

Board of Trustees Meeting
North Metro Flex Academy



North Metro Flex Academy

2350 Helen Street
North St. Paul, MN 55109

August 17, 2022
Board Meeting 5:00 PM

Zoom Link:

<https://us02web.zoom.us/j/89722888531?pwd=aGJxcU92NFBCMFBGUlhkK1A2WVhLQT09>

Meeting ID: 897 2288 8531

Passcode: 8F2zAb

Meeting Minutes

Our mission is to prepare a diverse community of elementary and middle school students to be successful in high school 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.

Due to the COVID-19 Pandemic, remote meetings will be conducted by the NMFA Board of Directors using Zoom. A Zoom Link will be provided 5 days prior to the meeting date for the public and will appear on this document on the school website.

Call to Order and Roll Call

The meeting was called to order at 5:01

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

Approval of the Agenda

A motion to approve the agenda by Kyle Johnson

Second: Dave Isaacson

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

Finance

- Kyle presented financials for July. We have much stronger cash flow than previous years. Kyle Knudsen said we need to keep going on this positive trajectory, ensuring that we are meeting a 20% fund balance within the next couple of years. The money in the general fund is quite strong. We will have a better understanding where we stand by the end of October.
- The audit conducted is complete. There were no findings (which is good). Kyle was pleased without the results.

Consent Agenda

- Acceptance of July Meeting Minutes

A motion to approve the the July Meeting Minutes was made by Dave Isaacson

Second: Joe Palkowitsh

Leary: aye

Isaacson: aye

Palkowitsch: aye

Johnson: aye

Motion passed

Board Training Update

- Board Training Priorities based upon Appendix C from the Board Development Plan
 - Mike had mentioned that we should look into what advantages we get from MACs including training and activities. Debbie had sent out a link with potential training that board members can do. Mike will take a look at the list and suggest training for board members to participate based upon our Board development plan.
 - Board Recruitment is another area we would like to improve upon. Mike will provide a 1 page summary for next month and which all board members will be asked to help contribute with.
 - Fundraising opportunities (1 per trimester). We need to implement some ideas for how to develop our board. Ideally, one fundraiser before November. Mike had suggested that all board members brainstorm a fundraising opportunity and propose them at the next board meeting.
 - Mike and Dave had suggested uploading their training certificates to the Google Drive of the School Board.

Policy Committee Update

- <https://docs.google.com/document/d/1DQgh3ltQ9Ty3YD85Vd-8g2oEQAQArpV30tKZ8vO4AhQ/edit>

The policy committee will meet on August 26th, 2022 to update and review policies.

NEO Points of Business

School Principal Report

- Mike had asked the principal how realistic it was to achieve all the goals listed in the report. Principal Kranz has provided a calendar with accurate dates and meetings for the whole year. In addition, professional development will be offered to staff during workshop week.
- RCE (Regional Centers of Excellence) will be at the school every Tuesday to provide support for staff including instructional coaching.
- PLC Meetings will meet by grade level. In essence, Tuesday will be the “Data Day”.
- Training has been scheduled for teachers and staff. A goal is to increase communication, Principal Kranz will provide a staff newsletter to inform teachers of upcoming days.
- The leadership team will oversee small groups and will provide support to PLC groups. Administrators have been meeting frequently and have highlighted a list of things that need to be finished before workshop week and which ones need to be finished during workshop week.

Board Calendar Items

- Annual Financial Designations

Designation of Depositories

- Bank(s)
 - Old National Bank
- Investments
 - NONE
- Other? (Paypal or Square for E-Processing)
 - We have made some good progress on E-processing for parents to pay for school expenditures. Chelsea Smieja will continue to work on this over the next month.
- Authorizing Bank Signers
 - Board Chair - Mike Leary
 - Treasurer- Dave Isaacson

Dave Isaacson and Mike Leary have gone to the bank and will be authorized bank signers.

- MDE Designations
 - Special Education Director - **Tammy Pulber**

Tammy Pulber is listed as our special education coordinator.
 - Title Rep and Identified Official with Authority –

Debbie Kranz is the official director and Chelsea is the proxy.
- Delegation of Authority to Make Electronic Funds Transfers
 - TAG and KYLE KNUDSON
- Board Development Plan – Self Evaluation

We have worked on this and have a plan and set of priorities.

- Board Meeting Schedule for upcoming year
 - Day of the Month, Start Time, Location, Committee Meeting Schedules as well

A proposal was made by Mike Leary to add the MDE designations that are reflected above in the minutes to be accepted

Second: Dave Isaacson

Leary: aye

Isaacson: aye

Palkowitsch: aye

Johnson: aye

Motion passed

A proposal was made by Mike Leary to have board meetings on the third Wednesday of every month at 4:00pm

A motion to approve the agenda by Dave Isaacson

Second: Joe Palkowitsh

Leary: aye

Isaacson: aye

Palkowitsch: aye

Johnson: aye

Motion passed

Old Business

- Approval of Internal Control Policy and Uniform Policy.

Internal Control Policy

Dave received input from Cindy Lavarato on our policy. Dave will change the policy relating to financial vendors and will change the proposal amount from \$10,000 to \$5000.

A motion was made by Kyle Johnson to approve the Internal Control Policy with amended changes made by Dave.

Second: Joe Palkowitsh

Leary: aye

Isaacson: aye

Palkowitsch: aye

Johnson: aye

Motion passed

Uniform Policy

The uniform policy was updated modestly, a specific change was made about pants.

A motion was made by Kyle Johnson to approve the Uniform Policy with amended changes made by Dave.

Second: Joe Palkowitsh

Leary: aye

Isaacson: aye

Palkowitsch: aye

Johnson: aye

Motion passed

- Cindy Lavarato Contract Agreement

Mike has talked with Cindy and she would like to change her hourly rate to \$265 since we will not be needing her services on a regular basis.

A motion was made by Mike Leary to approve Cindy Lavorato's contract with North Metro Flex.

Seconded: Dave Isaacson

Leary: aye

Isaacson: aye

Palkowitsch: aye

Johnson: aye

Motion passed

- Approval of Staff Handbook policy

Mike would like the Policy Committee to review and remove duplicate policies in the Staff Handbook that are already a part of the Board policies. Dave thinks that it is acceptable to have these "duplicate" policies because there is no conflict between the Staff Handbook and School Board policies. Mike had reminded the principal of having an agreement between the staff and the school about knowing the policies of the Staff Handbook. The board would like to be able to see all the signed agreements that staff will have signed.

- Online Payment System

This was discussed in the school report and this is still going on. The hope this is to have

- Google Ads

Joe has double checked on the google ads to see how much traffic the school has received with the ads. There has yet to be any official enrollment from ads, but we have had a lot of traffic with ads. Joe thinks that is good traffic for our site. On August 4th, 2022, there was a lot of traffic for our new ad on Facebook. Since August 1st, there have been 9 enrollment forms filled out according to Joe's data. There was some discussion about how the ads should be paid for. Some staff were using personal credit cards and getting reimbursed for it. Debbie had asked about how there could be another way to pay for our online ads, since our PEX card has a limit of \$500 per month. Debbie has requested that our spending limit be increased on the school's PEX card (up to \$1000). Joe has suggested that we strongly balance our Facebook and Google ads. The price for a Google ad monthly is \$100. The price for three Facebook ads monthly is \$113 dollars for the last 7 days. In the last 30 days, there was \$625 on 18 various ads. Joe believes that we should put more money on Google to balance out the spending amount. Dave has suggested running these ads through October.

A motion was made by Mike Leary to increase the spending limit on the school's PEX card to \$1000 up from \$500 monthly and to increase the Google monthly budget to \$500 thru October.

Seconded: Joe Palkowitsch

Leary: aye

Isaacson: aye

Palkowitsch: aye

Johnson: aye

Motion passed

New Business

- Approve Bylaw changes and adjustments

Mike went through the 2019 bylaws. Mike has uploaded the changes and is a current revision that we should be happy with. This version has been uploaded to Google Drive and is comfortable as it being the bylaws.

A motion was made by Mike Leary to approve the bylaws and send them to the appropriate sources.

Seconded: Dave Isaacson

Leary: aye
Isaacson: aye
Palkowitsch: aye
Johnson: aye

Motion passed

- Annual Audit Update
See comments under Finance
- Acceptance/Adoption of Retention Schedule as defined by the State of MN - <http://education.state.mn.us/MDE/SchSup/ComplAssist/QA/DueProcRight/055464>

A motion was made by Mike Leary to approve or accept the adoption of the retention schedule as defined by the state of Minnesota as it applies to our documents.

Seconded: Joe Palkowitsch

Leary: aye
Isaacson: aye
Palkowitsch: aye
Johnson: aye

- Approval of contract for Educational Consultant-Keith Bristadeau

Debbie has reached out to an educational consultant named Keith Bristadeau to discuss instructional coaching and educational consulting for our school. Keith is an adjunct professor at Hamline and is currently a professor at Anoka-Ramsey Community College. One of his goals is to increase the school's communication and improve the culture of our school. Debbie Kranz has proposed that Kieth support our school at the lowest level. He would come once a week to do observations and discussions with staff including training and workshops. Kieth would help identify strengths and weaknesses of our school and within our current staff, and discuss an action plan to improve upon strengths. His budget would be \$1520 a month (this is a cap price). Kieth would invoice the school for observations, training, workshops and a mileage fee. This could be paid for with the Title 1 budget as there was a rollover of funds in the previous year and this is in the existing standing budget. Mike had suggested a report be made to ensure accountability of Keith's services. A survey was suggested by Debbie Kranz to determine goals of teachers and what they need. A contract will be sent to Keith to formalize our agreement.

A motion was made by Kyle Johnson to approve Keith Bristadeau as an Educational Consultant at the lowest level per his proposal of 40 hours a month from September to June.

Seconded: Dave Isaacson

Leary: aye
Isaacson: aye
Palkowitsch: aye
Johnson: aye

Motion passed

- Ramsey County Foster Care MOU Agreement

This document will be signed by Board Chair, Mike Leary.

- **Mike Leary School Visit**

Board Chair Mike Leary would like to come visit our school and meet the staff members to thank them for returning to our school. It had been suggested to have this be on Thursday, September 1st at 12:00pm. Debbie will reach out to Gary the building owner to discuss making pizza and cookies for the staff.

Adjourn

A motion to adjourn the meeting at 6:46 pm by Mike Leary

Second: Joe Palkowitsch

Leary: aye

Isaacson: aye

Palkowitsch: aye

Johnson: aye

Meeting adjourned.

Next Board Meeting: September 21, 2022