

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

2350 Helen Street
North St. Paul, MN 55109

May 31st, 2023
Board Meeting 4:00 PM



North Metro Flex Academy

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 4:03

- Board Members Present: Dave Isaacson, Kyle Johnson, Mike Leary, Joe Palkowitsch
- Board Members Absent:
- Public Present: Ember Russel (Arrived at 4:36), Jesse Schonfield
- NEO Representative:
- 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

- Ember Russell came to discuss the idea of starting kindergarten two days later so she can meet the parents, discuss their children's academic progress, and have parents and students see their classroom before jumping into the school year. Debbie Kranz suggested looking at the school year calendar and how it affects our instructional days. This would need to be communicated to our families. This will be added to the June agenda.
- Jesse, our Tech representative presented his ideas for his tech budget. Dave suggested putting the Tech Budget as a June agenda item.

Finance

- Dave noted that the general fund balance has decreased at the end of the year. Kyle, our financial representative, provided an overview of our current revenue streams. The school's general fund has been sustained by the inflow of federal funds, which has helped maintain its health. Dave and Kyle will be meeting to discuss necessary adjustments to our budget and express confidence in our financial position. In the worst-case scenario, the school could potentially face a loss of \$160,000 for the year due to being staffed for 235 students while currently having an enrollment of 211 students. Consequently, this has brought our general fund balance down to 9.6%. To address this, we are planning to allocate more of our ESSER funds, which should provide assistance for the upcoming fall. It is crucial to finalize these changes by July 1st.

Consent Agenda

- Acceptance of April 2023 Board Meeting Minutes
- Acceptance of April 2023 Finance Report
- Acceptance of May 3rd Special Board meeting Minutes

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

Second: Dave Isaacson

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
- ❖ The board has made a commitment to complete three board training modules each by the end of June. This proactive step demonstrates the board's dedication to continuous learning and professional development.
- ❖ An offsite day has been scheduled for July 10th at 10:00am to discuss and review our Board Development Training plan. This dedicated day will provide us with the opportunity to focus on refining and enhancing our training program for board members.

Policy Committee Update

- <https://docs.google.com/document/d/1DQgh3ltQ9Ty3YD85Vd-8g2oEQAArpV30tKZ8vO4AhQ/edit>
- E-Learning plan policy for next year
- PTO Policy Changes Discussion - Survey Results
- ❖ Results for Board Election will be shown at June meeting

NEO Points of Business

- NEO Performance Framework changes update

A motion was made by Dave Isaacson to approve the changes made to the NEO performance framework. These changes will be presented to the NEO Board for their review and approval at a future date.

Second: Joe Palkowitsch

Johnson: Aye

Isaacson: Aye

Palkowitsch: Aye

Leary: Aye

Motion passed.

School Principal Report

- ❖ The principal evaluation will be conducted by Joe and Mike. The date for the evaluation meeting will be the last week of June.

Performance Framework

Board Calendar Items

- Prepare for Board Retreat in July
- Board Self-Evaluations
- ❖ A board self-evaluation will be done by board members. This will be sent out prior to the annual retreat date and will be expected to be completed by the annual retreat date.

Old Business

- Staffing Plan/Staff Contracts Update
- ❖ The board chair will need to sign a few contracts that are pending. Regrettably, our new middle school science teacher has decided not to rescind their contract for the upcoming year. However, there is a plan in place to actively search for a new teacher over the summer to fill the position for the next academic year. In positive news, a reading specialist has been successfully hired for the middle school, which will provide valuable support for small group interventions. Regarding contracts and future staff, the school's situation is currently stable. Today, three new students have enrolled, and we anticipate approximately at least 50 more admissions by August. As a result, there may be a need to consider split grade levels, with 5th grade being a potential addition to middle school.

- List of current contracts for renewal
- ❖ Sped Contracts will need to be renewed by June. As well as CKC (food vendor), CSTMN (transportation), Kesa (website maintenance), and JMC.

New Business

- Staff Resignation - Jessaca Karg

A motion was made to accept the resignation of Jessaca Karg by Kyle Johnson.

Second: Joe Palkowitsch

Johnson: Aye

Isaacson: Aye

Palkowitsch: Aye

Leary: Aye

Motion passed.

- CAM TRUE UP
- ❖ In our current contract with Gary the building manager, he can pass along on fees legally. They can charge us less rent, but pass on building and management fees. We currently owe Gary around \$17,931 in fees. Dave suggested sitting down with Gary to find a way to keep costs down including sending a letter about the building manager needing to do landscaping and snow removal.
- Girls on the Run Stiped for Hofstad and Dobratz
- ❖ During the meeting, it was brought to attention that the \$1400 stipend for Girls on the Run coaches Morgan Dobratz and Chloe Hofstad is not feasible within our current budget. To assess the situation, calculations were performed to determine the number of hours they dedicated to their coaching responsibilities. Based on these calculations, it was concluded that the \$1400 amount exceeds what is reasonable. As an alternative, Dave Isaacson and Kyle Johnson proposed a revised stipend amount of \$1000, which is considered more appropriate and aligned with our budget constraints.

A motion was to approve a \$1000 stipend for Morgan Dobratz and Chloe Hofstad by Kyle Johnson

Second: Joe Palkowitsch

Johnson: Aye

Isaacson: Aye

Palkowitsch: Aye

Leary: Aye

Motion passed.

- MACs membership consideration
- ❖ Principal Kranz continues to attend MACs (Michigan Association of Charter School) meetings and strongly advocates for reconsidering our membership. She perceives that MACs has made significant improvements in the services and support they provide specifically for charter schools, which she finds immensely beneficial for both herself and our school. Principal Kranz believes that being a member of MACs will ensure that she stays well-informed about important policies and enables our school to stay updated on relevant matters.

- Gifted and Talented Conference Lodging for Ceil Crowley
- ❖ Principal Kranz brought up the topic of finding lodging for a conference that our gifted and talented students will be attending, which will be led by Ceil Crowley. This matter will be further discussed during the June meeting. The principal recognizes the importance of organizing suitable accommodations for the students to ensure their comfort and facilitate a successful conference experience.

- Verify SPED Assurances and NEO Invoice
- Annual Board Offsite Planning

Adjourn

A motion was made to adjourn the meeting at 6:08 by Dave Isaacson.

Second: Joe Palkowitsch

Johnson: Aye

Isaacson: Aye

Palkowitsch: Aye

Leary: Aye

Meeting adjourned.

Next Board Meeting: June 21st, 2023