

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

2350 Helen Street
North St. Paul, MN 55109

April 19th, 2023
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 4:01

- Board Members Present: Dave Isaacson, Kyle Johnson, Mike Leary, Joe Palkowitsch
- Board Members Absent:
- Principal (Ex officio): Debbie Kranz
- Public Present: Nancy Erickson
- NEO Representative: Jean Neuman
- Finance Representative:

Approval of the Agenda

A motion was made to approve the agenda by Dave Isaacson

Second: Joe Palkowitsch

Johnson: Aye

Isaacson: Aye

Palkowitsch: Aye

Leary: 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

- ❖ During the meeting, it was brought to our attention that the original budget, which was approved for 235 Average Daily Memberships (ADMs), had to be amended due to a current count of only 213 ADMs, resulting in a loss of \$125,000 in potential school funding. To address this issue, it was proposed that we adjust the American Rescue Plan funds allocated in the budget and update our narrative statements to reflect changes in revenue for this year and until the 2024 fiscal year. The target ADM for 2024 was set at 240 ADMs.
- ❖ It was noted that the restricted and unrestricted funds are currently lower than expected, but this is subject to change. The board also discussed upcoming expenses, specifically an increase in repair and maintenance costs for HVAC units, which will be funded using school savings.

Consent Agenda

- Acceptance of March 2023 Board Meeting Minutes
- Acceptance of March 2023 Finance Report

A motion was made to approve the Consent Agenda by Kyle Johnson.

Second: Joe Palkowitsch

Johnson: Aye

Isaacson: Aye

Palkowitsch: Aye

Leary: Aye

Motion passed.

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>
- E-Learning plan policy for next year
- ❖ During the meeting, the board discussed policies of nearby schools regarding e-learning days for students. It was proposed that we present a policy to the board that would allow for e-learning days when school is closed, such as on snow days. The board will review and vote on this policy for approval at the May meeting.
- PTO Policy Changes Discussion
- ❖ During the meeting, it was decided that a survey would be sent out to staff to gather their input on the PTO (Paid Time Off) policy. Dave Isaacson will be responsible for presenting the findings of the survey to the board, along with a discussion of the pros and cons of committing to more PTO versus offering a more competitive salary increase on anniversary dates.

NEO Points of Business

- ❖ It was discussed that changes need to be made to the NEO performance framework prior to the May board meeting by administration and staff suggestions. The reason for this is to allow the authorizer to approve any necessary changes. The board agreed that the changes will be made as soon as possible to allow for sufficient time for review and approval.

School Principal Report

Performance Framework

Board Calendar Items

- Start preliminary budget planning for the 2023-2024 School Year
- Start reviewing vendor contracts for renewal
- ❖ Mike Leary requested a list of school vendor contracts that need to be updated for the upcoming school year. The board acknowledged the request and will provide the list to him in a timely manner.

Old Business

- Discussion on Board Member election -Dave Isaacson
- ❖ The board confirmed that a 30-day notice has been sent out to families regarding the upcoming board election. The election will begin at the school carnival on May 12th and will run for a period of 30 days. The community is encouraged to participate in the election, and the current board members up for reelection are Mike Leary and Dave Isaacson.
- Federal Income Tax discussion
- ❖ The document was sent to Kyle Knudsen.
- Marketing Proposal Update
- ❖ During the meeting, it was reported that Ms. Karg has developed a template for bumper stickers and yard signs, which includes a design for Destination Imagination. The board also discussed that Facebook ads will be increased in the spring. Additionally, Principal Kranz will be exploring the possibility of setting up a “school shop” where parents and students can purchase school gear such as hats, shirts, etc. Finally, the budget for the marketing proposal will be reviewed at a later date.
- Staffing Plan/Staff Contracts
- ❖ The board discussed the finalization of the budget, which will be reviewed by Kyle Knudsen and the finance committee. Once the budget is clearer, contracts can be examined and provided to staff after the budget is approved. To ensure timely approval of the budget, the board agreed to hold a special meeting on May 8th after the special finance meeting. Following the approval of the budget, Principal Kranz will begin examining contracts for staff for the 2023-2024 school year.

- Annual Carnival Update
- ❖ The school carnival is scheduled for May 12th, and over \$1300 worth of goods have been donated to the school for the event. Dozens of games and activities are planned for the event, and families have generously donated prizes for the games and activities. Additionally, Acapulco will be running a taco stand at the carnival, and the school staff will be supporting the catering efforts. Other staff members are also exploring options for donating goods, such as ice cream and sweets, to the event. Staff will be asked to volunteer for the games and activities planned.

New Business

- Summer Job Fair
- ❖ This issue did not need to be discussed.

- Update on Summer School
- Principal Kranz was informed of the allocation of \$40,000 in "COVID money" or American Rescue Plan funds for summer school. Over nineteen teachers have expressed their willingness to participate in the summer school program. The program will run three days a week, from 9am-12pm on Tuesdays and Thursdays and 9am-1pm on Wednesdays.
- To gauge interest from parents, a Google Form will be sent out, as well as brochures sent home with students for signing up.

- Summary of Dave Isaacson's visit to the Minnesota Association of Charter Schools Annual Day at the Capital
- ❖ Dave Isaacson met with Rep. Lillie. They discussed the legislation that Rep. Lily is trying to get passed. He helped push through legislation that included funding for the Tubman Center, (which we have had students from).
- ❖ Dave discussed mental health and bills being passed to support students at charter schools with Rep. Lillie. He also met with Senator Tou Xiong, who expressed interest in attending the carnival and possibly visiting the school board.

A motion was made to approve the contract retroactive to the start date of the paraprofessional by Dave Isaacson.

Second: Joe Palkowitsch

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

Motion passed.

- New Cleaning Company Contract

- ❖ A new cleaning contract will be discussed in May. Chelsea has been examining two different bids for contracts. She sent two different bids, and this will be discussed at the next meeting in May.

- Pex card fraud 3 items/disputing 3 charges

- ❖ This issue was resolved.

- Science Teacher Contract - Cherry Stockinger

A motion was made to approve a contract for Cherry Stockinger to be the middle school science teacher in 2024 by Kyle Johnson.

Second: Joe Palkowitsch

Johnson: Aye

Isaacson: Aye

Palkowitsch: Aye

Leary: Aye

Motion passed.

- Possible Expulsion Hearing
- ❖ Principal Kranz assured the board that everything is being handled appropriately, and will provide more information as needed in the future regarding this issue

Adjourn

A motion was made to adjourn the meeting at 6:03pm by Mike Leary.

Second: Palkowitsch

Johnson: Aye

Isaacson: Aye

Palkowitsch: Aye

Leary: Aye

Motion passed.

Next Board Meeting: May 17th, 2023

(A special board meeting will be held on May 3rd, 2023)