**Board of Directors Board Meeting**

**North Metro Flex Academy**

2350 Helen Street

North St. Paul, MN 55109

March 27th, 2024

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

**Approval of the Agenda**

Johnson: aye

Isaacson: aye

Palkowitsch: aye

Leary: aye

**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**

* **General Fund Balance**: Currently, the fund balance stands at 15%. This is considered indicative of a financially challenging year.
* **Enrollment**: Enrollment figures were lower than anticipated, impacting financial projections.
* **Special Education Staffing**: There was a financial setback of $95,000 due to Special Education personnel not meeting the "highly qualified" criteria, necessitating a reallocation of some staff salaries to the general budget.
* **Upcoming Meetings**:
  + Dave Isaacson and Debbie will meet with Kyle to review the financial budget for the 2025 school year.
  + Dave plans to discuss property tax funding options with Gary, the building owner, in an upcoming session.
* **Loan Repayment**: The loan for ACCEL, NMFA’s former management company is projected to be fully repaid by next year.
* **Financial Outlook**: Despite challenges, the financial outlook for the upcoming period remains positive.

**Consent Agenda**

* Acceptance of February Board Meeting Minutes
* Acceptance of February Finance Report

**A motion to approve the consent agenda was made by Dave Isaacson,**

**Second: Johnson**

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>
* NEO Module Training Update
* [New Laws for 202](https://mncharterschools.org/media/articles-detail.php?ID=9869)4

**Policy Committee Update**

* [Timeline for policies to update](https://docs.google.com/document/d/1QBV_gPwDq-De7rN1ru-mt1nWSau1M6cLtCWxVHe8f0I/edit?usp=sharing)
* Approve any updated policies

**NEO Points of Business**

**School Principal Report**

* MACS Update
* Parent Survey Update
* Fall-Winter assessment results
* Attendance issues have become a significant concern, with more than 60 students accumulating over 10 unexcused absences each. This trend adversely impacts our assessment outcomes.
* Debbie has proposed initiatives to improve attendance, including the distribution of attendance rewards. She also plans to implement "care calls" as a strategy to engage parents and encourage regular student attendance. Additionally, peer observations will be conducted.
* In a separate initiative, Debbie's son Jake will assist in securing a videographer to produce a promotional video highlighting the school's offerings and environment.
* Debbie highlighted with staff all the positive things happening in our school, and all the signs that show stability at our school.
* Regarding the FastBridge and NWEA assessments, our principal challenge lies in demonstrating academic progress. We require 35 data points per academic within the existing performance framework. Another significant hurdle is that many of our Special Education (SPED) students are not receiving the necessary accommodations for standardized testing.
* The school is set to host a Family Engagement Day on March 28th, 2024.
* New electives have been introduced for the third trimester.
* Plans are underway to offer Extended School Year (ESY) services for SPED students this summer.
* Advertising campaigns have been initiated on Facebook and Instagram.
* There are currently 48 prospective students interested in enrolling next year, with 10 already registered for the upcoming academic year.

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

**Board Calendar Items**

* Hanover Insurance Renewal
* Approve School Calendar 24-25

**A motion to approve the School Calendar for the Academic School Year 24-25 was made by Dave Isaacson.**

**Second: Leary**

Johnson: aye

Isaacson: aye

Palkowitsch: aye

Leary: aye

**Motion passed.**

**Old Business**

* Mission and Vision
* Joe Palkowitsch has been appointed as the chair of the Rebranding Committee, which will focus on refining the school's mission and vision statements.

**A motion was made to make a rebranding and mission and vision committee by Mike Leary.**

**Second: Joe Palkowitsch**

Johnson: aye

Isaacson: aye

Palkowitsch: aye

Leary: aye

**Motion passed.**

* Tech Budget Discussion with Jesse
* We will further discuss the technology contract in April. It has been recommended that all contracts align with the same start and end dates, coinciding with the end of the school year. We are currently planning to extend the existing contract.

**New Business**

* Staffing Plans/Staff Contracts
* Principal Kranz has begun planning for next school year. One teacher has informed the Principal they are looking for a new job. The school remains optimistic about teachers returning for next year.
* School Rebranding Discussion
* A new committee has been established to oversee the school's rebranding and to refine the mission and vision statements.
* Recent Survey results discussion
* The results of the school survey were generally optimistic. Several parents expressed satisfaction with the school's performance, and there were relatively few complaints overall.
* Nickyia Cogswell Board resignation and Board recruitment needs
* Nickyia Cogswell has resigned from the Board, prompting an urgent need to recruit a fifth board member. This addition is crucial to meet the performance framework requirements set by the Authorizer and to maintain the Board's effectiveness.

**Adjourn**

**A motion was made to adjourn the meeting at 5:51pm.**

**Second: Palkowitsch**

Johnson: aye

Isaacson: aye

Palkowitsch: aye

Leary: aye

**Motion passed.**

**Next Board Meeting: April 17th, 2024**