



# North Metro Flex Academy

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

May 18, 2022  
Board Meeting 5:00 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 5:03PM with a quorum present.

- Board Members Present: Mike Leary, Pam Albrecht, Dave Isaacson, Joe Palkowitsch
- Board Members Absent: None
- Public Present: Debbie Kranz, Jesse Schonfeld, Heather Chouravong
- NEO Representative: None
- Finance Representative: Kyle Knudsen

### **Approval of the Agenda**

A motion to approve the agenda was made by Pam Albrecht.

Second: Dave Isaacson

Roll Call Vote:

Albrecht: aye

Leary: aye

Isaacson: aye

Johnson: aye

Palkowitsch: 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

Johnson: none

Palkowitsch: none

### **Public Comment**

None

## Finance

- Financial Report – Kyle Knudson presented the April 2022 Finance Report at the Finance Committee meeting prior to the Board meeting. There were no further questions or comments.
- FY22-23 Budget – Some further refinements will be made and sent to the Finance Committee.

## Consent Agenda

- Acceptance of April 2022 Finance Report
  - Roll Call Vote
    - Albrecht: aye
    - Leary: aye
    - Isaacson: aye
    - Palkowitsch: aye
    - Johnson: aye
- Acceptance of April 20, 2022, Board Minutes
- Acceptance of the following contracts:
  - Reboot
  - Kesa
  - JMC
  - Washington County MOU
  - Tamara Pulver

A motion to accept the April 2022 Finance Report, April 20, 2022, Board Minutes, and the contracts for Reboot, Kesa, JMC, Washington County MOU and Tamara Pulver was made by Mike Leary.

Second: Joe Palkowitsch

Roll Call Vote:

Albrecht: aye

Leary: aye

Isaacson: aye

Johnson: aye

Palkowitsch: aye

Motion passed

**Board Training Update** – Prep for July 16<sup>th</sup> Board Retreat, conduct Board member self-evaluations, and report on NEO training videos. Joe mentioned that he was behind on taking the NEO training and would work on it. Mike indicated that there are several new ones.

## NEO Points of Business

None

**School Report** – Pam asked about the red areas in the report. This was due to testing not held due to COVID. We should do better with MWEA vs MCA comparative data.

## Board Calendar Items

- School carnival – being held
- Board member elections – was held
- Review/approve next year's budget – in progress
- Board Development Plan – Self Evaluation – will be completed at July Board Retreat

## Old Business

- Navigate Nursing Contract – Debbie asked them if they have mental health assistance and was told they only have a crisis team. A motion to approve the Navigate contract for the 2022-23 school year was made by Dave Isaacson.  
Second: Mike Leary  
Roll Call Vote:  
Albrecht: aye  
Leary: aye  
Isaacson: aye  
Johnson: aye  
Palkowitsch: aye  
Motion passed
- CSTMN Transportation Contract – Dillon will provide an updated contract and submit friendlier invoices. The rate he has proposed cannot be supported by the school.
- Krause-Anderson HR Administration – After discussion, it was decided not to contract with them. They are more of a hands-on service rather than a sounding board, but Debbie would rather contract with MACS because of the valuable information they have provided this year.
- Gambling Permit – The permit was approved by City of N. St. Paul on May 17<sup>th</sup> and was received today.

## New Business

- School Uniforms – The Board reviewed the information Chelsea received from several vendors. A motion to contact Squad Locker to set up an account to provide the school uniforms was made by Pam Albrecht.  
Second: Mike Leary  
Roll Call Vote:  
Albrecht: aye  
Leary: aye  
Isaacson: aye  
Johnson: aye  
Palkowitsch: aye  
Motion passed  
Chelsea will advertise and send notices to the parents about the new vendor.
- Board Election Results – The ballots were counted by Kyle Knudsen and all current Board members were re-elected. It was suggested next year to hold the election at the school carnival or on a school club afternoon because of low turnout.
- Approve Janitorial Vendor – The bids were reviewed by the Board prior to the meeting and discussion was held. A motion to contract with MN Services for janitorial services next school year was made by Mike Leary.  
Second: Joe Palkowitsch  
Roll Call Vote:  
Albrecht: aye  
Leary: aye  
Isaacson: aye  
Johnson: aye  
Palkowitsch: aye  
Motion passed
- Approve Lunch Vendor – The bids were reviewed by the Board prior to the meeting and discussion was held. A motion to contract with CKC Good Food was made by Mike Leary.  
Second: Pam Albrecht  
Roll Call Vote:  
Albrecht: aye  
Leary: aye  
Isaacson: aye  
Johnson: aye  
Palkowitsch: aye  
Motion passed

- COVID Stipend for Jessaca Karg – Debbie asked that Jessaca be paid a \$5,000 stipend from the COVID grant for the additional overall program administration that she has provided this school year. A motion to pay a stipend of \$5,000 to Jessaca Karg for overall program administration from the COVID grant was made by Pam Albrecht.  
 Second: Dave Isaacson  
 Roll Call Vote:  
 Albrecht: aye  
 Leary: aye  
 Isaacson: aye  
 Johnson: aye  
 Palkowitsch: aye  
 Motion passed
- Playground Equipment – Teeter Totter – It was discovered that both springs have broken so Chelsea contacted Kaboom, but they did not reply. After discussion it was decided to remove it. Motion to remove the teeter-totter was made by Pam Albrecht.  
 Second: Joe Palkowitsch  
 Roll Call Vote:  
 Albrecht: aye  
 Leary: aye  
 Isaacson: aye  
 Johnson: aye  
 Palkowitsch: aye  
 Motion passed  
 A motion to investigate an outdoor playground upgrade, with wood chips, that will be contingent on ESSER funding was made by Kyle Johnson.  
 Second: Mike Leary  
 Roll Call Vote:  
 Albrecht: aye  
 Leary: aye  
 Isaacson: aye  
 Johnson: aye  
 Palkowitsch: aye  
 Motion passed
- MACS Membership – Debbie looked into their services, and they cannot do HR administration like Krause-Anderson, but she believes MACS is what she needs. A motion to join MACS for the 2022-23 school year was made by Mike Leary.  
 Second: Dave Isaacson  
 Roll Call Vote:  
 Albrecht: aye  
 Leary: aye  
 Isaacson: aye  
 Johnson: aye  
 Palkowitsch: aye  
 Motion passed
- July Board Retreat – The Retreat will be held July 16, 2022, from 9-3. Send agenda items to Mike. Proposed items include policy review schedule, principal evaluation, and board self-evaluation.

- Approval of Paula Metling Salary Increase – Debbie and Dave requested that an additional \$2,000 be added to her contract which would make the total \$5,000. Paula has been providing SPED services since January. A motion to increase Paul Metling’s salary by \$2,000 was made by Dave Isaacson.

Second: Mike Leary

Roll Call Vote:

Albrecht: aye

Leary: aye

Isaacson: aye

Johnson: aye

Palkowitsch: aye

Motion passed
- Meeting with NEO on Performance Framework Revision – Debbie and Dave met with Tu from NEO who asked many questions and was very complementary about our school. Monday was to be a walk-thru, but she requested details on programs and didn’t discuss the framework. Debbie had previously scanned the proposed framework changes to the Board to review. A motion to make the proposed changes to the performance framework was made by Mike Leary.

Second: Pam Albrecht

Roll Call Vote:

Albrecht: aye

Leary: aye

Isaacson: aye

Johnson: aye

Palkowitsch: aye

Motion passed
- TreeMachine – Debbie received information about the TreeMachine Greenraiser. It consists of hosting a clothing bin on our property to collect used clothing and shoes. The school will receive cents per pound of clothing and be entered into quarterly contests to earn extra money for the school. For every full bin one tree will be planted. A motion to sign up for a bin(s) to be placed on school property to collect clothes and shoes was made by Joe Palkowitsch.

Second: Mike Leary

Roll Call Vote:

Albrecht: aye

Leary: aye

Isaacson: aye

Johnson: aye

Palkowitsch: aye

Motion passed

HUB will be contacted to ask where they prefer the bin to be placed if indeed, they approve. **Update – HUB approved placement of the bin on school property nearest the school and the bin is in place.**
- Carpet Repair/Replacement – This was discussed at the Finance Committee Meeting, and it was suggested to get 2-3 bids. **Update – HUB was contacted, and a bid has been received. This will be discussed further at the next Board Meeting.**
- Equipment Request – It was requested that \$27,000 be allotted in the budget for technology equipment and a list was sent to the Board earlier to review. A motion to vote on the budget as is with \$27,000 to purchase what’s on the proposed list was made by Joe Palkowitsch.

Second: Dave Isaacson

Roll Call Vote:

Albrecht: aye

Leary: aye

Isaacson: aye

Johnson: aye

Palkowitsch: aye

Motion passed

A Special Board Meeting will be held to approve the budget.
- T-Mobile Hotspots – This was not acted on.

**Adjourn**

A motion to adjourn at 7:24PM was made by Pam Albrecht.

Second: Dave Isaacson

Roll Call Vote:

Albrecht: aye

Leary: aye

Isaacson: aye

Johnson: aye

Palkowitsch: aye

Motion passed

**Next Board Meeting:** June 15, 2022