

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

2350 Helen Street  
North St. Paul, MN 55109

July 19th, 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 4:01

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

### **Approval of the Agenda**

**A motion was made by Kyle Johnson to approve the agenda.**

**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, Kyle updated the board on the audit progress. While the monthly finance report was unavailable, he thoroughly reviewed checks, invoices, and the current cash flow. The projected finances will be presented in next week's session. The board appreciated Kyle's efforts and looks forward to the comprehensive financial overview in the upcoming meeting.

### Consent Agenda

- Acceptance of June 2023 Board Meeting Minutes
- Acceptance of June 2023 Finance Report
- Acceptance of the July 10, 2023 Board Retreat minutes

**A motion was made to approve the Consent Agenda by Joe Palkowitsch.**

**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/1CgTmoclYeeb5M0WewuK1bNXhfwntoJ8M8QaAH8Xo5Npg/edit?usp=share\\_link](https://docs.google.com/spreadsheets/d/1CgTmoclYeeb5M0WewuK1bNXhfwntoJ8M8QaAH8Xo5Npg/edit?usp=share_link)
- **NEO Module Training Update**
  - ❖ Starting in September, we'll review more training modules from NEO. Dave suggested looking into lease agreement training because the authorizer contract and lease agreement don't match up. Our lease has to be for 5 years, just like our NEO contract. Mike Leary highlighted how we filled out the board development plan. Attendance improvement was an area where we believe we need to do better. We also discussed how we will be updating the mission and vision statement. We will go over the NEO training module about negotiating a building lease at the August board meeting.
- **New applicable Legislation update**
  - ❖ Debbie Kranz highlighted the Library Aid program to help us create and fund a library. We also have to get paperwork to families who are eligible for free and reduced breakfast and lunch from the federal government, because new legislation in Minnesota has allowed for students to have free breakfast and lunch. There has also been some change in licensing for short call substitutes. If you have an associates degree or have been a paraprofessional in a building, you are eligible to be a substitute.

### Policy Committee Update

- <https://docs.google.com/document/d/1DQgh3ltO9Ty3YD85Vd-8g2oEQAArpV30tKZ8vO4AhQ/edit>
- **Education Reimbursement Policy Update**
- ❖ Our lawyer expressed dissatisfaction with the policy and advised against its approval. However, Dave Isaacson pointed out that Principal Kranz obtained the policy example from MACs, an organization of charter schools. We discussed the idea of forwarding this information to Wendy to gather more details about it. Mike will send an email to Wendy, while Principal Kranz will send an email to MACs inquiring about the proposed policy.

## **NEO Points of Business**

None.

## **School Principal Report**

- **MACS Update**
- ❖ During the meeting, Mike inquired about the school's recruitment status, to which Principal Kranz provided an update. We currently have 195 enrolled students. In efforts to attract more kindergarten students, Dave, Mark, Garius, and Ember have been actively promoting the school by displaying signs around the city and visiting daycare centers.
- ❖ Furthermore, Debbie's son is assisting with digital marketing, and Debbie has been in touch with a company named EnrollHand to aid with enrollment. She already had a couple of meetings with them, during which she shared preliminary information. Enrollhand will utilize this information to improve our social media presence and support the enrollment efforts.
- ❖ Debbie Kranz highlighted that we are offering electives for students this Fall.
- ❖ Mike asked for a curriculum update. Debbie explained how we purchased Elevate Science for middle school science. We have a new reading and math curriculum from the previous year that teachers are still learning and utilizing.
- ❖ Debbie Kranz would like to have a parent meeting once a month to meet with parents and get feedback from them.

## **Performance Framework**

### **Board Calendar Items**

- Finalize all vendor contracts
- ❖ Transportation, JMC, Tech, Cleaning, Food, and SPED Contracts are finished.

## **Old Business**

- **Results of Board Election**
- ❖ The results show that Mike Leary and Dave Isaacson were reelected.
- **Mission and Vision Discussion**
- ❖ Dave suggested that we get parent input on this. Dave suggested that we finalize this in August. In September, we can share this information with stakeholders regarding changes and updates.

**Current WIP Mission statement:** North Metro Flex Academy's mission is to cultivate a diverse community of K-8 students to be successful in their chosen future path by providing a flexible and challenging individualized learning experience. We provide a learning environment that fosters empathy, safety, and inclusion.

### **New Business**

- **Finalize Board Development Plan**

- ❖ Mike highlighted that the board development plan is final. Mike will try to transfer the priorities into agenda management moving forward.

- **Confirm School Director 2023-2024 Priorities and Reporting metrics**

- ❖ Mike asked Principal Kranz to provide the board of trustees her priorities for the upcoming school year.

- **Violin and Band Proposal**

- ❖ Debbie recently connected with a woman from New York who can offer violin and band lessons to our school students. The violin lessons would take place after school on Mondays, Wednesdays, and Fridays from 2-4 PM. Additionally, students interested in band lessons can join on Thursdays. The violin program is open to students from Kindergarten to 8th grade, while the band program caters to students in grades 4 to 8.
- ❖ To gauge parent interest, Debbie conducted a Google Form survey. It was proposed that the school would provide financial support for the lessons, but parents would need to cover the rental costs for the instruments. However, during the discussion, concerns were raised about some families not being able to afford the rental expenses.
- ❖ To address the rental cost issue, several solutions were suggested. One option is to seek instrument donations, which could help students who cannot afford rentals. Another idea is to organize a fundraiser to assist with the rental costs. Alternatively, the board and principal may consider a selective approach by only accommodating students whose families can cover the rental expenses.
- ❖ Ultimately, the board and principal must collaborate to come up with creative and feasible solutions to make the program affordable for families facing financial challenges. Debbie mentioned that the school's current budget may not allow for covering the cost of instruments outright.
- ❖ In conclusion, the board and principal need to work together to ensure that the music program is accessible to all interested students, considering both the financial limitations of some families and the school's budget constraints.

**A motion was made by Mike Leary to approve the concept of implementing a band and violin program at our school, and requested a financial strategy for the August meeting.**

**Second: Joe Palkowitsch**

Johnson: Aye

Isaacson: Aye

Palkowitsch: Aye

Leary: Aye

**Motion passed.**

- **Digital Marketing**

- ❖ Joe requested a code for Facebook tracking pixels. This will provide analytics on digital ads. Joe presented a page of recommendations for how to improve the ad score. This includes descriptions, pictures, and titles.

**A motion was made to approve the Enrollhand contract by Kyle Johnson.**

**Second: Dave Isaacson**

Johnson: Aye

Isaacson: Aye

Palkowitsch: Aye

Leary: Aye

**Motion passed.**

- **Kindergarten Birthdate Cutoff**

- ❖ Dave Isaacson suggested that the birthday cutoff date be from October 1st to December 1st. This will allow for more students to be enrolled. These kindergarteners still have to go through screener testing. This will allow us to see their readiness emotionally, socially, and academically for the current school year.

**A motion was made by Kyle Johnson to move the kindergarten birthdate cutoff date from October 1st to December 1st.**

**Second: Joe Palkowitsch**

Johnson: Aye

Isaacson: Aye

Palkowitsch: Aye

Leary: Aye

**Motion passed.**

- **Amended ADM Count**

- ❖ Dave suggested lowering our ADM count for the school year, so we don't have any issues with budgeting for the fall.

**A motion to cap enrollment for 5th-7th grade at 25 students per grade was made by Dave Isaacson.**

**Second: Joe Palkowitsch**

Johnson: Aye

Isaacson: Aye

Palkowitsch: Aye

Leary: Aye

**Motion passed.**

## **Adjourn**

**A motion to adjourn the meeting was made by Joe Palkowitsch at 5:37pm.**

**Second: Kyle Johnson**

Johnson: Aye

Isaacson: Aye

Palkowitsch: Aye

Leary: Aye

**Motion passed**

**Meeting adjourned.**

**Next Board Meeting: August 16th, 2023**