



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

2350 Helen Street North St. Paul, MN 55109

January 16, 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

- Board Members Absent:
Ember Russell

- ACCEL Team Members:
Terri Privette
Rodney Bly (conference call)
Jay Caballero

- Public Present:
Debbie Kranz, Jake Kranz

- NEO Representative:
Wendy Swanson-Choi

- Finance Representative:
Kyle Knudsen

Approval of the Agenda

Motion to approve the agenda made by Mike Leary:

Second: Pam Albrecht

Vote: 3-0 - Passed

Conflict of Interest Declaration

None

Public Comment

None

Finance

- Financial Report – December 2018 – Summary given by Kyle Knudson.
Budget revision discussion – ADM Adjustment – There is a need to trim the budget by \$100,000. The budget revision exercise will start next week, February 22, to discuss what is vital and not vital in the budget.

Consent Agenda

- Acceptance of December 2018 Finance Report
 - Roll Call Vote
 - Albrecht: aye
 - Leary: aye
 - McMullen: aye
 - Russell: absent

Vote: 3-0 Passed
- Acceptance of December 19, 2018 Minutes
Motion to accept the November 28, 2018 Minutes made by Mike Leary:
Second: Pam Albrecht
Vote: 3-0- Passed

Board Training

Chapters 1-4 were discussed from the book “An Introduction to Effective Charter School Governance”. Training was attended by Mike Leary, Wyatt McMullen and Pam Albrecht. Chapter 10 and the “Fiduciary Duties of Directors of Charitable Organizations” prepared by the Attorney General's Office will be the February topic. Future assignments:
March - Chapters 5 and 6
April – Chapters 7 and 8
May - Chapter 9
June - Chapter 11

NEO Points of Business

- NEO revised the school contract; feedback from school was included. Highlights made by Wendy Swanson-Choi were: 1) goals are important, 2) the school is now being compared to the St. Paul district rather than 622, 3) there was a measure added for Title funds and 4) growth of students at and above grade level.
- Motion to approve the revised school contract made by Mike Leary:
 - Second: Wyatt McMullen
 - Vote 3-0 passed
- Site visit will be held February 12th and data is being compiled.

ACCEL Points of Business

- School Expansion – Expansion on hold.
- Marketing Plan – No update. Call scheduled for February 5th.
- Curriculum and Services Agreement Exhibit E - Discussed outline put together by Rodney Bly and Mike Leary.
- School Report - Terri shared:
 - Enrollment Update: 219 students
 - Staff Update – None
 - General School Update – Re-enrollment – update as of January 9, 2019 – 90 students
 - School Events – Winter Concert was held on December 21, 2018, Kindergarten and first grade field trip to Bell Museum on January 11, 2019
 - A detailed marketing plan will be presented in February.
 - Facility Report – Expansion discussions are on hold.
 - Curriculum and Services Agreement Exhibit E – This will also be used to self-evaluate areas of improvement and opportunity.
 - Motion to approve the addition of the Curriculum and Services Agreement Exhibit E Evaluation to the monthly agenda made by Mike Leary:
 - Second: Wyatt McMullen
 - Vote: 3-0 passed

Old Business:

- Staff Survey Results and Action Plan - Survey was completed by teachers and results were shared by multiple bar graphs.
- NEO Contract Discussion and Approval - A new draft was sent to Board members to be reviewed and approved at this Board meeting (see NEO Points of Business). Change made to the organizational chart. This draft contained feedback discussed during a meeting with NEO.

New Business:

- Board Elections and Annual Meeting – There was a discussion about having this in the spring and checking into how other schools conduct these. Possible April election and May annual meeting; 2 year seats and 3 year seats.
- Bylaws Approval - Motion to approve the revised by-laws made by Mike Leary:
 - Second: Wyatt McMullen
 - Vote: 3-0 passed

Adjourn:

Motion to adjourn made by Pam Albrecht at 7:15 PM

Second: Mike Leary

Vote: 3-0 - Passed

Next Board Meeting:

February 20, 2019

5:00 PM

Training at 4:30 PM