

**North Metro Flex Academy \*Board of Trustees Meeting Minutes**  
**2350 Helen Street, North St. Paul 55109**  
**November 16, 2016 \*6:00 P.M.**

**Board Members Present**

Sasha Denisova  
Stacy Yang  
Debra Kranz  
Gretchen Yeager  
Patty Brostrom

**Also Present**

Cindy Lavorato (speaker phone)  
Terri Privette, Principal  
Brynda Sengbush, Office Manager  
Eric Dinnel, ACCEL Schools  
The Anton Group Representative, Mike  
Mike Flora, ACCEL Schools  
NEO Representative Amy Erickson  
Amahad- Parent

**Agenda**

**Call to order and Roll Call**

The meeting was called to order at 6:09 P.M. with a quorum present.  
*Interim Board Chair Sasha Denisova welcomed all*

**Approval of the Agenda**

Agenda 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**

The minutes from the October 19<sup>th</sup>, 2016 Board meeting were approved as written by a board vote of 5-0

**Public Comment**

A father interested in enrolling his kindergarten daughter introduced himself.

**NEO Points of Interest**

NEO was present. The representative shared the board is up to day on all deliverables and NEO complimented the board and NMFA for this.

### **Treasurer's Report**

Stacy reviewed and approved the invoices and financial statements from Mike Flora. Sasha motioned to approve monthly financials and Gretchen seconded. Monthly financials were approved by board vote of 5-0

Stacy reviewed the revised school budget and asked the board to approve the revised budget. Patty motioned to approve the revised school budget and Debbie seconded the motion. Revised budget approved by board vote 5-0

ACCEL Note: The Governance committee met, and after thoroughly reviewing all invoices paid by ACCEL for the school renovation and operating expenses, the board requests backup documentation/invoices for the school renovation and verification that the 200,000 allowance by the building owner has been applied. All operating expense invoices were in order. Mike Flora committed to providing these to the board.

### **Financial Report – Anton Group, Mike P.**

Patty questioned a noted variance of total enrollment 167/160. Mike responded the average enrollment over the course of the year is 160. Mike also incorporated the additional Special Education teacher costs into the revised budget.

### **Principal Report**

Terri reported 154 total students. Shared book fundraiser success which will yield more classroom books for the school. Conferences were successful with 95% parent participation. Volunteer tutoring program established with Hill Murray and Revolution Hockey.

#### *New Teacher Approval*

Chelsea Smieja. Gretchen motioned to approve Chelsea Smieja and Debbie seconded the motion. Motion approved by board vote 5-0.

#### *Staff responsibility*

Changes for Marta Maldonado were discussed. Tabled until next meeting. Invite Marta so the board can better understand the work.

#### *Facility Issues*

Continual plumbing issues in restrooms. Terri to get plumber bid (Patty suggested Rotor Rooter), Cindy to review lease. ACCEL took photos of problems.

#### *Additional contract for Physical Therapy/Deaf*

Terri to send contracts to Cindy for legal review. Board motioned to authorize IOWA (Debbie) to sign additional contract pending Cindy's review and approval. Patty motioned for Debbie to be authorized to sign additional contract pending Cindy's legal review and Stacy seconded the motion. Approved by board vote of 5-0

### **ACCEL School Report**

Eric Dinnel reported they are continuing to work through the list of concerns provided to ACCEL legal by NMFA legal. SPED rooms moved, Front door security buzzer installed, walkie-talkies provided and used.

### **Committee Reports**

*Governance Committee* – Gretchen explained to the board that the Governance committee is charged to work with ACCEL in understanding all aspects of the contractual agreement. On October 14<sup>th</sup> a list of ongoing concerns was submitted to ACCEL. Eric Dinnel responded to such concerns in writing on Nov. 15.

Curriculum alignment to state standards: after much discussion it was determined no significant gap exists, teaching staff laid out an annual plan and curriculum maps are done consistently.

Outstanding items include:

1. Marketing, fundraising, website and parent engagement is still a contractual gap. Sad uninformative website. Eric commitment to improve.
2. Concern for safety and security of all students due to behavioral and special education assessments continuing for correct student placement. This has been addressed in ACCEL report and will be monitored ongoing by Eric.

*World's Best Workforce Committee*

Terri rallied the teachers and has a group working on the plan. Draft to the board by Dec. 1. Board review by Dec. 10<sup>th</sup>.

### **Old Business**

*Open Enrollment Window clarification: Nov. 17, 2016- Feb. 28, 2017.*

### **New Business**

*Policy Approval*

*Policy 2.4.2 Prohibition of Sexual, Religious, and Racial Harassment and Violence*

*Policy 4.1.2 at Will Employment*

*Policy 4.6.1 Health and Safety including Employee Right to Know*

*Policy 4.9 Employees' Rights Regarding Termination*

*Policy 4.11 Teacher Evaluation*

*Policy 5.1.1 Admissions Policy with Lottery (revised)*

The board reviewed and discussed the policies and noted edits that need to be implemented. After a review and discussion, the Board voted 5-0 to approve the policies as written.

*Exit Interviews*

Discussion about the best practice of conducting exit interviews of parent and teachers who leave NMFA. General consensus this is a good practice. Come to next meeting with suggestions. Does ACCEL have exit interview templates?

*Board Retreat*

Discussion to cancel the regular scheduled board meeting in December and replace it with a board retreat. Date discussed were December 15, 16, 17. Cindy is in town and can provide additional board training. Sasha motioned to cancel the regular scheduled board meeting in December and replace it with a board retreat. Gretchen seconded the motion. Approved by board vote 5-0 with date to be determined.

**Adjournment**

Sasha Denisova called for adjournment at 7:52 P.M.

**Closed Meeting**

8:02 closed session called to order by interim board chair, Sasha Denisova. Board members in attendance were Debbie, Stacy, Gretchen, Patty; in addition to Terri, Brynda and Eric from ACCEL. Entire Closed Meeting was audio recorded

Closed Meeting adjourned at 8:27 pm