



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

February 19, 2020
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 5:06PM with a quorum present.

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

Approval of the Agenda

Motion to approve the agenda with the addition of Marketfest was made by Mike Leary:

Second: Ember Russell

Vote: 5-0 – Passed

Conflict of Interest Declaration

None

Public Comment

- Debbie Kranz – Debbie shared that a marketing company, Bonko, came and did focus groups with students. Debbie was wondering if the school was still going to utilize this company. A topic that was brought up was the school's sign and how our community does not know about our school.

Debbie had a few ideas:

- North Saint Paul Car Show: Could the school have a table.
- Could the school participate in Marketfest?

How would the school pay for these marketing events?

Rodney shared that Accel did not understand how Bonko did things differently than Accel.

Finance

- Financial Report – January 2020 – Kyle Knudson discussed the financial report at the Finance Committee Meeting held before the Board Meeting. No further discussion was needed.
- Revised Budget Approval – Kyle Knudson shared that a budget revision was needed, and it is still being worked on.
- 990 Approval

Motion to approve the 990 was made by Dave Isaacson:

Second: Mike Leary

Vote: 5-0 – Passed

- Auditor Contract – Current contract expires in June; TAG will take care of bringing another contract to the board for approval.

Consent Agenda

- Acceptance of January 2020 Finance Report
 - Roll Call Vote
 - Albrecht: aye
 - Leary: aye
 - Russell: aye
 - Isaacson: aye
 - Herbst: ayeMotion Passed
- Acceptance of January 15, 2020 Board Minutes
- Acceptance of January 15, 2020 Annual Meeting Minutes
- Acceptance of January 18, 2020 Board Retreat Minutes

Motion to accept the January 2020 Finance Report, January 15, 2020 Board Minutes, January 15, 2020 Annual Meeting Minutes and January 18, 2020 Board Retreat Minutes as made by Pam Albrecht:

Second: Mike Leary

Vote: 5-0 – Passed

Board Training Update

- Discussion on NEO training topics for February – First four topics under Finance. Pam Albrecht will send all topics to Kyle Knudson to review. The board will meet with Kyle in March or April to ask questions that came up. Pam will put a book together consisting of all resources from the trainings.
 - March Topics – Next four topics under Finance.
 - April Topics – Board training will consist of reading chapters from the Board Development Book.

NEO Points of Business

None

NEO Performance Framework/Renewal

- Revision Status – Terri Privette is working on changes the school is requesting to the performance framework to present to NEO.
- NEO Renewal Request – Pam met with Wendy to discuss the renewal process. Wendy shared that she was concerned about the school's finances. Wendy sent a list of what NEO is looking for to be approved for renewal.

ACCEL Points of Business

- RVP Report – The Board reviewed this document prior to the meeting. Questions regarding Financial Support Services were clarified.
- School Expansion
 - Building is underway. Terri reported that it was looking great.
 - Costs for curriculum, furniture, technology, lockers, etc. – According to the old agreement, Accel will be paying for these costs.
- Marketing Plan – The Board requested a monthly breakdown of marketing spending.
- Curriculum and Services Agreement Exhibit E/ New Agreement

- School Report – Terri Shared: enrollment update, re-enrollment update, staff update, general school update, NEO awarded NMFA a “High Quality School” Award, school events, and assessment updates.

Old Business

- Transportation Contract – No update. The Board discussed what to do in the event of Minnehaha not renewing the transportation contract. Accel will take care of contract negotiations going forward.
- ACCEL Management Agreement – It has been determined that the board is going to go with the old agreement.

New Business

- Discuss Annual Report and WBWF Plan and Process – This will be revisited annually; it will be added to the board calendar.
- Bonko Marketing – Discussion is needed between Accel marketing team, to discuss the potential of Accel and Bonko working together to come up with the best marketing opportunities for the school.
- ACCEL Evaluation – Going forward the Board will be using the RVP Report and the Principal Report for Accel evaluation.
- NWEA Results – Terri shared NWEA results within the school report.
- Board Calendar – Ember created a Google Drive for the Board to keep documents accessible to all members.
- Approval of Clubs – Pam asked NEO to create a school clubs policy.
Motion to approve winter and spring clubs was made by Pam Albrecht:
Second: Dave Isaacson
Vote: 5-0 – Passed
- Copy Machine Contract – Rodney and Jay have discussed the plan for copy machines to accommodate the monthly copy machine use. Pam would like to explore options.
- Lease renewal – Rodney is still working on this document. No updates.
- Foster Care Transportation MOU with Ramsey and Washington Counties
Motion to approve the Foster Care Transportation MOU with Ramsey and Washington Counties was made by Mike Leary:
Second: Pam Albrecht
Vote: 5-0 - Passed
- Gambling Permit for School Carnival
Motion to approve applying for a gambling permit for the school carnival on May 15th was made by Mike Leary:
Second: Ember Russell
Vote: 5-0 – Passed

Adjourn

Motion to adjourn the meeting at 7:07pm was made by Pam Albrecht:

Second: Ember Russell

Vote: 5-0 – Passed

Next Board Meeting: March 18th, 2020 at 5:00 PM