

North Metro Flex Academy
Board of Trustees Meeting Notes
2350 Helen Street
North St. Paul, MN 55109
July 20, 2016
6:00 p.m.

Board Members Present

Kathy Hanson
Gretchen Yeager
Stacy Yang
Debra Kranz
Sasha Denisova

Also Present

Mike Flora, Accel Schools VP of Finance
Michael Betz, VP of Marketing
Mike Porcrnich, The Anton Group
Wendy Swanson-Choi, NEO
Cindy Lavorato- Attorney
Mari Ruddi- Social Media

Absent

Terri Privette, Principal
Eric Dinnel, Accel

Public

Randy- Parent
Marta- Parent
Samantha Parent

Agenda

Call to Order and Roll Call

The meeting was called to order at 6:10 by Kathy Hanson with a quorum present. Introduced all participating from Accel.

Board President Opening Remarks

Kathy Hanson noted NMF is doing GREAT! The KABOOM community event had diverse turnout, packed house. Thank you Sasha! Emphasized the NMF mission. We are an all-inclusive school, welcome all, free transportation from inside the district.

Approval of the Agenda

The agenda was approved as written by a Board vote of 5-0.

Conflict of Interest Declaration

Board members present verified that their position did not create a conflict of interest with the items on the Board's agenda.

Approval of Minutes

June 15 minutes approved pending correction of 2 minor spelling corrections by Board vote 5-0.

July 8 minutes approved as written by Board vote 5-0

July 13 minutes approved as with minor modification in verbiage by Board vote 5-0

Public Comment:

- Parent, Marta-Marta asked about families who can't afford the uniforms Board will consider, Marta also explained the need for more Facebook translation in Spanish for the Latino community.

Action Item: Michael Betz. Accel VP of marketing committed to supporting the most important translations needed and he would work on that.

- Samantha (parent) brought up transportation. Kathy explained a special meeting was held to discuss transportation already.
- Randy (parent) inquired about PTO start up? Board will support after school successfully opens.
- Samantha (parent) discussed school district reach out to our families. Suggested targeted NMFA calls.

Action Item: Michael Betz to create a talking points for Terri and Brynda to use when calling families

- Samantha (parent) Parents not receiving NMFA email and newsletters. Board members are not receiving NMFA email and newsletters.

Action Item: Michael Betz follow up on list serve and verify accuracy of emails as well as add NMF Board, NMF teachers, staff to the email list.

Action Item: Michael Betz to verify mailings are translated into Spanish. Also to translate all important posts on NMF website, social media and in print are available in Spanish.

NEO Points of Business (authorizer)

School is meeting readiness to open requirements. Wendy noted the Board and NEO has one of the most transparent relationships with Accel- Wendy confirmed our Board efforts are being recognized by MDE and we are leading the way. National Association of Charter School Authorizers

Internal controls clarification- any accounting system called internal control document (e.g., MARS) will support all accounting including finance, assessment data, etc. MDE.

Action Item: Cindy and Mike F. will chat about what to add and next steps in creating the internal control documents.

Treasure's Report – Stacy Yang

1. Received first MN State payments \$34,000 (Operational). Mike P. will code.
2. Banking status- Authorizers Stacy, Kathy, Mike Flora. Sue Furik removed from account. Kathy clarified for public, there are internal control processes in place.
3. Stacy asked board if they reviewed the Burnett (sp?) accounting policies and procedures. Attorney Cindy Lavorato requested a review before Board approval.

Action item: Attorney to review and approve B accounting policies and procedures.

4. Stacy asked Board to approve Note from Accel. Kathy motion to approve Note pending attorney's approval. Debbie 2nd. Note approved by Board 5-0 subject to attorney's final review and approval.

Financial Report – Mike P

- Mike has no financial information to report. Financial data base set up. Systems will be locked and loaded by 8/30.16. If we have teachers start 8/15 he will need to push that date.

- Board needs to pick a benefit plan. 2 options available. NMF attorney suggests the board see and approve the plan. Anton group states board does not need to approve. Board President will review plans.

Action item: Board/Anton Group needs to select benefit plan.

- Kathy asked what the \$34,000 from the State gave to NMF was for and Mike P said it is the indication from MDE that NMF is officially considered a MN Charter school.

Principal's Report (Brynda reporting for Terri)

- Enrollment is 164- past 4 weeks 18 enrollments.
- Trending to our 188 target per Michael Betz. *August 9th* meet the teacher night. Thorough discussion about enrollment status, student records received to date and the push to receive all records as soon as possible. Brynda committed to 8-9 as date to receive all student records for verifiable student enrollment
 - Uniforms website launched today. Graphic Traffic.
 - Terri interviewing teachers and staff.
 - Ready to open checklist. In progress complete to August 1st. PER NEO
 - Waiting on CSP grant. Need tech and furniture. Mike F. stated grant may not be received by 8/15. This is a big risk for the school. Wendy stepping in to use her influence to see if she can speed up the process.

Action item: NEO will follow up about grant delay.

- Attorney clarified Employee handbook and Student handbook are the responsibility of the Board.

Action Item: Board to produce the Employee and Student handbooks.

- Attorney suggested to the board she review all contracts.

Accel School Report – Mike F

- NOTE from Accel Schools: Board voted to approve NOTE as written, pending legal review 5-0.
- Accounting Policies and Procedures
- Status of Banking and Financial Processes / Next steps

Action item: Cindy to review and approve Accel NOTE

Old Business

- Cleaning Company Contract: Sasha moves to approve Coverall cleaning contract pending attorney approval. Debbie 2nd. Approved by Board vote 4-0.

Action item Cindy to review and approve cleaning contract.

- Nursing Contract: Sasha moves to approve Navigate as nursing contract pending Cindy's contract review and approve. Debbie 2nd. Board vote 4-0 approve as NMF nursing contract pending attorney's review and approval.

Action Item: Cindy to review and approve nursing contract.

New Business

Policy 4.1.1 Equal Education and Employment Opportunities

Kathy moved to approve policy 4.1.1, Sasha 2nd. Board vote approved 4-0

Policy 4.1.3 Criminal Background Checks:

Discussion: All staff and parent volunteers must have background check. Cost associated with background check will be included in student and family handbook. Kathy moved to approve 4.1.3, Sasha 2nd Board vote approved 4-0.

Policy 4.5.1 Disability Nondiscrimination

Gretchen moved to approve 4.5.1 as written, Debbie 2nd. Board vote approved 4-0.

Policy 4.6.2 Blood borne Pathogens

Kathy moved to approve as written, Sasha 2nd. Board vote approved 4-0

Policy 4.8.1 Use of Technology for Staff

Kathy moved to approve 4.8.1 as written, Sasha 2nd. Board vote approved 4-0

The Board reviewed and discussed the policies presented and noted edits that needed to be implemented. After thorough review and discussion, the Board voted 4-0 to approve the policies.

Ready to Open Checklist- Current to date.

Next Board Meeting- August 17th.

August 17th regularly scheduled Board meeting with have a full agenda due to it being the last Board Meeting before NMFA opens. Be aware of this date as the ONLY date the Board can legally discuss or vote on NMFA policies and matters of importance to NEO and MDE. Be proactive in communication about what needs to get done before September 6th.

Action Item by 7/29: Principal to send the Board a comprehensive list of Board discussion topics and Board vote items that are required by NEO, MDE, ACCEL and the Principal to be completed by school open, September 6.

August 17th Board meeting agenda items due to Kathy no later than August 10th and cc Gretchen.

Sasha quickly reported KABOOM playground calls occur every Tuesday- 3 Playground designs forth coming and will be voted on by the community.

Adjourn

Kathy dismissed meeting at 8:04.