



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

November 20, 2019
Board Meeting 5:00 PM

Minutes

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

Call to Order and Roll Call

Meeting was called to order at 5:00 PM with a quorum present.

- Board Members Present: Pam Albrecht, Mike Leary, Dave Isaacson, Ember Russell
- Board Members Absent: None
- ACCEL Team Members: None
- Public Present: Debra Kranz, Bonnie Schwieger, Kendra Perpich, John Herbst
- NEO Representative: None
- Finance Representative: Kyle Knudson

Approval of the Agenda

Motion to approve the agenda made by Mike Leary:

Second: Pam Albrecht

Vote: 4-0 - Passed

Conflict of Interest Declaration

None

Public Comment

- Board Candidate – John Herbst
John shared why he is interested in being a board member. He has had many volunteer opportunities, has been in the military for 15 years and is interested in being part of a school community.

Motion to appoint John Herbst to the Board effective November 20, 2019 made by Mike Leary:

Second: Ember Russell

Vote: 4-0 – Passed

Finance

- Financial Report – October 2019 - Kyle Knudson discussed the financial report at the Finance Committee Meeting held before the Board Meeting. No further discussion was needed.
- 2019 Financial Audit – Abdo, Eick & Meyers – Bonnie Schwieger and Kendra Perpich shared the results of the 2019 Financial Audit. There was one finding during this audit which was an invoice not paid within 35 days.

Consent Agenda

- Acceptance of October 2019 Finance Report
 - Roll Call Vote
 - Albrecht: Aye
 - Leary: Aye
 - Isaacson: Aye
 - Russell: Aye
 - Passed
- Acceptance of October 16, 2019 Minutes

Motion to accept the consent agenda was made by Mike Leary:

Second: Dave Isaacson

Vote: 4-0 - Passed

Board Training Update

- Discussion of NEO training topics – Each Board member shared a few takeaways from the individual trainings that were completed.
 - Ember – Take Minutes
 - Pam – Adopt Required Reports #1 WBWF Strategic Plan
 - Mike – Create a Board Development Plan
 - Dave – Adopt Required Reports #2 WBWF Summary Report
- For December discussion – All to review Adopt Required Reports #3 Annual Report and Conduct a Board Election

NEO Points of Business

None

ACCEL Points of Business

- RVP Report – There is no official RVP Report this month. Rodney Bly did share some highlights via an email to the Board chair.
 - Marketing calendar will be released in early December
 - The Board needs to review and submit changes for the upcoming 2020 lease agreement renewal.
 - Recommendation to renew NMFA's charter will be made in January 2021 by NEO.
 - Joanne Hipsher from ACCEL will be providing Terri more direct guidance around Special Education.
- School Expansion – No update
- Marketing Plan – Budget request will be tabled for tonight and moved to next month.
- Curriculum and Services Agreement Exhibit E – No update
- School Report – Included updates for:
 - Enrollment: 239 Students
 - Staff
 - General School: Staff Development Day October 17th-18th and fall conferences were held October 23rd-25th
 - School Events: School wide assembly, bus safety, picture day, treat train, Ashland Assembly
 - Marketing: Calling leads, giving tours, upcoming events – Turkey Bingo/Movie Night on November 26th
 - Assessment: Next NWEA tests will be given in January

Old Business

- Transportation Contract – This contract is still not signed.
- ACCEL Management Agreement Update – It has gone to legal counsel for review. Next steps: Pam Albrecht will contact Rodney Bly and relay that the Board is ready to discuss again. Updates and changes are still needed.

New Business

- Finance Committee Protocol – Discussion about whether or not minutes are needed for Finance Committee meetings. More research is needed to determine if it is a requirement.
- Action item: The Finance Committee meeting that occurs before the monthly Board meeting will be posted with the announcement of the monthly Board Meeting.

Adjourn

Motion to adjourn the meeting at 6:35PM was made by Pam Albrecht:

Second: Ember Russell

Vote: 4-0 – Passed

Next Board Meeting: December 18, 2019