



# North Metro Flex Academy

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

July 21, 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.*

**This Board meeting is being held pursuant to MN Statutes 13D.02.**

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

The meeting was called to order at 5:02 PM with a quorum present.

- Board Members Present: Pam Albrecht, Dave Isaacson, Ember Russell
- Board Members Absent: Mike Leary
- Public Present: Debbie Kranz, Mark Robinson, Carolina Olson, Elizabeth Bercaw, Lacey Hastings via phone
- NEO Representative: None
- Finance Representative: Kyle Knudson

### **Approval of the Agenda**

Motion to approve the agenda was made by Dave Isaacson.

Second: Pam Albrecht

Roll Call Vote:

Albrecht: 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

Isaacson: No

Russell: No

### **Public Comment**

No Public Comment

### **Finance**

- Financial Report – preliminary June 2021 - Kyle Knudson presented and it was discussed by the Finance Committee prior to the Board meeting. There were no further questions.
- Revise budget to add potential ECF revenue and create tech line

- Annual Designations
  - Designation of Depositories
    - Bank(s) – Old National
    - Investments
      - None
    - Other (PayPal or Square for E-Processing)
      - Payment Spring
  - Authorized Bank Signers
    - Board Chair – Pam Albrecht
    - Treasurer – Mike Leary
    - Director – Debbie Kranz
  - MDE Designations
    - Special Education Director – Tamera Pulver
    - Title Rep and Identified Official with Authority (IOWA) – Debbie Kranz
  - Delegation of Authority to Make Electronic Funds Transfers
    - TAG and CMERDC
    - Electronic Funds Transfers can be made for:
      - Payment of employee payroll direct deposits
      - Payment of federal, state, retirement contributions and unemployment taxes (deductions and/or benefits)
      - Vendor payments (when appropriate)
      - Principal and Interest payments
      - Transfers between accounts
  - Designation of Official Newspaper
    - Website
  - Acceptance/Adoption of Retention Schedule as defined by the State of MN - <http://education.state.mn.us/MDE/SchSup/ComplAssist/QA/DueProcRight/055464>
  - If not done in Dec/Jan:
    - Election of Officers
      - Chair – Pam Albrecht
      - Secretary – Ember Russell
      - Treasurer – Mike Leary
    - Board Meeting Schedule for upcoming year
      - Day of the Month – 3<sup>rd</sup> Wednesday of each month
      - Start Time – 5:00PM
      - Location – North Metro Flex Academy
      - Committee Meeting Schedules – Finance Committee 4:30PM as above

Motion to accept the annual designations was made by Pam Albrecht.

Second: Dave Isaacson

Roll Call Vote:

Albrecht: aye

Isaacson: aye

Russell: aye

Motion Passed

## Consent Agenda

- Acceptance of preliminary June 2021 Finance Report and revise budget to include potential ECF revenue and add a tech line.
  - Roll Call Vote
    - Albrecht: Aye
    - Leary: N/A
    - Isaacson: Aye
    - Russell: Aye

- Acceptance of June 16, 2021 Special Board Minutes
- Acceptance of June 16, 2021 Board Minutes
- Acceptance of June 28, 2021 Special Board Minutes
- Acceptance of July 10, 2021 Retreat Minutes

Motion to accept the above minutes was made by Dave Isaacson.

Second: Pam Albrecht

Roll Call Vote:

Albrecht: aye

Isaacson: aye

Russell: aye

Motion Passed

### **Board Training Update**

- Discussion of NEO training topics – The Board finished all trainings that are currently available. No training was assigned for August.

### **NEO Points of Business – NA**

**School Report** – Sent to the Board prior to the meeting. The Board reviewed and did not have any clarifying questions.

### **Progress Towards Charter Contract Goals – NA**

**Board Calendar** – Currently being updated. You need to request access to view.

### **Old Business**

- Board Retreat Report – Board members worked on the following items: Board Development Plan, Policy Revision Calendar, Building Lease, Monthly School Report, Strategic Plans and Priorities for the 2021-2022 school year, and the Principal Evaluation.
- Behavior Interventionist Position – Mark Robinson presented his plans for this position, and answered questions posed by the Board.

### **New Business**

- Marketing/Recruitment Proposal by Mark Robinson – Mark Robinson presented his plans for recruitment and marketing.

Motion to revise the current contingency contract with Mark Robinson to be in alignment with Finance Committee discussions on 7/21/21 was made by Pam Albrecht.

Second: Ember Russell

Roll Call Vote:

Albrecht: aye

Isaacson: aye

Russell: aye

Motion Passed

- Marketing Contract Discussion – At the August Board meeting, Bonko Marketing will give a recap of services completed for school year 2020-2021 and will share with the Board what they believe they can do for the school moving forward.

- Approve Cleaning Contract for School Year 2021-2022 – The three bids received were sent to the Board for review prior to the meeting. Discussion was held.

Motion to approve Jan-Pro Cleaning was made by Dave Isaacson.

Second: Pam Albrecht

Roll Call Vote:

Albrecht: aye

Isaacson: aye

Russell: aye

Motion Passed

- **Approve Meal Prices – Discussion**  
Motion to approve meal prices of \$2.10 for breakfast, \$2.95 for lunch, and \$.33 for a carton of milk was made by Ember Russell.  
Second: Dave Isaacson  
Roll Call Vote:  
Albrecht: aye  
Isaacson: aye  
Russell: aye  
Motion Passed
- **Approval of ESL LIEP Plan – Plan was presented by Elizabeth Bercaw and the Board approved the draft. This will be put of the website when completed and Policy 5.9.2 will be removed.**
- **Approve COVID-19 Testing Services Agreement – Battelle Memorial Institute received a contract from the Department of Health and Human Services to provide free COVID-19 testing services to participating schools. Motion to approve entering into a contract with Battelle for COVID-19 testing was made by Dave Isaacson.**  
Second: Pam Albrecht  
Roll Call Vote:  
Albrecht: aye  
Isaacson: aye  
Russell: aye  
Motion Passed
- **Approve Kesa Contract (website maintenance) – This contract was sent to the Board to review prior to the meeting.**  
Motion to approve the agreement with Kesa LCC for website maintenance for the 2021-2022 school year and terminate the current agreement was made by Pam Albrecht.  
Second: Dave Isaacson  
Roll Call Vote:  
Albrecht: aye  
Isaacson: aye  
Russell: aye  
Motion Passed
- **Donations Recently Received – \$50 MN Zoo gift card, \$85 Sun Ray Bowl gift card, and a Shoreview Community Day Center Family Pass.**  
Debbie requested the donations be used in a raffle for current families to win at the “Beat the Heat” event.  
Motion to approve the donations for the raffle at the “Beat the Heat” event was made by Dave Isaacson.  
Second: Pam Albrecht  
Roll Call Vote:  
Albrecht: aye  
Isaacson: aye  
Russell: aye  
Motion Passed

### **Adjourn**

Motion to adjourn the meeting at 7:08 PM was made by Dave Isaacson.

Second: Pam Albrecht

Roll Call Vote:

Albrecht: aye

Isaacson: aye

Russell: aye

Motion Passed

**Next Board Meeting:** August 18, 2021, 5:00