

**Board of Trustees Meeting**

**North Metro Flex Academy**

2350 Helen Street

North St. Paul, MN 55109

July 20th, 2022

Board Meeting 5:00 PM

**Agenda (Revised)**

***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.**](https://mncharterschools.us9.list-manage.com/track/click?u=614e989947037a4e88a5fe24c&id=1e23dc3914&e=3014ed019f)

**Call to Order and Roll Call**

The meeting was called to order at 5:04

* Board Members Present: Joe Palkowitsch, Kyle Johnson, Dave Isaacson, Mike Leary
* Board Members Absent: None
* Public Present: Debbie Kranz, Cindy Lovarato
* NEO Representative: None
* Finance Representative: None

**Approval of the Agenda**

**A motion to approve the agenda by Mike Leary**

Second: Kyle Johnson

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.

Leary: none

Isaacson: none

Palkowitsch: none

Johnson: none

**Public Comment: None**

**Legal -** Cindy Lovarato

* Brief comments – Cindy recognizes Pam Albrecht’s effort towards the school. She believes Pam should be awarded because of her dedication and how detail-oriented she was. She recognized how Pam catches things, citing her “eagle eye”. Pam always put the school first and Cindy wanted to give her public thanks and respect to her for everything she has done. In her over 40 years of practicing law, she has never seen someone so committed to the work of NMFA School Board.

**Finance**

* Financial Report
* Title 1 concerns the budget because we sent a letter to MDE asking if NMFA can be a Title 1 School. In order for the school to become an Title 1 School, effort needs to be maintained. In 2022, we did not meet the qualifications to be a Title 1 School

Audit is underway, Kyle Knudson was not concerned and everything looks really good.

**Consent Agenda**

* Acceptance of July Meeting Agenda
* Acceptance of Board Retreat Minutes
* A motion was made to accept the July Meeting Agenda and Board Retreat Minutes by Dave Isaacson
* Second: Leary
* Leary: aye
* Isaacson: aye
* Palkowitsch: aye
* Johnson: aye
* Motion passed

**Board Training Update**

* Board Training Priorities -Mike reviewed the Charter School Board training guidelines for hosting remote meetings with board members. It was requested that a Zoom link be posted on the monthly board meeting agenda for ease of access for parents and other staff. These board meeting agendas will be posted on the school website in advance.

**NEO Points of Business**

* None

**School Report**

* Debbie reported the summer school has been going well and she is hoping that teachers are feeling rejuvenated. She is pleased with the retention of staff and students as of this year. New curriculum has been adopted and the school is excited for positive changes. Debbie and Jess Karg met with RCE (Regional Centers of Excellence) and they will know in August how much support they are able to give us as a school. RCE is planning some level of support especially with regards to data and instructional coaching. She hopes that teachers will be able to become more data driven in their work but at the same time be able to maintain teacher well-being and not feel overworked.

**Board Calendar Items**

* Board Retreat
  + Officer and Committee summary (See Retreat minutes)
  + Board Development Plan
  + Mike reviewed the 2023 BMFA Board priorities which included updating policies, more parent involvement, increasing student retention, board training, and finding more board members.
  + Invoice approval procedures
* Annual Financial Designations
* Staff Handbook Update
* It was proposed to have a location to find policies in the staff handbook. This would appear on the school website. Mike noted that we need to be diligent about making sure we do not have duplicates or policies. It was decided to approve the Staff Handbook at the August meeting. Mike noted that staff ought to sign off by acknowledging they have read the policies in the Staff Handbook at the start of the school year.

**Old Business**

**New Business**

* Marketing Budget -Approval for $2500 – Joe has requested moving more of the allocated money in the Marketing budget towards ads. Debbie Kranz noted that they are doing their best to use the marking budget to increase awareness of our school. Joe noted that our ads will tell us who has clicked on a North Metro Flex Academy ad. Dave Isaacson has proposed upping this amount to $3000 for marketing this summer.
* A motion was made to approve a marketing budget of $3000 rather than $2500 by Joe Palkowitsch.
  + Second: Dave Isaacson
  + Leary: aye
  + Isaacson: aye
  + Palkowitsch: aye
  + Johnson: aye

Motion passed

* Conference Attendance funds approval – Debbie discussed two conferences this summer for our admin staff to attend. One of these conferences is hosted by MDE and is specifically for charter schools. The cost of this conference is $200. The second event is hosted by Kraus-Anderson who has invited charter school leaders for a summer HR school conference. The cost of this conference is $400. It was discussed, if this request needed to be approved by the board or if this is within Debbie’s job scope to approve attending. Debbie is requesting $600, but possibly more in case more conferences pop up. It was noted by Dave that this will help with governance and overall functions of our school. After a short discussion, $1000 dollars was proposed to help pay for future summer conferences by Mike Leary.
* A motion was made by Mike Leary to allocate $1000 for summer conferences by moving the funds from the general fund balance to the conference line in the budget.
* Second: Joe Palkowitsch
* Leary: aye
* Isaacson: aye
* Palkowitsch: aye
* Johnson: aye

Motion passed.

* Internal Control Policy -School Attire, Procurement, Internal Control are the policies under review. We will review these policies over the next month and approve these policies during the August meeting. The board will give Dave feedback on the internal control policy by Monday, July 25th with regards to language before it is sent to Cindy Lovarato.
* Microsoft Office Accounts for New Staff – No action is needed.
* Online payment process for parents – Chelsea Smieja (office manager) had mentioned the idea of setting up an online payment process for our school so we can remove barriers for paying for various things. This would be easier for parents and likely make them happy. JMC should have a feature to set up a payment process for parents. This will be looked into in the future. Mike noted we need to be aware where these funds will go after they’ve been processed through the online payment system
* A motion was made by Mike Leary to explore the legal and financial ramifications of an online payment for our school system using JMC, to be presented to the board.
* Second: Dave Isaacson
* Leary: aye
* Isaacson: aye
* Palkowitsch: aye
* Johnson: aye

Motion passed.

* Wolf Pack information and Pricing approval – Debbie is requesting that we have “Wolf Pack” and to approve charging parents for this service. Wolf Pack is a service provided by the school to have daycare before and after school for students. The original cost of this service was around $17 in previous years. We do have an individual at our school who is confirmed to cover this service. This service would start when the school year begins.
* Legal Contract approval for FY2023 – This agreement will be discussed during the August meeting. We currently do not have a formal agreement with Cindy.
* New Hire approval
* Kaylee Nash (as teacher with tier 4 license) – Kaylee Nash is new teacher who just graduated. She is willing to help fill whatever needs we have as a school (for example, a classroom split, or to support a grade level). A teacher at our school has requested short term disability for 2 months and this staff member will likely cover for said teacher.
* A motion was made by Kyle Johnson to approve Kaylee Nash as a new hire.
* Second: Joe Palkowitsch
* Leary: aye
* Isaacson: aye
* Palkowitsch: aye
* Johnson: aye

Motion passed

* Confirm approval of the following hires:
  + Kelly Winter, (MS math teacher)
  + Chris Cowan (para)
  + Josephine Borchert (para)
  + Maddie J. (para)
  + Garius Carey (SPED/Title)
* The approval of these teachers was already confirmed by previous Board Chair Pam Albrecht.

**Adjourn**

**A motion to adjourn the meeting at 6:13pm by Mike Leary.**

Second: Joe Palkowitsch

Leary: aye

Isaacson: aye

Palkowitsch: aye

Johnson: aye

**Next Board Meeting:** August 17,2022