

**MINUTES**  
**August 16, 2016**  
**FLEX ACADEMY OF MINNESOTA**  
**Board of Trustees Meeting**  
6:00 – 8:00 pm

Location of Meeting:  
Flex Academy of Minnesota  
100 W 66<sup>th</sup> Street, Richfield, MN

**Board Members Present:**

Hugh Norsted Board Chair  
Michelle Ford, Board Secretary  
Dave Rhude, Board Member

**Board Members Absent:**

Jon Hill, Board Treasurer  
Danielle, Barr, Board Member

**Other:**

Tora Townsend, Head of School  
Keri O’Keefe, Enrollment  
Kyle Knudson, Business Operations Manager  
Zach Wasilew, K12  
Patrick Lambert, K12

Time Meeting Called To Order: 6:18 pm

**1. PRELIMINARY MATTERS**

**A. CALL TO ORDER**

Board Chair Hugh Norsted called the meeting to order.

Approval of Agenda.

Name	Moved	Seconded	Aye	Nay	Abstain
Hugh Norsted			X		
Michelle Ford		X	X		
Dave Rhude	X		X		

**B. APPROVAL OF DRAFT MINUTES FOR PREVIOUS MEETINGS**

Approval of June meeting minutes.

Name	Moved	Seconded	Aye	Nay	Abstain
Hugh Norsted	X		X		
Michelle Ford		X	X		
Dave Rhude			X		

**C. APPROVAL OF EXPENSES**

Approval of March/May/June/July Expenses

Name	Moved	Seconded	Aye	Nay	Abstain
Hugh Norsted		X	X		
Michelle Ford			X		
Dave Rhude	X		X		

**D. CONFLICT OF INTEREST ATTESTATION**

- None

**2. PUBLIC HEARING REGARDING ITEMS NOT ON THE AGENDA**

The public hearing was opened for comment. There were no items brought up during the public hearing. The public hearing was closed.

**3. CONSENT AGENDA ITEMS**

**4. UPDATES & INFORMATIONAL ITEMS**

**A. Update Flex Academy**

- Operations Report, Kyle Knudson
  - Student Enrollment
  - System updates
  - Facility updates
  - Compliance
- Principal's Report, Tora Townsend
  - Hiring update
  - Professional Development update
  - Data update
  - School culture
  - Parent engagement
- Enrollment Report- Keri O'Keefe
  - Progress towards enrollment goal
  - Marketing update & events
  - Door knocking campaign
  - Media
- Finance Report, Zach Wasilew & Kyle Knudson

**B. Other Informational Matters**

- None

**5. RESOLUTIONS AND ACTION ITEMS**

- 2016 – 17 Calendar Adjustment for Staff Inservice Training (August 17 to August 15)
- Approval of New Hires / Staffing Contracts
- Approval of Family Handbook Updates

Name	Moved	Seconded	Aye	Nay	Abstain
Hugh Norsted	X		X		

Michelle Ford			X		
Dave Rhude		X	X		

- Instructional Staff Supply Stipends

Name	Moved	Seconded	Aye	Nay	Abstain
Hugh Norsted	X		X		
Michelle Ford		X	X		
Dave Rhude			X		

**Other Items:**

- None

**6. OTHER**

- **IQS Update**
  - Scorecard from 2015 – 2016
  - School Improvement Plan
- Meeting Adjourned at 7:45 pm

Name	Moved	Seconded	Aye	Nay	Abstain
Hugh Norsted	X		X		
Michelle Ford			X		
Dave Rhude		X	X		

**NEXT REGULAR FLEX BOARD MEETINGS:**

- Sept. 20, 2016
- Nov. 15, 2016
- Jan. 17, 2017
- Mar. 21, 2017
- May 16, 2017
- June 20, 2017