

MINUTES
May 12, 2015
FLEX ACADEMY OF MINNESOTA
Board of Trustees Meeting
6:30pm ~8:30pm

Location of Meeting:
Richfield Community Center
7000 Nicollet Ave., Richfield, MN 55423

Board Members Present:

Hugh Norsted Board Chair
Jon Hill, Board Treasurer
Michelle Ford, Board Secretary
Danielle, Barr, Board Member

Board Members Absent:

Dave Rhude, Board Member

Other:

Greg Gentle, Flex School Principal
Zach Wasilew, K12
Steve O'Conner, IQS
Kerri O'Keefe, Enrollment Coordinator
Kyle Knudson, Business Operations Manager
Lorna Bryant, K12
Cindy Lavarato, Legal

Time Meeting Called To Order: 6:40 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		X		
Jon Hill			X		
Michelle Ford			X		
Danielle Barr		X			

B. APPROVAL OF DRAFT MINUTES FOR PREVIOUS MEETINGS

Approval of April meeting minutes.

Name	Moved	Seconded	Aye	Nay	Abstain
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Hugh Norsted	X		X		
Jon Hill		X			
Michelle Ford			X		
Danielle Barr			X		

2. PRELIMINARY MATTERS

Welcome of Kerri O’Keefe (Enrollment Coordinator) and Kyle Knudson (Business Operations Manager)

3. 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

April expenses will be sent to board by Greg Gentle.

4. UPDATES

A. Update Flex Academy

- Enrollment Coordinator, Kerri O’Keefe, Enrollment & Marketing Update
- Zach Wasilew, facility update
 - Provided a tour of facility prior to meeting
 - Certificate of occupancy, lunchroom, fire marshal, etc. permits
 - Lease aid application
 - 501c3 application
 - Conflict of interest policy
- School Principal, Greg Gentle, staffing update

B. Other Informational Matters

5. RESOLUTIONS AND ACTION ITEMS

No resolutions at this time.

Action Items

- Conflict of Interest Policy and Board Signatures
- Approval to Adopt Flex Board Policies subject to amendment.

Name	Moved	Seconded	Aye	Nay	Abstain
Hugh Norsted	X		X		
Jon Hill			X		
Michelle Ford		X	X		
Danielle Barr			X		

- Approve K12 Accounting and Fiscal Operating Procedures
 - \$500 petty cash (debit card)
 - Gift cards are not allowable

Name	Moved	Seconded	Aye	Nay	Abstain
Hugh Norsted	X		X		
Jon Hill		X	X		
Michelle Ford			X		
Danielle Barr			X		

- Approve Vendor: Food Services

Name	Moved	Seconded	Aye	Nay	Abstain
Hugh Norsted	X		X		
Jon Hill			X		
Michelle Ford			X		
Danielle Barr		X	X		

- Approve Vendor: Transportation Services

Name	Moved	Seconded	Aye	Nay	Abstain
Hugh Norsted	X		X		
Jon Hill			X		
Michelle Ford		X	X		
Danielle Barr			X		

- Identify Third Party Auditor
 - Schlenner Wenner

Name	Moved	Seconded	Aye	Nay	Abstain
Hugh Norsted	X		X		
Jon Hill		X	X		
Michelle Ford			X		
Danielle Barr			X		

- Approve and Revise Attendance and Enrollment Policy
 - Extend to June 30

Name	Moved	Seconded	Aye	Nay	Abstain
Hugh Norsted	X		X		
Jon Hill			X		
Michelle Ford			X		
Danielle Barr		X	X		

- Approve continuation of contract for Legal Services

Name	Moved	Seconded	Aye	Nay	Abstain
Hugh Norsted	X		X		
Jon Hill			X		
Michelle Ford			X		
Danielle Barr		X	X		

Other Items:

- IQS Update

6. OTHER

- Board Training: Duties of board and conflict of interest

Time Meeting Adjourned: 9:00 pm

NEXT REGULAR FLEX BOARD MEETINGS:

- Second Tuesday 6:30 pm, Richfield