

**Face to Face Academy**

**Board Meeting Notes**

**October 18, 2021**

Attendance included Academy School Board Members Bryan Bakke, Mike Nord, Rachael Blawat, John Vasecka, Willie Suttle, and Margo Thomas. Also present for the meeting were Darius Husain (*Academy Director,)* andJennifer Plum (*Assistant to the Board Secretary.*)***This Board Meeting was conducted both on campus and via Zoom so that all Members could attend*.** Absent: Board Member Paul Roark.

**1) Certifying the Board Election Results and Seating of Members**

1. The ballots were collected and counted.
2. This term runs October 2021-September 2022.

**Upon a motion duly made and seconded, the seating of the Board was accepted as submitted.**

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

No conflicts noted.

**3)** **Review of Board Minutes September 2021**

**Upon a motion duly made and seconded, the September 20, 2021 School Board Minutes were accepted as submitted.**

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

1. Financial Statements were received through September for the school year 2021/22 and shared for the Board to review.
2. Revenue is at 23% received.
3. Expenditures are 24% spent.
4. The school year is 25% complete.
5. The budget reflects an ADM of 87 students.
6. The lease and operating expenses for August are not included in this document. Health & Counseling has not submitted the invoice.
7. Reconciled cash balance is indicated on the financial document at $675,941.
8. Current total state holdback is noted at $39,546 which is 10%.
9. Donations are on pace and received at $2,821.
10. Review of the Federal funding streams.
11. Review of the bus payments. Bus #007 is paid in full, bus #008 has one year left of payments.
12. Discussion of the benefits noted at a lower percentage. It could be as a result of TRA payments.
13. Discussion about the online cooking class and coverage of the cost of ingredients.
14. The recent Amazon purchases were shown to the Board members.
15. Check and credit card statements and the wire transfers were circulated for review.

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

**5) Professional Development - Breakdown of the Monthly Finance Report**

1. Mr. Husain led the Board Members through the financial statements.
2. Discussions included vocabulary of ADM, PPU, cash balance versus fund balance, funding streams, lease aide, and the state hold-back.
3. Discussion of both funds - general revenue and food service.
4. Discussion of the responsibility of Board Members in regard to the financial reports.
5. Discussion of the grants and donations.
6. Discussion of the Deici financial provider and segregation of duties.

**6) Annual Charter School Statement of Assurances**

1. The Charter School Statement of Assurances was circulated for review.
2. Signature from the Board Chair will be needed in order to submit this document.

**7) PTO/Sick leave/Working Remotely Policy**

1. The sick/personal time policy was circulated for review.
2. The updates include new language as noted in red.
3. Discussion of the additional steps included in Staff Responsibilities and Expectations and the new Work from Home Provision.

**Upon a motion duly made and seconded, the PTO/Sick Leave/Working Remotely Policy was accepted as submitted.**

**8) Building Renovation Update**

1. Phase II is scheduled for the 2nd week of November while the school is on a vacation break.
2. A retractable partition wall is being installed between the Community Room and Earth Room. This will allow the creation of a large room to be used for gatherings and events when possible.

**9) Academy Program Report**

1. The 2nd quarter is in its second week.
2. Student attendance is up, especially in-person attendance.
3. More experiential experiences are available to the students on Monday & Tuesday afternoons.
4. Students are reporting more Covid-like symptoms.
5. The first Covid-19 confirmation in six months by a student who was on campus and in classes was reported last week. Protocols for contract tracing were followed.
6. Staff is anticipating challenging winter months with potential cases and Covid-like symptoms.

Meeting adjourned at 5:44 p.m.

Respectfully Submitted,

Bryan Bakke

Board Secretary