



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

2350 Helen Street  
North St. Paul, MN 55109  
September 19, 2018  
6:00 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**

Meeting was called to order at 6:03PM with a quorum present.

- Board Members Present:  
Pam Albrecht  
Mike Leary  
Ember Russell  
Debra Kranz
- Board Members Absent:  
Anna Anderson
- ACCEL Team Members:  
Eric Dinnel  
Jay Caballero  
Rodney Bly
- Public Present:  
None
- NEO Representative:  
None
- Finance Representative:  
Kyle Knudsen

**Approval of the Agenda**

Motion to approve the agenda by Mike Leary:

Second: Ember Russell

Vote: 4-0 – Passed

**Conflict of Interest Declaration**

None

**Public Comment**

None

**Finance**

- Financial Report – July and August 2018 – Summary was given by Kyle Knudson.
- Policy – Bank funds withdrawal- Policy for bank funds withdrawal and depositing will be created.

## Consent Agenda

- Acceptance of July and August Finance Reports
  - Roll Call Vote
    - Albrecht: Aye
    - Russell: Aye
    - Kranz: Aye
    - Leary: AyeMotion Passed
- Acceptance of August 15, 2018 Minutes and Acceptance of August 29, 2018 Special Meeting Minutes  
Motion to approve August 15, 2018 Minutes and August 29, 2018 Special Meeting Minutes by Pam Albrecht:  
Second: Mike Leary  
Vote 4-0 - Passed

## Old Business:

- Wolf Pack Club update- 5 families utilize this program before and after school. Nancy Erickson and Mike Lynch are the coordinators.

## New Business:

- Staff contract approvals for 2018-19. None
- Staff Survey- Survey Monkey will be created and sent to staff with the intention to keep morale up and to give anonymous suggestions and feedback. Will be sent 3 times this year to evaluate if the school has the right supports in place.
- NMFA Mission and Vision statement- Discussion about revising the language to make statement more accurate and meaningful. The Board will form a committee of board members, teachers, and families to work on this.
- Debra Kranz resignation. Due to Ms. Kranz accepting another position within the school, she had to resign from the Board Treasurer position.  
Motion to approve resignation of Debra Kranz effective immediately after the board meeting by Pam Albrecht:  
Second: Mike Leary  
Vote: 3-0 – Passed
- Appointment of new Treasurer  
Motion to approve Mike Leary as Treasurer by Pam Albrecht:  
Second: Ember Russell  
Vote: 4-0 – Passed
- New board member- New member lead will be contacted.
- New board meeting start time- Discussion  
Motion to accept new start time of 5:30pm starting in October contingent on availability of Board Member Anna Anderson by Pam Albrecht:  
Second: Mike Leary  
Vote: 4-0 – Passed  
Update: Anna Anderson is available for this start time.
- Annual Board Meeting /Elections- Elections will start this school year. Discussion will be moved to next month's board meeting.

- Annual financial designations- Presented by Kyle Knudsen

Motion to identify Wells Fargo as retiring and Old National Bank as primary NMFA designated banks by Mike Leary:

Second: Pam Albrecht

Vote: 4-0 - Passed

Motion to approve Pam Albrecht, Board Chair, Mike Leary, Treasurer, and Mike Flora, VP of Finance, as authorized bank signers by Ember Russell:

Second: Debra Kranz

Vote: 4-0 – Passed

Motion to add titles to authorized bank signers by Pam Albrecht:

Second: Mike Leary

Vote: 4-0 – Passed

Update: Titles added above

Motion to identify Terri Privette as Title Representative and Homeless Liaison, Tammy Pulver as Special Education Director and Debra Kranz as IOwa contact by Pam Albrecht:

Second: Ember Russell

Vote: 4-0 – Passed

Motion to allow TAG and cmERDC payroll personnel to make electronic fund transfers for payment of employee payroll direct deposits, payment of federal, state, retirement contributions and unemployment taxes, (deductions and/or benefits), vendor payments when required contractually, principal and interest payments, and transfers between accounts by Pam Albrecht:

Second: Mike Leary

Vote: 4-0 – Passed

- Board Development Plan- Discussion about using NEO provided trainings to fulfill required board training. Revised plan is due on September 30<sup>th</sup>, 2018.

#### **NEO Points of Business**

None

#### **ACCEL School Report**

-Enrollment

-Recent/Upcoming Events

-Staffing

-Assessments

-General School Update

-Facilities Report

-Introduction of Dr. Rodney Bly, new ACCEL representative for the school.

#### **Adjourn**

Motion to adjourn at 7:55PM by Pam Albrecht:

Second: Ember Russell

Vote: 4-0 – Passed

#### **Next Board Meeting**

The Next Board Meeting will be October 17<sup>th</sup> at 5:30pm