

**Board of Directors Meeting
North Metro Flex Academy**



North Metro Flex Academy

2350 Helen Street
North St. Paul, MN 55109

November 16th, 2022
Board Meeting 4:00 PM

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.*

Call to Order and Roll Call

The meeting was called to order at 4:02

- Board Members Present: Kyle Johnson, Mike Leary, Dave Isaacson,
- Board Members Absent: Joe Palkowitsch (arrived at 4:45pm)
- Public Present: Selena Gant, Debbie Kranz
- NEO Representative:
- Finance Representative: Kyle Knudsen, Bonnie Schwieger

Approval of the Agenda

Conflict of Interest Declaration

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

Johnson: Nay

Leary: Nay

Isaacson: Nay

Palkowitsch: Absent

Public Comment

None

Finance

- Kyle Knudsen Finance Zoom Audit Presentation

A motion was made to approve the finance report by Dave Isaacson.

Second:Mike Leary

Leary: Aye

Isaacson: Aye

Palkowitsch: Absent

Johnson: Aye

-An audit was conducted by ABDO and came to the conclusion of an “unmodified opinion”. Everything looked good with our internal controls and we are in total compliance under Minnesota law.

-The final report will be finalized after the board meeting.

-We are at 17% towards our goal of the general fund balance.

-Our revenues were under balance from previous years.

- General Fund expenditures have gone up in 2022 per student. (This is due to the federal COVID aid money). Currently, our school is spending more than the state average.

-Food Service expenditures are up around \$400 per student compared to last year.

-General Fund Balance is increasing towards the state average (around 20%)

-Elementary and Secondary Regular Instruction per ADM is lower than the state average.

-Special education expenditures have gone down slightly since 2021.

Consent Agenda

- Acceptance of October 19th, 2022 Board Meeting Minutes
- Acceptance of October 2022 Finance Report

A motion was made to approve the consent agenda by Dave Isaacson

Second:Mike Leary

Leary: Aye

Isaacson: Aye

Palkowitsch: Absent

Johnson: Aye

Motion passed.

Board Training Update

- Board Training Priorities based upon Appendix C from the Board Development Plan

-We have uploaded a Google Excel spreadsheet that tracks our progress on completed board training modules.

-Board members will upload their progress to this spreadsheet to prove to our authorizers that we are working towards our board training goals.

Policy Committee Update

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

-Fundraising policy has been reviewed and sent to Cindy. She didn't make any recommendations, so this policy has been considered "revised" without many changes.

- Educational reimbursement policy

-Some of our paraprofessionals are doing practicum or student teaching and it was suggested that if staff members were enrolled in some sort of educational opportunity or professional development they could be reimbursed for these opportunities under certain stipulations.

-Mike Leary suggested that the policy committee look into adopting this reimbursement policy and figuring out how we can adopt this into the budget. (estimate a budget current finance item)

-Dave Isaacson suggested that we ensure it makes economic sense for our school but also make it more attractive to current staff.

-It was suggested that a Christmas letter be sent out to make it a positive environment for our teachers and let them know that they will itemize some of our proposals.

NEO Points of Business

-Tu Nguyen presented the NEO framework to the NMFA staff on Tuesday, November 15th, 2022 to staff.

-The school is in very good shape to meet our 5 year goals

-New staff members were able to take a look at it and see what targets we are being measured as a charter school.

-The staff proposed some changes to the framework that will be considered.

School Principal Report

-New curriculum has arrived and all staff have received it. RCE is working with the admin to ensure our staff are using the curriculum with fidelity.

-NWEA is being used to determine what students are needed for SONDAY intervention groups.

-Tu presented the NEO framework to staff on November 15th.

-Debbie is working with paras to help them work towards licensure.

(SEE PRINCIPAL REPORT)

Performance Framework

Board Calendar Items

- Approve World's Best Workforce Documents: Annual Report/Summary

-These documents need to be submitted by the end of December 15th, 2022

-Our goal for the future is to break down these documents next year into smaller chunks so we can have them organized for the December deadline.

-RCE will be willing to help with this process to ensure we meet the requirements of the WBWD guidelines by MDE.

-Mike Leary would like to approve delegation of the strategy plan of submission of the WBWD to the board president to approve the documents.

-Debbie Kranz will work with the board to ensure that these documents are ready.

- Preliminary discussion of Annual Meeting (January)

-The board will meet and have an annual meeting directly after the board meeting in January which summarizes our annual report to parents and stakeholders.

-The board believes that the annual meeting will be well attended by parents and staff.

Old Business

- Fundraising Initiative – (survey in process with families, staff has generated a list of ideas – decisions and plan are in process, HMM is doing a clothing drive, Minnetonka Organization is donating hats/mittens, Ramsey County is working with us for a grant for recycling)

-Many of these items have started including our "Turkey Trot" event and having our students selling Butter Braids. The goal is to use fundraised money to put towards gym equipment.

-Joe had suggested that we use platforms such as "Go Fund Me" to raise money for various school needs.

-It has decided to look into using other platforms for donations with Kyle, our finance representative. This will be discussed more at a later date (old business to discuss for next month)

- Discussion and Approval of Stipends for Staff (\$2,000 for salaried, \$1,000 for hourly)

-Dave designated the ear mark in our budget so we can continue to plan for passing this to the staff.

-Dave will meet with Kyle Knudsen and Debbie to discuss wire transfers of this.

- Discussion and Approval of Conference Opportunity for Licensed staff (Up to \$1,000 – cost of registration/food/lodging – not transportation)

-We have earmarked these potential funds for conference opportunities out of the ESSER budget.

-Teachers should look at opportunities to attend conferences and explain what they

-How this will be implemented has yet to be finalized.

- MACS membership discussion

-Debbie attends the MACs meetings on Tuesdays and has realized that she can attend MACs meetings without being an official member of MACS.

-At this time, Debbie believes that it may not be worth it at this moment due to cost and believes we should use funds for conference opportunities and stipends.

-It was suggested by Dave Isaacson that Debbie email Eugene Piccolo to determine costs of this membership per month vs. per year and determine if we need to rene

New Business

- ZenEducate -Substitute teacher contracting

-Debbie has a meeting with ZenEducate tomorrow to discuss costs for substitute teachers.

-There is no fee for membership with ZenEducate. The cost per substitute is \$220 per day.

-Debbie would like to hire paraprofessionals who could substitute for our licensed substitute teachers (who are paras) in the building to make it easier on staff.

- Waitlisting of Students and consideration of late enrollment discussion (Old business)

-There are two grade levels that have waitlists because of high enrollment numbers. Dave discussed that we extend that to other grades. Because, as we get later into the school year, come February and March, we often see many cases where parents send their children to a new school which can cause class size stress. This makes sense from a fiscal perspective as these students don't count much in our budget. Test scores will also not count within our existing framework.

-It was discussed to work with Cindy to look at our lottery policy and ensure that we have a criteria for stopping current enrollment.

A motion was made by Dave Isaacson to allow the enrollment of a new student into the 7th grade but future enrollment into the grade will be closed

Second: Kyle Johnson

Leary: Aye

Isaacson: Aye

Palkowitsch: Aye

Johnson: Aye

Motion passed.

- Acceptance of \$75 donation from Derek and Tracie Vandenburg for “Turkey Trot Event”
- Acceptance of donations of hats/mittens/scarves for 120 students from Minnetonka Project

A motion was made to accept the donation agenda items above by Joe Palkowitsch

Second: Dave Isaacson

Leary: Aye

Isaacson: Aye

Palkowitsch: Aye

Johnson: Aye

Motion passed.

- Approval of moving forward with Biz Recycling Grant

-Debbie would like approval of the grant to get new recycling containers within our school.

A motion was made to accept the Biz Recycling Grant above by Joe Palkowitsch

Second: Dave Isaacson

Leary: Aye

Isaacson: Aye

Palkowitsch: Aye

Johnson: Aye

Motion passed.

- Approval of new hire, Anna Gonzaga – SPED Para

-A kindergarten para at our school is going to be doing student teaching and will only be at our school 1 day a week after November.

-More kindergarten support will be needed to provide services for students on IEPS and Anna could help provide those services.

A motion was made to accept the Anna Gonzaga as a SPED para by Kyle Johnson

Second: Dave Isaacson

Leary: Aye

Isaacson: Aye

Palkowitsch: Aye

Johnson: Aye

- Approval of new hire, Julie D’Agostino, kitchen server

-More support is needed in the kitchen to help with serving lunch. This would be minimal to our budget according to Debbie Kkranz

A motion was made to approve Julie D'Agostino by Joe Palkowitsch

Seconded: Dave

Leary: Aye

Isaacson: Aye

Palkowitsch: Aye

Johnson: Aye

Motion passed.

Adjourn

A motion was made to adjourn the meeting at 6:38 by Joe Palkowitsch

Seconded: Dave Isaacson

Leary: Aye

Isaacson: Aye

Palkowitsch: Aye

Johnson: Aye

Meeting adjourned.

Next Board Meeting: December 14th, 2022