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**Face to Face Academy**

**Board Meeting Notes**

**April 22, 2024**

Attendance included Academy School Board Members Bryan Bakke, Shannon Lowe, John Vasecka, Paul Roark, Mike Nord, Rachael Blawat, and Willie Suttle. Also present for the meeting was Darius Husain (*Academy Director,*) Joe Aliperto (*Deici*), 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***. Absent: Board Member Rachael Blawat.

**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 February 2024**

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

**Upon a motion duly made and seconded, the February 26, 2024 School Board Minutes were accepted as submitted.**

There was no Board Meeting in March 2024.

**4) 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. Both February and March statements were shared.
2. Revenue is at 65% received.
3. Expenditures are 73% spent.
4. The school year is 75% complete.
5. Reconciled cash balance is $945,860.
6. Holdback is noted at $126,456.
7. Donations are at $22,700. This does not include the madesmart annual donation which is anticipated next school year.
8. March and April rent and operating expenses are paid.
9. The cost of the audit continues to increase in a shortage of service to charter schools.
10. The budget reflects a revised ADM of 85 students.
11. Review of the food service fund.
12. Checks and wires, Amazon purchases, and the credit card statements were circulated for February and March for the Board members for review.

**Upon a motion duly made and seconded, the financial documents for February and March were accepted as submitted. Approval noted by Ms. Lowe, Mr. Vasecka, Mr. Nord, and Mr. Suttle.**

**5) 792 Rose Street Appeal Application & Narrative Letter**

1. Update about the city zoning department categorization of the property being called an “accessory” use area and not “primary” use for the school. The City has chosen to call this area’s use as “agriculture” and not “educational.”
2. Lawyer has been in contact with the City of Saint Paul in regards to getting the area zoned appropriately as educational so that a permit can be purchased for the fence. The letter drafted by the lawyer has been shared with the Board Members to review.
3. Mr. Husain and the lawyer will present the appeal at the zoning board.

**6) SY 2024 Budget Revision - 2nd Look**

1. The revised budget for SY 2024 was circulated for a second review.
2. Adjusted ADM for revised budget is 85 students with a projected $37,000 surplus.

**Upon a motion duly made and seconded, the SY 2024 revised budget was accepted as submitted. Approval noted by Ms. Lowe, Mr. Vasecka, Mr. Nord, Mr. Suttle.**

**7) SY 2025 Budget - 1st Look**

1. Budget and notes on it were shared for the Board Members to review.
2. Budget based on 89 ADM.
3. ESSER funds are due by September 30th.
4. Discussion of increase in some revenue funds like mental health supports, library aid, and E-Rate.
5. Budget includes 3% cost of living and $20K for salary compensations and adjustments.
6. Budget does not include madesmart donation.
7. Discussion of what’s included in the purchased services which also has an increase.
8. Discussion of the changes due to ESSER funds and how it impacts different coded areas on the budget.

**Upon a motion duly made and seconded, the SY 2025 budget was accepted as submitted. Approval noted by Ms. Lowe, Mr. Vasecka, Mr. Nord, Mr. Suttle.**

**8) Executive Director Evaluation Process**

1. The survey format has been shared for the Board Members to review.
2. Discussion about the review process for both the Executive and Academic Directors.
3. The compensation review committee will conduct the evaluation process.

**Upon a motion duly made and seconded, the Executive Director Evaluation process was accepted as submitted. Approval noted by Ms. Lowe, Mr. Vasecka, Mr. Nord, Mr. Suttle.**

**9) 25th Anniversary Celebrations**

1. The Spring Family Event will highlight the Academy’s 25th anniversary.
2. After the graduation on June 6th, there will be a social celebration with food and drink for the Academy’s 25th year. Community members will be invited to both events.

**10) Academy Program Report**

1. This contact period has had another successful MCA test participation and completion. Most students have not tested since elementary school. Preliminary scores show strong growth trends in all subjects.
2. Lucy Voller has resigned her position as the art teacher. She has worked at the Academy for 12 years and both students and staff will miss her presence. She has indicated interest in maintaining a relationship with the school in the future as a contracted staff member for art classes. This position has been advertised and candidates have begun site visits.
3. The next Board Meeting is on Monday, May 20th.

Meeting adjourned at 6:00 p.m.

Respectfully Submitted,

Bryan Bakke

Board Secretary