

**Face to Face Academy**

**Board Meeting Notes**

**March 28, 2022**

Attendance included Academy School Board Members Bryan Bakke, Mike Nord, Paul Roark, John Vasecka, Willie Suttle, Rachel Blawat, and Margo Thomas. 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 Members could attend*.**

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

No conflicts noted. The agenda order was adjusted.

**2) An Introduction to Affiliated Building Corporation (ABCs)**

1. Handout was shared with Board Members highlighting the history, purpose, and proposal of an Affiliated Building Corporations.
2. Review of charter school statutes in Minnesota regarding building facilities.
3. The Affiliated Building Corporation would replace the role of the landlord and would act as a leasing agent for the charter school. The Corporation’s sole purpose would be to own the building that the charter school leases.
4. A Corporation would purchase a building space and then would charge the charter school rent payments that would be paid through lease aide from the state. Corporations have used the bonding process in order to purchase a building and also to renovate the space.
5. Discussion of the relationship with the current lease holder, Face to Face Health & Counseling, and their role in the lease arrangement and any building renovations.
6. Discussion of how an Affiliated Building Corporation would play a role in a land purchase; for example, how a Corporation could purchase the current land available next to campus.
7. More and more charter schools are moving towards using Affiliated Building Corporations.
8. Mr. Husain recommends beginning the process of forming an Affiliated Building Corporation as an extra tool for the Academy. The Corporation would allow another structure to support the Academy.
9. To begin the process for a Corporation, it would need a consultant that cost $6K, a name, and three directors that do not have charter school board overlap and could take 6-12 months. (see handout)
10. Discussion of the potential impact of forming a Corporation on the current lease holder. For example, Face to Face Health & Counseling could go from receiving monthly rent payments to receiving one large sum payment for the building space the Corporation wanted to purchase.
11. Discussion of the current health of the building, including the eleven HVAC units.
12. Discussion of how some charter schools have gotten into building issues through Corporations related to anticipated enrollment growth trends after construction or renovation.
13. Mr. Kigin recommended starting the process to form an Affiliated Building Corporation and continue a thoughtful process that considers Face to Face Health & Counseling.
14. Discussion of who would consider joining an Affiliated Building Corporation Board.
15. Mr. Husain noted that he began a discussion with Face to Face Health & Counseling about the potential of a Corporation for the Academy and that they were open to looking at options. Mr. Husain has begun the discussion with them about renewing a 2-3 year lease.
16. Deici has experience with Affiliated Building Corporations for charter schools.
17. Discussion of the current land that is available next door to campus. Face to Face Health & Counseling is following up on the information on the site.
18. Discussion about the quality of the land next door to the campus and the general safety of the neighborhood.
19. Questions about the ongoing cost for the consultant and what are the potential consequences of a formed Corporation that remains idle.
20. Ms. Thomas and Mr. Nord recommend beginning the process.
21. Mr. Husain will take feedback and questions to the consultant.

**Upon a motion duly made and seconded, the actions to begin the process to form an Affiliated Building Corporation were accepted as submitted.**

**2) Review of Board Minutes February 28, 2022**

**Upon a motion duly made and seconded, the February 28, 2022 School Board Minutes were accepted as submitted.**

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

1. Financial Statements were received through February for the school year 2021/22 and shared for the Board to review. This document reflects the recent budget revision.
2. Revenue is at 59% received.
3. Expenditures are 60% spent.
4. The school year is 67% complete.
5. The budget reflects an ADM of 87 students. The state is currently paying based on an ADM of 88. Enrollment is maintained. Short discussion about how to return to higher enrollments again.
6. Reconciled cash balance is indicated on the financial document at $740,916.
7. Current total state holdback is noted at $105,983 which is 10%.
8. Donations received are at $16,132 which does not include the recent $15K for the music program and podcast unit.
9. Discussion of ESSER funds and how it is categorized/recategorized.
10. $40K grant for Covid-testing includes purchases for air purification units.
11. Petty cash reimbursements will have either Mr. Husain or Mr. Roark’s name on the statement.
12. Checks and wires, Amazon purchase, and the credit card statements were circulated for the Board members for review.

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

**5) Second Look: School Year 2022-23 Draft Budget**

1. SY 23 Draft Budget Assumptions and Summary Statement were circulated for review.
2. Budget includes an enrollment increase to 89 students, an estimated 8% increase in health benefits, a 3% cost of living raise, and a $25K to adjust staff salaries.
3. Budget projects $46K less revenue due to changes in compensatory revenue and Covid testing funds. Expenditures also are projected lower with a surplus of $35K.
4. Budget highlights ESSER funds and the next stage of building renovation and improvements.

**Upon a motion duly made and seconded, the Draft Budget for school year 2023 was accepted as submitted.**

**6) Online Supplemental Program: An Update on Application and Statement of Support**

The excerpt from the January Board Minutes on the Equity Access Learning Model (EALM) and Online Provider Application were shared again for review and discussion.

**Upon a motion duly made and seconded, the approval to apply as an online supplemental provider was accepted as submitted.**

**7) Camera/Surveillance Plan**

1. Cloud Computing Solutions proposal for security cameras was circulated for discussion.
2. Handout for surveillance system cost projections was also circulated for discussion.
3. Face to Face Health & Counseling agreed to purchase cameras for the parking lot, the main entrance, and the atrium area in the lower level of the building.
4. Three bids were received in the process and the Cloud Computing Solutions is easier to use and access while being the least expensive.
5. Campus map was shared with Members about where the cameras would be located.
6. Cost agreement would cover the storage of footage for up to 30 days.
7. Discussion of how conspicuous the cameras appear both inside and outside. Cameras would be mounted on the ceiling or high enough not being able to reach easily.
8. Mr. Suttle recommended that cameras are an asset to the building.

**Upon a motion duly made and seconded, the camera surveillance plan was accepted as submitted.**

**8) COVID 19 Update: Continued Development of Protocol & Response**

1. Academy team created a metric to share with the Board in the April meeting to review.
2. Metric has three levels that would govern behaviors in the Academy to mitigate the spread of Covid during different levels of community transmission.
3. Current changes in behavior include using the larger Community Group gathering space, multiple students accessing the bathrooms at same time, and opening up small and local field trips.
4. There is no recommendation to lift the current mask mandate for the Academy.

**10 ) Academy Program Report**

1. Fourth Quarter starts and runs through the end of the school year on June 9th.
2. Graduation will be held at Como Dockside Pavilion on June 9th.
3. New students are beginning this week raising enrollment to 92 to help cover the large upcoming graduation class.
4. The MCA testing cycle will begin next week.
5. Update on the Face to Face Academy Podcast and how students are having a positive response to the new programming.
6. Pampered Chef fundraising starts today to raise funds for the Academy’s Online Cooking Class and related links were shared with Members. The event runs for three weeks.

The next Board meeting will be held on April 18th.

Meeting adjourned at 6:02 p.m. Respectfully Submitted,

Bryan Bakke

Board Secretary