



North Metro Flex Academy

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

January 19, 2022
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, Joe Palkowitsch
- Board Members Absent: None
- Public Present: Debbie Kranz, Cindy Lavorato, Kyle Johnson, Heather Chouravong, Liana Emery
- NEO Representative: Wendy Swanson-Choi
- Finance Representative: Kyle Knudson

Approval of the Agenda

Motion to approve the agenda was made by Mike Leary.

Second: Pam Albrecht

Roll Call Vote:

Albrecht: aye

Leary: aye

Isaacson: aye

Palkowitsch: 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

Palkowitsch: no

Public Comment

Finance

- Financial Report – Kyle Knudson presented the December 2021 Finance Report at the Finance Committee meeting prior to the Board meeting. There were no further questions or comments.

Consent Agenda

- Acceptance of December 2021 Finance Report
 - Roll Call Vote
 - Albrecht: aye
 - Leary: aye
 - Isaacson: aye
 - Palkowitsch: aye
- Acceptance of December 15, 2021, Board Minutes

Motion to accept the December 15, 2021, Board minutes was made by Mike Leary.
Second: Pam Albrecht
Roll Call Vote:
Albrecht: aye
Leary: aye
Isaacson: aye
Palkowitsch: aye
Motion passed.

Board Training Update – Joe Palkowitsch is engaged in NEO board training.

NEO Points of Business – Wendy Swanson-Choi reminded the Board to ensure the website is updated to reflect the Board membership. She also mentioned that if there is anything NEO can do to support the school to contact her.

School Report – Sent to the Board prior to the meeting for review. Many families plan on returning for the 2022-2023 school year, and initial numbers appear positive. Mike asked about an update regarding educational goals in terms of instructional leadership. Debbie explained about the point of emphasis being placed on learning targets in the area of reading and math. The school is presently gathering data around NWEA scores, and how the intervention structure as it relates to reading and math groups are working. Grade level cohorts are looking at academic results within Professional Learning Communities, regarding student assessment and mastery of standards. Debbie stated that minutes and notes are taken at the PLC meetings, as well as during the Instructional Leadership Team meeting. It is important that staff are engaged in discussion of learning for all students; not only students needing intervention, but students that are higher achieving students. All discussions related to instruction are grounded and reflected in the NEO performance framework.

Board Calendar Items – The following items are either completed or in motion.

- Annual Meeting
- Approval of school calendar – dependent upon District 622
- Budget revisions made if needed
- Insurance Negotiations should start

Old Business

- February 17, 2022, Vaccine Clinic Final Details – there was nothing new to report. The following day an email was forward to the Board with final details.

New Business

- Closed Session Pursuant to M.S. 13D.05 subd. 2(b). The Board originally planned on a closed session to discuss allegations concerning a staff member, but the employee elected to have an open session; the Board complied. Cindy Lavorato reviewed the allegations made against the employee which were brought to Debbie Kranz by three different employees and were considered substantial and concerning. Based on the Administration's recommendation that the employee no longer work at the school, Ms. Lavorato laid out two different scenarios for handling the situation. The first was to give the employee the option of resigning, in exchange for her agreement to sign a Settlement and Release. If the employee did not timely agree to the Settlement and Release, she indicated that the Administration would then move to termination.

Motion to designate to Cindy Lavorato and Pam Albrecht the responsibility of negotiating a Settlement Agreement and presenting to the employee was made by Mike Leary.

Second: Joe Palkowitsch

Roll Call Vote:

Albrecht: aye

Leary: aye

Isaacson: aye

Palkowitsch: aye

Motion passed.

- Results of Closed Session – Not held.
- Appoint New Board Member – Kyle Johnson. Kyle submitted his application expressing interest to be appointed as a teacher representative on the Board and indicated he is looking forward to the opportunity. Motion to appoint Kyle Johnson as a teacher member to the Board was made by Pam Albrecht. Second: Mike Leary Roll Call Vote: Albrecht: aye Leary: aye Isaacson: aye Palkowitsch: aye Motion passed.
- New PA System – The new system was installed last week. To integrate the PA system with the existing phone system a feature needs to be added in the amount of a \$210 one-time cost and \$21.84 per month. Motion to instruct Jesse Schonfeld to contact the school's phone vendor to add the integration feature for the new PA system to our contract was made by Dave Isaacson. Second: Mike Leary. Roll Call Vote: Albrecht: aye Leary: aye Isaacson: aye Palkowitsch: aye Johnson: aye Motion passed.
- Approve 2022-2023 School Calendar – Due to District 622 re-districting several schools, the exact bus schedule will not be known for several months which might necessitate a change to our last day of school. It was decided to post the 2022-2023 schedule with the understanding that the last day of school is subject to change. Motion to post the 2022-2023 school calendar on the website and notify families that the last day of school could be subject to change was made by Mike Leary. Second: Kyle Johnson. Roll Call Vote: Albrecht: aye Leary: aye Isaacson: aye Palkowitsch: aye Johnson: aye Motion passed.

- Donation from Pioneer Foundation for the Performing Arts - Debbie Kranz was given a monetary donation for her volunteer efforts and asked to have the donation made payable to the school. She is requesting approval for the money to be used to purchase musical instruments for students.

Motion to use the monetary donation received from the Pioneer Foundation for the Performing Arts for the purchase of musical instruments for students was made by Pam Albrecht.

Second: Dave Isaacson

Roll Call Vote:

Albrecht: aye

Leary: aye

Isaacson: aye

Palkowitsch: aye

Johnson: aye

Motion passed.

- Marketing – Digital Ads. Debbie expressed what she sees at the present for school marketing. In working with Joe Palkowitsch, in discussion with his work colleagues, they believe spending a modest amount on Google Ads may be a wise choice as it relates to a marketing footprint. Joe also explained that by keeping the Google costs low, it may get more traffic to the NMFA site, and that could then translate to FACEBOOK ads, etc. Additional SWAG might be a good idea for smaller marketing and community events and Joe suggested specific SWAG items that could be of benefit; yard signs might also be a wise investment. Additionally, Jesse Schonfeld is looking into illuminating the K-8 banner on the back of the building. Hopefully this plan would generate more enrollment.

Pam asked about the idea of having on-line fundraising.

Motion to approve \$300 for digital ads for the next 3 months, and \$600 for SWAG items was made by Pam Albrecht.

Second: Mike Leary

Roll Call Vote:

Albrecht: aye

Leary: aye

Isaacson: aye

Palkowitsch: aye

Johnson: aye

Motion passed.

Adjourn

Motion to adjourn the meeting at 6:00PM was made by Pam Albrecht.

Second: Mike Leary

Roll Call Vote:

Albrecht: aye

Leary: aye

Isaacson: aye

Palkowitsch: aye

Johnson: aye

Motion passed.

Next Board Meeting: February 16, 2022