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**Face to Face Academy**

**Board Meeting Notes**

**April 21, 2025**

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

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

**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) Review of March 2025 Board Minutes**

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

**Upon a motion duly made and seconded, the March 24, 2025 School Board Minutes were accepted as submitted.**

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

1. Financial Statements were received through March 31 for the school year 2024/25 and shared for the Board to review. These notes include the budget revisions.
2. Revenue is at 66% received.
3. Expenditures are 70% spent.
4. The school year is 75% complete.
5. Reconciled cash balance is $1,055,999.
6. Holdback is noted at $144,754.
7. Donations are noted at $22,486.
8. Rent and operating expenses are always paid one month in advance.
9. Review of the ACH deposits and the donations received through *Square Inc.*
10. The budget currently reflects an ADM of 92.5.
11. The CDs are earning 4 - 4.5% and are FDIC protected while being under $250,000.
12. There is $1-1,500 petty cash kept on hand on site and not the $11K noted on the financial document.
13. Mr. Husain is following up with Deici on the line item of 87% expenditures on Total Secondary Education.
14. While advertising for the two open teaching positions, the high cost of the service of *Indeed* is noted on the credit card statements.
15. 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, Ms. Blawat, and Mr. Bakke.**

**5) SY 2026 Budget - Status Update**

1. Mr. Husain shared the SY26 proposed budget in the March Board Meeting.
2. Minnesota Administrators & Educators, Board Members, and other Community Members advocated for charter schools at the state level in regards to school funding.
3. The Minnesota House and Senate have removed some of the funding consequences to charter schools like tuition billing.
4. Mr. Husain reported that the other factor facing the SY 26 budget is the math candidate salary.
5. More information on SY 26 budget will be available for the May Board Meeting.

**6) Outdoor Experiential Learning Space - Bid & Proposal (Phase 1)**

1. Several contractors have been invited to bid for the redesign of the outdoor space. Three companies responded to the invitation.
2. The bid and design from *Sculptured Earth* was shared for Board Members to review.
3. The Outdoor Space Priority, Budget, and Costs handout was shared for Board Members to review.
4. Discussion of the high cost of the pavement pavers and what it means to invest on property, like redoing the blacktop with pavers, that the Academy does not own.
5. Discussion of the pavers versus concrete which can be painted and/or stamped.
6. Discussion how to use the fund balance, the revised SY 25 higher ADM, and the potential negotiation of the “option years” in the lease to cover the costs of Priority A & B as noted on the shared handout.
7. Discussion of how to invest in rented space with some level of investment from the landlord. One strategy is to negotiate the “option years” of the current lease with no increase of the lease operating expenses. This agreement alone could equal $20K.
8. The current lease with the “option years” goes through SY 27. Mr. Husain will meet with Health & Counseling with some options about how they can participate in the cost of the redesign at some level as the landlord who owns most of the outdoor space.
9. Discussion about the contractor’s flexibility of building the outdoor space in pieces with the current stated costs. There may be some parts of the project that could have higher costs if delayed several years, like the outdoor classroom structure.
10. *Sculptured Earth* is available to have the majority of this first phase completed for the start of the new school year in July. They are putting together a list of clients for the Academy to contact for references.
11. Discussion of how to put in a water source in the backyard. Mr. Husain will follow up with the contractor to determine costs of this.
12. The Motion includes:

Part One: move forward with the established funding sources with *Sculptured Earth* to cover the cost of Priority A.

Part Two: move forward with negotiating with Health & Counseling to address the parts of the redesign as highlighted in Priority B.

Part Three: move forward to allocate any additional ADM for SY 25 to the redesign project.

 Part Four: moving forward with the project is contingent on positive references.

**Upon a motion duly made and seconded, the motion as highlighted above was accepted as submitted. Approval noted by Mr. Nord, Mr. Suttle, Mr. Vasecka, Ms. Lowe, Ms. Blawat, and Mr. Bakke.**

**7) SY 2026 Board Ballot**

1. The ballot was shared for Board Members to review.
2. Ms. Blawat made note that she will not be running again for the Board after her current term which expires in 2026.
3. Discussion of the potential of Chana Ouray running in the other open position. She will be able to determine this by the end of this week. If she is unable, Jason Meyer agreed to run in the licensed staff role.
4. Charter School Board terms run for two years minimum.
5. Ms. Carissa Lange agreed to run in the parent position. She has one graduate and three children currently enrolled in the Academy.

**Upon a motion duly made and seconded, the school board ballot was accepted as submitted.**

**8) Federal Department of Education - Statement of Assurances Title VI**

1. The Statement of Assurances of Title VI was shared for the Board Members to review.
2. The Memo from Craig Kepler was shared for the Board Members to review.
3. The State of Minnesota has indicated that they are not collecting any signed Assurances.
4. The Academy is compliant with Title VI.
5. The Board is not requiring the LEA to sign the Statement of Assurances as there is no place to send this document.

**9) Executive Director Evaluation Process**

1. The rubric and the review process for the Director’s Evaluation was shared for Board Members to review.
2. The review process starts with the completed rubrics, followed by an interview with Mr. Husain, and ends with the Board presentation.
3. The Executive Committee historically has met in May to conclude the review process.
4. Mr. Nord noted that he is able to meet in May in order to present the findings in the May Board Meeting.
5. The rubrics are due to Mr. Nord by May 9th.

**Upon a motion duly made and seconded, the rubric and the review process of the Director was accepted as submitted.**

**10) Academy Program Report**

1. Discussion of the overall higher attendance and the successful MCA testing season.
2. Discussion of the recent staff absences due to illness, injury, and unexpected grief and loss. The staff has pulled together to cover the unexpected absences. Ms. Voller, the former Art teacher, was able to come in and support subbing.
3. Danielle Miller, University of St. Thomas authorizer, also conducted a successful spring site visit.
4. The next Board Meeting is scheduled for May 19th.

Meeting adjourned at 6:10 p.m.

Respectfully Submitted,

Bryan Bakke

Board Secretary