



# North Metro Flex Academy

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

July 10, 2021  
Retreat 9:00AM

## **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**

The meeting was called to order at 9:13 AM with a quorum present.

- Board Members Present: Pam Albrecht, Mike Leary, Dave Isaacson, Ember Russell
- Board Members Absent: NA
- Public Present: NA
- NEO Representative: NA
- Finance Representative: NA

### **Approval of the Agenda**

Motion to approve the agenda was made by Mike Leary.

Second: Dave Isaacson

Vote: 4-0 – 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 – NA**

**Finance – NA**

**Consent Agenda – NA**

**Board Training Update – NA**

**NEO Points of Business – NA**

**School Report – NA**

**Progress Towards Charter Contract Goals – NA**

**Board Calendar – NA**

**Old Business – NA**

## **New Business**

- Building Lease – The Board discussed several aspects of the lease and felt that a meeting with the building owner to review the current lease and options was in order. Pam will reach out and request a meeting in early August.
- Board Development Plan – The Board Development Plan was reviewed, discussed, and updated and included completing the Board Self-Evaluation. Members are to complete Appendix C and submit to Mike.
- Monthly School Report – New template was sent to Debbie and the Personnel Committee will meet with her to discuss using this template going forward. It was decided to do a test run in August.
- Strategic Plans and Priorities for 2021-22 School Year – The Board compiled a list of priorities to focus on for the 2021-2022 school year and included the list in the Board Development Plan.
- Internal Controls – The process needs to be updated as several processing changes have occurred.
- Principal Evaluation – Reviewed, discussed, and evaluated Debbie for the 2020-2021 school year using the Principal Leadership Evaluation Tool taken from the NEO training module. Debbie was also asked to do a self-evaluation. Pam will reach out and request a meeting in early August.
- Policy Updates – It was discovered that not only do we have some outdated policies on our website, but also some with incorrect information. Cindy Lavorato has offered to provide the full policy package she drafted that is updated through 2016 for \$500.00.  
Motion to ask Cindy Lavorato to send us an updated policy package through 2016 to the Board for \$500.00 was made by Mike Leary.  
Second: Dave Isaacson  
Vote: 4-0 – Motion Passed
- Personnel Committee – It was suggested by our legal counsel to form a Personnel Committee that will oversee the Executive Director's work as well as address management issues. To avoid a conflict of interest, Pam and Mike will form this committee.  
Motion to form a Personnel Committee consisting of Pam and Mike was made by Ember Russell.  
Second: Dave Isaacson  
Vote: 4-0 – Motion Passed

## **Adjourn**

Motion to adjourn at 2:13 PM was made by Pam Albrecht.

Second: Mike Leary

Vote: 4-0 – Motion Passed

**Next Board Meeting:** July 21, 2021