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**Face to Face Academy**

**Board Meeting Notes**

**July 15, 2024**

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

\*Addition of the Procurement Policy.

**2) Public Comment Period**

There were no Public Comments made to the Board.

**3) Review of Board Minutes May & June 2024**

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

**Upon a motion duly made and seconded, the May 20 & June 3, 2024 School Board Minutes were accepted as submitted.**

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

1. Financial Statements were received through June 30 for the school year 2023/24 and shared for the Board to review.
2. Revenue is at 101% received.
3. Expenditures are 103% spent.
4. The school year is 100% complete.
5. Reconciled cash balance is $807, 717.
6. Holdback is noted at $214,866.
7. Donations are noted at $29,650.
8. The budget reflects ADM of 85.
9. ESSER funds will expire on September 30.
10. The Purchased Services were over budget due to cost of the lawyer fees accrued for the IRS paperwork for the *ABC*, purchase of 792 Rose Ave., and the preparation of the appeal to the Zoning Committee to the city. Also, the cost of the auditor has increased.
11. Surplus was lower than projected at $12K with a fund balance at 1.2 million at 60%.
12. The Food Service will receive a transfer from the general revenue to balance its 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 were accepted as submitted. Approval noted by Mr. Nord, Mr. Suttle, Ms. Blawat, Mr. Vasecka, and Mr. Bakke.**

**5) 792 Rose Ave. - Phase II Draft Proposal**

1. The 792 Rose Memo - Phase II Funding Proposal was circulated for the Board Members to review and discuss. Note: the Kitchen renovation was included in the proposal even though it is not on 792 Rose Ave., but how it is connected to the outside classes.
2. Bids are still being collected on the projects.
3. The projected cost of these projects would bring the fund balance more in line with the Board’s fund balance policy of 45%.
4. Discussion of the role of the *ABC* and the bonding process with the Academy’s lease aide.
5. Board discussion on the overall approach to the fund balance policy. The typical fund balance for a healthy budget is 20% within the charter school community; however, for a smaller school 40% is considered appropriate for more security and flexibility.
6. Board Members agree to revisit the conversation.

**6) EFT/Account Signature Statement**

**Upon a motion duly made and seconded, the EFT/account signature statement was accepted as submitted. Approval noted by Mr. Nord, Mr. Suttle, Ms. Blawat, Mr. Vasecka, and Mr. Bakke.**

**7) IOwa Designation**

**Upon a motion duly made and seconded, the IOwA designation of Darius Husain was accepted as submitted. Approval noted by Mr. Nord, Mr. Suttle, Ms. Blawat, Mr. Vasecka, and Mr. Bakke.**

**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) Procurement Policy**

1. A sample policy by MACS was circulated for Board Members to review.
2. MDE has required that a policy be in place by August 1st.
3. Board Members agree to review this policy for the August Board meeting.

**Upon a motion duly made and seconded, the MACS template for a Procurement Policy was accepted as submitted. Approval noted by Mr. Nord, Mr. Suttle, Ms. Blawat, Mr. Vasecka, and Mr. Bakke.**

**10) Program Report**

1. Discussion of the Academy’s current student enrollment status. There are 83 students enrolled after the first six days for the school year 2024/25. This is a higher enrollment number than previous school years.
2. Katie Kendrick has started as the new art teacher and Ms. Voller was able to provide mentorship for her as she stated.
3. The retention rate from last school year is 96%.
4. The next Board Meeting is scheduled for August 19th.

Meeting adjourned at 5:30 p.m.

Respectfully Submitted,

Bryan Bakke

Board Secretary