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**Face to Face Academy**

**Board Meeting Notes**

**May 24, 2021**

Attendance included Academy School Board Members Bryan Bakke, Mike Nord, John Vasecka, Rachael Blawat, and Willie Suttle. Also present for the meeting were Darius Husain (*Academy Director,)*  Jennifer Plum (*Assistant to the Board Secretary,*) Tom Kigin (*Advisor to the Board Members,)* and 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*.** Absent: Board Members Paul Roark and Arin Hooker.

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

No conflicts were noted.

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

**Upon a motion duly made and seconded, the April 19, 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 04/30/21 for school year 2020/21 and shared for the Board to review.
2. Revenue is at 76% received.
3. Expenditures are 77% spent.
4. School year is 83% complete.
5. The budget has been updated to reflect properly the current ADM of 93 students. The higher enrollment is possible during a hybrid or distance-only model. Current projections are at 95 students.
6. Reconciled cash balance is indicated on the financial document at $650,958.
7. Current total state holdback is noted at $132,731 which is 10%.
8. Donations are on pace and received at $23,792.
9. Review of the specifics of Federal funding streams.
10. Review of the additional federal revenue related to Covid and the ESSER funds.
11. Special Education is over-budgeted with the higher population and services provided. These expenditures are reimbursable at 95%.
12. The May rent and leasing operating services have been paid already.
13. The “20th anniversary” budget category were funds set aside at the beginning of the school year to address any needs related to Covid. These funds will be reclassified and will go into the surplus funds.
14. The food service (fund 2) 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. There is not an anticipated transfer from the general fund to the food service fund this school year.
15. Projected surplus is anticipated at $110,000.
16. The recent credit card purchases were shown to the Board members.

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

* Petty cash is usually replenished every contact period for attendance prizes.
* The blueprints were scanned onto an electronic version and charged by Rene Plumart.
* Uber charges are for two students.
* Professional Development charges for two teachers are for their license renewal process.
* “Broadway Rewards” were plaques for staff members who have served 20 years.
* “CDW” is the Chromebook company.
* There are two Zoom accounts for the Academy.

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

**4) St. Thomas (StT) 5-Year Renewal Contract & Goal Orient**

1. Ms. McGraw Healy shared a presentation with Board Members.
2. St. Thomas is offering a five-year contract.
3. The Academy scored higher than a 3.0 on the evaluation. Discussion of the indicators of academic, financial, and organizational health.
4. Discussion of how Covid may have impacted the data on academic health. Ms. McGraw Healy noted that MCA data will not be used for contract renewal but for a generalized data review.
5. St. Thomas encourages enrollment in courses for teachers and offers some tuition reimbursement.
6. The Charter School/Authorizer Agreement was shared with Board Members.
7. Review of the signature requirements on the contract.
8. Discussion of the changes in the language of this contract (example 11.3.)
9. Review of the “Accountability System,” including the new virtual comparison group that MDE is generating.
10. Gratitude and appreciation toward Ms. McGraw Healy’s support in creating a fair accountability system for the Academy.

**Upon a motion duly made and seconded, the Contract Agreement with St. Thomas was accepted as submitted. Roll Call noting approval include: Mr. Nord, Mr. Bakke, Mr. Vasecka, Mr. Suttle, and Ms. Blawat.**

**5) MACS Membership**

1. Membership descriptions and fees were circulated for review.
2. MACS has increased support during Covid with more meetings for charter school leaders.
3. Mr. Husain noted that he will no longer be the MACS Board Chair, but will continue his involvement on the advisory committees.

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

**6) Building Renovation: Permitting Plan & Cost Estimates**

1. Board voted previously to use surplus from this school year to cover renovations to the classroom spaces.
2. Review of the renovation plan and discussion of the finer details.
3. Mr. Husain is anticipating the final bid by the end of the week from J. Vang.
4. The upgrades and improvements to the HVAC system will work well with the new classrooms.
5. Renovation would create a new classroom in order to keep class sizes small and maintain social distancing.
6. Classrooms would ideally need to be ready by July 12 when students return to campus.
7. Discussion of the retractable wall to create a larger gathering place which would not be ready until mid-fall which could be $20-25K.
8. Discussion how ESSR II funds can support these changes to the classrooms.
9. This would be the first change in these spaces in 20 years.
10. Discussion of the positive partnership with Health & Counseling and their support in the renovation process.
11. Board Members agree to move forward in the renovation process.

**7) COVID Safety Protocols: Mask Policy, Vaccinations, Student Saliva Testing**

1. The Minnesota mask mandate and safe learning plans are required to continue for schools through the end of this school year.
2. The Board may be in a position to make a separate decision of Covid protocols like masking that differs from the state or county requirements.
3. Academy staff are promoting the availability of saliva test kits for students on campus and how students and families can access vaccination centers.
4. Discussion of potential partnership with Health & Counseling or other charter schools to create a vaccination site for community members.
5. Through the use of the student testing program, the Academy had its first case of a student with a positive case while on campus. The student group who had contact with that student moved into distance only.

**8) Executive Director Review Process**

1. Board members agreed to use the same process for review of the Executive Director.
2. Mr. Nord will get the evaluation forms to Mr. Bakke in order to distribute to stakeholders.
3. After the evaluations are gathered, the Board’s executive committee will meet with Mr. Husain.
4. The staff salaries will be reviewed with the Board executive committee as well.
5. Mr. Husain will send out options for the next Board meeting date and SY 2021/22 Board calendar.

**9) Academy Program Report**

1. The Academy has reserved the Como Lakeside Pavilion for the June 10th graduation. It is a large outdoor venue that meets all Covid protocols in place for large group gatherings outlined by the state. Their capacity limit is 500 people, but we are anticipating closer to 150 guests.
2. There are eight projected graduates along with a small group of 2020 graduates.
3. The Board members are invited to attend the ceremony.

Meeting adjourned at 6:10 p.m.

Respectfully Submitted,

Bryan Bakke

Board Secretary