



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

2350 Helen Street North St. Paul, MN 55109

October 17, 2018

5:30 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 5:30 PM with a quorum present.

- Board Members Present:  
Pam Albrecht  
Wyatt McMullen  
Ember Russell
  
- Board Members Absent:  
Mike Leary
  
- ACCEL Team Members:  
Terri Privette  
Rodney Bly
  
- Public Present:  
Debra Kranz  
Eden Kebed
  
- NEO Representative:  
Jean Neuman
  
- Finance Representative:  
Kyle Knudsen – Via Phone

**Approval of the Agenda**

Motion to approve the agenda by Ember Russell:

Second: Wyatt McMullen

Vote: 3-0 – Passed

**Conflict of Interest Declaration**

None

**Public Comment**

None

**Finance**

- Financial Report – September 2018 – Summary by Kyle Knudson  
It was determined that the finance committee will meet and revise the budget with the current enrollment numbers.
- Audit Review- Draft audit was not received.

## Consent Agenda

- Acceptance of September Finance Report  
Motion to accept the September Finance Report by Pam Albrecht:  
Second: Ember Russell  
Vote: 3-0 – Passed
  - Roll Call Vote
    - Albrecht: aye
    - McMullen: aye
    - Russell: ayeMotion Passed
- Acceptance of September 19, 2018 Minutes
- Acceptance of October 12, 2018 Emergency Board Meeting Minutes  
Motion to accept the September 19<sup>th</sup> Minutes and the October 12<sup>th</sup> Emergency Meeting Minutes by Pam Albrecht:  
Second: Ember Russell  
Vote: 3-0 - Passed

## Old Business:

- Wolf Pack Club Financial Update - None
  - Staff Survey – Questions were reviewed by the board and submitted to ACCEL to develop a survey of approximately 15 questions to collect information from staff about what they feel is needed to be successful. It will be given several times during the year.
  - NMFA Mission and Vision statement - Terri will create a flyer for parents which will be distributed at the upcoming conferences about forming a parent advisory committee to discuss the school's Mission and Vision Statement.
  - Annual Board Meeting/Elections - Pam and Terri will determine what is needed to hold our first Board election. This will be implemented in March 2019.
  - Board Development Plan- Mike and Pam met and put together the outline which will be completed soon.
- Update – NEO granted an extension of November 30<sup>th</sup> to have this completed.

## New Business:

- Staff contract approvals for 2018-19  
Motion to approve contracts for the following staff by Pam Albrecht:  
Helen Karnitz- Special Education Teacher  
Desiree Hurlburt- SPED Paraprofessional  
Amy Jo Armstrong – Part-time SPED Paraprofessional  
Tigest Liyew- Part-time SPED Paraprofessional  
Second: Wyatt McMullen  
Vote: 3-0 – Passed
- New Board Meeting Start Time  
Motion to move the Board Meeting start time to 5:00PM starting in November by Pam Albrecht:  
Second: Wyatt McMullen  
Vote: 3-0 – Passed
- November Board Meeting Date Change  
Motion to move the November Board Meeting to November 28<sup>th</sup> by Pam Albrecht:  
Second: Wyatt McMullen  
Vote: 3-0 – Passed

- **Board Member Resignations**  
Anna Anderson submitted her resignation on October 10<sup>th</sup>.  
After being voted on as a new Board member on October 12<sup>th</sup>, Dave Alcott resigned due to personal reasons.  
Motion to approve member resignations by Pam Albrecht:  
Second: Ember Russell  
Vote: 3-0 – Passed
- **School Bylaws** - When recently changing banks it was brought to the school's attention that the current Bylaws don't specify the titles of the people that have authority to conduct business on behalf of the school. The Bylaws were revised and reviewed by our Attorney for accuracy.  
Motion to approve the school Bylaws in their current format made by Wyatt McMullen:  
Second: Ember Russell  
Vote: 3-0 – Passed
- “An Introduction to Effective Charter School Governance”, a charter school board handbook - Pam read this book and suggested that it be used as a resource tool at Board meetings. Chapters will be assigned and discussed at meetings. Terri will order enough copies for all members.

**NEO Points of Business**

None

**ACCEL School Report**

Terri shared:

- Enrollment Update
- Staff Update
- Assessment Update
- General School Update
- Facility Report
- Front Desk Staff discussion- Talk with Kyle about budgeting a full time person.

**Adjourn:**

Motion to adjourn by Pam Albrecht at 6:55PM

Second: Wyatt McMullen

Vote: 3-0 - Passed

**Next Board Meeting:**

November 28, 2018 at 5PM