

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

2350 Helen Street  
North St. Paul, MN 55109  
August 20th, 2025  
Board Meeting 4:00 pm



# **North Metro Flex Academy**

**Approved Minutes**

***Our Mission***

We are a high-performing and innovative close-knit school that produces students capable of exemplary levels of critical thinking and achievement. In our school, we use exceptional curriculum, tools, and teaching to maximize student success in life.

***Our Vision***

We prepare a diverse community of elementary and middle school students to be successful in high school, post-secondary and in their chosen vocation through a flexible learning experience that develops analytical, compassionate, disciplined and self-directed learners

**Call to Order and Roll Call**

The meeting was called to order at 4:02

- Board Members: Joe Palkowitsch, Kyle Johnson(virtually), Barb Smith, Dave Isaacson, Mike Leary
- Board Members Absent:
- Ex-Officio: Debbie Kranz
- Public Present: NEO Representative:
- Finance Representative: Kyle Knudsen

**Approval of the Agenda**

**A motion was made to approve the agenda by Barb Smith.**

**Second: Joe Palkowitsch**

Johnson: Aye

Isaacson: Aye

Palkowitsch: Aye

Leary: Aye

Smith: 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: Nay

Isaacson: Nay

Palkowitsch: Nay

Leary: Nay

Smith: Nay

### **Public Comment**

### **Finance**

The board reviewed the financial update, noting a reported loss of \$25,000. It was discussed that paying off the ACCEL loan early may help reduce or avoid additional interest expenses. The board also reviewed current enrollment figures, which are lower than usual for this point in the summer, and agreed to continue monitoring enrollment closely.

### **Consent Agenda**

- July Board Meeting minutes
- July Emergency Board Meeting minutes
- July Finance report

**A motion was made to approve the consent agenda by Joe Palkowitsch**

**Second: Dave Isaacson**

Johnson: Aye

Isaacson: Aye

Palkowitsch: Aye

Leary: Aye

Smith: Aye

**Motion passed.**

### **Board Training Update**

- Board Training Priorities based upon Appendix C from the Board Development Plan
- [Board Training](#)
- NEO Module Training Update

- [New Laws for 2025](#)
- Review of modules

### **Policy Committee Update**

- [Timeline for policies to update](#)

### **NEO Points of Business**

- Review Web site Checklist for completeness [North Metro Flex Website Checklist - Google Sheets](#)

### **School Principal Report**

- MACS Update

### **Performance Framework**

- ❖ Performance Framework Action Plan

### **Board Calendar Items**

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### **Old Business**

- Website Maintenance Update
- Joe has been updating the website to make it look great!
- Enrollment Update  
We are currently underperforming in enrollment. We need to find an additional 10 students or so to make our budget which will be based on 160 ADMs. We may have to make additional cuts to staffing in order to accommodate this expected loss of ADMs.
- Sanitation/Maintenance services
- Keeping things as is; will work on this in spring. Tiles and carpet have been cleaned.

### **New Business**

- Email Rollover
- New School year enrollment issue and strategy

### **Adjourn**

**4:54**

**Next Board Meeting: September 17th, 2025**