



North Metro Flex Academy

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

June 16, 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 5:00 PM with a quorum present.

- Board Members Present: Pam Albrecht, Mike Leary, Dave Isaacson, Ember Russell
- Board Members Absent: None
- Public Present: Debbie Kranz, Jesse Schonfeld, Elizabeth Bercaw
- NEO Representative: None
- 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 – Elizabeth Bercaw will send the ESL LIEP document and the board will review and discuss at the July 21st Board meeting.

Finance

- Financial Report – Kyle Knudson presented the May 2021 Finance Report at the Finance Committee meeting prior to the Board meeting. No further discussion was needed.
- Accept Proposed Revised 2020-2021 Budget
Motion to approve the revised 2020-2021 budget was made by Mike Leary:
Second: Pam Albrecht
Roll Call Vote:
Albrecht: aye
Leary: aye
Isaacson: aye
Russell: aye
Motion Passed

Consent Agenda

- Acceptance of May 2021 Finance Report
 - Roll Call Vote
 - Albrecht: aye
 - Leary: aye
 - Isaacson: aye
 - Russell: aye
- Acceptance of May 19, 2021 Board Minutes
Motion to accept the May 19, 2021 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

- Discussion of NEO training topics completed for this month. For the next month board members will complete the following trainings on the NEO portal; Meet Early Learning Program Requirements, Meet Requirements for Serving English Learners, and Meet School Nutrition Program Requirements.
- Pam recommends that the office staff take several of the trainings provided by NEO. Staff need to contact NEO to be set up.

NEO Points of Business – NA

School Report

Debbie shared the school report prior to the Board meeting. Board members asked clarifying questions, especially concerning the MAP Student Growth Summary Report.

Progress Towards Charter Contract Goals – Still in progress

Board Calendar – NA

Old Business

- Updated School Enrichment Academy – Board reviewed an updated proposal the prior to the board meeting. No clarifying questions.
- Board Retreat – July 10th at 9am.
Items on the Board Retreat Agenda
 - Building Lease
 - Board Development Plan
 - Monthly School Report
 - Strategic Plan and Priorities for 2021-2022 School Year
 - Internal Controls
 - Principal Evaluation

New Business

- NEO Contract
Motion to approve the three-year NEO reauthorization contract was made by Dave Isaacson.
Second: Mike Leary
Roll Call Vote:
Albrecht: aye
Leary: aye
Isaacson: aye
Russell: aye
Motion Passed
- Approve TAG Contract
Motion to approve the two-year TAG contract was made by Pam Albrecht.
Second: Mike Leary
Roll Call Vote:
Albrecht: aye
Leary: aye
Isaacson: aye
Russell: aye
Motion Passed
- Approve Washington County MOU
Motion to approve the Washington County MOU was made by Pam Albrecht.
Second: Mike Leary
Roll Call Vote:
Albrecht: aye
Leary: aye
Isaacson: aye
Russell: aye
Motion Passed
- Approve Revised School Calendar
Motion to approve a revised 2021-2022 school calendar was made by Pam Albrecht.
Second: Mike Leary
Roll Call Vote:
Albrecht: aye
Leary: aye
Isaacson: aye
Russell: aye
Motion Passed

- Approve Memorial Donation – A NMFA substitute teacher recently passed away and her family made a donation to the school in her honor. Debbie would like the school to use the funds to honor her memory.
Motion to accept the memorial donation was made by Dave Isaacson.
Second: Ember Russell
Roll Call Vote:
Albrecht: aye
Leary: aye
Isaacson: aye
Russell: aye
Motion Passed
- Discuss/Approve Contract with DAC for ECF Application
Motion to approve the contract with DAC to submit our application for ECF funds was made by Ember Russell.
Second: Dave Isaacson
Roll Call Vote:
Albrecht: aye
Leary: aye
Isaacson: aye
Russell: aye
Motion Passed
- New School Report Format – Will be discussed at the Board Retreat.
- Early Enrollment Discussion/Policy Revision
Motion to approve the Early Enrollment Policy contingent on adding a cutoff date was made by Ember Russell.
Second: Pam Albrecht
Roll Call Vote:
Albrecht: aye
Leary: aye
Isaacson: aye
Russell: aye
Motion Passed
- 2021-2022 Staff Agreements – Discussion was held.
Motion to accept the 2021-2022 staff agreements was made by Mike Leary.
Second: Pam Albrecht
Roll Call Vote:
Albrecht: aye
Leary: aye
Isaacson: aye
Russell: aye
Motion Passed
- Marketing Stipend – Debbie and Dave have recommended that staff member Mark Robinson be paid a stipend to recruit students. Mark will be asked to write a proposal and present to the board.

- Tech Updates:
 - Comcast should be installed by July 1st as the internet provider.
 - Accel is no longer providing any support.
 - It has not been determined yet who owns the current phone number for porting, but a new phone number has been secured.
- Pam will clarify with staff who will be posting on the school website.
- Jesse shared tech updates.
- Jesse would like to buy 40 new hard drives for staff computers, and 10 screens for broken Chromebooks in the approximate amount of \$3,200. Discussion held.
Motion to approve spending \$3,200 on 40 new hard drives and 10 Chromebook screens was made by Pam Albrecht.
Second: Mike Leary
Roll Call Vote:
Albrecht: aye
Leary: aye
Russell: aye
Motion Passed

Adjourn

Motion to adjourn at 7:03 PM was made by Mike Leary.

Second: Pam Albrecht

Roll Call Vote:

Albrecht: aye

Leary: aye

Russell: aye

Motion Passed

Next Board Meeting: July 21, 2021