



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

January 18, 2020
9:00 AM

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 9:00 AM made with a quorum present.

- Board Members Present: Pam Albrecht, Mike Leary, Dave Isaacson, Ember Russell
- Board Members Absent: John Herbst
- ACCEL Team Members: None
- Public Present: None
- NEO Representative: None
- Finance Representative: None

Approval of the Agenda

Motion to approve the agenda with addition of discussion of NEO phone call was made by Mike Leary:

Second: Dave Isaacson

Vote: 4-0 – Passed

Conflict of Interest Declaration

None

Public Comment

None

Old Business

- Bylaws Revision – Board read through and discussed suggestions made by the school attorney and NEO representative. Pam will update the document with agreed upon changes.
- Board Election Policy – The board plans to use the board election policy from Discovery Charter School and tailor it to fit NMFA. Pam plans to have this available at the April board meeting. Election process will be modeled after Level Up Academy's process. This year's election will start May 6, 2020, close on May 19, 2020, and votes will be counted at the May board meeting.
- Board Development Plan – Mike will work to adopt the tool used by Avalon Charter School to supplement the Board Development Plan already in place.

New Business

- Phone call with NEO – Dave shared what Wendy from NEO relayed pursuant to our upcoming charter school renewal.
- Strategic Plan – Needs to be developed by the board, and will be tailored to the WBWF strategic plan.
- Board Calendar – Ember will complete this task and post on Google Drive and will be a monthly agenda item.
- WBWF Documents – Board should approve all documents prior to MDE submittal. Going forward, Terri needs to send the summary, strategic plan, and annual report for board approval. Pam will meet with Terri.
- Extracurricular Activities Policy – Tabled until Wendy gets back to Pam.
- Exhibit E – Board plans to simplify the current Exhibit E document by using RVP report and monthly school report to evaluate Accel's performance.
- Evaluate a School Principal – Mike will create a principal evaluation tool based on the NEO training resource.
Update – Pam met with Terri on January 24th and a different tool will be developed based on input from Terri.

Adjourn

Motion to adjourn at 1:15 PM was made by Pam Albrecht:

Second: Ember Russell

Vote: 4-0 – Passed

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