

**MINUTES**  
**September 15, 2015**  
**FLEX ACADEMY OF MINNESOTA**  
**Board of Trustees Meeting**  
6:00pm ~8:30pm

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

**Board Members Present:**

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

**Board Members Absent:**

None

**Other:**

Greg Gentle, Flex School Principal  
Lucy Allison, Marketing Manager, Blended Schools  
Kerri O'Keefe, Enrollment Coordinator  
Kyle Knudson, Business Operations Manager  
Cindy Lavarato, Legal

**Call in:**

Zach Wasilew, K12

Time Meeting Called To Order: 6:08 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		
Jon Hill		X	X		
Danielle Barr	X		X		

*Not present: Dave Rhude*

**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		
Jon Hill			X		
Danielle Barr			X		

*Not present: Dave Rhude*

### **C. APPROVAL OF EXPENSES**

Approval of June and July Expenses

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

*Not present: Dave Rhude*

### **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**

- Enrollment Coordinator, Kerri O'Keefe, Enrollment & Marketing Update
  - Sponsorship events
  - School-based events
  - Community organizations and street team
  - Media efforts
- K12, Zach Wasilew, Facility Update
  - Furniture
  - Finishing
  - Fiber
- K12, Zach Wasilew, Amendment to Lease
  - Traffic Safety Plan
  - Recess Area
- School Principal, Greg Gentle, staffing update
  - Change in special education staffing (teacher and paraprofessional)
- K12, Zach Wasilew, Finance Update
  - Purchasing report
  - Capital loan
  - City compliance & permitting fees

##### **B. Other Informational Matters**

**5. RESOLUTIONS AND ACTION ITEMS**

- Approval for Greg Gentle to sign on behalf of the school for the Amendment to the Lease, under the condition that it is approved by legal counsel

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

- Approval of Facility Use Policy with request for administration to draft a facilities manual in consultation with legal counsel

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

- Approval of Student Uniform Policy with request for administration to draft procedures guide

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

- Approval of Employee Handbook

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

- Student/Family Handbook is still in progress
- Board Term Dates

**Action Items**

- Janitorial Contract

Name	Moved	Seconded	Aye	Nay	Abstain
Hugh Norsted			x		

Michelle Ford		x	x		
Jon Hill			x		
Danielle Barr	x		x		
Dave Rhude			x		

- Food Service Software POS and Compliance Software Proposals

Name	Moved	Seconded	Aye	Nay	Abstain
Hugh Norsted			x		
Michelle Ford	x		x		
Jon Hill			x		
Danielle Barr		x	x		
Dave Rhude			x		

**Other Items:**

- IQS Update

**6. OTHER**

- Board Training session with Cindy Lavarato

Time Meeting Adjourned: 8:00 pm

**NEXT REGULAR FLEX BOARD MEETINGS:**

- Ribbon-cutting Ceremony, Thursday, June 18<sup>th</sup>, 2015
- Second Tuesday 6:00 pm, Flex Academy of Minnesota