

**North Metro Flex Academy Board of Trustees Meeting Minutes**  
**2350 Helen Street, North St. Paul 55109**  
**February 17, 2017 6:00 P.M.**

**Board Members Present**

Debra Kranz  
Patty Brostrom  
Randy Brady  
Katelyn Trnka  
Stacy Yang

**Also Present**

Cindy Lavorato (speaker phone)  
Terri Privette, Principal  
Brynda Sengbush, Office Manager  
Eric Dinnel, ACCEL Schools  
The Anton Group Representative, Kyle  
Mike Flora, ACCEL Schools  
Brett Studor, NEO Representative  
Jean, NEO Authorizer Advisor  
Marta, Cultural Liasion  
Elise Butler, ACCEL Schools

**Agenda**

**Call to order and Roll Call**

The meeting was called to order at 6:05 PM with a quorum present.

**Approval of the Agenda**

The agenda for the February 17 Board Meeting were approved as written by a 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 February Minutes**

The minutes from the January 18 Board Meeting were approved as written by a vote of 5-0.

**Public Comment**

No members of the public wished to address the Board during the public comment portion of the agenda.

**NEO Points of Interest**

NEO reps visited the school and were very impressed by the progress and success of the school. There will be a formal visit in March which will involve collecting data, reviewing requirements and keeping the school on track.

### **Treasurer's Report – Stacy**

Stacy provided the report from the meeting on Monday February 15, 2017. 2017 Financial and invoices were discussed. There was a short discussion about how Special Education funds are allocated. There was clarification about how the activities/fundraising account at the school should be tracked at school. There was a discussion about having transparency regarding the CSP Grant allocation.

### **Financial Report – Kyle**

It was reported that \$190,000.00 has been received from the State. It was reported that vendors have been supportive with the payment process. There was a discussion about explaining Special Education funds, Title 1 funds and the CSP Grant. Kyle reported we will be receiving \$121 more per student, a 2 % increase for next year.

The financial reports were approved by a vote of 4-0. Patti reported that she is interested in being on the finance committee along with Stacy, Mike and Kyle.

### **Accel School Report – Eric, Elise**

Elise presented a detailed marketing plan. There was a discussion about many ideas for signs, advertising, and events to retain and attract new students.

### **Principal's Report – Terri**

Terri reported the school has an enrollment of 154.

Terri reported that NWEA testing was complete for the Winter. Results will be present at the next board meeting.

The school had a movie night with 120 people in attendance. There is a family Fun Night at Saints North Friday, February 17. The school hosted an assembly by the Vikings player on the topic of Bullying. The school hosted an assembly by the Climb Theater on the topic of Recycling.

Terri reported about the importance of clarifying Marta's General Education position at the school. It was requested that she have a job title change to Community Liaison.

Randy made a motion to approve the change of title for Marta, Katelyn seconded the motion, all in favor 5 – 0.

Terri reported we need to decide about transportation service next year.

Randy motioned to approve the District 622 bus transportation, Debbie Seconded, and all in favor 5-0.

Terri reported the need for the calendar for 2017-2018. The calendar would be aligned with ISD 622 to keep transportation consistent. Katelyn motioned to accept the calendar for 2017-2018, Randy seconded the motion, all in favor 5-0.

### **New Hires**

Serese Honebrink, .5 PE Teacher

Motion to approve the hire by Debbie, Randy seconded the motion, all in favor 5 – 0

Karyl Maier full-time Title 1 teacher

Motion to approve the hire by Randy, Katelym seconded the motion, all in favor 5 – 0.

Laura Nardini, Special Education Para

Motion to approve the hire by Randy, Stacy seconded the motion, all in favor 5 – 0.

### **Policies**

\*The attendance/Family Vacation policy was discussed.

No motion made by the board.

\*Negative Food balance was discussed. 27 families have outstanding bills = \$1,074.90. The school will continue to try to collect the money through reminders, notes home and phone calls.

No motion made by the board regarding this issue.

\*Visitor Policy was discussed.

Randy motioned to approve the updated visitor policy, Debbie seconded the motion, all in favor 5-0.

\*Shared-Time Policy

Randy motioned to approve the policy, Debbie seconded the policy, all in favor 5-0.

### **Old Business**

There are 2 board positions open on the board. We need another parent and another community member. Letters and social media will be used to advertise the need.

Options for life, short term and long term disability insurance were presented.

### **New Business**

It was reported that there are some plumbing issues with the restrooms. New toilets are being purchased and installed.

### **Policy Approval**

No additional policies were approved.

### **Next Board Meeting**

Debbie motioned to cancel the March board meeting, Katelyn seconded, all in favor 5-0.

The next meeting will be Wednesday, April 19 2017, 6:00 PM

**Adjournment**

Debbie called for adjournment at 8:44 PM, Randy seconded the motion, all in favor 5-0.