



**North Metro Flex Academy
Board of Trustees Meeting**

2350 Helen Street North St. Paul, MN 55109

December 19, 2018

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 4:55PM with a quorum present.

- Board Members Present:
Pam Albrecht
Mike Leary
Ember Russell
Wyatt McMullen
- ACCEL Team Members:
Terri Privette
Rodney Bly
- Public Present:
Dave Isaacson
- NEO Representative:
Jean Neuman
Willie Jackson
- Finance Representative:
Kyle Knudsen

Approval of the Agenda

Motion to approve the agenda made by Mike Leary:

Second: Ember Russell

Vote: 3-0- Passed

Conflict of Interest Declaration

None

Public Comment

None

Finance

- Financial Report – November 2018 – Summary given by Kyle Knudson.
- Long Range Budget- 3 scenarios were presented, keeping K-5, adding 7th/ 8th grade with a build out, and adding 7th/ 8th grade with mobile classrooms. Kyle Knudsen talked through each scenario.

Consent Agenda

- Acceptance of November 2018 Finance Report
 - Roll Call Vote
 - Albrecht: aye
 - Leary: aye
 - McMullen: aye
 - Russell: aye
- Vote: 4-0 Passed
- Acceptance of November 28, 2018 Minutes
 - Motion to accept the November 28, 2018 Minutes made by Mike Leary:
 - Second: Ember Russell
 - Vote: 4-0- Passed

Board Training

Charter School Governance book. Board members will lead a discussion of a Chapter assigned the previous month prior to the meeting. Starting in January the Board will meet at 4:30 to accomplish this. Assigned Chapters 1-4; Ember Chapter 2, Wyatt Chapter 3 and Mike Chapter 4.

Mike Leary completed a webinar “10 Golden Rules of Finance”. He will share the information he learned with the Board at a subsequent meeting.

Old Business:

- Staff Survey Results and Action Plan - Survey will be completed by the end of the week, including only teachers.
- Grade Level Expansion - Long range budget was discussed under Finance.
- ACCEL Curriculum and Services Agreement Exhibit E - Rodney Bly has been going through the document with Terri Privette to determine who is responsible for each task. This topic will need ongoing evaluation. A committee consisting of Rodney Bly and Mike Leary will meet to continue to work on this.
- NEO Contract Discussion - A new draft will be sent to Board members to be reviewed and approved at the next Board meeting. This draft contains feedback discussed during a meeting with NEO.

New Business:

- ACCEL Lease Memo - ACCEL sent a letter to the landlord asking to repay a portion of rent payments made before the school opened.
- Admissions Policy Approval - Terri Privette is requesting the Admissions Policy be revised to include 7th grade (15 student cap) with the intention of adding 8th grade the following year.
 - Motion to approve the updated admissions policy made by Mike Leary:
 - Second: Wyatt McMullen
 - Vote: 4-0- Passed
- NEO Assurances Document - Board members signed this document which will be uploaded to EpiCenter.
- ACCEL Marketing Plan – Tabled until the next Board meeting.

NEO Points of Business

- NEO school contract needs to be approved.
- Annual Registration with Attorney General in progress.
- Site visit will be held February 12th and data is being compiled.
- Learning walk was completed, observations were made and discussion with administration took place. made.

ACCEL School Report

Terri shared:

- Enrollment Update
- Staff Update
- General School Update
- School Events
- Facility Report

Adjourn:

Motion to adjourn made by Pam Albrecht at 7:03PM

Second: Ember Russell

Vote: 4-0 - Passed

Next Board Meeting:

January 16, 2019 at 5PM with training at 4:30PM