



# North Metro Flex Academy

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

September 15, 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 5:00PM with a quorum present.

- Board Members Present: Pam Albrecht, Mike Leary, Dave Isaacson, Ember Russell
- Board Members Absent: NA
- Public Present: Joe Palkowitsch, Nichole Walton, Debbie Kranz, Sandy Saline, Jesse Schonfeld
- NEO Representative: Jean Neuman
- Finance Representative: Kyle Knudson

### **Approval of the Agenda**

Motion to approve the agenda with the addition of school signage 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 – No Public Comments**

### **Finance**

- Financial Report – Kyle Knudson presented the August 2021 finance report at the Finance Committee prior to the Board meeting. There were no further questions.

## Consent Agenda

- Acceptance of August 2021 Finance Report
  - Roll Call Vote
    - Albrecht: aye
    - Leary: aye
    - Isaacson: aye
    - Russell: aye
- Acceptance of August 18, 2021, Board Minutes  
Motion to accept the August 18, 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

- **None this month** – Mike suggested reviewing the NEO topic on budgets and to make sure you have taken all of them.

## NEO Points of Business

- Jean asked some clarifying questions on enrollment numbers.

## School Report – Sent to the Board prior to the meeting for review.

- Mike and Pam asked some clarifying questions on the format revisions.
- Pam asked if MCA results would be presented to the Board. Debbie clarified that they would.
- Pam asked that the monthly Google form survey results be presented to the Board.
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## Progress Towards Principal Goals – Was addressed in the school report. This topic will be removed in future meetings.

## Board Calendar Items

- WBWF Plan – review strategic plan for the current year so the Board can monitor the school's progress.
- Audit is conducted
- Update for the Board on Curriculum Implementation for the School Year

## Old Business

## New Business

- Discuss Staff Manual Regarding Policies – Pam reviewed the staff manual and submitted some suggested changes to Debbie. After discussion, there are several policies in the manual that will be removed from the website since they are contained here. Something will be posted on the website where those policies can be found. Legal council will review the updated manual.
- Approval of At-Will Employment Policy – Sent to the Board prior to the meeting for review.  
Motion to approve the At-Will Employment Policy was made by Mike Leary.  
Second: Pam Albrecht  
Roll Call Vote:  
Albrecht: aye  
Leary: aye  
Isaacson: aye  
Russell: aye  
Motion Passed

- Approval of PTO Policy – Sent to the Board prior to the meeting for review. Discussion was held on several items. Motion to approve the PTO Policy with the stipulation that the typo, “12” days total to “14” days total be changed, was made by Ember Russell.

Second: Dave Isaacson

Roll Call Vote:

Albrecht: aye

Leary: aye

Isaacson: aye

Russell: aye

Motion Passed
- Approval of New/Revised Staff Contracts – Colleen O’Rourke, Morgan Dobratz, Jill Livdahl, Paul Skalback, Amina Fadlalla had either a new contract issued, or a revision made to the current contract.

Roll Call Vote to approve the contracts:

Albrecht: aye

Leary: aye

Isaacson: aye

Russell: aye

Motion Passed
- Approval of Ramsey County MOU Foster Care Contract – Sent to the Board prior to the meeting for review. Motion to approve the Ramsey County MOU Foster Care Contract was made by Dave Isaacson.

Second: Mike Leary

Albrecht: aye

Leary: aye

Isaacson: aye

Russell: aye

Motion Passed
- Approval of Jan-Pro Contract Amendment – Sent to the Board prior to the meeting for review. Motion to approve the Jan-Pro contract amendment was made by Pam Albrecht.

Second: Mike Leary

Albrecht: aye

Leary: aye

Isaacson: aye

Russell: aye

Motion Passed
- Recission of MOU for MARSS Data – Sent to the Board prior to the meeting for review. Discussion was held if a new policy will need to be drafted or if the pertinent information is contained in a current one. Dave will check. Motion to rescind the MOU for MARSS Data was made by Dave Isaacson.

Second: Mike Leary

Roll Call Vote:

Albrecht: aye

Leary: aye

Isaacson: aye

Russell: aye

Motion Passed

- Termination of Contract with Midwest Testing/Battelle – Emails were sent to the Board prior to the meeting for review.

Motion to approve the termination of the contract with Midwest Testing/Battelle was made by Mike Leary.

Second: Ember Russell

Roll Call Vote:

Albrecht: aye

Leary: aye

Isaacson: aye

Russell: aye

Motion Passed

- Provisional Online Learning Option – This provision gives NMFA the flexibility to offer online learning if needed for this school year. There are 6 students interested in returning to NMFA if this was offered.

Motion to approve the provisional online learning option was made by Pam Albrecht.

Second: Dave Isaacson

Roll Call Vote:

Albrecht: aye

Leary: aye

Isaacson: aye

Russell: aye

Motion Passed

Motion to create a sub-committee of Dave, Ember, and Debbie to put together a plan to implement the provisional online learning option and send to Mike by Friday was made by Pam Albrecht.

Second: Dave Isaacson

Roll Call Vote:

Albrecht: aye

Leary: aye

Isaacson: aye

Russell: aye

Motion Passed

- Transportation of East Side Students – Discussion of transportation situation took place. Chelsea will continue to work with the transportation company.

- Tech Requests –

Motion to purchase the UPS battery backup was made by Pam Albrecht.

Second: Mike Leary

Roll Call Vote:

Albrecht: aye

Leary: aye

Isaacson: aye

Russell: aye

Motion Passed

Motion to approve the purchase of replacement Chromebook chargers and two Chromebook carts was made by Pam Albrecht.

Second: Mike Leary

Roll Call Vote:

Albrecht: aye

Leary: aye

Isaacson: aye

Russell: aye

Motion Passed

Hardwiring the computer lab, and Chromebooks for SpEd requests will be tabled until the next Board Meeting.

- **School Signage** – Bids were solicited for new signage to replace the current ones by Bonko Marketing which were sent to the Board prior to the meeting.

Motion to move \$5,000 from the 350 Repair to the 520 Maintenance budget line was made by Pam Albrecht.

Second: Mike Leary

Roll Call Vote:

Albrecht: aye

Leary: aye

Isaacson: aye

Russell: aye

Motion Passed

Motion to authorize the purchase of new signs per the Bonko recommendation 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 7:12 PM was made by Pam Albrecht.

Second: Mike Leary

Roll Call Vote:

Albrecht: aye

Leary: aye

Isaacson: aye

Russell: aye

Motion Passed

**Next Board Meeting:** October 20, 2021, 5:00 PM