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**Face to Face Academy**

**Board Meeting Notes**

**December 14th, 2020**

Attendance included Academy School Board Members Bryan Bakke, Mike Nord, John Vasecka, 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.)* ***This Board Meeting was conducted via Zoom Meeting with all attendees online due to the restrictions in place for COVID-19*.** Absent Board Members: Paul Roark and Arin Hooker.

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

None were noted.

**2) Review of Board Minutes November 2020**

**Upon a motion duly made and seconded, the November 4, 2020 Academy Special School Board Minutes were accepted as submitted.**

**Upon a motion duly made and seconded, the November 16, 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 11/30/20 for school year 2020/21 and shared for the Board to review.
2. Revenue is at 40% received.
3. Expenditures are 41% spent.
4. School year is 42% complete.
5. ADM is on target for 85 students. Mr. Husain is predicting an ADM closer to 95. The higher enrollment is a possibility during a hybrid or distance-only model.
6. Reconciled cash balance is indicated on the financial document at is $227,492.
7. Current total state holdback is noted at approximately $62,413 which is 10%.
8. Lease aid application has been approved.
9. The additional federal revenue related to COVID was a one-time revenue of $56K which was spent on technology and items needed to prepare for both in-person and distance-only instruction.
10. The worker compensation expenses have been paid, but was categorized as administrative benefits.
11. A review of the Kinney Family Foundation and the Joy Foundation’s donations. Some of the Kinney grant covers the Wilderness and Outdoor Program which has been limited during the pandemic.
12. Cables and routers were upgraded and noted under purchased services, but it will be categorized and covered under the E-rate.
13. Hazard pay started and ended with only one pay cycle and it will be noted on the December financial documents. If the Academy re-opens in January with high county COVID-19 case counts, the Board should meet again to review the approval of hazard pay.
14. The “20th anniversary” noted on the budget was meant to be re-coded for COVID-related expenses.
15. 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.
16. The food service continues to provide bulk items for school lunches and breakfasts that can also be delivered to student homes. The Academy is currently feeding less students a day during the hybrid and distance-only programming. Less families are requesting the food supplies.
17. Mr. Husain suggested that payments for the school bus should be paid off this year with the expected surplus.
18. The recent Amazon purchases were shown to the Board members directly from the account.

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

* ASD consultants provided services for the Special Education students who are autistic.
* Flannery Construction covered the cost of the new bathroom door.
* Flex Medical and Dependent Care follows the payroll schedule which is twice a month.
* Uber is being used to transport Special Education students.

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

**4) PPP Loan Forgiveness Submission**

1. Mr. Aliperto submitted the PPP loan forgiveness application to Bell Bank on behalf of the Academy for the full amount of $165,200.
2. The bank makes the final decision to approve the loan forgiveness.

**5) Learning Model and Proposed Contact 5 Period**

1. Mr. Husain shared the proposed schedule for January 2021.
2. The proposed schedule notes the first potential date to return to in-person instruction on January 19th. This would allow a review of COVID cases counts after the holiday season.
3. The Board would need to approve the return to hybrid instruction.
4. Targeted support for individual students could be offered during the distance-only period.
5. There are 3-4 students who have recently reported positive COVID cases since the Academy switched to distance-only.

**6) UST 5-Year Authorizer Renewal Process**

1. The Academy’s contract is up for renewal with University of St. Thomas (UST.)
2. The site visit is scheduled for January 27th and some of it will happen virtually. If the Academy is still in distance-only, classroom observations will take place in the Google Classroom.
3. UST can offer the Academy a contract for one to five years. The current contract was a five-year.
4. Board members noted the positive relationship between UST and Ms. McGraw Healy.

**7) Academy Program Report**

1. Academy projecting 8-9 students for graduation during this first semester of 2020/21.
2. The graduation tribute video will be released in January so that staff could support seniors finishing their coursework by Thursday which is the end of the quarter.
3. Mr. Nord congratulated the students and staff for being able to provide another graduation despite the pandemic.
4. Mr. Husain will compare the 2 weeks of in-person instruction with the 2 weeks of distance-only instruction.
5. Board will discuss the scenarios regarding the upcoming COVID-19 vaccines.

Meeting adjourned at 5:30 p.m.

Respectfully Submitted,

Bryan Bakke

Board Secretary