



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

December 18, 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 5:06 PM with a quorum present.

- Board Members Present: Pam Albrecht, Mike Leary, Dave Isaacson, Ember Russell
- Board Members Absent: John Herbst
- ACCEL Team Members: Terri Privette, Jay Caballero, Rodney Bly, Sue Furick
- Public Present: Debbie Kranz
- NEO Representative: None
- Finance Representative: Kyle Knudson

Approval of the Agenda

Motion to approve the agenda with added topic of annual meeting made by Pam Albrecht:

Second: Mike Leary

Vote: 4-0 Passed

Conflict of Interest Declaration

None

Public Comment

None

Finance

- Financial Report – November 2019 - Kyle Knudson discussed the financial report at the Finance Committee Meeting held before the Board Meeting. No further discussion was needed.
- Draft revised budget discussed.
- CAM Charges – 2019 Invoices were requested and have been preliminarily reviewed. Rodney Bly will contact the school's attorney to ensure that a clause stating CAM invoices are to be attached to monthly lease invoices is added to the new lease.

Consent Agenda

- Acceptance of November 2019 Finance Report
 - Roll Call Vote
 - Albrecht: Aye
 - Leary: Aye
 - Russell: Aye
 - Isaacson: Aye
 - Herbst: N/A
 - Passed
- Acceptance of November 20, 2019 Minutes
Motion to accept the November 20, 2019 Minutes was made by Mike Leary:
Second: Pam Albrecht
Vote: 4-0 Passed

Board Training Update

- Discussion on NEO Training Topics
 - Board members completed Board Election training. Our Board Election policy needs to be completed and approved by March 2020.
 - Annual Report - Discussion on requirements for submitting this document.
- For January: NEO Training Topic Employment Practices – 2 modules.

NEO Points of Business

None

ACCEL Points of Business

- RVP Report – Rodney shared strategies on how to gain points on our performance framework. Nothing additional.
- School Expansion
 - Costs for curriculum, furniture, technology, lockers, etc. – Under the existing agreement these items would be purchased by Accel. There is no definitive answer.
- Marketing Plan – Marketing/Recruitment strategies were discussed.
 - Budget Request – To work with Bonko Marketing team, would like \$500/month from Accel marketing budget. Rodney shared that Accel was open to the idea of funding this collaboration.
- Curriculum and Services Agreement Exhibit E/ New Agreement
 - Cost Comparisons – Pam Albrecht has requested to review specific figures.
 - The school's legal counsel reviewed the new agreement and it was strongly suggested that the Board no longer continue negotiations. The school's legal counsel will work with Accel's legal team going forward.
- School Report:
 - Enrollment/Staffing Update
 - General School Update: November 27th – Staff Development Day (report card)
 - School Events: Treat train, school wide assembly, turkey bingo, movie night, STEM night
 - Chuck E. Cheese fundraiser
 - Marketing update
 - Annual Report due in January

Old Business

- Transportation Contract – Remains unsigned
- ACCEL Management Agreement – See above.
- Board Retreat – January 18th 2020, 9:00AM – 2:00PM at the school
 - Action Items:
 - Board Election Policy
 - WBWF documents
 - Board calendar
 - Bylaws
 - Board Development Plan
 - Policy on extracurricular activities
 - Strategic Plan

New Business

- Approve 2020-2021 School Calendar
Motion to approve the 2020-2021 school calendar was made by Pam Albrecht:
Second: Ember Russell
Vote: 4-0 Passed
- Approval of DHH Provider Contract
Motion to approve the DHH Provider Contract was made by Pam Albrecht:
Second: Dave Isaacson
Vote: 4-0 Passed
- Progressive Discipline Plan Request – Discussion, no action taken.
- Status of Teacher Development Strategies - Ongoing staff development:
 - Monday morning: Child Find meeting
 - Tuesday morning: PLC meeting (Data Assessment)
 - Wednesday morning: Leadership meeting
 - Thursday morning: Grade level planning
 - RCE is still working with school and staff.
- NEO Performance Framework Update – Review NWEA data in February to see how our goals are being met within the NEO Performance Framework.
- Fundraising
 - Sales Tax Exemption – The Board is compliant with procedures.
 - Approval of Upcoming Fundraisers – Fundraising activities do not need to be approved by the Board, but awareness is important.
- Extra-Curricular Activities Protocol – The Board requested a list of all extra-curricular activities and needs to adopt a policy.
- Annual School Meeting – January 15th 2020 at 6:00 PM after the Finance Committee meeting and Board Meeting

Adjourn

Motion to adjourn the meeting at 6:59 PM was made by Pam Albrecht:
Second: Ember Russell
Vote: 4-0 Passed

Next Board Meeting: January 15, 2020 at 4:30PM – **NOTE TIME CHANGE**