



Flat River Academy Board of Directors

Regular Meeting
September 9, 2026
6:30 pm

Proposed Meeting Minutes

- I. Call to Order and Roll Call
 - A. The meeting was called to order at 6:30pm.
 - B. Members present: Eric Lamb, Jason Olvera, Jason Jasinski, Ken Miller
 - C. Members absent: none
- II. Pledge of Allegiance
- III. Approval of Agenda
 - A. Motion to approve the agenda was made by Eric Lamb, seconded by Jason Olvera, agreed by Ken Miller and Jason Jasinski.
 1. Motion passed
- IV. Approval of August 26, 2026 - Regular Meeting Minutes
 - A. The board reviewed the August 26, 2026 regular meeting minutes.
 - B. Motion to approve the August 26, 2026 Regular Meeting Minutes was made by Eric Lamb, seconded by Ken Miller, agreed by Jason Olvera and Jason Jasinski
 1. Motion passed
- V. New Business
 - A. Board Officer Reorganization
 1. Eric Lamb proposed that Jason Jasinski be treasurer because Ken Miller has board positions due to there only being 3 board members at the July Reorganizational meeting.
 2. Ken Miller objected the idea to have a position taken from him without discussion.
 3. Jason Olvera suggested that if a position were to be reassigned that Ken be given the opportunity to pick the position he wanted to keep.
 4. Ken Miller requested to keep his position as board treasurer, but was willing to let Jason Jasinski be board secretary.
 5. Motion to nominate Jason Jasinski as board secretary was made by Ken Miller, seconded by Jason Olvera, agreed by Jason Jasinski and Eric Miller.
 - a) Motion passed
 - B. Banking Authority and Authorized Signers
 1. Motion initially made by Eric Lamb to remove Kim Scott, Hilary Karnatz, and Jason Olvera, and add Eric Lamb and Ken Miller to the bank account.

Members of the board were confused and asked for discussion.

2. Discussion about removing Hilary Karnatz from the bank account. Eric Lamb said that the board bylaws do not allow the school principal on the account. Would still allow the principal to be a signer, but not on the account. Discussion to remove Kim Scott as she is no longer on the board. Discussion to remove Jason Olvera and have Ken Miller on the board instead so that just the board president and treasurer were signers on the bank account.
3. Motion to remove Kim Scott, Hilary Karnatz, and Jason Olvera was made by Eric Lamb, seconded by Jason Olvera, agreed by Jason Jasinski and Ken Miller.
 - a) Motion passed
4. Motion to add Eric Lamb and Ken Miller to the school's bank account as signers was made by Eric Lamb, seconded by Jason Olvera, agreed by Jason Jasinski and Ken Miller.

a) Motion passed

C. Special Education Administrative Structure

1. Discussion initiated by Eric Lamb to consider removing the responsibility of special education from Hilary Karnatz and either hiring a different individual or putting that responsibility on another current staff member in the building.
2. Discussion included clarifications on the role of the special education coordinator and the qualifications needed to fill that role. Discussion about how we would budget for such a change. Eric Lamb stated that the school would be getting funds from a mileage for special education and suggested that those funds could be used for this position. Discussion also included a conversation about how schools typically operate.
3. Ken Miller argued that the current arrangement served the school well and that if we were to get money towards special education at Flat River Academy it should go towards serving the students and not administration.

D. Grant Opportunities and Grant Management

1. Discussion initiated by Eric Lamb to determine responsibility for filling out grant requests outside of state and federal grants such as local community grants to support things like playground equipment and structural improvements.
2. Discussion included a conversation on whether or not that was the responsibility of the management company.
3. Suggestion from Jason Olvera asking if he were requesting that a board committee be formed to explore grants.

E. Public Relations and Communications Liaison Proposal

1. Discussion included expanding the responsibility of PR and communications outside of the role of the principal. Questions were raised about where the funds would come from to pay for a liaison. Suggestion

from Eric to find another staff member capable of this responsibility. Clarification was made that the principal had the most skill in this area and regularly supports other staff in the area of technology.

2. Discussion included the idea for a shared drive so that staff members could take pictures and share them with the principal to provide more opportunities to share things happening in the school.

F. Board Access, Information, and Communications

1. Request from Eric Lamb for keys to the building. This request was denied.
2. Request from Eric Lamb for regular reports on the following: discipline, attendance, and evaluation reviews and performance reviews for staff.
 - a) The principal has agreed to add to her principals report: discipline resulting in suspension numbers monthly, attendance percentages for overall school and broken down by grade. Stacy from Teachers First will provide the board with evaluations.

VI. Old Business

A. Board Policy Manual

1. Eric Lamb asked if all board members had the opportunity to review the updated board policy manual. Jason Olvera, Ken Miller and Eric Lamb said they had, but Jason Jasinski had not yet finished reviewing them.
 - a) Tabled

B. Administrative Guidelines

1. Discussion to find in the budget money to work on Administrative Guidelines.

VII. Authorizer Report- none

VIII. Principal's Report

A. Enrollment is at 131

B. Consideration to cap the 4th grade class at 19 based on student needs in that class.

1. Motion to cap the 4th grade class at 19 students was made by Ken Miller, seconded by Eric Lamb, agreed by Jason Olvera and Jason Jasinski.
 - a) Motion passed

C. Upcoming events

1. Field Trips
2. Culvers Night

IX. Teachers First Reports

A. State of the School

1. Stacy Hengehold from Teachers First provided the state of the schools report. See attached.

B. August 2026 Financials

1. Kristen Haines from Midwest Management presented the August 2026 Financials.
2. Motion to approve the August 2026 Financials was made by Eric Lamb, seconded by Ken Miller, agreed by Jason Olvera and Jason Jasinski
 - a) Motion passed

- X. Correspondence - none
- XI. Extended public comments on non-agenda item
 - A. The principal is asking Eric Lamb if he can send information to her about agenda items so she can be prepared for upcoming meetings.
- XII. Board Comments
 - A. Jason Jasinski is asking that board notes be sent to him as the board secretary when they are completed
- XIII. Adjournment, and confirmation of Next Meeting: October 14, 2026 at 6:30 p.m. @ FRA
 - A. Motion to adjourn the meeting was made by Eric Lamb, seconded by Jason Olvera, agreed by Jason Jasinski and Ken Miller
 - 1. Motion passed 7:56pm

Signed: _____ Date: _____



FLAT RIVER ACADEMY

State of the School Report

September 2026

Teachers First, in partnership with Midwest Management Group, provides full management services to the Flat River Academy Board of Directors. This report summarizes recent progress, priorities, and next steps.

TEACHERS FIRST UPDATES

School Leader PLC Kickoff

During the August School Leader kickoff meeting the theme for this year was shared: Empowered Leadership: Building Cultures of Ownership. Our next PLC will be Tuesday, September 22, 2026.

Enrollment Goal & Summer Operations

Goal 155 STUDENTS	Marketing TF SUPPORT	Outreach LEADERSHIP	Current Enrollment 131 STUDENTS
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HUMAN RESOURCES

Recruiting: On-call Substitute

New Hires:

- PT Bus Aide & Sub driver
- Art Teacher
- 4th/5th ELA & SS Teacher

BUSINESS/FINANCE/GRANTS

Submitted 35m Early Literacy - new round 27h - Staff Mentoring	In progress Consolidated Application (Title I,II, IV) submitted in advance of the state's obligation date	Opportunities: 97c Grant School Safety FY 2026 Small, Rural School Achievement (SRSA) grant program
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August Financial Snapshot

Board Summary

\$11.7K

Adjusted operating cash

\$432.2K

Fund balance

\$678.6K

Total assets

\$30.1K

Accounts payable

\$228.0K

YTD expenditures

OPERATING CASH

\$174.3K

August cash in

\$198.2K

August cash out

-\$23.9K

Net change

August adjusted cash ended at \$11,677. September is projected to end at \$2,103 after planned receipts and spending.

SEPTEMBER CASH PROJECTION

Beginning adjusted cash **\$11,677**Receipts (incl. \$125K bank draw) **\$132,185**Projected expenditures **(\$141,759)**Projected ending cash **\$2,103**

ANNUAL BUDGET & YEAR-TO-DATE

\$2.309M

Annual revenue budget

\$2.401M

Annual expenditure budget

(\$92.0K)

Budgeted fund balance change

9.5%

Annual budget spent

9.5% spent

16.7% of fiscal year elapsed

BALANCE SHEET FACTS

Total cash - all funds **\$492.2K**Debt service cash **\$480.5K**Other current assets **\$186.4K**Other current liabilities **\$216.3K**

Operating cash is much lower than total cash because \$480.5K sits in debt service.

PAYABLES & BUDGET ITEMS

\$14.0K current**\$14.2K 1-30 days**

\$0 reported in the 31-90 day categories

Central support actual: \$31.3K against a \$22.9K annual budget - \$8.4K over budget.

About \$25.1K of purchased technology support relates to unbudgeted ISD pupil accounting setup.

BOARD FORWARD LOOK

Projected year-end result: the adopted budget reflects a \$92,046 decrease in fund balance. This is a budget figure, not an updated forecast.

Enrollment versus budget and significant staffing changes are not stated in this financial report and should be added when verified.

MEETING FORMAT: Separate informal finance meetings are temporarily paused; projections, priorities, and resource allocation will be discussed with the full board in open meetings.

BOTTOM LINE Overall fund balance remains positive, while near-term operating cash is very tight and requires close monitoring.

Source: Flat River Academy financial packet through August 31, 2026. Figures rounded for board readability.

OPERATIONS

Transportation

Facilities / Maintenance / Technology

Paul Kaliszewski and Kerri Smith continue to communicate with Board President, to discuss the facility, maintenance and other areas of need at the school.

- September 10th meeting on site for water intrusion inspection with Vendor “All Things Caulking”
- Suggestions were provided for insulation needs of the school gym from TF and Mr. Jasinski

From Reactive Repairs to Managed Facilities

OPERATIONS SNAPSHOT

How Teachers First and Flat River Academy will administer, document, track, and report building operations/

THE COMMITMENT

Teachers First provides the management system. Academy staff and vendors execute assigned work. The Board oversees results, risk, priorities, and resources.

The 2026–27 operating loop

1 REPORT One intake point records location, issue, date, photos, requester, and any health/safety concern.	2 TRIAGE Classify urgency and risk; protect occupants; assign an accountable owner and target date.	3 ASSIGN Route to staff or qualified vendor; document scope, approval, cost, and service expectations.	4 VERIFY Record work performed, invoices/photos, follow-up checks, and evidence that the issue is resolved.	5 REPORT Show the Board status, aging, costs, recurring issues, completion, and capital outlook.
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Priority framework

IMMEDIATE Life safety, active water intrusion, suspected mold, security, fire/life-safety, or conditions affecting occupancy. Stabilize, assess, document, and escalate.	TIME-BOUND Operational disruption or building deterioration. Assign a due date, track aging, and escalate if overdue.	PLANNED Routine work, preventive maintenance, lifecycle replacement, and capital projects. Schedule and budget before failure.
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What Yardi Facility Manager adds

WORK ORDERS	PREVENTIVE MAINTENANCE	ASSETS & VENDORS	BOARD REPORTING
Requests, owners, priorities, status, aging, and closeout history	Recurring tasks, inspections, schedules, and overdue alerts	Equipment history, warranties, lifecycle, contacts, and outsourced work	Open risks, completion, costs, workload, forecast, and trends

Evidence already on hand

- **Roof:** 2025 analysis + \$5,000 September repairs + no-charge January leak repairs + July–December inspection log.
- **Building records:** Floor plans and fire-alarm product data; recurring vendors include KSS, Pleune, and Griffin.
- **Financial context:** \$100,000 Teachers First operating loan was fully repaid in 2025–26; priorities must be matched to transparent resource decisions. Additionally, once Board Policies are completed with NCSI, the board should consider available resources and threshold limitations for long term commitments for capital improvements alongside the matter of steady or declining enrollment for the academy.
- **Committee:** The board should consider passing a motion or resolution to create a facilities committee.

BOARD VIEW Monthly: immediate risks • open work by priority/age • overdue items • completed/closed items • enrollment and resources • vendor/contracts • spend vs. budget • capital outlook.

Transition note

Until Yardi is fully configured, use the same required fields in an interim centralized log so no issue waits for the software rollout. Goal date is October 1, 2026.

“What this represents is really a shift from handling facility issues as they come up to having a more organized, proactive system for managing them. We’re creating a consistent process for reporting, prioritizing, assigning, and following up on building needs so there is clear accountability along the way. It also gives us better documentation and allows the Board to see patterns, costs, priorities, and any larger facility needs before they become bigger problems.”

COMPLIANCE

100%

Submitted

100%

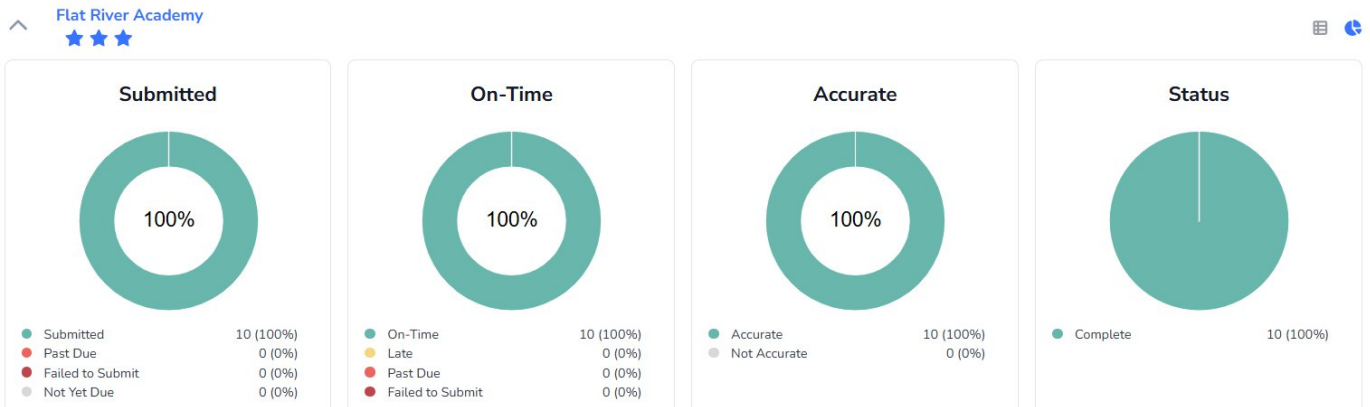
On-time

100%

Accurate

100%

Complete



EDUCATIONAL PROGRAMMING

Curriculum / Instruction

Stacy was onsite at Flat River Academy working with teachers to develop a comprehensive assessment plan for +the Wonders curriculum. While this work specifically focused on strengthening assessment practices within Wonders, it is part of a broader schoolwide focus for the year across all content areas.

Our overall focus is on **ensuring that assessments are purposeful and aligned to instruction**, that teachers regularly **use student data to make instructional decisions**, and that progress monitoring occurs consistently throughout the year. Across all subjects, teachers will use assessment results to identify student strengths and needs, adjust instruction and intervention, monitor progress toward academic goals, and provide **families with clear and meaningful information about student growth and achievement**.

FLAT RIVER ACADEMY • TEACHERS FIRST FULL MANAGEMENT TEAM

TF Lead for FRA • 2026-27

Stacy Hengehold |

Director of School Quality | stacy@teachers-first.com | 313-695-2893

Frank Patterson

Chief Financial Officer
frank@midwest-mgt.com

Kristen Haines

Business Manager
kristen@midwest-mgt.com

Paul Kaliszewski

Chief Operations Officer
paul@midwest-mgt.com

Ryan Marshall Director of IT and Gaming ryan@midwest-mgt.com	Matoya Jones Director of Grant Management matoya@teachers-first.com	Kerri Smith Chief Administrative Officer kerri@midwest-mgt.com
Lisa Johnson Director of Human Resources lisa@midwest-mgt.com	Susan Mosely HR Generalist susan@teachers-first.com	Michelle Kyles Executive Director michelle@teachers-first.com • 248-910-5869