

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

2350 Helen Street
North St. Paul, MN 55109

December 14th, 2022
Board Meeting 4:00 PM



North Metro Flex Academy

Agenda

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 4:00pm

- Board Members Present: Kyle Johnson, Joe Palkowitsch, Dave Isaacson, Mike Leary
- Board Members Absent:
- Public Present: Selina Gant, Debbie Kranz
- NEO Representative:
- Finance Representative:

Approval of the Agenda

A motion to approve the agenda was made by Dave Isaacson. Seconded by Mike Leary

Johnson: Aye

Leary: Aye

Isaacson: 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?

Johnson: no

Leary: no

Isaacson: no

Palkowitsch: no

Public Comment

Finance

- ❖ We currently have over \$500,000 in cash flow. The financial picture and health of the school looks very good according to Kyle.
- ❖ The general fund balance is a small amount short of 17%. One of our financial goals is to reach 20% in the general fund balance. It appears we will reach that shortly.

Consent Agenda

A motion was made to accept the consent agenda by Kyle Johnson.

Second: Dave Isaacson.

Johnson: Aye

Leary: Aye

Isaacson: Aye

Palkowitsch: Aye

Motion passed.

- Acceptance of November 16th, 2022 Board Meeting Minutes
- Acceptance of November 2022 Finance Report

Board Training Update

- Board Training Priorities based upon Appendix C from the Board Development Plan
- https://docs.google.com/spreadsheets/d/1CgTmoclYeeb5M0WeuK1bNXhfwntoJ8M8QaAH8Xo5Npg/edit?usp=share_link

Policy Committee Update

- <https://docs.google.com/document/d/1DQgh3ltQ9Ty3YD85Vd-8g2oEQAQArpV30tKZ8vO4AhQ/edit>
- Approve Weapons on School Grounds Policy

A motion was made by Kyle Johnson to approve the revised Weapons on School Grounds Policy.

Second: Dave Isaacson

Johnson: Aye

Leary: Aye

Isaacson: Aye

Palkowitsch: Aye

Motion passed.

- Approve Attendance and Absences

A motion was made by Kyle Johnson to approve the revised Attendances and Absences policy.

Second: Dave Isaacson

Johnson: Aye

Leary: Aye

Isaacson: Aye

Palkowitsch: Aye

Motion passed.

NEO Points of Business

School Principal Report

- ❖ Debbie Kranz presented the school report and highlighted the World's Best Workforce documents that have been sent. The plan will be sent to all shareholders at the January Board Meeting.
- ❖ Reading intervention groups are up and working. Many staff members have received training for teaching these groups.
- ❖ Instructional coaching will be ongoing and teachers will receive support from administration to help in this process.
- ❖ Winter NWEA testing will be happening in January.
- ❖ The Winter Concert will be held for the first time since before COVID-19 and parents will be in the building from 9:00-10:30 on Thursday, December 22nd. A Celebration Parade will be held where every student will receive an award for their performance and accomplishments.
- ❖ Debbie Kranz highlighted how during the last Leadership Meeting, PLC groups discussed positive changes to the school and what is working well in the classroom.
- ❖ DI (Destination Imagination) projects will compete in-house and will potentially compete in a regional competition.

[Performance Framework](#)

Board Calendar Items

- Approve World's Best Workforce Documents: Annual Report/Summary - Due December 15th, 2022
- ❖ WBWF documents have been reviewed by Principal Kranz, Dave Isaacson, Jessaca Karg, Barb Marchetti.

A motion was made to approve the WBWF report subject to any technical modifications by Mike Leary.

Second: Joe Palkowitsch

Johnson: Aye

Leary: Aye

Isaacson: Aye

Palkowitsch: Aye

Motion passed.

- Continued discussion of Annual Meeting: Set Annual Meeting Date.
- ❖ Annual Meeting will occur after the January Board Meeting at 6:00pm.

Old Business

- Fundraising Initiative –Update
 - ❖ We had our Turkey Trot event where parents attended and
 - ❖ \$3,500 was made in sales from Butter Braids. NMFA will take in around \$1400.
 - ❖ Debbie Kranz is working on grant writing with Dave Isaacson to raise more funds for our schools.
 - ❖ A Talent Show is possibly in the works where tickets could be sold to parents and guests to help raise money for the school. This would likely take place in March.

- Status of Stipends for staff/Health Insurance Increase absorbed/Conference Allowances for staff/Ed Reimbursement
 - Status/timelines
 - ❖ The bonuses/stipends are doable according to finance rep Kyle Knudsen. Within our amendment to our American Rescue Plan sent to MDE, we should be able to give bonuses to staff prior to December 25th or some time in the new year.
 - Logistics – separate check/announcement and info to staff
 - ❖ Kyle indicated that we would receive this bonus as a separate check from the school and that would show the actual amount.

- Continued MACS membership discussion
 - ❖ Debbie Kranz has suggested pursuing a contract with NEO schools rather than with MACs. This group will have a more formal agenda with topics. Debbie Kranz believes NEO will provide a more structured approach for our school.
 - ❖ Debbie Kranz believes that money spent on the MACS membership could be used otherwise.

- Zeneducate Contract Consideration
 - ❖ Dave Isaacson highlighted section 14 of the “Agreement for Education Staffing Services” which discusses how our school would be liable, if a substitute teacher committed an action against a staff member or student. Debbie Kranz and Dave Isaacson highlighted how this is a legal risk to our school. (agenda item in january, finding a substitute teacher through a staff member)
 - ❖ A potential financial incentive could be given to teachers if they find a substitute teacher for NMFA.

New Business

- Vote on new Board Member
 - ❖ A formal vote could be held in January. Selena Gant will meet with the Board Chair over the next month to discuss potential questions and concerns she may have about joining the school board.
- Girls on the Run stipends for Hofstadt and Dobratz
 - ❖ Chloe Hofstadt and Morgan Dobratz have coached the Girls On the Run program for the last two years and have done so on their own time and budget. Hofstadt and Dobratz have used a lot of their own funds for the girls who were in the program.
 - ❖ Dave Isaacson had suggested \$1000 as a possible stipend amount.

A motion was made by Kyle Johnson to approve a \$1000 stipend for Morgan Dobratz and Chloe Hofstad for their work at Girls On the Run.

Second: Joe Palkowitsch

Johnson: Aye

Leary: Aye

Isaacson: Aye

Palkowitsch: Aye

Motion passed.

- HVAC Unit assessment from ARCMAN
 - ❖ Gary, the building manager of our school, gave \$250,000 to our old management company to replace old HVAC units, and that money was not spent on that.
 - ❖ Currently, there are 7 original HVAC units still in use and 7 HVAC units are needed to replace.
 - ❖ Dave Isaacson has suggested replacing one of the HVAC units this year at the cost of \$15,000. There is also a larger HVAC unit that needs to be replaced at some time in future. This should cost close to \$25,000.
 - ❖ Dave has suggested adding \$50,000 - \$60,000 to our repair/maintenance budget, so we can have funds available to replace these units.
 - ❖ If these units are ordered, it could take 30+ weeks because of shortages in manufacturing.
- Marketing Strategy for Jan/Feb
 - ❖ At our previous meeting, we put the budget for Google ads down to \$8 dollars a day due to higher enrollment. Joe believes we could lower this even more.
 - ❖ In January and February, it was suggested that we put up enrollment ads for the following school year.
 - ❖ Selina Gant, a member of the community, suggested open houses where parents and staff highlighted the school's accomplishments to increase enrollment.

A motion was made by Dave Isaacson to add \$1000 to our current marketing budget.

Second: Kyle Johnson

Johnson: Aye

Leary: Aye

Isaacson: Aye

Palkowitsch: Aye

Motion passed.

- Standard Response Protocol K12/Safety Plan/SERT Team
- ❖ Debbie Kranz presented the Safety Plan from “i love u guys” and she strongly believes in its usage and informed the board that the SERT (Emergency Response) team will likely adopt it.
- Invitation to December 22 Winter Concert 9:00 – 10:30, Lunch 11:00
- ❖ The Board will attend the concert and will be presented to staff and students.
- Dr. Keith Bistodeau – Currently on leave
- ❖ Dr. Keith Bistodeau had some personal illnesses in his family and informed Debbie Kranz that he is currently on leave from all professional duties.
- Acceptance of donations \$75 J. Derek and Tracie Vandenburg, \$200 NSP Lions Club, \$50 Tara Norgard, \$500 Jazme LLC, Alliance Recycling

**A motion was made to accept the donations listed above in the agenda by Kyle Johnson
Second: Dave Isaacson**

Johnson: Aye
Leary: Aye
Isaacson: Aye
Palkowitsch: Aye

Motion passed.

- Approve Use of funds for Turkey Trot and Winter Concert expenses

**A motion was made to approve the use of Turkey Trot and Winter Concert expenses by Mike Leary.
Second: Dave Isaacson**

Johnson: Aye
Leary: Aye
Isaacson: Aye
Palkowitsch: Aye

Motion passed.

- Discussion of using ESSER/Title \$ for Summer Conferences
- ❖ Dave highlighted using ESSER/Title funds we had allocated for other things and used those funds to send different staff members to different conferences.
- ❖ Dave will look at the staff handbook and see how to add conferences for approval.

A motion was made to reallocate \$12,000 for the line item for conferences.

Second: Dave Isaacson

Johnson: Aye

Leary: Aye

Isaacson: Aye

Palkowitsch: Aye

Motion passed.

Adjourn

A motion was made to end the meeting at 6:20pm by Mike Leary.

Second: Dave Isaacson

Johnson: Aye

Leary: Aye

Isaacson: Aye

Palkowitsch: Aye

Motion passed.

Next Board Meeting: January 18th, 2023