



North Metro Flex Academy

Board of Trustees Special Meeting
North Metro Flex Academy
2350 Helen Street
North St. Paul, MN 55109

July 9, 2022
Board Meeting 10:00am

Agenda

***Our mission** is to prepare a diverse community of elementary and middle school students to be successful in high school, college and in their chosen vocation through a flexible, individualized learning experience that develops analytical, compassionate, disciplined and self-directed learners.*

Call to Order and Roll Call

The meeting was called to order at 10:10 with a quorum present.

- Board Members Present: Mike Leary, Dave Isaacson, Joe Palkowitsch, Kyle Johnson
- Board Members Absent: None
- Public Present: None
- NEO Representative: None
- Finance Representative: None

Approval of the Agenda

A motion to approve the agenda was made by Mike Leary.

Second: Dave Isaacson

Role Call Vote:

Johnson: Aye

Palkowitsch: Aye

Isaacson: Aye

Leary: Aye

Motion passed

Conflict of Interest Declaration

After reading the agenda, do any Board members have any real or perceived conflict of interest with any agenda item.

A motion to approve the agenda was made by Mike Leary.

Second: Dave Isaacson

Role Call Vote:

Johnson: Aye

Palkowitsch: Aye

Isaacson: Aye

Leary: Aye

Motion passed

Public Comment

None

Finance

Consent Agenda

Board Training Update

NEO Points of Business

School Report

Board Calendar

- **Review current Calendar for 2022-2023**

Old Business

- Selection of Board Officers

- A motion was made by Mike to nominate Dave as Treasurer for the school board.

Second: Joe Palkowitsch

Role Call Vote:

Johnson: Aye

Palkowitsch: Aye

Isaacson: Aye

Leary: Aye

Motion passed

- A motion was made by Dave to nominate Mike as Board Chair.

Second: Joe Palkowitsch

Role Call Vote:

Johnson: Aye

Palkowitsch: Aye

Isaacson: Aye

Leary: Aye

Motion passed

- A motion was made by Mike to nominate Kyle as Board Secretary

Second: Joe Palkowitsch

Role Call Vote:

Johnson: Aye

Palkowitsch: Aye

Isaacson: Aye

Leary: Aye

Motion passed

- Selection of Board Committee members

- Governance/Personnel

- A motion was made by Kyle to nominate Dave and Mike to be on the Governance/Personnel Committee

Second: Joe Palkowitsch

Role Call Vote:

Johnson: Aye

Palkowitsch: Aye

Isaacson: Aye
Leary: Aye
Motion passed

- Finance
- A motion was made by Dave to nominate Mike and Dave as members of the finance committee.

Second: Mike Leary
Role Call Vote:
Johnson: Aye
Palkowitsch: Aye
Isaacson: Aye
Leary: Aye
Motion passed

- Policies

A motion was made by Mike to nominate Kyle and Dave to the Policies Committee.

Second: Joe Palkowitsch
Role Call Vote:
Johnson: Aye
Palkowitsch: Aye
Isaacson: Aye
Leary: Aye
Motion passed

- Confirm Mission and Vision
 - o It was decided to keep the Mission as listed on the school website as most members believed it was consistent with what the school was trying to accomplish and achieve.
 - o A motion was made by Dave to adjust the “Vision” statement by removing the last sentence as it was not truly a “vision” and more of a statement about the curricular resources available at our school.
Second: Joe Palkowitsch
Role Call Vote:
Johnson: Aye
Palkowitsch: Aye
Isaacson: Aye
Leary: Aye
Motion passed
 - o Review Staff Handbook for confirmation and Policy Review.
 - o A motion was made by Mike to approve the 2022-2023 calendar.
Second: Joe Palkowitsch
Role Call Vote:
Johnson: Aye
Palkowitsch: Aye
Isaacson: Aye
Leary: Aye
Motion passed
 - o It was decided that Kyle and Dave would meet to review policies on Wednesday, July 13, 2022.
 - o It was discussed that teachers should sign an agreement form that indicates that they are familiar with the teacher handbook.
 - o The Teacher Handbook will be uploaded under “School Board” policies.
 - o A motion was made by Mike to adopt the Teacher Handbook as school policy and for it to be reviewed by the Policy Committee annually.
Second: Joe Palkowitsch

Role Call Vote:
Johnson: Aye
Palkowitsch: Aye
Isaacson: Aye
Leary: Aye
Motion passed

- Confirm Board document storage and content
 - A School Board Google Account has been created; in the Google Drive folder board members can access all board documents.
 - It has been decided that each month, a Board Monthly agenda template will be put into the Meeting Month folder where board members can add agenda items.
- Review content on flash drive from Pam and what actions/decisions are needed
 - Pam's Drive was uploaded to Google Drive, Mike will look at what folders/files need to be removed/kept.
 - Contracts were moved to main Google Drive, Dave will review and delete duplicates of any contracts.
 - ACCEL documents was moved to main Google Drive, Mike will review and delete/keep documents as needed.
 - Dave will review Internal Control Memo and make adjustments. This will be reviewed on July 20th.
 - All relevant folders/files have been moved to main School Board Google Drive. The folder Pam's Flash Drive will be updated and revised in the future.
- Disposition of replaced laptops
 - The Board has delegated disposition of laptops to Debbie to use as deemed best (no sales)
 - The Board has requested an inventory of all existing devices by Jesse.
 - A lottery was discussed as a way to get rid of laptops.

New Business

- Update Board Development Plan (including Board and individual evaluations)
 - Board members reviewed the Board Development plan and made adjustments on several areas. Many areas of the Board development plan were modified and edited to reflect
- Review Bylaws and needed actions
 - Policy Committee will draft updated bylaws for approval and editing for the future.
- Create Board Action Item list (in addition to minutes) for ongoing accountability and monitoring progress
 - Mike made a motion to create a fundraising committee and hold at least three fundraisers during the school year (including the carnival), seconded by Joe, all approved the motion.

Adjourn

A motion was made to adjourn the meeting at 2:53 by Mike Leary.

Second: Mike Leary
Role Call Vote:
Johnson: Aye
Palkowitsch: Aye
Isaacson: Aye
Leary: Aye
Motion passed

Next Board Meeting: July 20th, 2022