



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

May 20, 2020
Board Meeting 1:00 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 1:01 PM with a quorum present.

- Board Members Present: Pam Albrecht, Mike Leary, Dave Isaacson, Ember Russell
- Board Members Absent: None
- ACCEL Team Members: Terri Privette, Jay Caballero, Rodney Bly, Kristen LaMay
- Public Present: Debbie Kranz, Nancy Erickson, Ann Venne
- NEO Representative: Jean Neuman, Charles Speiker
- Finance Representative: Kyle Knudson, David Kloskin

Approval of the Agenda

Motion to approve the agenda was made by Mike Leary:

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: None
Leary: None
Isaacson: None
Russell: None

Public Comment

None

Finance

- Financial Report – April 2020 - Kyle Knudson and David Kloskin presented the financial report during the Finance Committee Meeting prior to the Board meeting. There were no additional questions.

Consent Agenda

- Acceptance of April 2020 Finance Report
 - Roll Call Vote
 - Albrecht: Aye
 - Leary: Aye
 - Isaacson: Aye
 - Russell: Aye
- Acceptance of April 15, 2020 Board Minutes
- Acceptance of April 22, 2020 Special Board Minutes
- Acceptance of May 8, 2020 Emergency Board Minutes
- Acceptance of May 12, 2020 Special Board Minutes

Motion to accept the minutes from the April 15, April 22, May 8th, and May 12th meetings was made by Mike Leary:

Isaacson: Aye

Albrecht: Aye

Russell: Aye

Motion Passed

Board Training Update

- None

NEO Points of Business

Jean shared updates from the NEO EpiCenter and upcoming due dates.

ACCEL Points of Business

- RVP Report
 - Updates on financing a new copy machine and securing a transportation vender.
 - Question about curriculum reimbursement was clarified.
- School Expansion – The expansion is close to being done and waiting for fire and building inspections.
- Marketing Plan – Marketing is currently solely digital. While this can be good it has shown to be limiting. When a potential family views the school's FB video, an email is generated giving further contact information. Currently the information given is for the Accel Marketing Manager. It was requested, and agreed to by Accel management, to change the contact information to Jay Caballero. An email will be sent to Marketing to make this change. Expenses listed on the Marketing Forecast spreadsheet were clarified.
- Curriculum and Services Agreement Exhibit E – See Old Business.
- School Report – Terri shared: Update on extended distance learning plan, enrollment update, staffing update, student/family engagement, and NEO Spotlight Grant of \$3,000.

COVID-19 Discussion Topics

Board meetings for the summer will continue using Zoom at 1 PM on the 3rd Wednesday of the month.

Old Business

- Short Term Loan Agreement Update – Meeting the week of the 25th with ACCEL to discuss.
- ACCEL Management Agreement Update – More information the week of the 25th.
- Transportation Vendor – Covered in the RVP Report.
- PTO for Remainder of the Year Update – The policy may need to be revised prior to the end of the school year. Numbers have been reduced and there should be no more than 2 carry over and 2 payout days per staff member.

New Business

- School Lunch Vendor Bids – Vendor bids due May 22nd.
- Parent Survey Results – Debbie gave a quick overview of the results. Over 100 responses were received and it was mentioned several times to decrease the quantity of work and increase the quality.

- Accel Evaluation Results by Board members – There was good information received and consensus on items. This will be reviewed more thoroughly when all evaluations have been received from all parties.
- Accel Evaluation Results by Staff Members – The board will set up a time to review the results in the next few weeks. As of today 35 responses have been received.
- Approval of Audit Proposals – Four vendors submitted proposals and the board discussed which one would be the best fit for the school.
Motion to approve the Abdo, Eick and Myers, LLP proposal for audit services was made by Mike Leary:
Albrecht: Aye
Isaacson: Aye
Russell: Aye
Motion Passed
- FY21 Budget Discussion – The Board discussed forming a subcommittee to work on budget formation and meet by next week. Dr. Chuck Speiker from NEO is willing to help develop a workable budget as he has some concerns.
Motion to develop a Finance Subcommittee consisting of Mike Leary and Dave Isaacson who will gather input from Terri Privette, Kyle Knudson, and Dr. Speiker to develop a workable FY21 budget was made by Pam Albrecht:
Leary: Aye
Isaacson: Aye
Russell: Aye
Motion Passed
- 2020-2021 Salary Schedule and Contract Offers – Terri Privette and Pam Albrecht will work on a cover letter to be included with staff contract offers.

Adjourn

Motion to adjourn the meeting at 3:09 PM was made by Pam Albrecht:

Leary: Aye

Isaacson: Aye

Russell: Aye

Motion Passed

Next Board Meeting: June 17, 2020 at 1:00 PM