

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

Board Members Present

Patty Brostrom
Debra Kranz
Randy Brady
Katelyn Trnka
Ember Russell

Also Present

Terri Privette, Principal
Brynda Sengbush, Office Manager
Eric Dinnel, ACCEL Schools
Kyle Knudson, ANTON Group
Mike Flora, ACCEL Schools
Sami Smetana, NEO (authorizer) Representative
Anna Anderson, Parent
Dan Lucas, community
NMFA Teachers – Jenny Goplen, Hannah Heider, Kristin Holsten, Mechelle Lund,
Marta Maldonado, Angela Cabreana,

Agenda

Call to order and Roll Call

The meeting was called to order at 6:03 PM with a quorum present.

Approval of the Agenda

The agenda for the May 17 Board Meeting was approved.

1st Motion : Randy Brady

2nd Motion: Debbie Kranz

Vote: 5-0 in favor

Conflict of Interest Declaration

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

Approval of Minutes

The minutes from the April 19 Board Meeting were approved.

1st motion: Katelyn

2nd motion: Randy

Vote: 5-0 in favor

Public Comment

Dan Lucas made a presentation to the board regarding a possible sub-lease arrangement with a new church in the area. This partnership would be financially beneficial to NMFA. The cafeteria and 2 classrooms would be leased on the weekends. The church will be deciding soon if they would like to move forward with this partnership.

Consent Agenda

None

NEO Points of Business

Sami explained the contract renewal process with NEO. NMFA is evaluated in four parts in the contract. The four parts are academics, climate, compliance and finance.

Treasurer's Report – Kyle

Kyle provided the financial highlights from the financial meeting on Tuesday, April 18, 2017.

The Balance Sheet reflects the school liquid assets and liabilities.

The cash balance as of the end of the month: \$41,591. YTD state aid receivable: \$79,629. Payable balances as of the end of the month: \$496,614. The current line of credit balance: \$40,000.

The focus of the school's income statement is to monitor the ongoing revenues and expenses of the various programs.

Percent of fiscal year complete: 83%. YTD revenue as a percent of budget: 78.6%. YTD expenses as a percent of budget: 97.2%.

The cash flow statement in the most important of all statements. Cash flow will be a main focus during FY17. The cash flow reflects tight management needs over disbursements and payment processing in regards to the CSP grant.

A detailed check register, accounts payable detail and journal entries were presented.

Financial Report – Kyle

The financial report was approved.

1st motion: Randy

2nd motion: Debbie

Vote: 5-0 in favor

2017-2018 Budget

Kyle presented the budget. There was a discussion about how decisions were made with regards to salaries. The budget was approved.

1st motion: Randy

2nd motion: Katelyn

Vote: 4 – 1 in favor of the budget.

Contracts for 2017-2018

Contract – Deaf and hard of hearing teacher.

1st motion: Katelyn

2nd motion: Randy

Vote: 5 – 0 in favor

Contract – JME bus company to continue service in St. Paul.

1st motion: Katelyn

2nd motion: Debbie

Vote: 5-0 in favor

Contract – Occupational Therapy Teacher

1st motion: Katelyn

2nd motion: Debbie

Vote: 5-0 in favor

Contract – Lancer/Food service

1st motion: Katelyn

2nd motion: Randy

Vote: 5-0 in favor

Contract – Transportation with the ISD 622 bus service

1st motion: Randy

2nd motion: Ember

Vote: 5-0 in favor

Contract – Cleaning Service – Coverall

No vote at this time.

Action item: Explore having teachers help with trash, recycle and vacuuming classrooms.

Contracts – Staff and teacher contracts

There will be a special board meeting on May 31st at 6:00

Randy announced to teachers that he was very impressed with the school carnival and the positive impact it had on the community. He was also very appreciative of the swift school response to the “stranger” outside of the building during the school day and the communication with the families.

Accel School Report

Eric shared the news that Accel Schools has earned National Accreditation. We can include this achievement with our Logo and on the website.

Eric shared there will be board training in June at the next meeting or an inservice TBD.

Principal's Report – Terri

Terri reported the current enrollment is 148 and the current enrollment for 2017-18 is at 171. (Enrollment for kindergarten is at 18)

Debbie reported that the School Carnival had about 300 people in attendance. Almost the entire staff and support staff worked at the games, activities and concessions. We raised over \$2,500 to support field trips and special activities.

Terri reported that the NWEA and MCA results will be shared at the next meeting.

Terri reported about upcoming field trips and the NMFA Academy Awards and end of year picnic plans

Terri reported the results of the parent survey.

97% are satisfied or above satisfied with safety.

94% are satisfied or above satisfied with academic progress.

91% are satisfied or above satisfied with the overall school.

94% are satisfied or above satisfied to refer our school to a friend.

Director Evaluation

There will be a closed meeting May 31st to discuss the evaluation

Board Issues

There was a discussion about the length of terms of board members.

The board accepted the resignations of Stacy Yang and Katelyn Trnka

1st motion: Randy

2nd motion: Ember

Vote: 4 – 0 in favor

The board accepted the application of a parent, Anna Anderson.

1st motion: Randy

2nd motion: Debbie

Vote: 4 - 0 in favor

New Business

There will be a special meeting May 31st for staff contracts.

There will be a calendar created for summer board inservice.

Next Board Meeting

The next meetings will be May 31st and June 21 , 2017 at 6:00 PM

Adjournment

1st motion: Randy

2nd motion: Debbie

vote: 5 – 0 in favor