



**North Metro Flex Academy
Board of Trustees Meeting
2350 Helen Street, North St. Paul MN 55109
February 27, 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 “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 5:04PM with a quorum present.

- Board Members Present: Pam Albrecht, Mike Leary, Wyatt McMullen
- Board Members Absent: Ember Russell
- ACCEL Team members: Terri Privette, Jay Caballero, Rodney Bly
- Public Present: Debbie Kranz (Assistant Principal)
- NEO Representative: Jean Neuman
- Finance Representative: Kyle Knudson

Approval of the Agenda

Motion to approve the February 27th agenda made by Mike Leary

Second: Wyatt McMullen

Vote: 3-0 passed

Conflict of Interest Declaration:

Wyatt McMullen indicated he may have a conflict of interest with regards to the topic of the gym rental.

Public Comment: None

Finance

Financial Report – January 2019 – Kyle Knudson

- Summary was given and included the financial highlights.
- Cash balance as of the end of the month: \$322,284; Prior month \$249,729.
- Current YTD state aid receivable: \$70,335; FY18 state aid receivable \$116,828
- Percent of fiscal year completed 58%, YTD revenue as a percent of working budget: 57.2%, YTD expenses as a percent of working budget: 54.4%.

Acceptance of IRS Form 990 – No vote needed. As soon as revisions are received signatures will be obtained and submitted by the May 15th due date.

Consent Agenda

- Acceptance of January 2019 Finance Report
 - Roll Call Vote
 - Albrecht: Aye
 - Leary: Aye
 - McMullen: Aye
- Acceptance of January 19, 2019 minutes

Motion to approve the minutes was made by Mike Leary:

Second: Wyatt McMullen

Vote: 3-0 passed

Board Training

Chapter 10 was discussed from the book “An Introduction to Effective Charter School Governance” and the guide “Fiduciary Duties of Directors of Charitable Organizations” from the MN Attorney General's Office. Training was attended by Mike Leary, Wyatt McMullen and Pam Albrecht. Next month Kyle Knudson will present fiscal/school finance training.

NEO Points of Business

Terri, Pam and Debbie met with NEO (Jean and Eric) to go through documentation and compliance with MDE. We had a clean and organized collection of documents. All licenses are up-to-date; teachers have curriculum maps aligned to standards; peer/teacher review processes are in place; background checks are on file for volunteers and staff; all policies are in place that MDE expects.

ACCEL Points of Business

- School Expansion – There was a discussion with Ron and Maria. Moving forward, we can continue communication with the landlord. A space plan is needed to accommodate the increased enrollment with consideration to the high SPED population. Dr. Bly has enlisted the help of Joann Hipsher from ACCEL to weigh in on Special Education support. We are also adding 7th grade next year and 8th grade the following year.
- Marketing Plan – There was a conference call on Feb. 15th. The total budget for March thru August is 36K. This includes social media, carnival, yard signs and swag. We discussed substituting the direct mail budget for digital signage on Margaret Street. Digital ads on Facebook and Google will begin in March.
- Curriculum and Services Agreement - Rodney is exploring different curriculum options that would be aligned better with MN state standards. ACCEL RVP Report was discussed.
- School Report – Re-enrollment is going very well. Total enrollment is at 219 students. We have had 6 total snow/cold days yet we are still within state requirements. Next year we may need 2 - 4th grade sections and 2 - 5th grade sections.
- Transportation/Legal – ACCEL legal department has begun the process of exploring other options for a different vendor.

Old Business

- Staff Survey Results and Action Plan – As a result of the fall survey results, school staff has created a Behavior Matrix to help bring clarification and consistency across all classrooms. This will be a fluid document and align to school policies.
- Revised NEO Contract was submitted to MDE February 14th.
- Mike inquired about assessment results. MCA tests will be in April. NWEA tests will be in May.

New Business

- Board Elections and Annual Meeting – Elections will be held April 24th and May 15th new members will be voted in. The annual meeting will be held May 22nd.
- Staff Handbook revision – PTO policy was discussed and minor revisions were made. The concern is the impact on consistency for students and their learning.
- Civil Rights Policy
Motion made by Mike Leary to accept the policy:
Second: Wyatt McMullen
Vote: 3-0 passed
- 2019 – 2020 School Calendar Approval
Motion made by Pam Albrecht
Second: Wyatt McMullen
Vote: 3-0 passed
- Public Address System – There was a discussion about a horn system. More information is needed before a decision can be made.
- Staff Contract Approvals - Kara Campeau, Sudus Odhwa, Carolina Olson, Ellie Stuman, Ceil Crowley
Motion to approve the contracts made by Mike Leary:
Second: Pam Albrecht
Vote: 3-0 passed
- Gym Rental - There was a discussion about developing a “facility use contract”/guide for future use or rentals for outside groups. Tabled at this time.
- Charitable Gambling Permit
Motion to apply for a permit made by Mike Leary:
Second: Wyatt McMullen
Vote: 3-0 passed
- IOWA Approval - Designation of “Identified Official with Authority for the MDE external User Access Recertification System” is needed.

The Minnesota Department of Education (MDE) requires that school districts annually designate an Identified Official with Authority to comply with State Access Control Security Standard 1.0 which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The Identified Official with Authority will assign job duties and authorize external user’s access to MDE secure systems for their local education agency (LEA). The Director recommends the Board authorize Therese Privette to act as the Identified Official with Authority (IOWA) and Debra Kranz for North Metro Flex Academy 4243-07.

Motion to authorize Therese Privette and Debra Kranz to act as the IOWA designees made by Mike Leary:
Second: Pam Albrecht
Vote: 3-0 passed

Adjourn

Motion to adjourn at 8:10 made by Pam Albrecht
Second: Wyatt McMullen
Vote: 3-0 passed

Next Board Meeting:

March 20, 2019 at 5PM with training at 4:30PM.