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**Face to Face Academy**

**Board Meeting Notes**

**May 20, 2024**

Attendance included Academy School Board Members Bryan Bakke, Shannon Lowe, John Vasecka, Mike Nord, Rachael Blawat, and Willie Suttle. 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***. Absent: Board Member Paul Roark.

**1) Accounts Payable - Temporary Signing Privileges to Board Secretary**

Paul Roark, Board Treasurer has been put on temporary medical leave.

**Upon a motion duly made and seconded, the financial signing for accounts payable to be transferred to the Board Secretary through June 3rd was accepted as submitted. Approval noted by Ms. Blawat, Mr. Vasecka, Mr. Nord, and Mr. Bakke.**

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

There were no conflict of interest items noted.

**3) Public Comment Period**

There were no Public Comments made to the Board.

**4) Review of Board Minutes April 2024**

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

**Upon a motion duly made and seconded, the April 22, 2024 School Board Minutes were accepted as submitted.**

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

1. Financial Statements were received through April for the school year 2023/24 and shared for the Board to review. This document reflects the spring budget review.
2. Revenue is at 70% received.
3. Expenditures are 77% spent.
4. The school year is 83% complete.
5. Reconciled cash balance is $895,834.
6. Holdback is noted at $142,448.
7. Donations are at $22,700. This does not include the madesmart annual donation which is anticipated next school year.
8. ESSER funds expire on September 30, 2024.
9. Increased purchase services is due to the additional expenditures attached to the appeal to the denial of the fence permit. The lawyer fees with this appeal are $8 - 10K.
10. May rent and operating expenses are paid.
11. The budget reflects a revised ADM of 85 students.
12. Review of the food service fund.
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 for April were accepted as submitted. Approval noted by Ms. Lowe, Mr. Vasecka, Ms. Blawat, Mr. Nord, and Mr. Suttle.**

**5) Salary & Compensation Committee Report**

1. Committee met in early May 2024 and was attended by Ms. Blatwat, Mr. Suttle, Mr. Nord, Mr. Husain, and Mr. Kigin.
2. Report of Academy’s staff salaries in comparison to similar schools and roles.
3. Academy staff members’ raises maintain competitive salaries with St. Paul Public Schools with inflation and increase in cost of living.
4. Mr. Nord noted that Ms. Voller’s resignation is not due to any compensation concerns.
5. Mr. Kigin noted the structure and process for the compensation review worked well.

**Upon a motion duly made and seconded, the salary and compensation committee’s report was accepted as submitted. Approval noted by Ms. Lowe, Mr. Vasecka, Ms. Blawat, Mr. Nord, and Mr. Suttle.**

**6) 792 Rose Street East - Summary of the Zoning Appeal Hearing**

1. Mr. Husain and the Academy’s lawyer presented the appeal at the Zoning Board with an organized and thorough report and several documents challenging the initial ruling against the permit for the new fence.
2. The Zoning Board discussed the appeal and discussed the “lack of a school building” (i.e. “a bathroom”) on the acquired land and what defines a school.
3. The Zoning Board ruled that the Zoning Adminsiter’s judgment was in error in favor of the Academy.
4. Mr. Husain has informed the fence company to be prepared for installation after the 10-day waiting period for the Zoning Board to appeal this ruling.

**7) Board Professional Development - Charter Leadership**

1. Handouts shared with the Board Members summarizes the legislative changes for charter school boards and administration.
2. Discussion of the professional development plan for a charter school director without an administrator license. The change noted for Mr. Husain is the submission of professional development certificates of his completed 25 clock hours to the Academy’s Board
3. Discussion of the charter school board changes. The changes noted for the Academy are that Board terms shall begin on July 1st and be at least two years, more detailed specifics for the Board elections, training needed for new Board members, and an updated procurement policy to include competitive bidding for any purchase over $25K.
4. Discussion of the language around Board term limits as needed in the bylaws.h

**8) 25th Anniversary Event for Staff & Board Members**

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 at King Coil for the staff and community members of the Academy’s first 25 years.

**9) Academy Program Report**

1. Lucy Voller replacement has been narrowed down to two candidates. Each candidate has taught a lesson, met with staff, and completed the interview process. Reference checks are in place and the staff continues to reflect on the candidates and Mr. Husain will offer the position to one of them by this Friday.
2. Discussion of the recent Author Visit to the Academy by Minneapolis’ Charles Adams with the students talking about his book that they read in English class. Students were able to prepare questions for the author and record a podcast episode with students. This was the highest attended school day for the quarter.
3. Discussion of the spreadsheet to establish for in-person Board attendance.
4. The SY25 Board calendar will be reviewed for the next Board meeting.
5. The next Board Meeting is on Monday, June 3.

Meeting adjourned at 5:50 p.m.

Respectfully Submitted,

Bryan Bakke

Board Secretary