



# North Metro Flex Academy

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

March 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 5:04PM with a quorum present.

- Board Members Present: Pam Albrecht, Mike Leary, Kyle Johnson, Joe Palkowitsch
- Board Members Absent: Dave Isaacson
- Public Present: Debbie Kranz
- NEO Representative:
- Finance Representative: Kyle Knudsen

### **Approval of the Agenda**

Motion to approve the agenda was made by Pam Albrecht.

Second: Mike Leary

Roll Call Vote:

Albrecht: aye

Leary: 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: no

Palkowitsch: no

Johnson: no

### **Public Comment**

None

## Finance

- Financial Report – Kyle Knudson presented the February 2022 Finance Report at the Finance Committee meeting prior to the Board meeting. There were no further questions or comments.
- Budget Preparation for 2022-2023 – There will be a first glance next month. Several scenarios will be sent to start the process

## Consent Agenda

- Acceptance of February 2022 Finance Report  
Roll Call Vote:  
Albrecht: aye  
Leary: aye  
Palkowitsch: aye  
Johnson: aye  
Motion passed
- Acceptance of February 16, 2022, Board Minutes
- Acceptance of February 21, 2022, Emergency Board Minutes
- Acceptance of February 25, 2022, Special Board Minutes  
Motion to accept the February 16, 2022, Board Minutes, February 21, 2022, Emergency Board Minutes and February 25, 2022, Special Board Minutes was made by Mike Leary.  
Second: Pam Albrecht  
Roll Call Vote:  
Albrecht: aye  
Leary: aye  
Palkowitsch: aye  
Johnson: aye  
Motion passed

## Board Training Update

- NEO Announcement of Grant Opportunity – NEO will enter all Board members and school leaders who have completed at least 15 minicourses into a drawing and award \$1,000 to one school each month thru the end of the school year. Right now, Mike, Dave and Pam qualify. Joe and Kyle are working on taking these. Mike reported that he found several new courses.
- Legal Presentation – Cindy Lavorato. This will be held on March 24, 2022, at 5:30PM instead. **Update: To be held March 28, 2022.**

## NEO Points of Business

None

**School Report** – This was sent out prior to the Board meeting for review. Mike asked several questions and Debbie shared the information that NEO provided us regarding the recent Learning Walk.

## Board Calendar Items

- Apply for school carnival gambling permit
- Commercial Insurance Renewal - due April 9th
- COMPTRON Policy - due April 1<sup>st</sup>
- Preliminary Discussion on Board Member election

## Old Business

- Amazon Smiles Account – Instructions were sent out in the school newsletter on how to sign up.
- Restrictive Procedures Policy – Legal counsel reviewed and commented. The document was sent to Dave Isaacson to review. Since Dave is absent, this will be moved to next month.

## New Business

- Discussion on Board Contract Processing – The list of contracts was reviewed and there will be conversation the next several months.
  - See separate document
- COMPROL Renewal – Debbie feels that we don't need this service next year. **Update: Kraus-Anderson sent another proposal as there was a mistake in calculating the renewal fee.** Debbie is going to set up a meeting with them to discuss their Virtual HR Administration services.
- Commercial Insurance Renewal – The policy was sent out prior to the Board meeting for review. Motion to renew the Commercial Insurance for one year was made by Pam Albrecht.  
Second: Mike Leary  
Roll Call Vote:  
Albrecht: aye  
Leary: aye  
Palkowitsch: aye  
Johnson: aye  
Motion passed
- Summer School Plan Proposal – The application narrative and budget have been submitted and will be similar to last year. Four teachers are interested, will run Tuesday thru Thursday, with AM academic programs and PM enrichment activities, i.e., field trips. The ESY program will run parallel to this. There will be an update next month.
- Approval of 5 additional hours each for flex/part time for Lisa and Amy. Will Isaacson returned to school. Motion to approve 5 additional hours each for Lisa and Amy was made by Kyle Johnson.  
Second: Joe Palkowitsch  
Roll Call Vote:  
Albrecht: aye  
Leary: aye  
Palkowitsch: aye  
Johnson: aye  
Motion passed
- COVID Bonus for all Staff – Since incentives have already been given to staff this school year, this will be requested during the 2022-2023 budget planning process. Look for a salary augmentation policy.
- March Read-A-Thon Incentive Request. If the goal is met, weather permitting, Debbie was asked to sleep on the roof April 1, 2022, which can also be used as a marketing tool. Facebook Live will be used along with putting in JMC and the newsletter. Motion to approve Debbie to sleep on the roof April 1, 2022, if the March Read-A-Thon goal is met, was made by Pam Albrecht.  
Second: Mike Leary  
Roll Call Vote:  
Albrecht: aye  
Leary: aye  
Palkowitsch: aye  
Johnson: aye  
Motion passed
- Board Election
  - Policy 2.1 – Review for procedure
  - Bylaws – Review for procedure
  - Candidates – Mike Leary, Pam Albrecht, Joe Palkowitsch and Kyle Johnson intend to be on the ballot. We need to check with Dave Isaacson
  - Date – May 11, 2022
    - The week of April 4<sup>th</sup> the 30-day notice will be sent.
    - Details will be sent the week of May 2<sup>nd</sup>.
- Board Secretary – For the remainder of the year this will rotate between several people. In June officers will be appointed and will start with the July Board meeting.
- Maintenance of Google Drive – Kyle volunteered to update the Google Drive with all Board material and organize. Jesse Schoenfeld created a new place for these to be housed.

- Staff Resignation – A motion to accept Caylin Hastings’ resignation was made by Pam Albrecht.  
Second: Kyle Johnson  
Roll Call Vote:  
Albrecht: aye  
Leary: aye  
Palkowitsch: aye  
Johnson: aye  
Motion passed
- School Carnival -May 20<sup>th</sup>. Planning has begun for the carnival to be held May 20<sup>th</sup> and a charitable gambling permit needs to be applied for from the city to hold a raffle. A motion to apply for a charitable gambling permit was made by Pam Albrecht. Pam will apply for the permit which is done on-line. **Update: The permit was submitted March 19, 2022.**  
Second: Mike Leary  
Albrecht: aye  
Leary: aye  
Palkowitsch: aye  
Johnson: aye  
Motion passed
- Afterschool Programs – Currently tutoring is Tuesday, Wednesday, and Thursday. Beginning in April, tutoring will be Tuesday and Thursday and clubs will meet on Monday and Wednesday.
- MN Education Job Fair – Debbie found that the MN Education Job Fair is back in-person and will be held April 12, 2022. She would like to attend this, as she doesn’t feel the virtual one that was approved last month would be as effective for us. There will be an update next month. A motion to attend the in-person MN Education Job Fair was made by Pam Albrecht.  
Second: Mike Leary  
Roll Call Vote:  
Albrecht: aye  
Leary: aye  
Palkowitsch: aye  
Johnson: aye  
Motion passed

### **Adjourn**

A motion to adjourn at 7:03PM was made by Pam Albrecht

Second: Joe Palkowitsch

Roll Call Vote:

Albrecht: aye

Leary: aye

Palkowitsch: aye

Johnson: aye

Motion passed

**Next Board Meeting:** April 20, 2022