



Board of Trustees Meeting
North Metro Flex Academy
2350 Helen Street
North St. Paul, MN 55109

April 17, 2019
Board Training 4:30 PM
Board Meeting 5:00 PM

Minutes

Our mission is to prepare a diverse community of elementary, middle and high school students to be successful in college and in their careers through a flexible “blended learning” experience that develops analytical, compassionate, disciplined and self-directed learners.

Call to Order and Roll Call

The meeting was called to order at 5:01PM with a quorum present.

- Board Members Present: Pam Albrecht, Mike Leary, Wyatt McMullen, Ember Russell
- Board Members Absent: None
- ACCEL Team Members: Terri Privette, Rodney Bly, Jay Caballero
- Public Present: DeOnta El-Shabazz, Debbie Kranz
- NEO Representative: Jean Neuman
- Finance Representative: Kyle Knudsen

Approval of the Agenda

Motion to approve the agenda made by Mike Leary:

Second: Wyatt McMullen

Vote: 4-0 – Passed

Conflict of Interest Declaration

None

Public Comment

Introduction of DeOnta El-Shabazz, potential new Board member.

Finance

- Financial Report – March 2019 – Summary given by Kyle Knudson
- Budget Preparation for 2019-2020 – Rodney Bly shared the 5- year budget projections based on expansion. Figures look good.
- Signatures on Lease Aid – Board signed Lease Aid document.
- Signatures on Conflict of Interest – Board signed Conflict of Interest document.
- Western Union Account Approval – Terri received information that a check will now be sent so an account is not needed.
- Petty Cash Fund – Policy and Procedures are needed before a petty cash fund can be established. Kyle will look for a sample.

Consent Agenda

- Acceptance of March 2019 Finance Report
 - Roll Call Vote
 - Albrecht: aye
 - Leary: aye
 - McMullen: aye
 - Russell: aye
 - Motion Passed
- Acceptance of March 20, 2019 Minutes
 - Motion to approve the minutes made by Pam Albrecht:
 - Second: Ember Russell
 - Vote: 4-0 - Passed

Board Training Update

Board members Mike Leary, Pam Albrecht, Wyatt McMullen and Ember Russell discussed Chapters 5 and 6 of the Charter School Board University book before the meeting. Mike Leary completed two webinars and the MDE Records Retention and Data Practices class.

NEO Points of Business

Items coming up:

Board Development Annual Training Plan
Performance Framework
Lease Aid Application

ACCEL Points of Business

- School Expansion – Covered in Finance
- Marketing Plan – Facebook and Google Ads, still waiting on yard signs, upcoming school carnival.
- Curriculum and Services Agreement Exhibit E – Staff attended an informational session on EnVision Math given by Pearson which supports blended learning. Look into what can be done with current materials.
- School Report - Enrollment update, staff update, school events: treat train to encourage Lexia usage, kindergarten open house was rescheduled due to weather, and movie night was successful. MCA testing is in the process. Facility report: fire inspection- there were a few violations, but they will be addressed.

Old Business

- PTO Policy Approval
 - Motion to approve the PTO Policy made by Wyatt McMullen:
 - Second: Mike Leary
 - Vote: 4-0 – Passed
- Charitable Gambling Permit – Approved 3-19-19 by City.
- Board Elections – Everything is ready for Annual Meeting, May 22, 2019.
- Public Address System – Put into next year's budget. Check on speakers, rent vs purchase.

New Business

- Teacher Appreciation Week – Need PTO Committee
- Approval of Navigate Care Contract
 - Motion to approve Navigate Care Contract made by Mike Leary:
 - Second: Wyatt McMullen
 - Vote: 4-0 - Passed
- Approval of Employee Contract Changes
 - Motion to approve pay increase for Lacey Hastings retroactive to March 1st made by Pam Albrecht:
 - Second: Ember Russell
 - Vote: 4-0 – Passed

- Approval of Wellness Policy
Motion to approve the Wellness Policy made by Ember Russell:
Second: Mike Leary
Vote: 4-0 - Passed
- Approval of Parent Involvement Policy
Motion to approve Parent Involvement Policy made by Wyatt McMullen:
Second: Mike Leary
Vote: 4-0 - Passed
- Approval of Educators Liability Policy Renewal
Motion to approve Educators Liability Policy Renewal made by Pam Albrecht:
Second: Wyatt McMullen
Vote: 4-0 - Passed
- Principal Annual Evaluation – Pam will send the MDE rubric that the Board used last year to the new Board members. Mike and Pam will meet with Rodney Bly to discuss the process and develop a tool that is more accurate.
- New Board Member Appointment
Motion to appoint DeOnta El-Shabazz as a new Board Member made by Pam Albrecht:
Second: Wyatt McMullen
Vote: 4-0 - Passed

Adjourn

Motion to adjourn at 6:47PM made by Pam Albrecht:

Second: Mike Leary

Vote: 4-0 - Passed

Next Board Meeting: May 15th, 2019 at 5:00PM with training at 4:30PM