

North Metro Flex Academy  
Board of Trustees Meeting Notes  
2350 Helen Street  
North St. Paul, MN 55109  
August 17, 2016

**Board Members Present**

Kathy Hanson  
Gretchen Yeager  
Debra Kranz  
Sasha Denisova

**Also Present**

Mike Porcnic, The Anton Group  
Brett Studer, NEO  
Cindy Lavorato- Attorney  
Mari Ruddi- Social Media

**Absent**

Stacy Yang

**Public**

Kaitlin Trinket-1<sup>st</sup> grade teacher  
Nate Ringdal- Music teacher

**Agenda**

**Call to Order and Roll Call**

The meeting was called to order at 6:06 by Kathy Hanson with a quorum present. Introduced all participating from Accel.

**Board President Opening Remarks**

Kathy Hanson noted introductions, welcomed new teachers in attendance. Emphasized the NMF mission. We achieve this together.

**Approval of the Agenda**

The agenda was approved as written by a Board vote of 4-0.

**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**

July 20 minutes was approved as written by a Board vote of 4-0.

**Public Comment:**

- NO public comment

## NEO Points of Business (authorizer)

Internal Control – NO vendor has access to MDE funds and MNFA must have our own banking system. NEO recommends asking auditor what they would look for regarding evidence. Kathy responded this was address at last board meeting by Mike P. Have a 40 page policy manual but does not cover **MARS**- Brynda (Accel) has been identified and person to oversee Brynda has not been identified- Question- Can a board member be the MED primary contact? Brett NEO thought yes.

Brett shared NMFA will be transitioning from Basecamp to Epicenter once the school opens. System is more advanced. Need 30 min. training.

**Action Item:** Kathy will ensure the “consolidated internal control documents” get placed on basecamp. There is a gap in MARS for above mentioned reasons. This is a part of the internal controls the board needs to address because the primary contact cannot be a third party.

**July 20 notes:** Internal controls clarification- any accounting system called internal control document (e.g., MARS) will support all accounting including finance, assessment data, etc. MDE.

**July 20 Action Item:** Cindy and Mike F. will chat about what to add and next steps in creating the internal control documents.

## Treasure’s Report – Sasha

1. Grant was received!

**7/20 Action Item:** Attorney to review and approve accounting policies and procedures for grant.

## Financial Report – Mike P

- How the CSP is structured. The DOE has requested extension of funds. Have opportunity for 400,000 in additional funding! 3 phases of grant.
- Phase 1 grant: IT, Non-instructional and Staff development, Furniture
- Phase 2-Continuation Narrative and Budget: must use similar buckets, tighter restrictions.
- Phase 3- Same
- Anton Group and Accel, are paid to manage the finances of the grant. Board needs administrative support.
- Anton group will be monitoring school finances very closely and will alert the board of any concerns.

**Action item:** recommended subcommittee created for grant. Need two volunteers as we enter into phase two. No vote needed but publicly announcing grant committee.

## Principal’s Report (Terri)

Terri provided overview, salary and recommendation for hire of all remaining teachers based on current student enrollment. Each teacher discussed and approved individually.

- Sally Carlson-.5 Art Teacher
  - Gretchen motioned to approve. Approved by board vote 4-0
- Nathan Ringdal .5 music teacher
  - Debbie motioned to approve. Approved by board vote 4-0
- Wendy Frantze- .5 PE Teacher
  - Gretchen motioned to approve. Approved by board vote 4-0
- Ashely Wilson- full time Kindergarten teacher
  - Sasha motioned to approve. Approved by board vote 4-0
- Jan Cabellaro- full time Para-Professional
  - Kathy motioned to approve. Approved by board vote 4-0

- Amina Fadlalla P- full time General Ed position: Kathy motioned to approve.
  - Approved by board vote 4-0
- Marta Maldonado -Special Ed. full time para – Kathy moved to increase Marta by 1\$ per hour due to education, experience. Gretchen 2<sup>nd</sup>.
  - Approved by Board vote 4-0.
- 1:1 Paraprofessional needed for a new student with special need- Kathy moved to approve Terri to identify para, obtain Kathy's final approval for hire.
  - Approved by Board vote 4-0 pending Kathy's final approval
- Additional 3<sup>rd</sup> grade teacher needed. Kathy motioned for Terri vet a 3<sup>rd</sup> grade teacher and contact Kathy for final approval of wage and hire.
  - Approved by Board vote 4-0 pending Kathy's final approval.
- ELL teacher .5 needed: Discussion. Motion to approve hire of .5 ELL teacher with Kathy's approval.
  - Approved by board vote 4-0 pending Kathy's final approval.
- Food service manager- Discussion. Kathy motioned to approve a Food Service Manager, 3 hours daily, 15\$ hr.
  - Approved by board vote 4-0 pending Kathy's final approval.
- Substitute Vendor; Teacher Temps. Gretchen motion to approve Teacher Temps as NMFA substitute vendor.
  - Approved by board vote 4-0

Principal updates:

- Enrollment is 169. 74 records received. Board concerned about low number of records received.
- Lancer food training next week.
- Ready to Open Checklist- almost complete. Reviewed final outstanding items

**Action Item: Terri will contact Kathy for final approval on all pending positions.**

**Accel School Report – Eric**

- School furniture arriving August 19. 5 workers scheduled to move and assemble.
- Myrtle son supplemental order. \$12,609.00 placed.
- Will exceed IT costs. 54 chrome books (6 per classroom), 1 for each teacher and lab- 30 laptops. Security, phones, cameras, copiers on order.
- Curriculum ordered and on way- already receiving access codes.
- Brenda is set up for NWEA testing through PowerSchool. IT will physically be onsite during testing.
  - Tuesday and Friday mornings is normal schedule. Every day during testing windows.
- A committee (including Debbie) will work with Terri to determine remaining equipment needs once everything arrives.
- Security- Exit near restroom wired and consider using film on window so you can't see into the school

**Action item: Terri and small committee will determine remaining school equipment/materials needs.**

**Playground Committee Report- Sasha**

- Need EVERYONE TO REGISTER! Go onto the website
- Debbie is working with Hill Murray to volunteer for build day.
- St. Paul Saints are coming to playground build day. Will sign autographs!
- Gap-need additional secondary first responder.
- Gap-Need DJ commitment- arrive by 8.
- Team leads (10-20) need to be identified and be onsite at 6:30
- Need commitments for food-

**Action item: Terri will ask Paula if she will commit as secondary responder.**

**Old Business**

- Nursing Contract
- Cleaning Company Contract
- Accounting Policies and Procedures
- Accel Note

**Action item: In legal review and approve.**

**New Business**

Policy Approval:

- Policy 4.6.1 Health and Safety including Employee Right to Know
- Policy 5.3.3 Director Information (FERPA)
- Policy 5.4.1 Prohibition Against Unfair Discriminatory Practices in Education and Grievance Procedures
- Policy 5.5.9 Weapons on School Grounds
- Policy 5.6.1 Education of Students with Disabilities (504 Policy)
- Policy 5.6.4 Removal of Student with IEP
- Policy 5.7.2. Locker Searches
- Policy 5.7.3 Student Rights Under the First Amendment
- Policy 6.4.2 Equal Access to Facilities
- Policy 6.9 Compliance with Academic Standards and Authorizer Contract
- Policy 7.3.2 Expense and Reimbursement (Board and Staff)
- Policy 8.3 Crisis Management
- Policy 8.8 Distribution of Non-Curricular Materials at School
- Policy on Procurement Policies and Procedures (Grant)
- 214 Out-of-state Travel by Board Members
- Policy 6.10 School District Testing Plan and Procedure- Discussion. Written policy modified based on NEO feedback. Revised policy distributed at meeting.

- Gretchen motioned to approve revised policy 6.10 as written. Board approved as written by vote of 4-0.

The Board individually addressed the 16 policies presented. After thorough advance review and limited discussion, the Board approved all policies as written by vote of 4-0.

- Employee Health Plan & Benefits- ONYX; the Board voted 4-0 to approve employee health plan.
- NMFA Employee Handbook discussed. Sasha motioned to approve and Board approved by vote 4-0 pending addition of paid time off benefits.
- NMFA Student Handbook- Gretchen motion to approve committee to complete student handbook: Board approved by vote 4-0 for committee of Cindy, Gretchen and Terri to finalize student handbook for print on 8/31.
- Ribbon Cutting for School- Discussed October 4, 5, or 6 @1:30. Final date forthcoming.

Next Board Meeting- September 21

**Adjourn:** Kathy dismissed meeting at 8:38