



# North Metro Flex Academy

## **Board of Trustees Meeting**

### **North Metro Flex Academy**

2350 Helen Street

North St. Paul, MN 55109

June 15, 2022

Board Meeting 2:30 PM

## **Minutes**

***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.*

**This Board meeting is being held pursuant to MN Statutes 13D.02.**

### **Call to Order and Roll Call**

The meeting was called to order at 2:28PM with a quorum present.

- Board Members Present: Pam Albrecht, 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 Pam Albrecht.

Second: Mike Leary.

Albrecht: aye

Leary: aye

Isaacson: aye

Palkowitsch: aye

Johnson: 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.

Albrecht: none

Leary: none

Isaacson: none

Palkowitsch: none

Johnson: none

### **Public Comment**

None

### **Finance**

- Financial Report – Kyle Knudson presented the May 2022 Finance Report at the Finance Committee meeting prior to the Board Meeting. Starting next month Mike Leary will summarize the financial report at the Board meeting and take a larger role in reporting financial information. The audit should be done in mid-August and there might be an in-depth review made of the \$700,000 federal monies received (single audit). We are in good shape this year.

### Consent Agenda

- Acceptance of May 2022 Finance Report
  - Roll Call Vote
    - Albrecht: aye
    - Leary: aye
    - Isaacson: aye
    - Palkowitsch: aye
    - Johnson: aye
- Acceptance of May 18, 2022, Board Minutes
- Acceptance of May 27, 2022, Special Board Minutes
 

A motion to accept the May 2022 Finance Report, May 18, 2022, Board Minutes and the May 27, 2022, Special Board Minutes was made by Kyle Johnson.

Second: Mike Leary

Albrecht: aye

Leary: aye

Isaacson: aye

Palkowitsch: aye

Johnson: aye

Motion passed

**Board Training Update** – Kyle reported that he has completed 12 of the NEO training sessions and found that he was not able to print the certificate of completion as before. You now need to go into the list of courses you have taken and click on a button. Joe is still working on his. Completed items will be used for the Board Development Plan at the July retreat. Mike sent out the self-evaluation to Board members and asked that it be returned by July 10<sup>th</sup>.

**NEO Points of Business** - None

**School Report** – Mike asked about the red areas. Dave said MWEA results in math and reading didn't go up as expected which was a surprise. Kyle believes there was too much testing done at one time in the spring, it covered 4-5 straight weeks. He believed his class made progress in the classroom. Curriculum was not aligned with MN standards, and Debbie is looking at more high-end curriculum for next year. Go Math will not be used again. There is \$75,000 budgeted for curriculum next year. Kyle and Ms. Listerud are familiar with the new curriculum being considered so would be able to assist teachers. Peer review wasn't successful last year and will be started back-up next school year. Debbie rearranged several performance framework measures and the changes will be sent to NEO to be presented to their Board and then MDE. NEO indicated that the framework looks better as it's more balanced and rounded. The Board questioned if the school is doing the right things to show growth in academic achievement.

### Board Calendar Items

- Review/Approve Next Year's Budget - must be done by 6-30 - completed
- Principal Evaluation – to be completed
- Finalize Vendor Contracts - completed
- MACS Membership - completed

## Old Business

- Status of CSTMN Contract – A revised contract was sent to the Board prior to the meeting for review. It was agreed to look at the contract in the fall after enrollment is more solidified. A motion to accept the CSTMN transportation contract for the 2022-23 school year was made by Mike Leary.  
Second: Dave Isaacson  
Albrecht: aye  
Leary: aye  
Isaacson: aye  
Palkowitsch: aye  
Johnson: aye  
Motion passed
- 2022-2023 Contracts – All contracts at this time for the FY23 school year have been executed. A list of contracts will be sent to Board members.

## New Business

- Google Ads – Joe sent the status to Jesse. A couple more descriptions will be added and when he gets it back, he will email the ad to the Board if requested. Jesse will put the cost on his credit card and include on his monthly invoice. It's about \$3.00 per day with a ceiling of \$100 per month with a total of \$300. It doesn't look like there is a lot of competition for schools.
- Student Requests – The list of requests made by a middle-school student was reviewed. Below is a recap of actions to be taken:
  - The uniform policy will be reviewed at the Board retreat to see if any of the many suggestions can be incorporated. Kyle indicated uniforms were a real struggle to manage in middle school.
  - Lockers – The current system isn't working but Kyle doesn't have a solution. Pam suggested contacting District 622 to see if any of their lockers are available due to school renovations. This will be brought to Debbie to investigate.
  - Mental health – We have no one dedicated to this. Maybe contact MACS?
  - Phone usage – Discuss on how to address.
- Acceptance of Board Chair Resignation – Pam Albrecht, Board Chair submitted her resignation on May 19<sup>th</sup> effective June 30<sup>th</sup>. A motion to accept the resignation of Pam Albrecht was made by Mike Leary (reluctantly).  
Second: Kyle Johnson (reluctantly)  
Albrecht: aye  
Leary: aye  
Isaacson: aye  
Palkowitsch: aye  
Johnson: aye  
Motion passed  
Discussion was then held on how to entice more parent members and how to recruit community members. Since the budget looks optimistic and the school is more stable, that is a selling point. Are there any incentives that can be offered?
- Old National Bank – Old National Bank was contacted on how to remove the current Chair from the account and add someone else. ONB can remove the Chair by Mike taking in a copy of the meeting minutes from the Board Meeting showing the resignation. When an additional person is ready to be added contact Maddie Petersen. Pam suggested considering Debbie since she has been appointed principal.
- Board Meeting Dates/Monthly Financial Reports – TAG is reviewing their efficiency and impact with the school, and one way to do this is to only attend Board Meetings that will have a specific impact. A TAG member will still attend the monthly Finance Committee Meeting, but the school members will become the owner of the monthly reporting to the Board. The dates selected were June 15, 2022, September 21, 2022, January 18, 2023, March 15, 2023, May 17, 2023, and September 20, 2023. Mike stated that he will be more active and responsible in this role.
- Carpet and Vinyl Floor Repairs - Bids were received from Lindo (thru HUB) for carpet and vinyl repairs that the school can't support. A second bid was also quite expensive. OSHA has been contacted to see if we would be eligible for a grant if mold is detected in the building. This will continue to be explored.

**Adjourn**

A motion to adjourn the meeting at 3:48PM was made by Pam Albrecht.

Second: Mike Leary

Albrecht: aye

Leary: aye

Isaacson: aye

Palkowitsch: aye

Johnson: aye

Motion passed

**Next Board Meeting:** July 20, 2022