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**Face to Face Academy**

**Board Meeting Notes**

**July 17, 2023**

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

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

There were no conflict of interest items noted.

**2) Public Comment Period**

There were no Public Comments made to the Board.

**3) Review of Board Minutes June 2023**

\*Board Members prefer the protocol of reading the Board Minutes before the meeting.

**Upon a motion duly made and seconded, the June 5, 2023 School Board Minutes were accepted as submitted.**

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

1. Financial Statements were received through June for the school year 2022/23 and shared for the Board to review.
2. Revenue is at 98% received.
3. Expenditures are 99% spent.
4. The school year is 100% complete.
5. Reconciled cash balance is $554,079.
6. Holdback is noted at $168,608.
7. Donations are noted at $11,292.
8. The budget reflects ADM of 86.
9. ESSER II funds will expire in September.
10. The ESSER allocations will continue to be monitored with eligible expenditures. Mr. Aliperto and Mr. Husain will meet later to discuss some reallocations.
11. The madesmart donation will not be received for the school year 2022/23. Board Members thanked the donor for previous donations.
12. This financial statement does not reflect Employee Retention Credit (ERC) funds. This will be seen in upcoming audit documents and will be available in future statements.
13. Q Comp allocations are higher due to the increase in incentive pay for staff as approved by the Board from the ERC funds.
14. The Food Service will receive a transfer from the general revenue to balance its fund.
15. Discussion of the reconciled cash number on the schedule in comparison to the narrative sheet.
16. 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, Ms. Thomas, Mr. Suttle, Ms. Blawat, Mr. Vasecka, and Mr. Bakke.**

**5) EFT/Account Signature Statement**

**Upon a motion duly made and seconded, the EFT/account signature statement was accepted as submitted.**

**6) IOwa Designation**

**Upon a motion duly made and seconded, the IOwA designation of Darius Husain was accepted as submitted.**

**7) Employee Retention Credit Update- New Certificate of Deposit**

1. The ERC funds were deposited into Bell Bank by June 30th.
2. The $240,000 funds were put into high yielding CD’s for 7 months at 4.85%.
3. Discussion of transferring the CD at American National to Bell Bank.
4. There is one more check from ERC for $18K to be received.

**8) Board Forms - Lease Aid & Conflict of Interest**

1. Announcement for Board Members to complete the paperwork for the new school year.
2. Signatures from Board Members are needed for the Lease Aid Application and Conflict of Interest Statement.

**9) Authorizer Update - Change of Leadership & Liaison**

1. Announcement of the resignation of Ms. Molly McGraw Healy at University of St. Thomas.
2. Dana Peterson will be the Academy’s liaison as the university searches for Ms. McGraw Healy replacement.
3. Board Members requested to send recognition of Ms. McGraw Healy’s service.

**Upon a motion duly made and seconded, the gratitude of the Board Members for Ms. McGraw Healy’s role as liaison was accepted as submitted.**

**9) Program Report**

1. Discussion of the Academy’s current student enrollment status. There are 73 students enrolled after the first six days for the school year 2023/24. This is a lower number than normal.
2. The ADM is projected at 88 students.
3. The retention rate from last school year is 98.5%.
4. The current attendance rate is 82% which is higher than normal.
5. There are more students projected to start mid-quarter in August.
6. The Informational Meeting for new students is experiencing increased attendance and staff plan to run more frequent sessions in order to build enrollment.
7. Staff are concentrating on building a positive school climate and retaining students through engagement.
8. The budget allows some safety nets if the 88 ADM is not fully reached.
9. Focus is on balancing the budget along with the priority of a positive school climate and safety.
10. Discussion of the Academy’s outreach strategies.
11. Letter from MACS was shared with Board Members about the Academy’s 25th year recognition at their Annual Meeting.
12. Academy staff are putting together ideas to celebrate the 25th year.
13. Discussion about Minnesota’s free school lunch program.
14. Discussion about Minnesota’s increased funding for library specialists and social workers which includes an increase of $40K.

Meeting adjourned at 5:30 p.m.

Respectfully Submitted,

Bryan Bakke

Board Secretary