Future Board Meeting should revisit staff raises for school year 2020/21.

Meeting adjourned at 6:30 p.m.

Respectfully Submitted,

Bryan Bakke

Board Secretary