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**Face to Face Academy**

**Board Meeting Notes**

**October 16, 2023**

Attendance included Academy School Board Members Bryan Bakke, Paul Roark, John Vasecka, Rachael Blawat, Mike Nord, Shannon Lowe, and Willie Suttle. Also present for the meeting was Darius Husain (*Academy Director)* andTom 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 & Conflict of Interest Regarding Agenda Items**

There were no conflict of interest items noted.

**Public Comment Period**

There were no Public Comments made to the Board.

**3) Certifying Board Election Results**

1. Review of the Board Election Results & Ballots.
2. Mr. Roark, Mr. Bakke, and Ms. Lowe were elected for the open positions.

**Upon a motion duly made and seconded, the Board Election Results were accepted as submitted.**

**4) Review of Board Minutes September 2023**

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

**Upon a motion duly made and seconded, the September 18, 2023 School Board Minutes were accepted as submitted.**

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

1. Financial Statements were received through September 30 for the school year 2022/23 and shared for the Board to review.
2. Revenue is at 19% received.
3. Expenditures are 26% spent.
4. The school year is 25% complete.
5. Reconciled cash balance is $1,048,190.
6. Holdback is noted at $42,152.
7. Donations are $716.
8. The budget reflects a revised ADM of 85 students.
9. Financial Statements shown to the Board Members include the listing of the Academy’s assets with Bell Bank’s Certificate of Deposit from the Employee Retention Credit (ERC) funding.
10. Five months of rent and operating expenses and all of the liability insurances have been paid.
11. Review of the food service fund. The food service report is on a two month delay.
12. 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. Roark, Mr. Suttle, Mr. Vasecka, Ms. Blatwat, Ms. Lowe, and Mr. Bakke.**

**6) Update – ICS Account transfer to CDARS**

1. Mr. Husain reported that American National Bank awarded an interest rate of 5% for the Academy’s CD.
2. American National Bank has three accounts for the Academy: checking, saving, and the CD.

**7) Annual Charter School Statement of Assurances**

Mr. Husain noted that Mr. Nord will need to sign the Statement of Assurances for SY 24.

**8) Review of Annual Report**

1. The Annual Report for 2022/23 was shared for Board Members to review.
2. The SY 23 Highlights, goals, and student data were reviewed and discussed.
3. The Authorizer Accountability Framework within the Annual Report was reviewed as Board Professional Development.

**9) Board Development – Review of Authorizer Accountability Framework**

1. The Authorizer Accountability Framework within the 2022/23 Annual Report was reviewed as Board Professional Development.
2. Review of the Spring 2023 MCA & NWEA-MAP test data.
3. Review of credit accumulation and attendance goals.
4. Review of the new metric of the post-secondary involvement for Academy students (for 24 months after graduation.)
5. Discussion of the seven year graduation rate as reviewed by the Minnesota Department of Education, not St. Thomas.
6. Discussion about the potential to collect data on students who have dropped out of the Academy and did not re-enroll in another school.

**Upon a motion duly made and seconded, the 2022/23 Annual Report was accepted as submitted. Approval noted by Mr. Roark, Mr. Vasecka, Ms. Blatwat, Ms. Lowe, and Mr. Bakke.**

**10) Academy Program Report**

1. Quarter Two is proceeding well for staff and students. Attendance is increasing and more students are staying after school to work on assignments.
2. The St. Paul Mayor’s Office has contacted the Academy to pilot a gun violence prevention program.
3. The Fall Authorizer visit is scheduled for October 30.
4. There is no update on the 792 Rose Street property. Mr. Husain is waiting for paperwork on the purchase agreement from the seller.

Meeting adjourned at 5:45 p.m.

Respectfully Submitted,

Bryan Bakke

Board Secretary