****

**Face to Face Academy**

**Board Meeting Notes**

**August 19, 2024**

Attendance included Academy School Board Members Bryan Bakke, Mike Nord, Rachael Blawat, John Vasecka, Shannon Lowe, and Willie Suttle. Also present for the meeting was Darius Husain (*Academy Director.)* Absent: Board Members 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 adjustments to the agenda.

 There were no conflicts of interest noted.

**2) Public Comment Period**

There were no Public Comments made to the Board.

**3) Outdoor/Experiential Space Development - Phase II**

1. Handouts on the outdoor classroom priorities, budget items, and site maps were shared for Board Members to review. The indoor kitchen design was also shared as how it relates to the renovation and outdoor area, including the outdoor classes like cooking and gardening.
2. The two different layouts of the “sport court” options in the backyard were discussed.
3. Discussion of Site Map #1 & Site Map #2 and how the court could overlap the two different properties on the first option.
4. Discussion of the recent grant application to HGA for additional support on site development materials., including potential soil testing.
5. The plans for the kitchen renovation were also shared for the Board Members to review.
6. The kitchen bid for $13, 500 was shared.
7. Discussion of the concrete slab and/or the sport court for the backyard space.
8. Review the budgetary plans for covering the cost of the renovation projects, including the “due to/due from” process with the *ABC* and the three different possible scenarios.

**Upon a motion duly made and seconded, the transfer of funds from the Academy to the *ABC* for the backyard and kitchen renovation was accepted as submitted. Approval noted by Mr. Nord, Mr. Suttle, Ms. Blawat, Mr. Vasecka, and Mr. Bakke.**

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

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

**Upon a motion duly made and seconded, the July 15, 2024 School Board Minutes were accepted as submitted.**

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

1. Financial Statements were received through July 31 for the school year 2023/24 and shared for the Board to review.
2. Revenue is at 8% received.
3. Expenditures are 8% spent.
4. The school year is 8% complete.
5. Reconciled cash balance is $762, 882.
6. Holdback is noted at $15, 279.
7. Donations are noted at $1, 450. $20K has also been received and also renewed for the four following years.
8. The budget reflects ADM of 85.
9. The Purchased Services are higher with rent being paid through August to Health and Counseling.
10. Checks and wires, Amazon purchases, and the credit card statements were circulated for the Board members for review.
11. Contemporary Transportation is for the Special Education service and 90% of this cost is reimbursed. Clarification of what is *TASC* which includes child care credit and health care expenses was reviewed.

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

**6) Procurement Policy: Second Look**

**Upon a motion duly made and seconded, the Academy’s Procurement Policy was accepted as submitted. Approval noted by Ms Lowe, Mr. Suttle, Ms. Blawat, Mr. Vasecka, and Mr. Bakke.**

**7) Authorizer Update**

The University of St. Thomas’ liaison will be attending the Academy September Board Meeting.

**8) Program Report**

1. New students have started and the Academy is experiencing good attendance during the summer session.
2. As a reminder, all Board Members are asked to complete their paperwork for the new school year.
3. The next Board Meeting is scheduled for Monday, September 16th and will include the audit.

Meeting adjourned at 5:30 p.m.

Respectfully Submitted,

Bryan Bakke

Board Secretary