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**Face to Face Academy**

**Board Meeting Notes**

**November 18, 2024**

Attendance included Academy School Board Members Bryan Bakke, Mike Nord, John Vasecka, Rachel Blawat, and Willie Suttle. Also present for the meeting was Darius Husain (*Academy Director,*) Tom Kigin (*Advisor to the Board Members,)* Danielle Miller *(St. Thomas University,)* Alisa Hoven *(Face to Face Academy Staff)* and Jennifer Plum (*Assistant to the Board Secretary.)*

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**

There were no conflicts of interest noted.

**2) Public Comment Period**

There were no Public Comments made to the Board.

**3) Experiential & Outdoor Space: Site Plan, Budget, Fundraising, and Phased Implementation**

1. Mr. Husain discussed the process of the Academy’s grant to work with the landscape architects at *HGA* in order to create a design with final renderings of the layout options for the outdoor space.
2. Images and renderings were shared and discussed with Board Members.
3. HGA staff suggested that the sport court should be on one property.
4. Two concepts with renderings were shared for Board Members to review.
5. Initial discussions of the potential budget for the designs and next steps.

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

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

**Upon a motion duly made and seconded, the October 22, 2024 School Board Minutes were accepted as submitted with the noted amendment on Section 5, number 5.**

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

1. Financial Statements were received through October 31 for the school year 2023/24 and shared for the Board to review.
2. Revenue is at 28% received.
3. Expenditures are 33% spent.
4. The school year is 33% complete.
5. Reconciled cash balance is $873,123.
6. Holdback is noted at $61,117.
7. Donations are noted at $6,053.
8. The budget currently reflects an ADM of 91/92. The budget is based on 87 ADM. The Academy is experimenting with enrolling students who are on the waiting list to join the online program as they await a space to open for the in-person instruction. Thus, the Academy’s ADM is higher than normal at this time of the school year.
9. 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, Mr. Vasecka, Ms. Blatwat, and Mr. Bakke.**

**6) Review of Upcoming Meetings**

1. Board Members are invited to attend Paul Roark’s retirement celebration on December 12th after the graduation ceremony.
2. Board Members agreed to meet again in January 2025.

**Upon a motion duly made and seconded, the cancellation of the December Board Meeting was accepted as submitted.**

**7) Academy Program Report**

1. Discussion of Paul Roark’s retirement events with students, staff, and the larger Face to Face community.
2. Seven students are scheduled to graduate at the Arlington Rec Center on December 12th.
3. In order to cover the retirement of Mr. Roark, a Tier One licensed teacher was brought on staff to cover the long-term subbing need. Alisa Hoven has also provided subbing. In addition, any staff member who has picked up additional workloads due to this unexpected absence has been provided stipends.

Meeting adjourned at 6:07 p.m.

Respectfully Submitted,

Bryan Bakke

Board Secretary