



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

March 17, 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 5:04PM with a quorum present.

- Board Members Present: Pam Albrecht, Mike Leary, Dave Isaacson, Ember Russell
- Board Members Absent: None
- Public Present: Debbie Kranz, Sandy Saline, Ann Venne, Jesse Schonfeld
- NEO Representative: Wendy Swanson-Choi
- Finance Representative: Kyle Knudson

Approval of the Agenda

Motion to approve the agenda was made by Pam Albrecht:

Second: Mike Leary

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 – No Public Comment

Finance

- Financial Report -The February 2021 Financial Report was presented and discussed at the Finance Committee meeting prior to the Board meeting. There were no further questions. Kyle will check on the status of the 990 form.

Consent Agenda

- Acceptance of February 2021 Finance Report
 - Roll Call Vote
 - Albrecht: aye
 - Leary: aye
 - Isaacson: aye
 - Russell: aye
 - Acceptance of February 17, 2021 Board Minutes
 - Acceptance of March 3, 2021 Special Board Minutes
 - Acceptance of March 13, 2021 Emergency Board Minutes
- Motion to accept the above listed Board minutes was made by Mike Leary:
Second: Ember Russell
Roll Call Vote:
Albrecht: aye
Leary: aye
Isaacson: aye
Russell: aye
Motion Passed

Board Training Update

- NEO trainings - Follow Open Meeting Law, Negotiate the Charter Contract and Develop an Effective Relationship with the Authorizer - Discussion was held to add several new standing items to future agendas. Mike will put together information on the 6 sections to monitor.
- Board members will complete the following topics prior to discussion during the April Board meeting, Evaluate Progress Toward Contract Goals, Adopt and Follow Bylaws, and Adopt and Follow a Budget.

NEO Points of Business – Wendy was available for any questions. None at this time.

COVID-19 Discussion Topics – Discussed in the School Report

School Report

Debbie shared:

- K-8th grade students are back full time in person. 44 students have remained distance learning.
- Many staff members have been vaccinated.
- Current enrollment: 226 students
- Current re-enrollment: 198 students
- Debbie discussed a few marketing strategies from Bonko Marketing.
- Events: Bookfair, and a few virtual events are currently being planned.
- NMFA is looking to Include: The Science of Reading in future trainings and curriculum selection.
- Technology is currently being transitioned to our new domain.

Old Business

New Business

- Office Manager Position – Debbie expressed that the current person filling in has been doing great, however the school has a real need for an administrative assistant in the front office. The Board discussed keeping the current situation for the remainder of this year, with the plan to add in an administrative assistant for the fall of next school year.

- PPP Loan Resolution – Kyle outlined the details of this loan which can transfer to a grant that can be forgiven if certain conditions are met.
Motion to accept the attached loan resolution was made by Ember Russell:
Second: Dave Isaacson
Roll Call Vote:
Albrecht: aye
Isaacson: aye
Russell: aye
Motion Passed
- Propel Loan – Propel for Non- Profits is a lender that helps schools with funding which TAG reached out to. They would buy the debt to ACCEL and then the school could pay back that loan to this lender instead. This lender also can offer the school a line of credit.
Motion to pursue solutions for long term debt and a line of credit was made by Pam Albrecht:
Second: Dave Isaacson
Roll Call Vote:
Albrecht: aye
Isaacson: aye
Russell: aye
Motion Passed
- Human Resources Help – A “COMPTROL and HR Proposal” was submitted by Kraus-Anderson. This will be tabled for a later date after there is time to review.
- Website Proposals – Discussion was held on the three received proposals.
Motion to conditionally approve Centrum Technologies based on timeline and enrollment features, was made by Pam Albrecht:
Second: Ember Russell
Roll Call Vote:
Albrecht: aye
Isaacson: aye
Russell: aye
Motion Passed

Adjourn

Motion to adjourn at 6:54PM was made by Pam Albrecht:

Second: Dave Isaacson

Roll Call Vote:

Albrecht: aye

Leary: aye

Isaacson: aye

Russell: aye

Motion Passed

Next Board Meeting: April 21, 2021, 5:00PM

Resolution

Whereas, the current economic uncertainty related to the Covid-19 pandemic makes a loan necessary to support our ongoing operations due to reductions in donations, an increase in general operating expenses due to distance learning, increase in expenses due to critical care worker expense, a reduction in food service income and the anticipation that the School's share of the CARES act for charter schools will be an immaterial amount based on the School's Title I allocation;

Whereas, the Small Business Administration is administering the Paycheck Protection Program (PPP) SBA 7 (a) loan program to provide a direct incentive for small businesses, including nonprofits, to keep their workers on the payroll.

Whereas, the maximum loan amount is based on 2.5 times the monthly payroll and may be used on payroll related expenses together with rent and certain other expenses;

Whereas, SBA will forgive loans if all employees are kept on the payroll for twenty-four weeks and the money is used for payroll, rent, mortgage interest, or utilities;

Whereas, if 1) the number of full-time equivalent employees is reduced or 2) wages for individual employees making less than \$100,000 per year are reduced by more than 25%, then a portion of the loan will be repayable in two years;

NOW therefore, it is resolved that:

On March 17, 2021, The School Board of North Metro Flex Academy has authorized the Admin Team to borrow up to \$314,878, which is the maximum allowed to apply for on \$1,511,413 in payroll expenses during calendar year 2020.

Furthermore, the School will not supplant or "double-dip" and the forgiveness amount will not take into account items such as Lease Aid Revenue, Title Funding, Special Education funding, food service programming nor would the funds be used to pay outstanding management fees nor debt.

The officers of the Corporation are authorized to execute a promissory note and such other documents as are necessary in the name of the Corporation and take any and all action necessary to obtain the loan.