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**Face to Face Academy**

**Board Meeting Notes**

**January 25, 2021**

Attendance included Academy School Board Members Bryan Bakke, Mike Nord, Paul Roark, Arin Hooker, 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*.**

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

None were noted.

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

**Upon a motion duly made and seconded, the December 14, 2020 Academy School Board Minutes were accepted as submitted.**

**3) Finance Report, Credit Card, Checks, and Wire Statements presented by Mr. Husain**

1. A new summary cover page for the Financial Statements was reviewed.
2. Financial Statements were received through 12/31/20 for school year 2020/21 and shared for the Board to review.
3. Revenue is at 50% received.
4. Expenditures are 47% spent.
5. School year is 20% complete.
6. ADM is on target for 85 students. Mr. Husain is predicting an ADM at 95. The higher enrollment is a possible during a hybrid or distance-only model.
7. Reconciled cash balance is indicated on the financial document at $660,788.
8. Current total state holdback is noted at $74,896 which is 10%.
9. The PPP Loan was officially forgiven and the funds have been deposited into the Academy’s account. Board Members and Mr. Husain noted thanks for Deici and Mr. Ailperto’s hard work on this process.
10. Discussion about the Board’s duty to review the fund balance in light of the PPP funding, if capital investments are an option, and what future programming may look like at the Academy.
11. Western Bank has pledged additional securities for all FDIC requirements. Mr. Husain received conformation from Deici and the Academy’s auditors that these additional securities are sufficient. This creates a new limit of $500,000.
12. Federal funding is always on a lag in comparison to other funding streams.
13. The additional federal revenue related to Covid was received.
14. A revised budget should be ready for the March Board meeting.
15. State Special Education expenditures are lower in comparison to St. Paul Public Schools.
16. Pupil Support Services may not be fully coded correctly. Some of the changes include less elective courses and field trips being offered to students due to the limitations put in place because of Covid.
17. 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.
18. The recent Amazon purchases were shown to the Board members. There were less purchases made in December.
19. 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 Submission**

1. Bell Bank has approved the PPP loan forgiveness.
2. An email confirming this forgiveness was shared with the Board Members.

**5) ESSER Part II Funding for Schools**

1. New funding from ESSER includes air quality improvements. This funding could cover future costs associated with HGA.
2. This funds are to cover any Covid-related expenditures.
3. This additional funding needs to be spent by December 2023.
4. Face to Face Health & Counseling is reviewing in its Board meeting new rooftops units for the Water and Community Classrooms made possible through a recent community grant.

**6) Vaccination for Teaching & Support Staff Update**

1. Discussion of the state’s process of vaccinating educators.
2. The Academy was allotted enough vaccines for two staff members.
3. The Academy created a tier system and the first two staff members on the highest tier were told that they qualified for the vaccines.
4. The higher level included staff members who were 55 or older, any pre-existing health conditions that could create a higher risk, and the level of contact with students.
5. The Governor’s announcement today includes a second round of vaccines for educators. There are emails that are generated for the Academy and will be sent out to staff members and then it is a first-come first-served basis.
6. Another route to vaccination is through the role of school nurse. Mr. Husian is pursuing this option for an additional staff member.
7. Capacity for testing has improved and the Academy has its test kits ready.
8. Contracted staff is also eligible for vaccines through the Academy.

**7) Learning Model Proposal: Gradual Return to Building & Hybrid Instruction**

1. A discussion and review of the Ramsey County Covid new case counts occurred.
2. Daily targeted services for 10-12 students began last week in order to receive additional support from teachers and support staff.
3. A potential date to return to in-person instruction is February 16th after President’s Day and at the start of a new contact period.
4. This start date would offer hybrid programming with a shortened school day with school lunches served to go.
5. Mr. Husian is monitoring the daily Covid case counts and looking for any potential changes in case counts due to the new variant.
6. The Academy is equipped to move out of a hybrid program back to distance-only if there are any changes to the case counts.
7. The Academy is also prepared to offer testing for all staff members every two weeks.
8. Mr. Roark reported that he approves the Academy’s review process of returning to the building for hybrid instruction and feels comfortable returning in February.
9. The Academy staff discussed a return to hybrid as early as January 19th and some staff members reported concern about returning. The decision was made to postpone the return date to building.
10. All staff members have the option to work remotely.
11. Mr. Husain noted that hazard pay is being used for staff providing targeted services when the County has cases over 30 per 10,000.
12. The proposed hybrid model for February 16th includes students on campus twice a week for three hours a day without food service.
13. Board meetings can continue to meet remotely.

**Upon a motion duly made and seconded, the hybrid model for February 16th was accepted as submitted.**

**8) UST 5-Year Authorizer Renewal Visit**

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 will happen virtually during the distance-only programming.
3. UST can offer the Academy a contract for one to five years. The current contract was a five-year.
4. The letter from UST was shared with the Board members noting the purpose of the visit.
5. Four UST members will conduct classroom observations and interviews with staff members, parents, Board members, and students.
6. Board members interested in participating in the site visit are Mr.Nord & Mr. Suttle.

**9) Academy Program Report**

1. Academy is currently providing on campus targeted support services for 10-12 students every school day.
2. The graduation tribute video will be released on youtube on January 29th due to the restrictions put in place for Covid. Food will be delivered to each graduate’s house to celebrate the virtual event.
3. The Academy is proud to announce 10 December 2020 graduates. Mr. Nord complimented the staff on all the recent success.

Meeting adjourned at 5:30 p.m.

Respectfully Submitted,

Bryan Bakke

Board Secretary