****

**Face to Face Academy**

**Board Meeting Notes**

**September 19, 2022**

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

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

No conflicts were noted.

**2) SY 22 Financial Audit Report: Welcome BerganKDV**

1. Ms. Bitzan presented the powerpoint on the independent audit for the school year 2021-22.
2. All three reports for the audit were clean.
3. Review of the ADM, the surplus, and a fund balance of $908, 631.
4. Academy’s fund balance continues to grow with a 51.1%, which is above its policy.
5. Expenditures were higher than normal due to the construction in the Academy.
6. The food fund received another transfer from the general revenue.
7. Discussion of the changes in ADM over the last few school years and the future plans.
8. Review of the increased expenditures.

**Upon a motion duly made and seconded, the audit for school year 2021-22 was accepted as submitted. Role call approval noted from Mr. Bakke, Mr. Suttle, Mr. Nord, Mr. Vasecka, Ms. Thomas, and Ms. Blawat.**

**3) Review of Board Minutes August 2022**

**Upon a motion duly made and seconded, the August 29, 2022 School Board Minutes were accepted as submitted.**

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

1. Financial Statements were received through August for the school year 2022/23 and shared for the Board to review.
2. Revenue is at 16% received.
3. Expenditures are 16% spent.
4. The school year is 17% complete.
5. Reconciled cash balance is $650,742.
6. Holdback is noted at $26,433.
7. Donations received are at $737.
8. ADM is targeted at 89. Enrollment is climbing to 93 students in the second quarter. The gap between the targeted ADM and the current enrollment is larger than normal at this time of the year.
9. The Kinney Grant for this school year has been received. This is the fourth year of the grant cycle.
10. Petty cash checks can be issued to either Mr. Husain or Mr. Roark.
11. 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 documents were accepted as submitted. Role call approval noted from Mr. Bakke, Mr. Suttle, Mr. Nord, Mr. Vasecka, Ms. Thomas, and Ms. Blawat.**

**5) Dieci School Finance Contract**

1. The Dieci Client Services Agreement was distributed for review.
2. The increase for the contract is 6% reflecting the greater need for services with the increase in federal and ESSER grants.
3. The Academy and Dieci have been in partnership for nine years.
4. The contract is for three years and has a 60-day notice for termination.

**Upon a motion duly made and seconded, the Dieci contract was accepted as submitted. Role call approval noted from Mr. Bakke, Mr. Suttle, Mr. Nord, Mr. Vasecka, Ms. Thomas, and Ms. Blawat.**

**6) Certification of the Board Ballot and Election Process**

1. The Board Ballot was distributed for review.
2. Discussion of the nominations and terms.

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

**7) COVID Protocol & Communication - Moving into the “Green”**

1. Review of the Academy’s covid assessment rubric (red, yellow, green) and the recent adjustment and its link to the requirement of masking.
2. Mr. Husain shared a drafted email to families about the change to the “green” protocol level which would recommend, but not require, masking while in community.
3. Discussion of the current wastewater levels.
4. The Board supports the changes and email.

**8) “Friends of the Academy” - John and Judy Gerten**

1. Ms. Judy Gerten, staff member Paul Gerten’s mother, recently passed away.
2. Both Judy, and her husband John, have been long-term supporters of the Academy including helping to prepare the Monday morning breakfasts and contributing to the Wilderness & Outdoor program.
3. In Ms. Gerten’s passing, the family requested that any donations be directed to the Academy. The donations are currently totaling $1500.
4. Mr. Husain suggested that the funds be used to reinstate the Monday breakfast and Paul Gerten has agreed to start that up.
5. Mr. Husain also suggested the creation of a “Friends & Family” group to recognize contributors to the Academy and honor the Gertens as the first members.

**Upon a motion duly made and seconded, the recognition of John and Judy Gerten as members of the “Friends of the Academy” was accepted as submitted.**

**9) Lease Aid & Assurances - Status of Signatures & Paperwork**

1. Mr. Husain reminded Members to complete their paperwork and return it to him.
2. Mr. Nord’s signature is also needed for the lease and other assurances.

**10) Academy Program Report**

1. Enrollment is beginning to climb as the Academy approaches the second quarter.
2. This week concludes the first quarter.
3. Field trips continue to increase and Student Leadership has begun volunteering again in the community.
4. The first overnight trip since covid was held in August for two days for a small group on the St. Croix which included canoeing.
5. The next Board meeting will be held October 17th.
6. Mr. Nord & Ms. Blatwat will be on campus in October and Mr. Suttle agreed to be there for the December meeting.

Meeting adjourned at 5:30 p.m.

Respectfully Submitted,

Bryan Bakke

Board Secretary