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**Face to Face Academy**

**Board Meeting Notes**

**January 27, 2025**

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

Absent: Board Member Rachel Blawat.

***This Board Meeting was conducted both on campus and via Zoom so that all attendees could attend. Three members were in person. There remains one open Board position.***

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

There were no conflicts of interest noted.

 **Public Comment Period**

There were no Public Comments made to the Board.

**2) Review of November 2024 Board Minutes**

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

**Upon a motion duly made and seconded, the November 18, 2024 School Board Minutes were accepted as submitted.**

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

1. Financial Statements were received through December 31 for the school year 2023/24 and shared for the Board to review.
2. Revenue is at 47% received.
3. Expenditures are 49% spent.
4. The school year is 50% complete.
5. Reconciled cash balance is $1,028,019.
6. Holdback is noted at $91,676
7. Donations are noted at $12,439.
8. The remaining balance of ESSER funds was received.
9. The budget revision and update will be presented at the February meeting.
10. Rent and operating expenses are always paid one month in advance.
11. The Food Service fund was reviewed. Sometime the community lunches are entered into the Food Fund; Mr. Husain will follow up on this error in coding.
12. The budget currently reflects an ADM of 91/92. 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.
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, Mr. Vasecka, Ms. Lowe, and Mr. Bakke.**

**4) \*Building Lease Review & Option Years**

1. The lease was shared for Board Members to review and discuss in light of next year being an “option year” for extension.
2. Mr. Husain has reached out for more clarification on the details on the potential increase in lease operating expenses from Health & Counseling.
3. Mr. Husain recommends that the Academy enter into a lease agreement for Year 4 & 5 once the lease operating expenses have been outlined.
4. For ongoing annual Board professional development, a walk-through on the charter school lease aide calculation was reviewed.

**5) \*Election Policy, Procedure, & Timeline**

1. Handout summarizing the Board Election Calendar was shared for Members to review.
2. Board Terms are July-June as noted by recent change in law.
3. For ongoing Board professional development, the Board Election Calendar and changes in law were shared for review. Training for new Board members was discussed. Change in law notes that all new Board members should be trained before being seated.
4. Potential Board Members can now include school social workers. This change in membership allows three other Academy staff members to be eligible to serve.
5. Discussion of how to recruit the Board member who is a parent of an Academy student. Ideal candidate would have a child who is earlier in high school.
6. Mr. Husain will consult with Tom Kigin for any potential Board bylaws and will present bylaws in the February meeting.

**Upon a motion duly made and seconded, the Board Election Calendar was accepted as submitted.**

**6) Outdoor Learning Space Update and Development Plan**

1. Outdoor Learning Space Committee interest survey form was shared.
2. The survey responses will be used to organize the development of the outdoor spaces.
3. Survey should be completed by the February Board meeting.
4. Mr. Husain will present development ideas with the Health & Counseling Board meeting on February 17th.

**7) Academy Program Report**

1. After the December graduation and recent January enrollment, the Academy is currently enrolling 95 students.
2. A mascot outfit was purchased and debuted for students.
3. Academy’s math teacher Ms. Nguyen was in a car crash and is out for medical leave for Quarter 3. The initial part-time subbing to cover the retirement of Mr. Roark was extended to a full time position to include the subbing needs for Ms. Nguyen. This marks the second significant staffing issue for the Academy.
4. There have been additional subbing needs in the last month due to staff illnesses.
5. Next Board Meeting is scheduled for February 24, 2025.

Meeting adjourned at 5:30 p.m.

Respectfully Submitted,

Bryan Bakke

Board Secretary