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**Face to Face Academy**

**Board Meeting Notes**

**November 16, 2020**

Attendance included Academy School Board Members Bryan Bakke, Arin Hooker, Mike Nord, John Vasecka, Paul Roark, Willie Suttle, and Rachael Blawat. Also present for the meeting were Darius Husain (*Academy Director,)*  Jennifer Plum (*Assistant to the Board Secretary,*) andTom Kigin (*Advisor to the Board members.)* Guests included Joe Aliperto (*Dieci)* and Ms. Molly McGraw Healy *(UST.)* ***This Board Meeting was conducted via Zoom Meeting with all attendees online due to the restrictions in place for COVID-19*.**

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

None were noted.

**2) Review of Board Minutes from October 19, 2020**

**Upon a motion duly made and seconded, the October 19, 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 10/31/20 for school year 2020/21 and shared for the Board to review.
2. Revenue is at 32% received.
3. Expenditures are 34% spent.
4. School year is 33% complete.
5. ADM is on target for 85 students. Mr. Husain is predicting an ADM closer to 95. The higher enrollment is a possibility only during a hybrid model.
6. Reconciled cash balance is indicated on the financial document at is $226,196.
7. Current total state holdback is noted at approximately $48,359 which is 10%.
8. Lease aid application has been submitted and a few remaining items need to be included for MDE’s final review.
9. COVID-related funds were spent on purchasing 125 Chromebooks for each student to use off campus or to access when a student is on campus and did not bring his or her device. Other expenses include the items purchased to build the outdoor classroom.
10. A review of the Kinney Family Foundation and the Joy Foundation’s donations.
11. Along with the Chromebooks, every student was provided with school supplies, unlimited masks, and sanitizer. New individual desks for the classroom were purchased to maintain appropriate social distance in the classroom.
12. Per pupil aide and Special Education provide the largest funding sources to the Academy. A high overall student enrollment with 30% of the population requiring Special Education also reflects this higher source of revenue.
13. The Amazon purchases were shown to the Board members directly from the account.
14. The food service will provide bulk items for school lunches and breakfasts and can be delivered to student homes.
15. Board discussion about what are the limits for enrollment during the hybrid and distance-only models. An enrollment of 100 students is the highest in the history of the school.

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

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

**4) PPP Loan Forgiveness Process and Discussion**

1. Board discussion about the options regarding the PPP loan.
2. The expenditures related to COVID-19 for distance learning and the return to school for hybrid learning are $114,000.
3. Many charter schools and other non-profits have applied for full forgiveness.
4. Mr. Aliperto noted that the Academy has documented increase in expenditures and will most likely have increased expenditures that could exist in the future throughout the pandemic.
5. Mr. Aliperto noted that the Academy and Mr. Husain went above and beyond to evaluate the qualifications of the PPP loan and the original application. Also, the Academy did not apply for the loan until the second round.
6. Many high schools in the Twin Cities are currently not open for in-building instruction and the Academy has put this funding into staying open and has stayed open for on-campus instruction for 70 school days.
7. Mr. Aliperto noted that the forgiveness process can be quick as soon as the banks are ready to begin the loan forgiveness. Mr. Aliperto has contacted the bank for a potential date to start the forgiveness process.
8. The Board recognized the dedicated work from Mr. Aliperto with the PPP loan process.

**Upon a motion duly made and seconded, the process to begin the PPP loan forgiveness was accepted as submitted. Roll Call approval indicated by: Mr. Nord, Mr. Bakke, Mr. Roark, Ms. Blawat, Mr. Suttle, Ms. Hooker, and Mr. Vasecka.**

**5) Elevated COVID-19 Case Rate & Move to Distance-Only**

1. The current case counts in Ramsey County were shared with the upcoming case count projections for the Board discussion.
2. Academy staff had a team discussion on their recent vacation to re-evaluate running the hybrid model after Thanksgiving with the higher and ever-increasing case counts.
3. The Academy has also had its first confirmed COVID case since the last time the Board met for the special session. The student was not on campus during contagion.
4. Getting tested for COVID-19 is a discussion that a student or staff member has with a healthcare provider.
5. Teachers on the Board shared their comments about opening this week and preparing to switch to distance-learning. Teachers recognized the value of meeting with students on campus before what can feel like an “abrupt” change to distance-only.
6. All Academy staff members can access one free saliva-based test provided by the State.
7. Proposed adoption to the schedule starts distance-only on Monday, November 30th for the last three weeks of the contact period before breaking for the winter holiday break.
8. Food service, paper copies and daily phone calls will continue during distance-only instruction.

**6) Academy Program Report**

1. Academy projecting 8-9 students for graduation during this first semester of 2020/21 which represents the typical progression pre-COVID.
2. Plans to create another graduation tribute video are anticipated.
3. Once a student has completed his or her credits, staff has been able to take pictures in the outdoor space with a few family members while presenting a diploma.
4. Ms. McGraw Healy commented on the flexibility and innovation of the Academy staff with its hybrid and distance learning programs.

Meeting adjourned at 5:35 p.m.

Respectfully Submitted,

Bryan Bakke

Board Secretary