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**Face to Face Academy**

**Board Meeting Notes**

**May 19, 2025**

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

***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) Outdoor Experiential Learning Space - Phase 1**

1. Josh K. from *Sculptured Earth* visited the school campus and met with staff and viewed the backyard space again.
2. Drawing was shared so that the Board Members could view the design and the suggested updates.
3. The new quote includes removing the back corner concrete pad. If the school’s bus needed to be stored, the other gate would be accessed than this entry point by the alley.
4. The revision includes 12 new garden boxed areas. The Academy will build the boxes.
5. Construction is slated to start June 7th so that it is completed before the summer session starts. If more time is needed, the amphitheater would be completed during the second summer break in August.
6. A transfer of $50K from the *ABC* account to the Academy has been made to cover the deposit of 40% down.
7. Mr. Husain will share updated drawings when they are received for Board Members to view.

**4) Update of Board Elections & Decision for June & July Meeting**

1. Rachel Samuelson and Jason Meyer have agreed to run for the Academy Board. Chana Ouray is interested in running next school year.
2. The election is running through the end of May.
3. Families were able to vote during the last on campus family event.
4. The election will be certified at the next Board meeting. The current Board Members will need to certify the election before seating the new Board Members.
5. The next Board Meeting is scheduled on July 21st as both a formal meeting and a social event so that the existing Board members can meet and support new incoming Board Members.

**Upon a motion duly made and seconded, the transfer of Board Membership at one meeting in July was accepted as submitted.**

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

1. Financial Statements were received through April 30 for the school year 2024/25 and shared for the Board to review. These notes include the budget revisions.
2. Revenue is at 73% received.
3. Expenditures are 78% spent.
4. The school year is 83% complete.
5. Reconciled cash balance is $1,038,797.
6. Holdback is noted at $160,838. The holdback will reflect the higher enrollment once it begins to be paid back in the fall.
7. Donations are noted at $24,036.
8. The budget currently reflects an ADM of 92. Enrollment is at 94 currently.
9. Rent and operating expenses are always paid one month in advance.
10. Big expenditures are anticipated for next month considering the renovation of the outdoor space and the Q Comp performance pay for staff members.
11. The CDs are earning 4 - 4.5% and are FDIC protected while being under $250,000. Anything over this amount is deposited into the other Academy account.
12. There is $1-1,500 petty cash kept on hand on site and not the $11K noted on the financial document.
13. While advertising for the two open teaching positions, the high cost of the service of *Indeed* is noted on the credit card statements. Overall, the cost of recruitment cost $3K.
14. 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.**

**6) SY 2026 Budget - Second Look**

1. Mr. Husain shared the SY26 proposed budget in the March Board Meeting despite the unknowns about the state budget and the open teaching positions. Document summarizing the clarifications of the budget was shared for Board Members to review.
2. Both open teaching positions have been filled.
3. SY 26 budget is based on 92.5 ADM.
4. The budget includes a 3% cost of living raise. A few members will receive a slight salary adjustment in order to stay competitive with the SPPS salary schedule.
5. SY 26 budget does not include funding for additional work in the outdoor space. Other possible funding sources were discussed.
6. The Kinney grant has been awarded for next school year.
7. The projected surplus is $29,442 with the projected fund balance at 62.4%.

**Upon a motion duly made and seconded, the school year 2025/26 budget was accepted as submitted. Approval noted by Mr. Nord, Mr. Suttle, Mr. Vasecka, Ms. Lowe, and Mr. Bakke.**

**7) Review of April 2025 Board Minutes**

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

**Upon a motion duly made and seconded, the April 21, 2025 School Board Minutes were accepted as submitted.**

**8) Salary & Compensation Committee**

1. Staff compensation includes a 3% cost of living raise for SY 26.
2. Mr. Husain stepped out of the meeting during this Board discussion:
* Mr. Nord stated that the Executive Director's review was completed in the same manner as in the past and that he had received all of the informal and formal assessments on the Executive Director’s position. Eleven out of the twelve staff members submitted surveys and the interview was conducted.
* Discussion on the process and Board members shared positive review of Mr. Husain, especially during a difficult school year of staffing.
* It is recommended that Mr. Husain receive full compensation as assessed by the evaluative rubric and its resulting scores.

**Upon a motion duly made and seconded, the review and compensation pay for the Executive Director was accepted as submitted. Approval noted by Mr. Nord, Mr. Suttle, Mr. Vasecka, Ms. Lowe, and Mr. Bakke.**

**9) Statement on Academic Director Review**

Mr. Bakke stated that after the Q Comp review of the Instructional Facilitator position, it is recommended that Jennifer Plum should be awarded full compensation in her position as the Academic Director.

**Upon a motion duly made and seconded, the review and compensation pay for the Academic Director was accepted as submitted. Approval noted by Mr. Nord, Mr. Suttle, Mr. Vasecka, Ms. Lowe, and Mr. Bakke.**

**10) Academy Program Report**

1. The math position has been filled and she will join the Academy team on the planning days. This is her third year teaching high school math.
2. Graduation is Wednesday, June 4th at the Wellstone Center for six seniors.
3. Staff are supporting students to close the school year successfully.
4. The next Board Meeting is scheduled for July 21, 2025.

Meeting adjourned at 5:30 p.m.

Respectfully Submitted,

Bryan Bakke

Board Secretary