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**Face to Face Academy**

**Board Meeting Notes**

**August 24, 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.*) ***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 July 27, 2020**

**Upon a motion duly made and seconded, the July 27, 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 07/31/20 for school year 2020/21.
2. An audit will be conducted with final year-end finances.
3. A surplus of $6K is projected.
4. Revenue is at 9% received.
5. Expenditures are 7% spent.
6. As a note on the expenditures, the HGA bill has not been paid for the air quality improvement.
7. School year is 8% complete.
8. ADM is on target for 83 students with the PPU at 99.60 students. Mr. Husain is predicting an ADM closer to 90 students or more.
9. Reconciled cash balance is indicated on the financial document at $127,819.
10. The September Board meeting will include a review of the budget with an examination of staff salaries in comparison to the PPE loan, the state increase of 2% in per pupil funding, and the higher Academy enrollment.
11. Current total state holdback is noted at $12,270. Payments are usually received in August and September for last school year.
12. Board discussion about overall financial health included preparedness to any potential state funding changes, running programming at a higher ADM, and any changes to the PPE loan.
13. Federal funding now includes the CARES Act Aid of $30K to cover COVID-19 related expenses.
14. E-Rate expenses covered technological improvements.
15. Kinney Family grant was received in August 2020.
16. Donations have been discussed and promised for the school year 2020/21.
17. The Special Education Director has continued to meet with staff remotely and the budget reflects the initial $5K for her services.
18. Not all of the COVID-19 related expenses are on the current financial statements.

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

Questions and Discussion Points included:

* Many of the credit card expenses incurred before on-campus instruction.
* Monthly fee for the website covered four months of services.
* Omni cards refers to the gift and gas cards for students & families.
* Uber charge is for Special Education student who qualifies for transportation.

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

**4) Lease Aid: Certification Form Part 3**

1. Document was reviewed and discussed.
2. Board Members were asked to complete and sign the form and return to Mr. Husain.

**5) EFT/Account Signature Statement**

The depository designation and electronic funds transfer document was shared and discussed.

**Upon a motion duly made and seconded, the depository designation of Western Bank for Face to Face Academy was accepted as submitted.**

**Upon a motion duly made and seconded, Mr. Husain’s authority to make electronic funds transfer was accepted as submitted.**

**6) COVID-19 Illness Policy & Family First Coronavirus Response Act**

1. A Leave Policy highlighting COVID-19 illness, PTO, and a staffing plan was shared for discussion.
2. Policy redefines the availability to honor paid time off requests and discusses the options for prolonged absences due to COVID-19.
3. Discussion of working expectations both on campus and online and during a hold-out due to the COVID-19 protocol using the Minnesota Department of Health’s decision tree.
4. The federal law Families First Coronavirus Act (FFCRA or ACT) was reviewed and discussed. (The FFCRA has a year-end date of December 31, 2020.)
5. Board discussion of the personal illness policy involving staff being absent more than two weeks (up to 80 hours.) Discussion included the difference between working from home successfully and not being able to work from home due to the health impact from COVID-19.
6. Board discussion about short and long term disability in connection to COVID-19.
7. Board agreed to revisit this discussion in the September meeting.

**Upon a motion duly made and seconded, the incorporation of the FFCRA for both personal illness and care of a family member and an additional two weeks of full salary for the same descriptions was accepted as submitted.**

**7) MSHSL Membership & Formation of Co-op**

1. Current Academy students and family members cultivated a discussion with Twin Cities Academy about forming a co-op for both schools’ students to play sports together on the same team.
2. Document was reviewed for the Minnesota State High School League (MSHSL.)
3. The Academy’s current student is interested in joining the Girls’ Soccer Team which has been approved to play with some COVID-19 restrictions.
4. Academy would cover any additional fees for families to participate on these teams.

**Upon a motion duly made and seconded, the membership to the MSHSL was accepted as submitted.**

**8) Academy Program Report**

1. Day One of Hybrid Phase II began today.
2. Students are on campus two days a week increasing in-person instruction to eight hours a week.
3. A photo of an Academy classroom prepared for on-campus instruction was shared with the Board.
4. Classrooms can accommodate nine students and one teacher.
5. An additional class called Distance Learning Support was created in order to support students with the skills they need to be successful during online days.
6. Mr. Husain shared a chart outlining the credit accumulation comparison of distance- only learning with hybrid learning. More students were able to earn more credits.

Meeting adjourned at 5:15 p.m.

Respectfully Submitted,

Bryan Bakke

Board Secretary