



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

2350 Helen Street
North St. Paul, MN 55109

October 16, 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 5:01 PM with a quorum present.

- Board Members Present: Pam Albrecht, Mike Leary, Dave Isaacson, Ember Russell
- Board Members Absent: None
- ACCEL Team Members: Terri Privette, Rodney Bly, Jay Caballero, Natalie Long
- Public Present: Linda Varney, Halo Wanta, Hannah Bruno, Dayanara Maiañcia, Debbie Kranz
- NEO Representative: Rod Haenke
- Finance Representative: Kyle Knudson

Approval of the Agenda

Motion to approve the agenda made by Mike Leary:

Second: Dave Isaacson

Vote: 4-0 – Passed

Conflict of Interest Declaration

None

Public Comment

Students in 6th grade presented a proposal to conduct bake sales as a fundraiser to fund lockers for middle school students. They presented reasons why lockers would be important to those students and preliminary locker costs.

Motion to approve the concept with the intent to work with the school principal and assistant principal to create details, i.e. work with Fire Marshall, installation costs, etc. was made by Mike Leary:

Second: Pam Albrecht

Vote: 4-0 – Passed

Finance

- Financial Report – September 2019 - Kyle Knudson discussed the financial report at the Finance Committee Meeting held before the board meeting. No further discussion was needed.

Consent Agenda

- Acceptance of September 2019 Finance Report
 - Roll Call Vote
 - Albrecht: Aye
 - Leary: Aye
 - Russell: Aye
 - Isaacson: AyePassed
- Acceptance of September 18, 2019 Minutes

Motion to accept the consent agenda was made by Pam Albrecht:

Second: Mike Leary

Vote: 4-0 – Passed

Board Training Update

- Discussion regarding new NEO website for Board Development – Pam Albrecht would like all 6 topics under Board Roles and Responsibilities be completed by board members by the December meeting with certificates printed.
 - For November discussion –
 - Ember – Take Minutes
 - Mike – Create a Board Development Plan
 - Dave – Adopt Required Reports #2 WBWF Summary Report
 - Pam – Adopt Required Reports #1 WBWF Strategic Plan
 - For December discussion – All review Adopt Required Reports #3 Annual Report and Conduct a Board Elections.
- After these have been completed, we will decide what topics to review next.

NEO Points of Business

Rod Haenke asked the board to complete surveys after each topic completed on the NEO website for Board Development. He will email Terri upcoming NEO due dates.

ACCEL Points of Business

- RVP Report:
 - Dibels – An early literacy predictor assessment. Kindergarten teachers will meet with a representative to see if this program would be a good fit for our kindergarten students.
 - Transportation – Buses with low counts were condensed from 3 buses to 2 buses.
 - NMFA is reaching out to families that have withdrawn to see if any feedback could be given. Families that have responded have expressed that transportation was a factor.
- School Expansion - The space has been cleaned out.
- Curriculum and Services Agreement Exhibit E – No update.

- Marketing Plan – The Budget for this year has started. A radio ad is running to advertise the school, and a flyer is being designed to market families that attend the trick or treating trail event.
- School Report – Terri shared:
 - Enrollment updates
 - Staffing updates – P.E. teacher gave a two-week notice and Terri Privette is interviewing candidates.
 - Special needs count – Several evaluations are coming up.
 - Professional Development – Cultural Competency
 - School events – School assembly, Fire Prevention, treat train
 - NWEA results – Data for new vs. returning students is being looked at. NMFA is implementing many new strategies to help with growth, including teaching state standards closely, short cycle assessments for math and reading, and professional development for teaching staff.

Old Business

- Transportation Contract – No signed contract.
- Ride Safe Transportation Contract – Transportation for a Special Education student
Motion to approve the Ride Safe Transportation contract was made by Pam Albrecht:
Second: Ember Russell
Vote: 4-0 – Passed
- Mission and Vision Statement – Revisions were approved; it will now be used on all communications moving forward.

New Business

- Board Development Plan – Mike Leary revised and submitted the plan with updated training dates.
- Leads for potential new board members will be followed up.
- Expansion Lease Amendment
Motion to approve the First Amendment to the Commercial Lease made by Mike Leary:
Second: Pam Albrecht
Vote: 4-0 – Passed
- Assurances – Pam Albrecht will sign
- ACCEL Management Agreement Update – Update will be sent before next board meeting.
- Enrollment Strategy – Students bringing in students, trauma training for staff, recruiting outside of N. Saint Paul, resources to bring in to help students, keeping current students engaged and excited to stay enrolled.
- NEO Performance Matrix – Mike Leary would like to look at the performance cycle to create an annual cycle and agenda for board meetings to address topics.

Adjourn

Motion to adjourn the meeting at 6:18 PM was made by Pam Albrecht:
Second: Mike Leary
Vote: 4-0 – Passed

Next Board Meeting: November 20, 2019 at 5:00 PM