

North Metro Flex Academy  
Board of Trustees Meeting Notes  
2350 Helen Street  
North St. Paul, MN 55109  
September 21, 2016

**Board Members Present**

Kathy Hanson  
Gretchen Yeager  
Debra Kranz  
Sasha Denisova  
Stacy Yang

**Also Present**

Mike Flora, Accel  
Brynda S., Office Manager, Accel  
Terri Privette, Principal, Accel

**Absent**

Cindy Lavorato- Attorney  
Mike P. Anton Group  
Eric Dinnel, Accel

**Public**

Kaitlin Trinket-NMFA 1<sup>st</sup> grade teacher  
Randy Brady- NMFA Parent  
Marta-MNFA Paraprofessional

**Agenda**

**Call to Order and Roll Call**

The meeting was called to order at 6:15 by Kathy Hanson with a quorum present.

**Board President Opening Remarks**

Kathy opened meeting with North Metro Flex mission statement. Kathy explained to all, the roles of each entity involved with North Metro Flex Academy. MDE, NEO, Board of Directors, Accel, Parents, Teachers, all working towards children's education and success. Transparency, communication, and collaboration are critical to the success of the school and our students. We are a new school in a new building. If you see something wrong, say it. The board can't help the school if they are not aware.

**Approval of the Agenda**

The agenda was approved as written by a Board vote of 5-0.

**Conflict of Interest Declaration**

Board members present verified that their position did not create a conflict of interest with the items on the Board's agenda.

**Approval of Minutes**

August 17, 2016 minutes was approved as written by a Board vote of 5-0.

### **Public Comment:**

Parent brought up a concern about a child who had a seizure in front of the school – Protocol is to call 911.

**Action Item :** Principal will ensure school nurse connected with parent.

**Action Item :** Principal will create a parent or teacher comment/note box at front desk

Parent concern due to late afternoon bus. Length of bus route is 1 hour which is too long. Much discussion.

**Action Item :** Terri and Brynda to meet with bussing and request district to come up with a solution.

Develop messaging for families about length of afternoon route.

**Action Item :** Marta to form a subcommittee to resolve this issue. Suggest district transportation to meet with parents.

**Action Item :** NMFA teachers develop fun bus time activities.

### **NEO Points of Business (authorizer) not present**

#### **Treasure's Report – Stacy**

1. Met with Accel- No report
2. Sasha reminded Accel that several docs need to be uploaded to Epicenter at end of each month

#### **Financial Report – Mike Flora**

1. CSP Grant: 200K to be spent Oct 1-Feb. Mike will send to Kathy for approval. Report needs to be back by 10/31.  
Budget due on 9/26
2. Current accounts payable is high due to Grant expenditures. Waiting for CSP  
**Action Item-** Mike F. will contact Mike P. to create budget. Mike will provide to board by EOD Friday. Board will review and provide feedback by noon Monday 9/26. Terri will work with NEO to complete the authorizer form for the grant. Terri will ask about allocation of funds for Grant Manager in next grant?  
**Action Item:** Kathy will consult NMFA attorney about job description for Grant Manager/Receptionist.

#### **Principal's Report (Terri)**

Terri provided overview on each aspect of school operations.

- Closed classroom media being used to keep families informed.
- Uniforms: Terri asked to add sweater, vest and sweatshirt option in uniform policy. Discussion. Motion to approve addition of sweater, vest and sweatshirt as options to uniform policy and vendor list.  
*Approved by board vote 5-0*
- ELL services- need to increase to .75 time ELL due to volume of ELL children. Discussion. Motion to approve increase to .75 ELL teacher. *Approved by board vote 5-0.*
- Special Education and Support needed to accommodate children with special needs.
  - Sasha moved to approve addition of a Special Education Teacher and two paraprofessionals to meet current need for special needs. Kathy seconded motion. *Approved by board vote 5-0*
- Food service manager increase of hours needed to perform all duties- Discussion.
  - Sasha motioned to approve a Food Service Manager, additional 3 hours daily, 1 for kitchen and 2 for front desk support at current rate. Gretchen seconded. *Approved by board vote 5-0*

#### **Accel School Report – none**

**Playground Committee Report-** Sasha

Tool pick up- needed at 7am- Kathy will do Habitat pick-up; need one more

Media: Having trouble with Lily News. Will be ready for Saturday Community Build Day.

**Action item:** Come on Saturday ready to participate in Community playground build day! BRING A FRIEND!

**Old Business**

Internal Controls- Finalized through Policy 7.1 and MOU with Accel.

**Action item:** Gretchen will folder and post internal control folder to basecamp/EPICENTER by 9/23.

**New Business**

New Board Member: Kathy motioned to approve Randy Brady (parent) as a new board member. Gretchen seconded the motion. Approved by board vote of 5-0

Policy Approval

Policy 208 Development of Policies

Policy 306 Student Long Term Leave

Policy 2.3 Board Committees

Policy 5.4 Uniform

Policy 5.9.2 English Language Learners

Policy 7.1 Segregation of Duties and MOU (internal controls)

Policy 7.3.1 Electronic Transfer of Funds

The Board individually addressed the 7 policies presented. After thorough advance review and limited discussion, the Board approved all policies as written by vote of 5-0.

**Governance Committee-**Kathy motioned to create a Governance Committee lead by Gretchen include NMFA Attorney, Principal and Stacy volunteered to join the committee. Approved by board vote of 5-0

**World Best Work Force Committee:** Gretchen noted committee members needed.

**Board Members:** Noted the board would like another licensed teacher to join the board

**Ribbon Cutting** for School- Discussed October 5, or 6 @1:45.

**Next Board Meeting-** October 19, 2016

**Adjourn:** Kathy dismissed meeting at 8:50