

**Face to Face Academy**

**Board Meeting Notes**

**August 19, 2021**

Attendance included Academy School Board Members Bryan Bakke, Mike Nord, Rachael Blawat, John Vasecka and Paul Roark. Also present for the meeting were Darius Husain (*Academy Director,)* and Tom Kigin (*Advisor to the Board Members.)* ***This Board Meeting was conducted both on campus and via Zoom so that all attendees could attend*.** Absent: Board Members Arin Hooker and Willie Suttle.

**1) Review of Agenda and Conflict of Interest Regarding Agenda Items** No conflicts noted. Added one new agenda item.

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

**Upon a motion duly made and seconded, the July 8, 2021 School Board Minutes were accepted as submitted.**

**3) Finance Report, Credit Card, Checks, and Wire Statements**

Financial Statements were received through June for last school year 2020/21 and shared for the Board to review:

1. Revenue was 102% received.
2. Revenue exceeded budget. Even with the renovation costs ($65K) of Phase One, the Academy has a $123K surplus.
3. Expenditures were 100% spent.
4. School year 2020/21 is 100% complete.
5. The budget reflects the ADM of 93 students.
6. Reconciled cash balance is indicated on the financial document at $252,233.
7. Current total state holdback is noted at $159,277 which is 10%.
8. Donations were received at $24,998.
9. Review of the specifics of the Federal funding streams.
10. Mr. Husain noted the change in National American Banks procedure for Petty Cash. Instead of making out the check “CASH”, it must contain the name of one of the designated signatories (Paul Roark or Darius Husain)
11. The computer software and recent Amazon purchases were discussed.

Financial Statements were received through July for school year 2021/22 and shared for the Board to review:

1. Revenue is at 9% received.
2. Expenditures are 7% spent.
3. Discussion about the high fund balance and options if it should continue to increase.
4. The budget has been updated to reflect properly the current ADM of 87 students.
5. Reconciled cash balance is indicated on the financial document at $487,987.
6. Current total state holdback is noted at $13,182 which is 10%.
7. Donations are on pace and received at $862.
8. Review of the specifics of the Federal funding streams.

**4) Lease Aide Certification Form Part 2**

Annual Lease Aide Form was circulated for Board Member signatures.

**5) EFT/Account Signature Statement**

**Upon a motion duly made and seconded, the EFT/account signature statement was accepted as submitted.**

**6) Staff Compensation Process and Guidelines presented by Mr. Nord**

1. Mr. Nord reported results of the review of the Program Director.
2. Highlights included Mr. Husain’s goals and improvements for the coming year.
3. The compensation committee recommends compensation increases for Directors and Academy staff.
4. Mr. Roark agreed to the process and guidelines in principal and stated that it would be best practice for the Administration to present a written summary of the process for Board Review.
5. Board will revisit this topic in a future meeting.

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

1. Review of the Academy staff discussion of safety protocols for the re-opening of the school for SY 2021/22 in July.
2. There is currently no guidance from the state for SY 2022.
3. Summer school guidance has been issued with safety protocols remaining in place with the official language changing from “required” to “strongly recommended.” For example, masks/face coverings were formally “required” and now the guidance “strongly recommends” mask-wearing.
4. The Academy team recommends increasing the class pod sizes from 9 to 12 students and allowing staff members to share office spaces.
5. Staff decided that offices that are shared with multiple members should wear masks despite staff being vaccinated.
6. The Academy team also recommends that masks/face coverings continue to be worn by all community members while indoors during the school day and with students. Social distancing is also recommended inside the building during the school day.
7. Face to Face Health & Counseling has been approved to be a vaccination site and will be offering shots for the next month on Thursdays. Students and family members will be able to access the vaccines on the shared campus.
8. The school will be supporting students who are interested in the vaccines to take advantage of this opportunity on the shared campus.
9. Academy is offering an incentive of $50, similar to Minnesota’s incentive of $100, for students who complete the vaccination process. All money for this incentive will come from private funds, not State or Federal funds.
10. The Academy currently has no vaccine mandate for its students.
11. Staff and students will also be offering voluntarily free testing for Covid on campus during the school year.

**Upon a motion duly made and seconded, the COVID safety protocols were accepted as submitted.**

**8) Review of SAM Policy, 2nd Draft**

1. This topic was discussed in depth at the last month’s Board meeting.

2. Mr. Husain reported that he used the feedback from the Board before submitting it to the Insurance Provider.

3. Mr. Kigin noted significant improvement in the 2nd draft of the policy

4. The Policy will be presented to the staff for comment and feedback.

5. This agenda item will be revisited at a future Board Meeting.

**9) School Co-Op decision**

1. The Academy was a part of a school Co-Op to allow an Academy student to be eligible to play in the high school soccer league during the last school year. This student has since graduated.

2. The contract length was two years.

3. If the Academy no longer wants to be a part of the Co-Op, the Board would have to approve the dissolving of the contract and recommend that Mr. Husain has the ability to act upon the Board’s request.

4. Mr. Husain recommends the dissolving of the co-op.

**Upon a motion duly made and seconded, the dissolving of the school Co-Op by Mr. Husain was accepted as submitted.**

**10) Building Renovation Update**

1. Mr. Husain outlined the updates of the renovations for each area of the school.
2. The pantry and the partition wall will be completed in Phase Two of the renovation and is set to be completed at the end of September. The classrooms were the priority in order to re-open campus.
3. The Academy will seek approval from MDE of ESSER funds for the phase two construction
4. The HVAC improvement was discussed. There will be another air quality test completed as part of the permitting process.

**11) Academy Program Report**

1. SY 2021/22 started in July.
2. The second contact period will begin next week.
3. The staff implemented the new class schedule and evaluated the results.
4. The priority is in-building daily instruction, but there are some students who are choosing to remain in hybrid or full distance. Google Meets continue daily for these students.
5. Academy staff focusing on student engagement and instructional attendance.

Meeting adjourned at 5:58 p.m.

Respectfully Submitted,

Bryan Bakke

Board Secretary