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**Face to Face Academy**

**Board Meeting Notes**

**March 15, 2021**

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

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

No conflicts were noted.

**2) Review of Board Minutes February 2021**

**Upon a motion duly made and seconded, the February 22, 2021 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 02/28/21 for school year 2020/21 and shared for the Board to review.
2. Revenue is at 65% received.
3. Expenditures are 61% spent.
4. School year is 67% complete.
5. ADM is on target for 85 students. The current ADM above 95 students. The higher enrollment is possible during a hybrid or distance-only model.
6. Reconciled cash balance is indicated on the financial document at $646,776.
7. Current total state holdback is noted at $99,861 which is 10%.
8. Donations are on pace and received at $21,169.
9. The fund balance is currently predicted at 45-50%.
10. Federal funding is always on a lag in comparison to other funding streams.
11. Title funding begins every year in February.
12. Review of the additional federal revenue related to Covid. The ESSER funds will be discussed.
13. Special Education is over-budgeted with the higher population and services provided. These expenditures are reimbursable.
14. 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. The “summer food program” also has a higher rate of reimbursement. There is not an anticipated transfer from the general fund to the food service fund this school year.
15. The recent Amazon purchases were shown to the Board members.

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

* ASD refers to the autism expert.
* Kramer Services refers to the maintenance for the bus.

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

**4) Budget Revision for SY 2021 Budget**

1. The budget revision for SY 2021 was circulated for discussion.
2. This budget reflects an ADM of 93 with a PPU at 111.60. Mr Husain noted that the budget may reflect closer to 95 ADM by the end of the school year.
3. CARES Money under Federal Revenue refers to the ESSER I funds. The ESSER II & III funds are not included in this revision budget because it is awaiting approval from the state.
4. Surplus conservatively predicted at $100,223 (which does not include all the ESSER funds.)
5. Discussion about how to use the surplus to serve the students better. For example, how can we include more services to support career and technical education?

**Upon a motion duly made and seconded, the budget for SY 2021 was accepted as submitted.**

**Roll Call noting approval include: Mr. Nord, Mr. Bakke, Mr. Vasecka, Mr. Suttle, and Mr. Roark.**

**5) Budget Surplus and Preparing for SY22**

1. Document outlining the projected surplus and preparation for SY 22 was circulated for review.
2. Discussion about how to support the higher student enrollment on site while enhancing the work-based learning program for the students.
3. Proposal includes budgeting funds for building renovation, additional performance bonuses for staff, and paying off the debt on the school bus.
4. Mr. Husain recommends increasing the Board’s fund policy to 40-45%.
5. Discussion about the lower level classroom redesign.

**Upon a motion duly made and seconded, the updated fund balance proposal was accepted as submitted. The proposal notes that Face to Face Academy will achieve and maintain an Unassigned Fund Balance in the General Fund between 40% to 45% of annual expenditures. Face to Face Academy considers a fund balance below 40% cause for concern, barring unusual or deliberate circumstances. If the Unassigned Fund Balance falls below the goal, the Board will specifically note in its minutes that the Board is aware of the situation and state the circumstances for falling below the goal as well as the discussion for resolution. Roll Call noting approval include: Mr. Nord, Mr. Bakke, Mr. Vasecka, Mr. Suttle, and Mr. Roark.**

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

1. All Academy staff, including contracted staff members, have been given the opportunity to receive the vaccine.
2. Within the next couple of weeks, those staff members who wanted to receive the vaccines will have received both shots.
3. A few staff members reported some side effects after the second shot similar to flu-like symptoms.

**7) MDE Update: Change of Education Commissioner**

1. The current Commissioner resigned from her position. She had a positive response to charter schools.
2. The Deputy Commissioner, Heather Mueller, will become the new Commissioner and has indicated a positive response to charter schools as well.
3. Mr. Husain noted that he is going to write a letter of thanks for their support during the last year.

**8) Professional Development: Legislative Update, Charter School Day at the Capital, and Board Advocacy**

1. Legislative session is in review.
2. State discussions include a potential 2% increase per pupil for SY 22.

**9) Program Report**

1. The Academy is currently finishing its fifth week of Hybrid instruction. Half of the students are continuing to access the program in the distance-only format, mainly due to colder weather.
2. Students may move between hybrid or distance-only at any time.
3. Next contact period will continue to offer both hybrid and distance-only.
4. For those students attending on site, the school day will be one hour longer and include the food service.
5. Staff contact students each day and there is support in place for those students who aren’t having success in their chosen format. Staff also review interventions for all students who are not making progress.

Meeting adjourned at 5:45 p.m.

Respectfully Submitted,

Bryan Bakke

Board Secretary