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**Face to Face Academy**

**Board Meeting Notes**

**May 15, 2023**

Attendance included Academy School Board Members Bryan Bakke, Mike Nord, Margo Thomas, Rachael Blawat, Mr. Roark, and Willie Suttle. Also present for the meeting was Darius Husain (*Academy Director)* and Tom Kigin (*Advisor to the Board Members.)* Absent: Board Members John Vasecka and Rachael Blawat. ***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**

Mr. Roark will be acting Chair until Mr. Nord is available for today’s meeting.

Mr. Husain added a topic to the agenda: Public Comments during Board Meetings

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

Board Members discussed the protocol of reading the Board Minutes before the meeting.

**Upon a motion duly made and seconded, the April 17, 2023 School Board Minutes were accepted as submitted.**

**3) Public Commenting**

1. The Board Meeting Review from UST included the note that there is not a Board Agenda placeholder for any public comments.
2. Mr. Husain proposed creating a policy for Public Comments.
3. Mr. Kigin suggested including a note in the policy that the Board Chair could waive the formal policy if there are only a few guests to the Meeting.
4. Ms. Thomas suggested including a note in the policy that states how long the follow-up time to public comments is.
5. Discussion of the Board’s public notice of Board Meetings.

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

1. Financial Statements were received through April for the school year 2022/23 and shared for the Board to review.
2. Revenue is at 78% received.
3. Expenditures are 80% spent.
4. The school year is 83% complete.
5. Reconciled cash balance is $695,831.
6. Holdback is noted at $133,104.
7. Donations are noted at $10,550.
8. The budget revision includes a revised ADM projection of 86.
9. The ESSER allocation needs to be complete by September 2024.
10. Mr. Husain will check in with Deici about the rent budget line.
11. Special Education Director is paid at the beginning of the year and noted in purchased services.
12. Checks and wires, Amazon purchases, and the credit card statements were circulated for the Board members for review.
13. $11K was for Metro Transit bus passes for the last three quarters.
14. The copier expense was for three months. Mr. Husain is investigating a new copier lease.
15. Mr. Vasecka has his own school credit card now.
16. Ramsey County expense was for parking tickets issued to staff and students during the first day of St. Paul’s new snow policy in April.

**Upon a motion duly made and seconded, the financial documents were accepted as submitted. Approval noted by Mr. Nord, Mr. Suttle, Ms. Thomas, Mr. Roark, and Mr. Bakke.**

**5) Camera & Surveillance Policy - 2nd Look**

1. The policy was circulated for Board Members to review.
2. Academy staff members also commented and reviewed the policy.
3. Board discussion of the cloud storage of the surveillance and how to archive any footage if needed.

**Upon a motion duly made and seconded, the Camera & Surveillance Policy was accepted as submitted.**

**6) Board Professional Development - Employee Benefits beyond Salary**

1. The Employee Benefits slideshow was shared for Board discussion.
2. Review of the medical and dental coverage was discussed.
3. Paid time off, short & long term disability, and workers compensation were reviewed.
4. Mr. Nord will contact Mr. Husain with more information on OSHA.
5. Life insurance was also reviewed.
6. TRA and PERA were both reviewed. Pension can be drawn at age 62 with maxim benefits taken at 65 years old. Discussion about the potential of offering a 403b.
7. Q Comp incentive pay was reviewed. All staff have the opportunity to receive performance pay. Teachers and social workers have separate rubrics.

**7) Salary & Compensation Committee Report**

1. Mr. Nord presented the report from the Salary & Compensation Committee.
2. The Committee gives full recommendation to Mr. Husain to move forward with any salary increases and adjustments.
3. Most staff members are within the range of St. Paul Public Schools.
4. The Executive Director salary is lower than general comparisons, but it is difficult to fully compare without exact comps.

**Upon a motion duly made and seconded, the report from the Committee was accepted as submitted. Approval noted by Mr. Nord, Mr. Suttle, Ms. Thomas, Mr. Roark, and Mr. Bakke.**

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

1. John Vasecka has been hospitalized with recent health issues. The Board wished him a speedy recovery.
2. Graduation is scheduled for June 8th with 7-8 seniors.
3. The Executive Director Review is scheduled for 4:30 p.m. on May 30th. The surveys should be collected by May 26th.
4. The next Board Meeting is scheduled for Monday, June 5th.

Meeting adjourned at 5:30 p.m.

Respectfully Submitted,

Bryan Bakke

Board Secretary