



# North Metro Flex Academy

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

February 16, 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 5:01 PM with a quorum present.

- Board Members Present: Pam Albrecht, Joe Palkowitsch, Dave Isaacson, Kyle Johnson
- Board Members Absent: Mike Leary
- Public Present: Debbie Kranz, Nancy Erickson
- NEO Representative: None
- Finance Representative: Kyle Knudson

### **Approval of the Agenda**

Motion to approve the agenda was made by Dave Isaacson.

Second: Kyle Johnson

Roll Call Vote:

Albrecht: aye

Leary: absent

Isaacson: aye

Palkowitsch: aye

Johnson: 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: absent

Isaacson: no

Palkowitsch: no

Johnson: no

### **Public Comment**

## **Finance**

- Financial Report – Kyle Knudson presented the January 2022 Finance Report at the Finance Committee meeting prior to the Board meeting. There were no further questions or comments.

## **Consent Agenda**

- Acceptance of January 2022 Finance Report  
Roll Call Vote  
Albrecht: aye  
Leary: absent  
Isaacson: aye  
Palkowitsch: aye  
Johnson: aye  
Motion passed
- Acceptance of January 19, 2022, Board Minutes  
Roll Call Vote  
Albrecht: aye  
Leary: absent  
Isaacson: aye  
Palkowitsch: aye  
Johnson: aye  
Motion passed
- Acceptance of January 19, 2022, Annual Meeting Minutes  
Roll Call Vote  
Albrecht: aye  
Leary: absent  
Isaacson: aye  
Palkowitsch: aye  
Johnson: aye  
Motion passed

## **Board Training Update**

Joe has started NEO board training. Kyle will get the book “An Introduction to Effective Charter School Governance” by Charter School Board University from Ember.

## **NEO Points of Business**

The NEO Learning Walk will be held on February 17, 2022, with Wendy Swanson-Choi and Tu Nguyen.

## **School Report**

Report was sent to the Board prior to the meeting for review. Questions were asked about the NWEA preliminary data and the math adoption process for next year. The leadership team would like to craft proposed changes to the NEO Performance framework to better reflect the growth and success of students. The leadership team is working with RCE to conduct a process of adopting new curriculum for Math K-8 and Reading 3-6 or 3-8.

## **Board Calendar Items**

- No standing items for February

## **Old Business**

## New Business

- Approval of 2 Para Part-Time Positions. Discussion was held on hiring Megan Matsen and Thea McKimmy, as part-time Title 1 and part-time ESSER grant positions.  
Motion to approve 2 part-time positions was made by Pam Albrecht.  
Second: Joe Palkowitsch  
Roll call vote:  
Albrecht: aye  
Leary: absent  
Isaacson: aye  
Johnson: aye  
Palkowitsch: aye  
Motion passed
- Approval of Admin Substitute teaching for Tina Listerud. To fill behind this temporary vacancy, the following changes will be made: Kranz 8<sup>th</sup> grade ELA, Karg 7<sup>th</sup> grade ELA, Isaacson 6<sup>th</sup> Grade ELA, Hofstad, (Not Sarah Johnson) 6<sup>th</sup> grade Science.  
Motion to approve admin substitutes for the ELA teacher was made by Pam Albrecht.  
Second: Joe Palkowitsch  
Roll call vote:  
Albrecht: aye  
Leary: absent  
Isaacson: aye  
Johnson: aye  
Palkowitsch: aye  
Motion passed
- ESSER Funds for Teaching/Prep Time 1.5 hours/Day  
Motion to approve ESSER funds to be used for substitutes for ELA was made by Pam Albrecht.  
Second: Kyle Johnson  
Roll call vote:  
Albrecht: aye  
Leary: absent  
Isaacson: abstain  
Johnson: aye  
Palkowitsch: aye  
Motion passed
- Virtual Job Fair – Debbie discussed participating in a virtual job fair to attract new hires for next year. The dates are March 29, April 15, May 11, and June 21 and the cost is approximately \$300 for each day. Debbie will gather more information to consider this for the May or June fair.
- WC Insurance Renewal – The renewal date is March 15, 2022, and the policy has been received to review.  
Motion to approve the renewal of the WC Insurance policy at \$7,493, with no changes and the current coverage was made by Dave Isaacson.  
Second: Pam Albrecht  
Roll call vote:  
Albrecht: aye  
Leary: absent  
Isaacson: aye  
Johnson: aye  
Palkowitsch: aye  
Motion passed
- Mask Mandate – A discussion was held about the pros and cons of lifting or keeping the mask mandate for staff and students. A survey (Google form and paper) will be conducted to gather input from staff and parents. A Special Board Meeting will be held on Friday, February 25 at 1:00PM to discuss the results and make a decision.

- Acceptance of Teacher Resignation and New Hire.  
Motion to accept the resignation of the first-grade teacher on January 21, 2022, and hire Amanda Dobbelmann on January 24, 2022, was made by Pam Albrecht.  
Second: Kyle Johnson  
Roll call vote:  
Albrecht: aye  
Leary: absent  
Isaacson: aye  
Johnson: aye  
Palkowitsch: aye  
Motion passed
- Restrictive Procedures Policy – The policy was reviewed and edited. Approval and further discussion will be postponed until next month.
- 2022-2023 Enrollment and Staffing – A high level discussion was held regarding the budget, current/projected enrollment, and current/projected staffing numbers. It was decided to continue discussions each month and consider making decisions in May.

### **Adjourn**

Motion to adjourn the meeting at 7:17PM was made by Pam Albrecht.

Second: Dave Isaacson

Roll call vote:

Albrecht: aye

Leary: absent

Isaacson: aye

Johnson: aye

Palkowitsch: aye

Motion passed

**Next Board Meeting:** March 16, 2022