

**Face to Face Academy**

**Board Meeting Notes**

**May 16, 2022**

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

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

**2) Review of Board Minutes April 18, 2022**

**Upon a motion duly made and seconded, the April 18, 2022 School Board Minutes were accepted as submitted.**

**3) Executive Committee Report: Staff Compensation & Salary Process**

1. Mr. Nord summarized the recent Executive Committee meeting regarding Mr. Husain’s process of reviewing staff salaries for the upcoming school year contracts.
2. The meeting also reviewed any salary adjustments that Mr. Husain was suggesting based on years of service, acquired skills, and salary comparison to St. Paul Public Schools.
3. The Executive Committee approves the salary adjustments presented by Mr. Husain including the salaries of the Program and Academic Directors.
4. The adjustments are a minimum of 5% for each staff member.
5. Mr. Kigin was not able to attend the meeting, but pointed out that it’s important for staff members to know that Board members are involved in this process. He also recommended that the committee be named “Staff Compensation & Salary Committee” and not the “Executive Committee.” Traditionally, an executive committee refers to a group of Board members with decision-making authority without the presence of the whole Board.
6. Mr. Kigin agreed to review the Board bylaws for any other naming issues similar to this topic.

**Upon a motion duly made and seconded, the new name for this committee as “Staff Compensation & Salary Committee” was accepted as submitted.**

**4) Executive Director Review & Evaluation Metric**

1. The survey tool used to review the Program Director and the process for his evaluation was reviewed.
2. The process for this evaluation includes handing out surveys to the staff members by Mr. Bakke. Mr. Bakke will collect them and scan surveys to Mr. Nord. The Staff Compensation & Salary Committee then meets with Mr. Husain with the results of the surveys.

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

1. Financial Statements were received through April for the school year 2021/22 and shared for the Board to review.
2. Revenue is at 79% received.
3. Expenditures are 73% spent.
4. The school year is 83% complete.
5. The current ADM is 87.75 students with a current enrollment of 92-93 students. The state is funding an ADM of 88 which the state adjusts as needed using their 10% holdback.
6. Reconciled cash balance is indicated on the financial document at $758,617.
7. Current total state holdback is noted at $132,479 which is 10%.
8. Donations received are at $18,417 which does not include the Madesmart donation.
9. Review of the state and federal revenue funding streams and how ESSER I & II funds are coded. Mr. Husain has another budget meeting scheduled with Mr. Aliperto at Deici this month.
10. Covid-related federal funds include revenue for air filtration units.
11. Kinney Grant has been accessed and is renewed on a three year cycle.
12. The enrollment also reflects thirty Special Education students with SpEd. expenditures being consistently lower than St. Paul Public Schools.
13. May’s lease payments have been made to Health & Counseling.
14. Checks and wires, Amazon purchases, 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.**

**6) ABC - Review of Engagement Letter**

1. The Engagement Letter from Best & Flanagan was shared for the Board Members to review in regard to forming an Affiliated Building Corporation (ABC.)
2. Discussion of the noted of $375 an hour and the flat fee of $6K as stated in the letter.
3. Mr. Husain revisited the discussion he had with Health & Counseling about the Academy forming an ABC. Health & Counseling stated a willingness to look at options.
4. Board Members unanimously agreed to start the process of forming the ABC.

**Upon a motion duly made and seconded, the Engagement Letter contract was accepted as submitted. Role Call Approval: Mr. Bakke, Mr. Vasecka, Mr. Roark, Mr. Suttle, and Ms. Blawat.**

**7) MACS Annual Membership**

1. The letter for renewal of membership was shared for Board members to review.
2. Mr. Husain discussed the positives of being a MACS member school.

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

**8) Academy Program Report**

1. Discussion of the recent increase in positive Covid cases and potential exposures in the school community.
2. Masking is still required on campus.
3. Students were offered the option to learn remotely for the rest of the school week while staff continue to offer on-campus instruction.
4. Graduation is scheduled for June 9th at the outdoor Como Lake Dockside Pavilion at noon and Board members are invited to attend.
5. Information on the Academy’s podcast was shared with the Board members.
6. Mr. Hartman responded that in his Board observation a few notes: a recommendation to review the Board bylaws and adherence to those guidelines and praise for the Board’s diligence and accountability of reviewing and discussion of reports, minutes, and finances.
7. The next Board meeting will be decided through a survey.

Meeting adjourned at 5:45 p.m. Respectfully Submitted,

Bryan Bakke

Board Secretary