



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

July 15, 2020
Board Meeting 1:00 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.

Due to the COVID-19 pandemic, this Board meeting is being held virtually via Zoom.

The meeting was called to order at 1:06 PM with a quorum present.

Call to Order and Roll Call –

- Board Members Present: Pam Albrecht, Mike Leary, Dave Isaacson, Ember Russell
- Board Members Absent: None
- ACCEL Team Members: Terri Privette, Rodney Bly, Kristin LaMay, Jay Caballero
- Public Present: Debbie Kranz, Chloe Hofstad, Ann Venne, Anna Wiatros
- NEO Representative: None
- Finance Representative: David Kloskin, Kyle Knudson

Approval of the Agenda

Motion to approve the agenda with the addition of an HVAC discussion, special education contract, and Finance Subcommittee update was made by Pam Albrecht:

Roll Call Vote

Albrecht: aye

Leary: aye

Isaacson: aye

Russell: aye

Motion Passed

Conflict of Interest Declaration

After reading the agenda, do any Board members have any real or perceived conflict of interest with any agenda item.

Albrecht: No

Leary: No

Isaacson: No

Russell: No

Public Comment - None

Finance

- Financial Report – June 2020 - David Kloskin and Kyle Knudson presented the financial report during the Finance Committee meeting prior to the board meeting. No further discussion needed.
 - Rodney will look into the invoice for the copy machine that went unbilled and unpaid.
 - Rodney will follow up with Accel legal team on the Minnehaha Transit invoice.

Consent Agenda

- Acceptance of June 2020 Finance Report
 - Roll Call Vote
 - Albrecht: aye
 - Leary: aye
 - Isaacson: aye
 - Russell: aye
- Acceptance of June 17, 2020 Board Minutes
- Acceptance of June 22, 2020 Special Board Minutes
- Acceptance of June 26, 2020 Special Board Minutes

Motion to accept the Board minutes listed above was made by Mike Leary:

Roll Call Vote:

Albrecht: aye

Leary: aye

Isaacson: aye

Russell: aye

Motion Passed

Board Training Update – None

NEO Points of Business – None

ACCEL Points of Business

- RVP Report – No discussion held.
- School Expansion – The build-out is complete and the school received the Certificate of Occupancy. The lockers, phones, Wi-Fi, and technology still need to be ordered.
- Marketing Plan – Canvassing three times a week and virtual open houses
- Curriculum and Services Agreement Exhibit E – No update
- School Report –
 - Terri shared:
 - School staff have been working on the three scenarios for opening up school - full in school attendance, hybrid, and full distance learning. Terri met with staff and parents to review and work on the drafts for each scenario. The school is still waiting for official guidance that should come out on July 27th.
 - How the school is using the CARES, ESSER, and GEAR grants – Chromebooks, laptops, cleaning supplies, and PPE were purchased, as well as adding student support services.
 - Enrollment Update
 - Building Maintenance Update

COVID-19 Discussion Topics – Working on the three scenarios and the safety plan to open school.

Old Business

- Transportation Contract – Terri has not heard back from the vendor.

New Business

- The following annual designations need to be approved:
 - Designation of Depositories
 - Bank(s)
 - Old National Bank
 - Investments
 - NONE
 - Other
 - PEX Card

Motion to approve the annual designations for depositories was made by Pam Albrecht:

Roll Call Vote

Albrecht: aye

Leary: aye

Isaacson: aye

Russell: aye

Motion Passed

- Authorized Bank Signers
 - Board Chair
 - Treasurer

Motion to approve the annual designations for bank signers was made by Pam Albrecht:

Roll Call Vote

Albrecht: aye

Leary: aye

Isaacson: aye

Russell: aye

Motion Passed

- MDE Designations
 - Special Education Director
 - Title Rep and Identified Official with Authority (IOWA)

Motion to approve the annual designations for MDE was made by Pam Albrecht:

Roll Call Vote

Albrecht: aye

Leary: aye

Isaacson: aye

Russell: aye

Motion Passed

- Delegation of Authority to Make Electronic Funds Transfers
 - TAG and David Kloskin
 - Electronic Funds Transfers can be made for:
 - Payment of employee payroll direct deposits
 - Payment of federal, state, retirement contributions and unemployment taxes (deductions and/or benefits)
 - Vendor payments (when appropriate)
 - Principal and Interest payments
 - Transfers between accounts

Motion to approve the annual designations to make electronic funds transfers was made by Pam Albrecht:

Roll Call Vote

Albrecht: aye

Leary: aye

Isaacson: aye

Russell: aye

Motion Passed

- Fall school start date – Terri is concerned with starting school on August 31st with the delay in getting guidance from MDE and finalizing the transportation contract. The school calendar has extra days built in already and Terri would like to give staff more days to prepare. Terri has proposed a new start date of September 8th. The Board would like Terri to contact District 622 to see if they plan on changing their schedule due to COVID – 19. This will be discussed at the Special Board Meeting.

- Special Education Contract – Dave will take the contract provided by DAPE and put it into the approved template and have it ready to approve at the Special Board Meeting.

- HVAC System – Dave and Jay have talked about the need to create a more sanitized environment with the HVAC company. There are two options available – installing high density filters in the HVAC system, or installing a UV light in every HVAC unit which would be a significant expense. Some of the grant money could be used to fund these options.

- Debbie Kranz mentioned that OSHA will conduct a free consultation and there is a \$10,000 safety grant that the school could apply for. Dave will contact OSHA to schedule an appointment.

- Finance Subcommittee Update – Mike shared an update that the subcommittee has been working with Kristin LaMay on the 5 year forecast. They have been drafting scenarios to pay off the debt the school owes to Accel that is acceptable to NEO for renewal purposes.

A Special Board Meeting will be held on Thursday, July 23, 2020 at 1:00PM.

Adjourn

Motion to adjourn at 2:32 PM was made by Pam Albrecht:

Roll Call Vote:

Albrecht: aye

Leary: aye

Isaacson: aye

Russell: aye

Motion Passed

Next Board Meeting: August 19, 2020