

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

2350 Helen Street  
North St. Paul, MN 55109

September 20th, 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 4:00pm

- Board Members Present: Dave Isaacson, Kyle Johnson, Mike Leary, Joe Palkowitsch
- Board Members Absent:
- Public Present: Debbie Kranz, Jolene Reed, Barbara Smith
- NEO Representative: Jean Neuman
- Finance Representative: Luke Bogt , Bonnie Schweiger, Kyle Knudson

### **Approval of the Agenda**

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

**Second: Palkowitsch**

Johnson: Aye  
Isaacson: Abstain  
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

- Audit presentation
- ❖ Luke Vogt and Bonnie Schweiger, auditors presented their findings. They issue a few different reports, including the independent auditors report, and single audit report. We were in compliance with all financial reporting. It's recommended that our general fund balance maintain a reserve of 20-25% to provide a safety net in case of unforeseen expenditures. It was originally at 18%, but there has been positive improvement. The general fund balance expected an increase of \$11,000, but the actual change was \$95,000. A reduction was made to accommodate for this large increase.
- ❖ The general fund expenditures by area - the current year, the two largest areas are related to elementary and secondary education and special education. We are spending per ADM right below the state average in 51-57 percentile.
- ❖ Food service fund was budgeted to break even to a 30,000 transfer. There was a \$14,000 decrease in fund balance. This was related to receiving additional federal funding that was not budgeted for. Our spending per food is now close to the state average.
- ❖ The community service fund had a change of \$4000. There was an increase in expenditures related to wages.
- ❖ With regards to SPED, we are on average with the state.
- ❖ Some preliminary moves have been made to the budget because of our current enrollment situation. Any revised changes to the budget will be on the ADM count that will be sent to MDE on October 1st, 2023.

### Consent Agenda

- Acceptance of August Board Meeting Minutes
- Acceptance of September 1st Emergency Board Meeting Minutes
- Acceptance of August Finance Report

**A motion to approve the Consent Agenda was made 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/1CgTmoclYeeb5M0WuK1bNXhfwntoJ8M8QaAH8Xo5Npg/edit?usp=share\\_link](https://docs.google.com/spreadsheets/d/1CgTmoclYeeb5M0WuK1bNXhfwntoJ8M8QaAH8Xo5Npg/edit?usp=share_link)
- NEO Module Training Update
- [New Laws for 2023](#)

- ❖ Mike Leary and Dave Isaacson both suggested that we work on MDE's training modules about recording a closed meeting and the module training on negotiating a building lease. Mike Leary asked that we create a Google Drive to hold on to any necessary documents

### **Policy Committee Update**

- [Timeline for policies to update](#)

**A motion was made to approve the updated Pupil Fair Dismissal policy update, Anti-Hazing policy, and Dress-Code- Religious Neutral policy by Joe Palkowitsch.**

**Second: Kyle Johnson**

Johnson: Aye

Isaacson: Aye

Palkowitsch: Aye

Leary: Aye

**Motion passed.**

### **NEO Points of Business**

#### **School Principal Report**

- MACS Update
- ❖ Debbie highlighted the school's initiative to introduce a pre-k program as a strategy to boost enrollment. She also shared about the new parent-teacher meetings she's been facilitating and her adoption of a tracking system for monitoring attendance across various grade levels.
- ❖ There was also a conversation about adjusting the ADM count to 200. A Special Board Meeting is scheduled for 3:30 pm on September 27th.

### **Performance Framework**

- ❖ Modifications to the performance framework have been implemented, transitioning from NWEA to FastBridge for Fall, Winter, and Spring evaluations. This new program also allows for progress monitoring. Debbie Kranz successfully applied for the BARR grant, which we've received approval for. As a result, teachers will undergo training through this program and incorporate its curriculum into their classrooms.

### **Board Calendar Items**

#### **Old Business**

- Mission and Vision Discussion

- ❖ Kyle is set to engage with the Student Council, seeking student input on the vision and mission statement. Additionally, there's been consideration about a complete school rebranding to enhance our public image and standing in the community.
  
- Lawyer Search
- ❖ In our ongoing search for legal representation for our school, we will contact the attorneys associated with Jim Martin, Christian Shafer, Laura Booth, and Ratwick to gauge their interest.
  
- Google Ads
- ❖ It has been recommended to bring Jesse, our technical expert, on board to collaborate with Joe on website modifications. The school is currently seeking enrollment and will use Google Ads and Enroll Hand for marketing purposes.

### **New Business**

- Printer Lease Renewal
- ❖ Chelsea recently informed us about the copier and its associated lease. She highlighted that under the 3-year contract, the school would continue using the current copier. According to the technician, this specific copier is expected to experience frequent malfunctions as it approaches its average lifespan of 5 years, especially given its frequent use.

**A motion was made by Dave Isaacson to approve a 5-year lease contract with a new printer.**

**Second: Johnson**

Johnson: Aye  
Isaacson: Aye  
Palkowitsch: Aye  
Leary:

**Motion passed.**

### **Adjourn**

**A motion was made to adjourn the meeting at 5:37 by Mike Leary**

**Second: Palkowitsch**

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

**Motion passed.**

**Next Board Meeting: October 18th, 2023**