

**North Metro Flex Academy  
Minutes of the Board of Trustees Meeting  
2350 Helen Street  
North St. Paul, MN 55109  
March 16, 2016**

Board Members Present

Kathy Hanson  
Stacy Yang  
Debra Kranz  
Sasha Denisova

Board Members Absent

Gretchen Yeager

Also Present

Wendy Swanson-Choi, NEO  
Terri Privette, North Metro Flex Academy Principal  
Sue Furick, Accel Schools  
Mike Flora, Accel Schools

**Call to Order and Roll Call**

The meeting was called to order at 6:05pm by Kathy Hanson with a quorum present.

**Board President Opening Remarks**

Kathy Hanson reminded the Board that there will be an Open House this Saturday from 2-5pm. Sue Furick was asked to send out volunteer assignments and talking points to the Board prior to Saturday.

**Approval of the Agenda**

The Board voted 4-0 to approve the agenda after adding Debra Kranz to the Public Comment section of the agenda to share Marketing ideas.

**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**

The minutes from the February 17, 2016 Board meeting were approved as written by a vote of 4-0.

**Public Comment**

Debra Kranz shared that three schools in the Stillwater area will be closing in 2017. The Board discussed ways to share North Metro Flex Academy with interested families in the Stillwater area. Debra also shared a marketing brochure created by another charter school.

**NEO Points of Business**

Wendy Swanson-Choi reminded the Board of the items that would be needed prior to opening. These included budget scenarios, a plan for evaluating the service provider, internal controls in place, and a disclosure on the breadth of work the service provider currently holds. She also suggested the Board review the current Curriculum and Services agreement for any inconsistencies, and resolve them prior to submitting it with the CSP grant application.

### **Treasurer's Report**

A Treasurer's report was not presented.

### **Committee Reports**

#### *Playground Committee*

Sasha Denisova updated the Board on the submission of the Kaboom grant for a playground. An initial response will be received in 4 weeks. She also requested a decision on the purchase of a play set from the MN Playground Company. The Board requested that they wait until the Kaboom grant outcome was known before pursuing other options.

### **Principal's Report**

#### *Enrollment*

Terri Privette share that 78 students had been enrolled and were fully packeted by the time of the meeting.

#### *Identified Official with Authority*

The Board voted 4-0 to elect Kathy Hanson as the Identified Official with Authority.

#### *Special Education Director Bid*

The Board reviewed proposals from three different organizations: Tamera Pulver, Designs for learning and Indigo Education. After discussion the Board voted 4-0 to accept the proposal from Designs for Learning pending: 1) they could guarantee that the school would work with one Special Education Director; 2) in the event the school was not approved to open, no charges for services would be incurred; and 3) Designs For learning would assist the school in meeting any statutory deadlines that may fall before July 1<sup>st</sup>, the start of the contract. The Board asked Sue Furick to negotiate these terms on their behalf. If negotiations are unsuccessful the Board voted 4-0 to approve the proposal submitted by Tamera Pulver.

### **ACCEL Schools Report**

#### *SY2016-2017 Budget Process*

Mike Flora shared the timeline for budget development and approval prior to the June 30<sup>th</sup> statutory deadline. The Board voted 4-0 to establish a Finance Committee to work with Mike on the development of the budget. Members of the Finance Committee include Stacy Yang, Sasha Denisova and Terri Privette. The Finance Committee will bring a draft budget for the Board's review at the April 20, 2016 meeting.

#### *Ready-to-Open Checklist Review*

Sue Furick provided an overview of the tasks accomplished since the last meeting. She noted that the financial items related to budget and internal controls are the priority for April.

### **New Business**

*Review and approval of Policy No. 8.4.1 Wellness*

The Board discussed and made revisions to Section III.A.5, adding the addition of the word “strongly”.

**Adjournment**

Kathy Hanson motioned for adjournment at 8:45