



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

April 21, 2021  
Board Meeting 5:00PM

### **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.**

#### **Call to Order and Roll Call**

The meeting was called to order at 5:00PM with a quorum present.

- Board Members Present: Pam Albrecht, Mike Leary, Dave Isaacson, Ember Russell
- Board Members Absent: NA
- Public Present: Jesse Schonfeld, Rebecca DiMare, Jonathon Anderson, Debbie Kranz, Anna Wiatos, Ann Venne
- NEO Representative: Wendy Swanson-Choi
- Finance Representative: Kyle Knudson

#### **Approval of the Agenda**

Motion to approve the agenda was made by Mike Leary:

Second: 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**

Parents, Rebecca DiMare and Jonathan Anderson had questions and voiced concerns about the choice to have middle school switch to distance learning for the remainder of this week. Debbie Kranz responded that a number of schools decided to use distance learning for the remainder of the week due to the very public trial verdict that was to happen. The school felt it was in the best interest of the older students to have them stay home.

## Finance

- Financial Report - The March 2021 Finance Report was presented by Kyle Knudson at the Finance Committee Meeting. There were no further questions.
- FY21-22 Budget Discussion – The preliminary budget was reviewed during the Finance Committee Meeting. There will be a meeting next week to further refine and a draft “board reviewed” budget will be sent to NEO.

## Consent Agenda

- Acceptance of March 2021 Finance Report
    - Roll Call Vote
      - Albrecht: aye
      - Leary: aye
      - Isaacson: aye
      - Russell: aye
  - Acceptance of March 17, 2021 Board Minutes
  - Acceptance of March 19, 2021 Special Board Minutes
  - Acceptance of March 25, 2021 Emergency Board Minutes
  - Acceptance of April 12, 2021 Special Board Minutes
  - Acceptance of April 19, 2021 Emergency Board Minutes
- Motion to accept the above listed Board minutes was made by Pam Albrecht:  
Second: Mike Leary  
Roll Call Vote:  
Albrecht: aye  
Leary: aye  
Isaacson: aye  
Russell: aye  
Motion Passed

## Board Training Update

- NEO trainings - Evaluate Progress Toward Contract Goals, Adopt and Follow Bylaws, and Adopt and Follow a Budget was discussed and ideas shared.
- The Board is in the planning stages of a summer Board retreat to work on the many tasks that are needing attention. Several are the Board Calendar, the Bylaws and establish contract goals.
- For next month the Board will complete the NEO trainings Maximize Revenue from Reimbursements and Negotiate the Building Lease.

## NEO Points of Business

Wendy Swanson-Choi was available for questions. Pam asked when the review of the draft NEO contract would be due. Wendy shared that both the NMFA Board and the NEO Board need to approve the contract before MDE submittal. Wendy also still needs to send the “additional conditions” after the budget is reviewed. The NEO Board meets the last Tuesday of the month so the first draft should be sent in mid-May.

**COVID-19 Discussion Topics** – Discussed in the School Report.

## School Report

Debbie shared:

- COVID Update – All families have the choice of learning in person or distance learning. There are 45 distance learners and 184 in person learners.
- Enrollment Update
- Marketing Update
- Family Engagement Activities
- Building Update
- Academic Programming and Compliance
- Technology Update

## Old Business

- Follow-up on Next Month's Board Election – The May 12<sup>th</sup> Board Election was posted, and families were notified and sent the candidate biographies through school messenger. Kyle from TAG will count the votes and Ember was asked to find someone to help him.
- NEO Contract Renewal – Covered in NEO Points of Business

## New Business

- Krause-Anderson HR Proposal – Reviewed by Board Members and Debbie Kranz prior to the Board meeting. The Board tabled this for a future meeting while we gather other vendors. Debbie is also more comfortable in her role.
- New Agenda Format – Progress Toward Charter Contract Goals and Board Calendar review will be added to the standing agenda items, and the COVID- 19 Discussion Topic will be removed as it is covered in the school report.
- Resignation of Middle School Teacher – Aaron Bartholomew has resigned for personal reasons effective April 19<sup>th</sup>, 2021. There are several plans being looked at to cover this vacancy.  
Motion to accept the resignation of Aaron Bartholomew effective April 19<sup>th</sup>, 2021 was made by Pam Albrecht:  
Second: Mike Leary  
Roll Call Vote:  
Albrecht: aye  
Leary: aye  
Isaacson: aye  
Russell: aye  
Motion Passed
- Telephone Bids – Telephone bids were previously sent to the Board for review along with a summary sheet of those bids. Jesse Schonfeld shared his opinion and solicited questions.  
Motion to conditionally approve entering a three-year lease with CADY based on further discussion with the vendor was made by Pam Albrecht:  
Second: Mike Leary  
Albrecht: aye  
Leary: aye  
Isaacson: aye  
Russell: aye  
Motion Passed
- Enrollment Policy – Reviewed by Board Members prior to the Board meeting. There were no concerns.  
Motion to approve Policy 5.5.1 Admissions Policy with Lottery was made by Pam Albrecht:  
Second: Mike Leary  
Roll Call Vote:  
Albrecht: aye  
Leary: aye  
Isaacson: aye  
Russell: aye  
Motion Passed
- Teacher Communication – Tabled for the next Board meeting.
- Potential New Board Member – This individual did not respond so the Board will not be perusing this candidate any further.

**Adjourn**

Motion to adjourn was made by Pam Albrecht at 6:56PM:

Second: Mike Leary

Roll Call Vote:

Albrecht: aye

Leary: aye

Isaacson: aye

Russell: aye

Motion Passed

**Next Board Meeting:** May 19, 2021, 5:00PM