



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

2350 Helen Street
North St. Paul, MN 55109

January 15, 2020
Board Meeting 4:30 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 4:42 PM with a quorum present.

- Board Members Present: Pam Albrecht, Mike Leary, Dave Isaacson (no voting privilege's), Ember Russell, John Herbst
- Board Members Absent: None
- ACCEL Team Members: Terri Privette, Rodney Bly via phone, Jay Caballero (late)
- Public Present: Debbie Kranz
- NEO Representative: None
- Finance Representative: Kyle Knudson, David Kloskin

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

None

Finance

- Financial Report – December 2019 - Kyle Knudson discussed the financial report at the Finance Committee Meeting held before the Board Meeting. No further discussion was needed.
- Revised Budget – Tabled for further discussion.

Consent Agenda

- Acceptance of December 2019 Finance Report
 - Roll Call Vote
 - Albrecht: Aye
 - Leary: Aye
 - Russell: Aye
 - Isaacson: Aye
 - Herbst: N/A

Passed

- Acceptance of December 18, 2019 Minutes
Motion to accept the December 18, 2019 Minutes was made by Mike Leary:
Second: Dave Isaacson
Vote: 4-0 – Passed

Board Training Update

- Discussion of assigned NEO training topics, Conflict of Interest and Evaluate the School Leadership
- Topics for February – NEO Financial courses – Complete the first 4 courses and the remaining 4 courses for March.

NEO Points of Business

Board is working on getting John Herbst listed as a board member in applicable places.

ACCEL Points of Business

- RVP Report – Rodney passed on Kyle Knudsen’s information for the Promissory Note.
- School Expansion – No update.
- Marketing Plan – The Accel team will meet to develop the marketing plan for the year. The information gathered from last year will be used to see how it impacted enrollment.
- Curriculum and Services Agreement Exhibit E/ New Agreement – No update.
- School Report:
 - Enrollment/Staffing Update
 - General School Update: Winter Break, Winter Clubs – Spanish, Coding, Art/Cooking, Board Game Strategy, and Ashland Theater
 - School Events: Treat Train, Holiday Shoppe, Winter Concert
 - Marketing Update: Calling leads; still giving tours, K-8 Open House – February 13, 2020
 - NEO Epicenter is up to date
 - Assessment Update: NWEA tests – January 13-30
 - School needs to find a new Workers Compensation provider

Old Business

- Transportation Contract – Accel has been trying to reach the bus company, but they have been unresponsive.
- ACCEL Management Agreement – School’s legal team is still working on this document with Accel. The document has been converted to a Word document to help with revisions.
- Board Retreat – Will be held Jan. 18th 9:00 – 2:00
- NEO Performance Framework Update – Terri and Dave met with Wendy and proposed several changes that could be made to the framework to make the goals more manageable for the school to meet. Changes would be retroactive.

New Business

- Discuss Annual Report and WBWF – Terri shared the 2018-2019 Annual Report with the World’s Best Workforce Summary.
Motion to approve the 2018-2019 Annual Report with the World’s Best Workforce Summary contingent on date changes and spelling errors corrected made by Mike Leary:
Second: Dave Isaacson
Vote: 4-0 – Passed
- Approve revision to Admissions and Lottery Policy – Dates need to be updated.
Motion to approve the revision to the Admissions and Lottery Policy made by Pam Albrecht:
Second: Mike Leary
Vote: 4-0 - Passed
- Approve Chelsea Smieja position. This will only impact the budget for the year by \$200.
Motion to approve the new position for Chelsea Smieja made by Pam Albrecht:
Second: Ember Russell
Vote: 4-0 - Passed

Adjourn

Motion to adjourn the meeting at 5:58 PM was made by Pam Albrecht:
Second: Ember Russell
Vote: 4-0 – Passed

Next Board Meeting: February 19, 2020 at 5:00 PM