



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

May 19, 2021
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.*

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 5:05PM with a quorum.

- Board Members Present: Pam Albrecht, Mike Leary, Dave Isaacson, Ember Russell
- Board Members Absent: NA
- Public Present: Debbie Kranz, Cindy Lavorato, Jessaca Karg, Nancy Erickson, 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 Mike Leary:

Second: Dave Isaacson

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 – Kyle Knudson presented the April 2021 financial report at the Finance Committee meeting prior to the board meeting.
- Approval of FY21-22 Budget – Discussion
Motion to accept the FY21-22 budget with the addendums to increase the Special Education salary by \$92,060 and the Marketing budget by \$2,000 was made by Mike Leary.
Second: Dave Isaacson
Roll Call Vote:
Albrecht: no
Leary: aye
Isaacson: aye
Russell: aye
Motion Passed

Consent Agenda

- Acceptance of April 2021 Finance Report
 - Roll Call Vote
 - Albrecht: aye
 - Leary: aye
 - Isaacson: aye
 - Russell: ayeMotion Passed
- Acceptance of FY21-22 Budget
 - Roll Call Vote
 - Albrecht: no
 - Leary: aye
 - Isaacson: aye
 - Russell: ayeMotion Passed
- Acceptance of April 21, 2021 Board Minutes
- Acceptance of April 29, 2021 Special Board Minutes
Motion to accept the above 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

- Discussion of NEO training topics completed for this month. For next month the board members will complete the following trainings on the NEO portal; Develop and Use Policies, Retain and Maintain Records, and Safeguard Private Data.

NEO Points of Business

Wendy reported that NEO will review the approved budget and then send a draft of the NEO contract for the board to approve at the next board meeting. Let Wendy know if we need help with the new EdFi program that is replacing MARSS.

School Report

Debbie shared the school report prior to the school board meeting. The board reviewed it and asked clarifying questions.

Progress Towards Charter Contract Goals – Still working on

Board Calendar – Board Development Plan/Self Evaluation will be taken care of during the Board Retreat on July 10th along with reviewing the building lease – use the “30 questions” that was in the NEO training.

Old Business

- Teacher Communication – No longer needed

New Business

- Approve Revised School Calendar
Motion to approve the revised school calendar was made by Pam Albrecht.
Second: Mike Leary
Roll Call Vote:
Albrecht: aye
Leary: aye
Isaacson: aye
Russell: aye
Motion Passed
- Approve 2021-22 Lunch Vendor
Motion to approve Premier as the 2021-22 lunch vendor was made by Dave Isaacson.
Second: Ember Russell
Roll Call Vote:
Albrecht: aye
Leary: aye
Isaacson: aye
Russell: aye
Motion Passed
- NEO Contract – NEO is waiting for the budget which was just approved and will be sent. NEO will then send a draft of the contract for the board to approve at the next board meeting. Board members send your completed NEO form to Debbie.
- Summer Board Meeting Time – Will remain the same throughout the summer.
- Board Election Results – Pam Albrecht and Mike Leary were re-elected for a one-year term. Dave Isaacson and Ember Russell were re-elected for a two-year term.
- Board Officers
Motion to appoint Pam Albrecht as the Board Chair, Mike Leary as the Treasurer, and Ember Russell as Secretary was made by Pam Albrecht.
Second: Mike Leary
Roll Call Vote:
Albrecht: aye
Leary: aye
Isaacson: aye
Russell: aye
Motion Passed
- Approval of Taft Engagement Letter – Cindy Lavorato entertained questions.
Motion to approve the Taft Engagement Letter was made by Pam Albrecht.
Second: Dave Isaacson
Roll Call Vote:
Albrecht: aye
Leary: aye
Isaacson: aye
Russell: aye
Motion Passed

- Staff Member Termination
 Motion to approve staff member termination on April 27th was made by Pam Albrecht.
 Second: Ember Russell
 Roll Call Vote:
 Albrecht: aye
 Leary: aye
 Isaacson: aye
 Russell: aye
 Motion Passed
- Staff Member Hires/Position Approval – Covered under adoption of budget.
- Staff Stipends – Discussed. Mike will notify the teachers.
 Motion to approve a \$2,000 stipend for four teachers who have picked up extra work with the termination/resignation for two staff members was made by Ember Russell.
 Second: Pam Albrecht
 Roll Call Vote:
 Albrecht: aye
 Leary: aye
 Isaacson: aye
 Russell: aye
 Motion Passed
- Summer Enrichment Program/ESY – Discussion. Kyle will help notify MDE of the revised dollar amount needed.
 Motion to approve the summer enrichment program and ESY was approved by Mike Leary.
 Second: Dave Isaacson
 Roll Call Vote:
 Albrecht: aye
 Leary: aye
 Isaacson: aye
 Russell: aye
 Motion Passed
- Tech Requests
 - Discuss computer repair process – Jesse is to report to the board monthly with what he needs to repair computers and an estimated price. The board will approve or deny those requests.
 - Hard drives – Jesse is requesting to replace the hard drives in staff computers for \$2,000. This request will be tabled until the next board meeting.
 - Approve IT contracts
 Motion to approve the 2 IT contracts with Reboot was made by Mike Leary
 Second: Pam Albrecht
 Roll Call Vote:
 Albrecht: aye
 Leary: aye
 Isaacson: aye
 Russell: aye
 Motion Passed
 - Return of school devices – Devices should be returned before the last day of school.
 - PowerSchool – Discussion on using JMC in place of PowerSchool
 Motion to approve entering into an agreement with JMC for the 2021-22 school year for the SIS system was made by Pam Albrecht.
 Second: Dave Isaacson
 Roll Call Vote:
 Albrecht: aye
 Leary: aye
 Isaacson: aye
 Russell: aye
 Motion Passed

- Closed Session to Discuss Legal Items

Motion to adjourn the open session at 7:20PM was made by Pam Albrecht.

Second: Dave Isaacson

Roll Call Vote:

Albrecht: aye

Leary: aye

Isaacson: aye

Russell: aye

Motion Passed

Motion to go into closed session at 7:21PM to discuss the litigation brought on by ACCEL pursuant to M.S. Sec. 13D.05 sub. 2 was made by Pam Albrecht.

Second: Mike Leary

Roll Call Vote:

Albrecht: aye

Leary: aye

Isaacson: aye

Russell: aye

Motion Passed

Motion to out of closed session at 7:49PM was made by Pam Albrecht.

Second: Mike Leary

Roll Call Vote:

Albrecht: aye

Leary: aye

Isaacson: aye

Russell: aye

Motion Passed

Adjourn

Motion to adjourn at 7:50PM was made by Pam Albrecht.

Second: Mike Leary

Roll Call Vote:

Albrecht: aye

Leary: aye

Isaacson: aye

Russell: aye

Motion Passed

Next Board Meeting: June 16, 2021 at 5:00PM