**Board of Directors Special Board Meeting**

**North Metro Flex Academy**

2350 Helen Street

North St. Paul, MN 55109

October 25th, 2023

Board Meeting 4:00 PM



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

**Approval of the Agenda**

**A motion to approve the agenda was made by Mike Leary.**

**Second: 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

Isaacson: no

Palkowitsch: no

Leary: no

**Public Comment**

**Finance**

**Consent Agenda**

**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.**

* Acceptance of September 20th Board Meeting Minutes
* Acceptance of September 27th Emergency Board Meeting Minutes
* Acceptance of September 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>
* NEO Module Training Update
* [New Laws for 2023](https://mncharterschools.org/media/articles-detail.php?ID=9869)
* The board has resolved to undertake a comprehensive review of training procedures pertaining to open meetings and the negotiation of building leases. It is imperative that we devise a strategic plan in anticipation of our current building lease approaching its renewal term in the near future.

**Policy Committee Update**

* [Timeline for policies to update](https://docs.google.com/document/d/1QBV_gPwDq-De7rN1ru-mt1nWSau1M6cLtCWxVHe8f0I/edit?usp=sharing)
* The Policy Committee has conducted a review and revision of several school policies. For detailed information on these revisions, please refer to the minutes from the Policy Committee's recent meeting.

**A motion to approve the updated policies was made by Mike Leary.**

**Second: Joe Palkowitsch**

Johnson: Aye

Isaacson:Aye

Palkowitsch: Aye

Leary: Aye

**Motion passed.**

**NEO Points of Business**

**School Principal Report**

* MACS Update

[**Performance Framework**](https://docs.google.com/spreadsheets/d/1Aal7L2i488mLnVEW9wq7EcdLTRpjPFh3Uh7_WKW7rgA/edit#gid=2110722138)

**Board Calendar Items**

* We need to begin working on the World’s Best Workforce Document in December.

**Old Business**

* Mission and Vision Discussion
* The student council has listed special qualities that they believe make our school outstanding. Mr. Mike Leary recommended that we form a group tasked with finalizing a mission and vision statement by November 13th, 2023. We need to work on an updated version of this. We also talked about creating a survey to gather opinions from parents about the school.
* Lawyer Search - Update
* The board considered a variety of options for selecting our new school attorney. The consensus was to engage the services of Ratwick, Roszak, and Maloney Law Offices due to their extensive experience in charter school law.

**A motion was made to formalize an agreement with Ratwick, Roszak, and Maloney to be our legal counsel.**

**Second: Kyle Johnson**

Johnson: Aye

Isaacson: Aye

Palkowitsch: Aye

Leary: Aye

**Motion passed.**

* Google Ads
* The board noted a decrease in activity on our website, particularly highlighting that there have been no enrollment form submissions in the past few weeks. We have received new insights from our Google Ads account, which now contains sufficient data to suggest optimal ad posting times. One key recommendation is to reduce the number of ads displayed after 4:00 PM and during weekends. Additionally, we are utilizing Enrollhand for our Facebook and Instagram advertising campaigns. Enrollhand will furnish a detailed report on the performance of these ads in the upcoming weeks.

**New Business**

* Updated Budget
* The board has approved a salary increase for Dave Isaacson, amounting to $10,000, which will be financed through Special Education (SPED) funding. This increment will not impact our existing budget deficit. However, it is imperative to implement a spending freeze, limiting expenditures to only essential supplies due to our financial constraints. The lease and utility expenses are significantly straining our budget.
* Debbie raised concerns regarding the transparency of our utility expenses; the building lease manager has not disclosed the specific costs, which is suboptimal for our financial planning. Furthermore, there is a lack of clarity in the Common Area Maintenance (CAM) charges provided by the building manager, as they do not itemize the expenses incurred. The board agrees that we are entitled to a detailed account of our utility and CAM expenses to ensure accurate budget management.
* Sublease -Rental Space
* The board explored the possibility of subleasing our gymnasium to a local soccer club for use during specific weekday evenings. Discussion ensued regarding the potential rates for such a sublease agreement. However, it was concluded that facilitating this arrangement would necessitate having school staff present during evening hours. It was assessed that any potential revenue generated from the sublease would likely be offset by the additional staffing costs, rendering the financial benefit minimal.
* Approval of new para contracts

**A motion to approve the new para contracts for Natalie and Denise.**

**Second: Dave Isaacson**

Johnson: Aye

Isaacson:Aye

Palkowitsch: Aye

Leary: Aye

**Motion passed.**

**Adjourn**

**A motion was made to adjourn the meeting at 5:41pm by Kyle Johnson**

**Second: Joe Palkowitsch**

Johnson: Aye

Isaacson: Aye

Palkowitsch: Aye

Leary: Aye

**Motion passed.**

**Next Board Meeting: November 15th, 2023**