****

**Face to Face Academy**

**Board Meeting Notes**

**April 17, 2023**

Attendance included Academy School Board Members Bryan Bakke, Mike Nord, John Vasecka, Margo Thomas, Rachael Blawat, Mr. Roark, and Willie Suttle. Guests included Molly Mcgraw Healy (*UST*) and Joe Aliperto (*Deici)* Also present for the meeting was 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*.**

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

No conflicts were noted.

**2) Review of Board Minutes March 2023**

**Upon a motion duly made and seconded, the March 27, 2023 School Board Minutes were accepted as submitted.**

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

1. Financial Statements were received through March for the school year 2022/23 and shared for the Board to review.
2. Revenue is at 71% received.
3. Expenditures are 70% spent.
4. The school year is 75% complete.
5. Reconciled cash balance is $720,293.
6. Holdback is noted at $119,794.
7. Donations are noted at $9,470.
8. ADM is targeted at 89 on this statement; however, the budget revision includes a revised ADM projection of 86.
9. The ESSER allocation needs to be complete by September 2024.
10. The Kinney Grant is being prepared for the next four-year request.
11. Special Education Director is paid at the beginning of the year and noted in purchased services.
12. Internet upgrades will occur this summer and be funded through E-rate.
13. 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. Approval noted by Mr. Nord, Mr. Suttle, Ms. Thomas, Ms. Blawat, Mr. Roark, Mr. Bakke, and Mr. Vasecka.**

**4) Executive Director & Compensation Committee Review Rubric & Process**

1. Handout *Staff Salary & Compensation Policy (Returning Staff)* document was shared for Board discussion.
2. The policy highlights how the Academy’s salaries are competitive and reflective of any added duties.
3. Performance pay is delivered mainly through the Q Comp process.
4. Review of the Board membership and process of the Salary & Compensation Committee. Committee includes Ms. Thomas, Mr. Suttle, Mr. Nord, Ms. Blawat, and Mr. Kigin.
5. Meeting for the Committee is scheduled for mid-May with recommendations to the Board presented in June.
6. Memo from MACS about the charter school directors’ review process was shared for discussion.
7. The rubric for the Academy Director’s review was shared for discussion.
8. The rubric is one piece of the evaluation along with Committee interview and review of the schoolwide goals.

**Upon a motion duly made and seconded, the Director review rubric was accepted as submitted. Approval noted by Mr. Nord, Mr. Suttle, Ms. Thomas, Ms. Blawat, Mr. Roark, Mr. Bakke, and Mr. Vasecka.**

**5) SY 23-24 Draft Budget Overview**

1. Handout *SY24 Draft Budget Assumptions* was circulated for discussion.
2. The budget is based on an ADM of 88 students.
3. Discussion about enrollment and attendance trends and how this affects the size of both in-person and online student groups.

**Upon a motion duly made and seconded, the draft budget for school year 2023/24 was accepted as submitted. Approval noted by Mr. Nord, Mr. Suttle, Ms. Thomas, Ms. Blawat, Mr. Roark, Mr. Bakke, and Mr. Vasecka.**

**6) Camera/Surveillance Policy - postponed for May Board Meeting**

**7) Affiliated Building Corporation (ABC): Determining Officer Roles**

1. Mr. Husain spoke with Mr. Gitar, Mr. Kigin, Ms. Thomas, and Ms. Ricketts and they all agreed to serve on the ABC’s Board.
2. Mr. Kigin agreed to be the Board Chair, Ms. Ricketts agreed to be the Treasurer, and Mr. Gitar agreed to be the Secretary.

**8)**  **Academy Program Report**

1. MCA Testing is wrapping up this week. Discussion of the increase of parent and student refusals this year which was not seen during testing pre-covid. Review discussion of the role of MCA testing.
2. The spring informal site visit by UST’s Ms. Mcgraw Healy is at the Academy this week.

Meeting adjourned at 5:30 p.m.

Respectfully Submitted,

Bryan Bakke

Board Secretary