



Board of Directors Meeting

November 15, 2016

6:00 p.m.

Conference Room

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**Agenda for November 15, 2016  
FLEX ACADEMY OF MINNESOTA  
Board of Trustees Meeting**

**Board Members**

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

**Location of Meeting**

**Flex Academy  
100 West 66<sup>th</sup> St  
Richfield, MN 55423  
6:00pm  
Conference Room**

Information and Instruction for Parents and Members of the Public

Flex Academy of Minnesota welcomes the participation of the public at board meetings. The purpose of a public meeting of the Board of Trustees (“Board”) of Flex Academy of Minnesota (“Flex”) is to conduct the affairs of the organization in public. To assist you in the case of speaking at these meetings, the following guidelines are provided.

The meeting shall be noticed and conducted in compliance with the Minnesota open meeting laws.

Agendas will be provided at the meeting and posted at the schools and on the school website when it is available.

All of the board agenda item discussions are open to the public except as indicated.

Times indicated are estimates only.

Speakers can sign up on a speakers list at the meeting. Consistent with the law, the Board may limit the time and length of speaker presentations. Generally they are limited to two (2) minutes per person unless otherwise indicated, and overall time allotted to items *not* on the agenda will not generally exceed fifteen (15) minutes.

When addressing the board, speakers are asked to state their name and address, and to adhere to time limits indicated.

**1. PRELIMINARY MATTERS (5 minutes)**

- A. Call to order
- B. Approval of agenda
- C. Approval of September meeting minutes
- D. Any additions to the board agenda
- E. Conflict of Interests

**2. PUBLIC HEARING REGARDING ITEMS NOT ON THE AGENDA (10 minutes)**

**3. CONSENT AGENDA ITEMS (15 Minutes)**

(All matters listed under the consent agenda are considered by the board to be routine and will be approved/enacted by the board in one motion in the form listed below. Unless specifically requested by a Board member, there will be no discussion of these items prior to the Board votes on them.)

**Consent Agenda Items (for grades 5-8/K12):**

- September and October Expenses

**4. RESOLUTIONS, ACTION ITEMS AND INFORMATIONAL ITEMS (15 minutes)**

**A. Report re Flex (20 minutes)**

- a. Operations-Kyle Knudson
- b. Principal's Report-Tora Townsend
- c. Enrollment Report-Keri O'Keefe
- d. Finance-Zach Wasilew

**B. Resolution re Flex**

- a. Staffing Contracts: New Hires
  - English Teacher (Pending)
  - Office Manager (Pending)
- b. Artistry of Bloomington
  - P/T Art Teachers
- c. Teachers on Call
  - Permanent Sub—Academic Coach, Krystle Cook
- d. Busse & Reid LLC Professional Clinical Counselors, Autism Specialists
  - ASD Contractor for Special Education Evaluations

**C. Action Items**

- a. Designated bank of business
- b. Designated person with EFT initiation privileges
- c. Wellness policy

**5. IQS UPDATE**

- Leadership Meeting

- Monday, November 7, 2016
- Dave Thompson (Areas 4 and 5 of Scorecard)
  - Completed 2 site visits meeting with Tora Townsend and Kyle Knudson
- Scheduled Board Visit—November 15, 2016
  - Dave Bakke from IQS will be joining us

**6. OTHER**

**7. OTHER CLOSED SESSION FOR ALLOWABLE PURPOSES**

- A. Confidential Legal Matter, if any
- B. Confidential Student Action, if any
- C. Confidential Facilities Matter, if any
- D. Confidential Personnel Matter, if any
- E. Other Legal Issues, if any

**MINUTES**  
**September 20, 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  
Jon Hill, Board Treasurer  
Danielle Barr, Board Member  
Dave Rhude, Board Member

**Board Members Absent:**

None

**Other:**

Tora Townsend, Head of School  
Patrick Lambert, K12

**Called in:**

Kyle Knudson, Business Operations Manager  
Keri O’Keefe, Enrollment  
Zach Wasilew, K12

Time Meeting Called To Order: 6:05 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		
Michelle Ford			X		
Dave Rhude			X		
Jon Hill			X		
Danielle Barr		X	X		

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

Approval of June meeting minutes.

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

**C. APPROVAL OF EXPENSES**

Approval of August Expenses

Name	Moved	Seconded	Aye	Nay	Abstain
Hugh Norsted	X		X		
Michelle Ford			X		
Dave Rhude			X		
Jon Hill			X		
Danielle Barr		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
  - Demographics & data report
  - Systems updates
  - K12 training requirements completed
  - Facility Update
  - Compliance
- Principal's Report, Tora Townsend
  - Staffing / Vacant positions
  - Academics
    - iReady Completion
    - Response to Intervention
    - School Improvement Plan
    - Student Progress Monitoring for Parents and Teachers
    - Academic Data meetings
  - School Culture
- Enrollment Report- Keri O'Keefe
  - Current enrollment (adds/drops)
  - Marketing & Events
  - Initiatives
  - Media

- Finance Report, Zach Wasilew & Kyle Knudson
  - Assets and Liabilities
  - Summary of Invoices
  - Staffing Within Budget (hires vs. budget)

**B. Other Informational Matters**

- None

**5. RESOLUTIONS AND ACTION ITEMS**

- Approval of Staffing Contracts for New Hires (math, part time special education). Southdale YMCA (part-time PE teacher). Hold until contract is approved.

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

- Approval of Contracted Services for School Psychologist (Solutions & Strengths)

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

- Approval of School Improvement Plan

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

- Approval to transfer funds from unrestricted fund 01 fund balance to fund 02 restricted fund balance to bring the balance to \$0.00 upon completion of audited financials.

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

**Other Items:**

- None

**6. OTHER**

- **K12 Special Education Conference in Herndon, VA**
  - October 12 – 13, 2016.09.20
- Approval of Conference Attendance for One Special Education Teacher. Conference Registration Fee is Free, travel expenses covered by school.

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

- **IQS Update**
  - School Improvement Plan Submitted September 15
- Meeting Adjourned at 7:34 pm

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

**NEXT REGULAR FLEX BOARD MEETINGS:**

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



**Flex Academy of Minnesota**  
**General Ledger**  
**As of September 30, 2016**

B-01-101-000 MN Venture Bank

Type	Date	Num	Name	Amount
General Journal	09/01/2016	AUG16-BkacR	3rd Party Billing Fees	554.00
General Journal	09/01/2016	AUG16-BkacR	Rent payment balance for July	19.15
Bill Pmt -Check	09/06/2016	SM 1536	Bertelson Brothers, Inc	-470.57
Bill Pmt -Check	09/06/2016	SM 1537	Buckeye International, Inc	-652.07
Bill Pmt -Check	09/06/2016	SM 1538	Monarch Bus Service, Inc	-19,287.00
Deposit	09/06/2016		Food Service Deposit	60.00
Bill Pmt -Check	09/08/2016		K12 Management Inc.	0.00
Bill Pmt -Check	09/08/2016		K12 Management Inc.	0.00
Bill Pmt -Check	09/12/2016	SM 1539	ASL Interpreting Services, Inc	-120.00
Bill Pmt -Check	09/12/2016	SM 1540	Brixmor SPE 1 LLC	-32,576.31
Bill Pmt -Check	09/12/2016	SM 1541	Buckeye International, Inc	-75.52
Bill Pmt -Check	09/12/2016	SM 1542	City of Richfield - UTILITY	-593.85
Bill Pmt -Check	09/12/2016	SM 1543	CKC Good Food - Madone, Inc -	-1,279.90
Bill Pmt -Check	09/12/2016	SM 1544	Comm-Core	-772.36
Bill Pmt -Check	09/12/2016	SM 1545	Loffler Companies Inc.	-247.54
Bill Pmt -Check	09/12/2016	SM 1546	Metro Milk Delivery Inc.	-79.00
Bill Pmt -Check	09/12/2016	SM 1547	Metro Outdoor Services, Inc	-85.82
Bill Pmt -Check	09/12/2016	SM 1548	Monarch Bus Service, Inc	-19,287.00
Bill Pmt -Check	09/12/2016	SM 1549	Staples Advantage	-160.86
Bill Pmt -Check	09/12/2016	SM 1550	Teachers on Call	-1,224.00
Bill Pmt -Check	09/12/2016	SM 1551	Uline	-876.94
Bill Pmt -Check	09/12/2016	SM 1552	UPS	-553.40
Bill Pmt -Check	09/12/2016	Sm 1553	Virtual Technologies Group, Inc	-4,016.08
Bill Pmt -Check	09/12/2016	SM 1554	Windstream	-1,427.89
Bill Pmt -Check	09/12/2016	Sm 1555	WordPlay Speech and Language Services	-208.80
Bill Pmt -Check	09/12/2016	SM 1556	Xcel Energy	-2,740.32
Bill Pmt -Check	09/12/2016		Windstream	0.00
Deposit	09/14/2016		Food Service Deposit	116.75
Deposit	09/16/2016		Food Service Deposit	76.00
Deposit	09/16/2016		State Revenue	31,860.44
Bill Pmt -Check	09/27/2016	SM 1557	CKC Good Food - Madone, Inc -	-3,504.80
Bill Pmt -Check	09/27/2016	SM 1558	Innovative Quality Schools	-1,697.24
Bill Pmt -Check	09/27/2016	SM 1559	Metro Milk Delivery Inc.	-214.00
Bill Pmt -Check	09/27/2016	SM 1560	Midwest Maintenance & Mechanical, Inc	-363.00
Bill Pmt -Check	09/27/2016	SM 1561	Monarch Bus Service, Inc	-19,887.00
Bill Pmt -Check	09/27/2016	Sm 1562	PK Property Services LLC	-5,703.48
Bill Pmt -Check	09/27/2016	Sm 1563	Staples Advantage	-25.72
Bill Pmt -Check	09/27/2016	SM 1564	Teachers on Call	-4,420.00
Bill Pmt -Check	09/27/2016	SM 1565	UPS	-25.05
Bill Pmt -Check	09/27/2016	SM 1566	Virtual Technologies Group, Inc	-910.00
Bill Pmt -Check	09/27/2016	SM 1567	WordPlay Speech and Language Services	-565.50
Bill Pmt -Check	09/27/2016	SM 1568	Xcel Energy	-2,824.78

Type	Date	Num	Name	Amount
Transfer	09/28/2016		Transfer to Debit	-1,000.00
Deposit	09/30/2016		Food Service Deposit	30.00
Deposit	09/30/2016		Food Service Deposit	33.00
Deposit	09/30/2016		State Revenue	58,945.94
General Journal	09/30/2016	SEP16-Bkact	Interest Earned	3.63
General Journal	09/30/2016	SEP16-Bkact	Bank fees	-3.62
General Journal	09/30/2016	SEP16-Bkact	bank fees	-40.00
General Journal	09/30/2016	SEP16-Bkact	Corporate Services Consultants, LLC	-160.00
General Journal	09/30/2016	SEP16-Bkact	Wilderness Inquiry, Inc	-84.92
Total B-01-101-000 MN Venture Bank				-36,465.43
<b>B-01-101-001 MN Flex Debit Card</b>				
Transfer	09/28/2016		Transfer from checking	1,000.00
Bill Pmt -Check	09/30/2016		Buyquest.com	-580.95
Bill Pmt -Check	09/30/2016		Dollar Tree	-26.78
Bill Pmt -Check	09/30/2016		Minuteman Press	-95.40
Bill Pmt -Check	09/30/2016		MNRD-RICH	-47.67
Total B-01-101-001 MN Flex Debit Card				249.20

**Flex Academy of Minnesota**  
**Transaction Detail by Account**  
**October 2016**

B-01-101-000 MN Venture Bank

Type	Date	Num	Name	Amount
Deposit	10/03/2016		Food Service Deposit	284.00
Bill Pmt -Check	10/04/2016	SM 1569	Bertelson Brothers, Inc	-46.94
Bill Pmt -Check	10/04/2016	SM 1570	CKC Good Food - Madone, Inc -	-1,169.39
Bill Pmt -Check	10/04/2016	SM 1571	Integrative Therapy, LLC	-1,349.50
Bill Pmt -Check	10/04/2016	SM 1572	Read Naturally Inc	-348.81
Bill Pmt -Check	10/04/2016	SM 1573	Teachers on Call	-6,834.00
Deposit	10/07/2016		Food Service Deposit	100.00
General Journal	10/07/2016	TRA-PAY	TRA Payment	-7,899.30
Deposit	10/13/2016		Food Service Deposit	5,968.68
Deposit	10/14/2016		State Revenue	31,060.54
Deposit	10/14/2016		Food Service Deposit	100.00
Bill Pmt -Check	10/24/2016	SM 1574	BearCom Wireless Worldwide	-3,638.76
Bill Pmt -Check	10/24/2016	SM 1575	Bertelson Brothers, Inc	-163.68
Bill Pmt -Check	10/24/2016	SM 1576	Brixmor SPE 1 LLC	-32,576.31
Bill Pmt -Check	10/24/2016	SM 1577	Buckeye International, Inc	-148.63
Bill Pmt -Check	10/24/2016	SM 1578	City of Richfield - UTILITY	-299.00
Bill Pmt -Check	10/24/2016	SM 1579	CKC Good Food - Madone, Inc -	-3,078.30
Bill Pmt -Check	10/24/2016	SM 1580	Integrative Therapy, LLC	-850.00
Bill Pmt -Check	10/24/2016	SM 1581	Loffler Companies Inc.	-404.56
Bill Pmt -Check	10/24/2016	SM 1582	Metro Milk Delivery Inc.	-309.45
Bill Pmt -Check	10/24/2016	SM 1583	Midwest Maintenance & Mechanical, Inc	-602.00
Bill Pmt -Check	10/24/2016	SM 1584	Monarch Bus Service, Inc	-21,627.00
Bill Pmt -Check	10/24/2016	SM 1585	PK Property Services LLC	-2,375.00
Bill Pmt -Check	10/24/2016	SM 1586	Staples Advantage	-230.74
Bill Pmt -Check	10/24/2016	SM 1587	Teachers on Call	-8,321.50
Bill Pmt -Check	10/24/2016	SM 1588	Windstream	-1,449.31
Bill Pmt -Check	10/24/2016	SM 1589	WordPlay Speech and Language Services	-1,535.55
General Journal	10/24/2016	TRA-PAY	TRA Payment	-2,167.26
Deposit	10/25/2016		Food Service Deposit	48.00
General Journal	10/31/2016	OCT16-Bkact	Bank interest earned	4.05
General Journal	10/31/2016	OCT16-Bkact	Bank service charge	-2.66
General Journal	10/31/2016	OCT16-Bkact		0.00
General Journal	10/31/2016	OCT16-Bkact	Corporate Services Consultants, LLC	-160.00
General Journal	10/31/2016	OCT16-Bkact	Wilderness Inquiry, Inc	-85.06
Deposit	10/31/2016		Federal SPED Revenue	9,325.87
Deposit	10/31/2016		State Revenue	69,106.49
Bill Pmt -Check	10/31/2016	Mn ck# 5793	Sue de Leon	-20.00
Total B-01-101-000 MN Venture Bank				18,304.92
<b>B-01-101-001 MN Flex Debit Card</b>				
Bill Pmt -Check	10/31/2016		Little Caesars	-10.73
Bill Pmt -Check	10/31/2016		Minuteman Press	-60.00
Bill Pmt -Check	10/31/2016		USPS	-55.90

Total B-01-101-001 MN Flex Debit Card

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
Bill Pmt -Check	10/31/2016		Viking Sprinkler Company	-252.10
				-378.73

**Flex Academy of Minnesota  
Journal  
September 2016**

4:47 PM  
10/07/2016

Trans #	Type	Date	Num	Name	Memo	Account	Debit	Credit
1,925	General Journal	09/01/2016	PCE-fdREVR		Reverse of GJE PCE-fdREV -- food	10-005-000-705-476 Revenue BK F	129.48	
					Reverse of GJE PCE-fdREV -- food	10-005-000-705-476 Revenue BK F	24.48	
					Reverse of GJE PCE-fdREV -- food	10-005-000-705-476 Revenue BK F	8.41	
					Reverse of GJE PCE-fdREV -- food	10-005-000-705-370 Revenue BK S	5.40	
					Reverse of GJE PCE-fdREV -- food	10-005-000-705-370 Revenue BK S	15.95	
					Reverse of GJE PCE-fdREV -- food	10-005-000-701-472 Revenue LU F	389.20	
					Reverse of GJE PCE-fdREV -- food	10-005-000-701-472 Revenue LU F	102.34	
					Reverse of GJE PCE-fdREV -- food	10-005-000-701-471 Revenue LU F	71.92	
					Reverse of GJE PCE-fdREV -- food	10-005-000-701-471 Revenue LU F	14.88	
					Reverse of GJE PCE-fdREV -- food	10-005-000-701-300 Revenue LU S	17.50	
					Reverse of GJE PCE-fdREV -- food	10-005-000-701-300 Revenue LU S	22.57	
					Reverse of GJE PCE-fdREV -- food	10-005-000-701-300 Revenue LU S	8.12	
					Reverse of GJE PCE-fdREV -- food	B-02-121-000 Due Fr MN Children		810.25
							810.25	810.25
1,931	General Journal	09/01/2016	AccrExp-F/R		Reverse of GJE AccrExp-F/C -- accrual Expenses 29-216-401 PD Tecaher SPED			1,000.00
					Reverse of GJE AccrExp-F/C --accrual Expenses F28-605-401 Instr Sup Suppl			3,000.00
					Reverse of GJE AccrExp-F/C --accrual Expenses F B-01-209-000 OtherAccrLbilities		4,000.00	
							4,000.00	4,000.00
1,932	General Journal	09/30/2016	Prepaid Amr		1/2 FY17 Property and Liability Insurance - Sep16 77-005-940-000-340 Insurance		949.59	
					1/2 FY17 Property and Liability Insurance - Sep16 B-01-131-000 Prepaid Expenditur			949.59
					Rent - SEP 66-005-850-348-370 Office Rent		13,937.05	
					Rent - SEP 66-005-850-348-370 Office Rent		14,190.00	
					Rent - CAM + Tax 66-005-850-000-370 CAM+Tax Rent		4,449.26	
					Rent B-01-131-000 Prepaid Expenditur			32,576.31
					SPED - Director contract 42-010-408-740-305 SPED Parapro		250.00	
					SPED - Director contract B-01-131-000 Prepaid Expenditur			250.00
					Property Insurance - FY17 77-005-940-000-340 Insurance		1,284.40	
					Property Insurance - FY17 B-01-131-000 Prepaid Expenditur			1,284.40
							35,060.30	35,060.30
1,933	General Journal	09/30/2016	K12 Prepaid		SEP 2016 K12 Amortization - OLS student - 35-010-211-000-430 StdntK12 OLS		3,544.50	
					SEP 2016 K12 Amortization - OLS student - 1310 Prepaid K12 Expenses			3,544.50
					SEP 2016 K12 Amortization - OLS student - 25-010-211-000-430 TeachK12 OLS		2,195.00	
					SEP 2016 K12 Amortization - OLS student - 1310 Prepaid K12 Expenses			2,195.00
					SEP 2016 K12 Amortization - Scanton/BB Connec 1310 Prepaid K12 Expenses		0.00	
					SEP 2016 K12 Amortization - Scanton/BB Connect 40-010-211-000-430 K12 Scant/SI		0.00	
							5,739.50	5,739.50
1,934	General Journal	09/15/2016	PAY1 9.15		MNFLEX - Payroll - 09.15.16 B-01-201-000 Payroll Payables			13,423.55
					MNFLEX - Payroll - 09.15.16 12-010-219-000-140 ESL Teacher		6,173.91	
					MNFLEX - Payroll - 09.15.16 20-005-110-000-305 TRA Latefees		1,133.46	
					MNFLEX - Payroll - 09.15.16 20-010-211-000-218 AcTeach TRA		741.18	
					MNFLEX - Payroll - 09.15.16 13-010-407-740-140 SPED Teach		4,000.00	
					MNFLEX - Payroll - 09.15.16 14-010-204-414-185 Title II Pay		1,375.00	
							13,423.55	13,423.55

Trans #	Type	Date	Num	Name	Memo	Account	Debit	Credit
1,963	General Journal	09/01/2016	PayrollSUMR		Payroll Teachers Summer Pay - Reclass to Liabiliti	B-01-201-000 Payroll Payables	13,174.88	
					Payroll Teachers Summer Pay - Reclass to Liabiliti	14-010-211-000-141 AcademicCoac		1,375.00
					Payroll Teachers Summer Pay - Reclass to Liabiliti	12-010-270-000-140 SocStudies		2,412.50
					Payroll Teachers Summer Pay - Reclass to Liabiliti	12-010-256-000-140 MathTeacher		2,020.83
					Payroll Teachers Summer Pay - Reclass to Liabiliti	12-010-260-000-140 Sce Teacher		1,875.00
					Payroll Teachers Summer Pay - Reclass to Liabiliti	12-010-219-000-140 ESL Teacher		916.67
					Payroll Teachers Summer Pay - Reclass to Liabiliti	12-010-220-000-140 ELA Teacher		1,861.46
					Payroll Teachers Summer Pay - Reclass to Liabiliti	13-010-407-740-140 SPED Teach		1,291.67
					Payroll Teachers Summer Pay - Reclass to Liabiliti	13-010-407-740-140 SPED Teach		2,083.33
					Payroll Teachers Summer Pay - Reclass to Liabiliti	13-010-407-740-140 SPED Teach		1,366.67
					Accrue Summer 17 Payroll	B-01-209-000 OtherAccrLbilities	2,028.25	
							15,203.13	15,203.13
1,970	General Journal	09/01/2016	R-Line58&59		Reversed Accrued per forecast -	58-005-050-000-110 PrincipalSal		6,106.00
					Reversed Accrued per forecast -	59-005-050-000-200 Adm Benefits		4,025.00
					Reverse Accruals - July	B-01-209-000 OtherAccrLbilities	10,131.00	
							10,131.00	10,131.00
1,971	General Journal	09/30/2016	PAYI 9.30		MNFLEX - Payroll - 09.30.16	B-01-201-000 Payroll Payables		16,967.90
					MNFLEX - Payroll - 09.30.16	12-010-219-000-140 ESL Teacher	7,075.22	
					MNFLEX - Payroll - 09.30.16	20-010-220-000-210 ELATea FICA	1,644.93	
					MNFLEX - Payroll - 09.30.16	20-010-216-401-218 Title 1 TRA	721.94	
					MNFLEX - Payroll - 09.30.16	20-010-216-401-210 Title1 FICA	1,079.60	
					MNFLEX - Payroll - 09.30.16	12-010-219-000-140 ESL Teacher	1,666.67	
					MNFLEX - Payroll - 09.30.16	20-010-219-000-218 Teach TRA	125.00	
					MNFLEX - Payroll - 09.30.16	20-010-219-000-210 ESLTea FICA	148.00	
					MNFLEX - Payroll - 09.30.16	20-010-219-000-220 ESLTeaHEALTH	1.84	
					MNFLEX - Payroll - 09.30.16	18-010-408-740-140 SPED PT tea	769.23	
					MNFLEX - Payroll - 09.30.16	20-010-408-740-210 FICA	68.31	
					MNFLEX - Payroll - 09.30.16	20-010-408-740-218 SPED TRA	57.69	
					MNFLEX - Payroll - 09.30.16	13-010-407-740-140 SPED Teach	1,791.67	
					MNFLEX - Payroll - 09.30.16	13-010-407-740-140 SPED Teach	1,817.80	
							16,967.90	16,967.90
1,972	General Journal	09/30/2016	SEP-Forst		Basic Funding - accrued per Forecast	01-005-000-000-211 Gen Revenue		48,857.17
					SPED funding - accrued per Forecast	05- State Restr Funds - SPED		33,596.02
					Lease Aid Funding - accrued per forecast	04-005-000-348-400 LeaseAid Rev	28,380.00	
					Fed Title Funds - accrued per forecast	06-005-000-401-400- Fed Title		1,624.50
					IDEA - accrued per forecast	07-005-000-419-400 Fed IDEA		491.67
					Funding accrued per forecast	B-01-115-000 Account Receivable	56,189.36	
					K12- Management Fees - accrued per Forecast	49-005-050-000-305 K12 Mgm Fee	13,964.00	
					K12- TEchnology Fees - accrued per Forecast	64-005-108-000-305 K12 Tech Fee	6,144.00	
					accrued M&T - accrued per Forecast	B-01-209-001 Accrued M&T		13,964.00
					accrued M&T - accrued per Forecast	B-01-209-001 Accrued M&T		6,144.00
					Oversight Fees - per forecast	50-005-050-000-305 OversightFee	1,558.00	
					Oversight Fees - per forecast	B-01-209-002 Accr O/S Fees		1,558.00
							106,235.36	106,235.36
1,973	General Journal	09/30/2016	SEP-APaccRR		Reverse - Accrued Related Services - per forecast	42-010-407-740-394 SPED SPLSces	0.00	
					Reverse - Accrued per forecast - Aug	67-005-850-000-305 Maint&Repair		1,500.00

Trans #	Type	Date	Num	Name	Memo	Account	Debit	Credit
					Reverse - Accrued per forecast - Aug	68-005-810-000-330 Utilities		1,500.00
					Reverse - Accrued per forecast - Aug	55-005-110-000-366 Adm Trav		125.00
					Reverse - Accrued per forecast - Aug	56-005-105-000-320 Adm Phone		100.00
					Reverse - Accrued per forecast - Aug	58-005-050-000-110 PrincipalSal		15,727.00
					Reverse - Accrued per forecast - Aug	59-005-050-000-200 Adm Benefits		3,404.00
					Reverse - Accrued per forecast - Aug	70-005-110-810-320 Office ISP	0.00	
					Reverse - Accruals - Aug	B-01-209-000 OtherAccrLbilities	34,856.00	
					Reverse - Accrued per forecast - Aug	76-005-108-000-530 CompCAPEX		5,000.00
					Reverse - Accrued per forecast - Aug	79-010-810-000-520 Depreciation		7,500.00
							<u>34,856.00</u>	<u>34,856.00</u>
1,974	General Journal	09/30/2016	RclsFFE-CAP		Reclass FFE charges installation from CPAEX sch	79-010-810-000-520 Depreciation		7,509.78
					Reclass FFE charges installation from CPAEX sch	75-005-105-000-530 CAPEX	7,509.78	
							<u>7,509.78</u>	<u>7,509.78</u>
1,978	General Journal	09/30/2016	SEP16-Bkact		Month of Sep - Other activities / Interest	B-01-101-000 MN Venture Bank	3.63	
					Interest	78-005-110-000-305 Bank Fees		3.63
					Service Charge	B-01-101-000 MN Venture Bank		3.62
					Service Charge	78-005-110-000-305 Bank Fees	3.62	
					Service Charge	B-01-101-000 MN Venture Bank		40.00
					Service Charge - Debit card fees	78-005-110-000-305 Bank Fees	40.00	
				Corporate Services Consultants, LLC	Trash Service - Corp Service Consult	B-01-101-000 MN Venture Bank		160.00
					Trash Service - Corp Service Consult	80-005-810-000-330 Trash Sces	160.00	
				CenterPoint Energy	Utilities - 79589-79533	68-005-810-000-330 Utilities	84.92	
				Wilderness Inquiry, Inc	Utilities - 79589-79533	B-01-101-000 MN Venture Bank		84.92
							<u>292.17</u>	<u>292.17</u>
1,987	General Journal	09/01/2016	AUG16-BkacR		Fees related to applying for 3rd party billing - MN C	B-01-101-000 MN Venture Bank	554.00	
					Fees related to applying for 3rd party billing - MN C	42-010-420-740-305 SPED Tea sub		554.00
					Brixmor CAM+ additional July	B-01-101-000 MN Venture Bank	19.15	
					Brixmor CAM+ additional July	66-005-850-000-370 CAM+Tax Rent		19.15
							<u>573.15</u>	<u>573.15</u>
<b>TOTAL</b>							<u><b>250,802.09</b></u>	<u><b>250,802.09</b></u>

**Flex Academy of Minnesota  
Journal  
October 2016**

5:02 PM  
11/09/2016

<u>Trans #</u>	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Debit</u>	<u>Credit</u>
2,056	General Journal	10/15/2016	PAY1 10.15		MNFLEX - Payroll - 10.15.16	B-01-201-000 Payroll Payables		14,737.40
					MNFLEX - Payroll - 10.15.16	12-010-219-000-140 ESL Teacher	4,844.72	
					MNFLEX - Payroll - 10.15.16	20-010-220-000-210 ELATea FICA	1,644.93	
					MNFLEX - Payroll - 10.15.16	2150 PR Withholdings - Teachers	721.94	
					MNFLEX - Payroll - 10.15.16	20-010-216-401-210 Title1 FICA	1,079.60	
					MNFLEX - Payroll - 10.15.16	12-010-219-000-140 ESL Teacher	1,666.67	
					MNFLEX - Payroll - 10.15.16	2150 PR Withholdings - Teachers	125.00	
					MNFLEX - Payroll - 10.15.16	20-010-219-000-210 ESLTea FICA	148.00	
					MNFLEX - Payroll - 10.15.16	20-010-219-000-220 ESLTeaHEALTH	1.84	
					MNFLEX - Payroll - 10.15.16	18-010-408-740-140 SPED PT tea	769.23	
					MNFLEX - Payroll - 10.15.16	20-010-408-740-210 FICA	68.31	
					MNFLEX - Payroll - 10.15.16	2150 PR Withholdings - Teachers	57.69	
					MNFLEX - Payroll - 10.15.16	13-010-407-740-140 SPED Teach	1,791.67	
					MNFLEX - Payroll - 10.15.16	13-010-407-740-140 SPED Teach	1,817.80	
							14,737.40	14,737.40
2,057	General Journal	10/07/2016	TRA-PAY			59-005-050-000-218 Adm TRA	1,050.48	
						59-005-050-000-218 Adm TRA	359.38	
						59-005-050-000-218 Adm TRA	362.38	
						20-010-220-000-218 ELATea TRA	146.78	
						20-010-220-000-218 ELATea TRA	134.38	
						20-010-220-000-218 ELATea TRA	133.99	
						20-010-270-000-218 SoTeach TRA	284.19	
						20-010-270-000-218 SoTeach TRA	140.02	
						20-010-270-000-218 SoTeach TRA	140.02	
						20-010-407-740-218 SPED TRA	146.78	
						20-010-407-740-218 SPED TRA	134.38	
						20-010-407-740-218 SPED TRA	133.99	
						20-010-219-000-218 Teach TRA	136.54	
						20-010-219-000-218 Teach TRA	125.00	
						20-010-219-000-218 Teach TRA	125.00	
						20-010-256-000-218 MaTeach TRA	191.82	
						20-010-256-000-218 MaTeach TRA	131.25	
						20-010-212-000-218 Art Tea-TRA	15.58	
						20-010-408-740-218 SPED TRA	57.69	
						59-005-050-000-218 Adm TRA	1,050.48	
						59-005-050-000-218 Adm TRA	359.38	
						59-005-050-000-218 Adm TRA	362.38	
						2150 PR Withholdings - Teachers	2,177.41	
						B-01-101-000 MN Venture Bank		7,899.30
							7,899.30	7,899.30
2,058	General Journal	10/24/2016	TRA-PAY			59-005-050-000-218 Adm TRA	362.38	
						59-005-050-000-218 Adm TRA	362.38	
						20-010-220-000-218 ELATea TRA	133.99	



Trans #	Type	Date	Num	Name	Memo	Account	Debit	Credit
						20-010-270-000-218 SoTeach TRA	140.02	
						20-010-407-740-218 SPED TRA	133.99	
						20-010-219-000-218 Teach TRA	125.00	
						20-010-256-000-218 MaTeach TRA	131.25	
						20-010-408-740-218 SPED TRA	57.69	
						2150 PR Withholdings - Teachers	720.56	
						B-01-101-000 MN Venture Bank		2,167.26
							<u>2,167.26</u>	<u>2,167.26</u>
2,059	General Journal	10/31/2016	OCT16-Bkact		Month of Sep - Other activities / Interest	B-01-101-000 MN Venture Bank	4.05	
					Interest	78-005-110-000-305 Bank Fees		4.05
					Service Charge	B-01-101-000 MN Venture Bank		2.66
					Service Charge	78-005-110-000-305 Bank Fees	2.66	
					Service Charge	B-01-101-000 MN Venture Bank	0.00	
					Service Charge - Debit card fees	78-005-110-000-305 Bank Fees	0.00	
				Corporate Services Consultants, LLC	Trash Service - Corp Service Consult	B-01-101-000 MN Venture Bank		160.00
					Trash Service - Corp Service Consult	80-005-810-000-330 Trash Sces	160.00	
				CenterPoint Energy	Utilities - 79589-79533	68-005-810-000-330 Utilities	85.06	
				Wilderness Inquiry, Inc	Utilities - 79589-79533	B-01-101-000 MN Venture Bank		85.06
							<u>251.77</u>	<u>251.77</u>
2,060	General Journal	10/31/2016	Prepaid Amr		1/2 FY17 Property and Liability Insurance - Oct16	77-005-940-000-340 Insurance	949.59	
					1/2 FY17 Property and Liability Insurance - Oct16	B-01-131-000 Prepaid Expenditur		949.59
					Rent - SEP	66-005-850-348-370 Office Rent	13,937.05	
					Rent - SEP	66-005-850-348-370 Office Rent	14,190.00	
					Rent - CAM + Tax	66-005-850-000-370 CAM+Tax Rent	4,449.26	
					Rent	B-01-131-000 Prepaid Expenditur		32,576.31
					SPED - Director contract	42-010-408-740-305 SPED Parapro	250.00	
					SPED - Director contract	B-01-131-000 Prepaid Expenditur		250.00
					Property Insurance - FY17	77-005-940-000-340 Insurance	0.00	
					Property Insurance - FY17	B-01-131-000 Prepaid Expenditur	0.00	
							<u>33,775.90</u>	<u>33,775.90</u>
2,061	General Journal	10/31/2016	K12 Prepaid		OCT 2016 K12 Amortization - OLS student -	35-010-211-000-430 StdntK12 OLS	3,657.83	
					OCT 2016 K12 Amortization - OLS student -	1310 Prepaid K12 Expenses		3,657.83
					OCT 2016 K12 Amortization - OLS student -	25-010-211-000-430 TeachK12 OLS	2,195.00	
					OCT 2016 K12 Amortization - OLS student -	1310 Prepaid K12 Expenses		2,195.00
					OCT 2016 K12 Amortization - Scanton/BB Conne	1310 Prepaid K12 Expenses		29.67
					OCT 2016 K12 Amortization - Scanton/BB Conner	40-010-211-000-430 K12 Scant/SI	29.67	
							<u>5,882.50</u>	<u>5,882.50</u>
2,062	General Journal	10/31/2016	Rcl-CurrAss		Reclass CA invoice paid in July 2016	65-005-105-000-305 Testg softwa		4,800.00
					Reclass CA invoice paid in July 2016	65-010-216-401-555 Testg softwa	4,800.00	
							<u>4,800.00</u>	<u>4,800.00</u>
2,063	General Journal	10/31/2016	Rcl-Deposit		Reclass -FY17 - Revenue Sept - Sch Trust Land E	B-01-115-000 Account Receivable	908.48	
					Reclass -FY17 - Revenue Sept - Sch Trust Land E	01-005-000-000-201 Sch Tr Ld En		908.48
							<u>908.48</u>	<u>908.48</u>
2,075	General Journal	10/31/2016	PAY1 10.31		MNFLEX - Payroll - 10.31.16	B-01-201-000 Payroll Payables		13,777.78
					MNFLEX - Payroll - 10.31.16	12-010-219-000-140 ESL Teacher	3,885.10	
					MNFLEX - Payroll - 10.31.16	20-010-220-000-210 ELATea FICA	1,644.93	

<u>Trans #</u>	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Debit</u>	<u>Credit</u>
					MNFLEX - Payroll - 10.31.16	2150 PR Withholdings - Teachers	721.94	
					MNFLEX - Payroll - 10.31.16	20-010-216-401-210 Title1 FICA	1,079.60	
					MNFLEX - Payroll - 10.31.16	12-010-219-000-140 ESL Teacher	1,666.67	
					MNFLEX - Payroll - 10.31.16	2150 PR Withholdings - Teachers	125.00	
					MNFLEX - Payroll - 10.31.16	20-010-219-000-210 ESLTea FICA	148.00	
					MNFLEX - Payroll - 10.31.16	20-010-219-000-220 ESLTeaHEALTH	1.84	
					MNFLEX - Payroll - 10.31.16	18-010-408-740-140 SPED PT tea	769.23	
					MNFLEX - Payroll - 10.31.16	20-010-408-740-210 FICA	68.31	
					MNFLEX - Payroll - 10.31.16	2150 PR Withholdings - Teachers	57.69	
					MNFLEX - Payroll - 10.31.16	13-010-407-740-140 SPED Teach	1,791.67	
					MNFLEX - Payroll - 10.31.16	13-010-407-740-140 SPED Teach	1,817.80	
							<u>13,777.78</u>	<u>13,777.78</u>
2,076	General Journal	10/31/2016	OCT-Forcst		Basic Funding - accrued per Forecast	01-005-000-000-211 Gen Revenue		33,315.34
					SPED funding - accrued per Forecast	05- State Restr Funds - SPED		33,596.00
					Lease Aid Funding - accrued per forecast	04-005-000-348-400 LeaseAid Rev	0.00	
					Fed Title Funds - accrued per forecast	06-005-000-401-400- Fed Title	0.00	
					IDEA - accrued per forecast	07-005-000-419-400 Fed IDEA	0.00	
					Funding accrued per forecast	B-01-115-000 Account Receivable	66,911.34	
					K12- Management Fees - accrued per Forecast	49-005-050-000-305 K12 Mgm Fee	10,036.70	
					K12- TEchnology Fees - accrued per Forecast	64-005-108-000-305 K12 Tech Fee	4,683.79	
					accrued M&T - accrued per Forecast	B-01-209-001 Accrued M&T		10,036.70
					accrued M&T - accrued per Forecast	B-01-209-001 Accrued M&T		4,683.79
					Oversight Fees - per forecast	50-005-050-000-305 OversightFee	1,338.23	
					Oversight Fees - per forecast	B-01-209-002 Accr O/S Fees		1,338.23
							<u>82,970.06</u>	<u>82,970.06</u>
							<u>167,170.45</u>	<u>167,170.45</u>
<b>TOTAL</b>								



## Operations Monthly Communication

Month in Review: October 2016

Submitted by: Kyle Knudson

Date of Submission: 11/3/2016

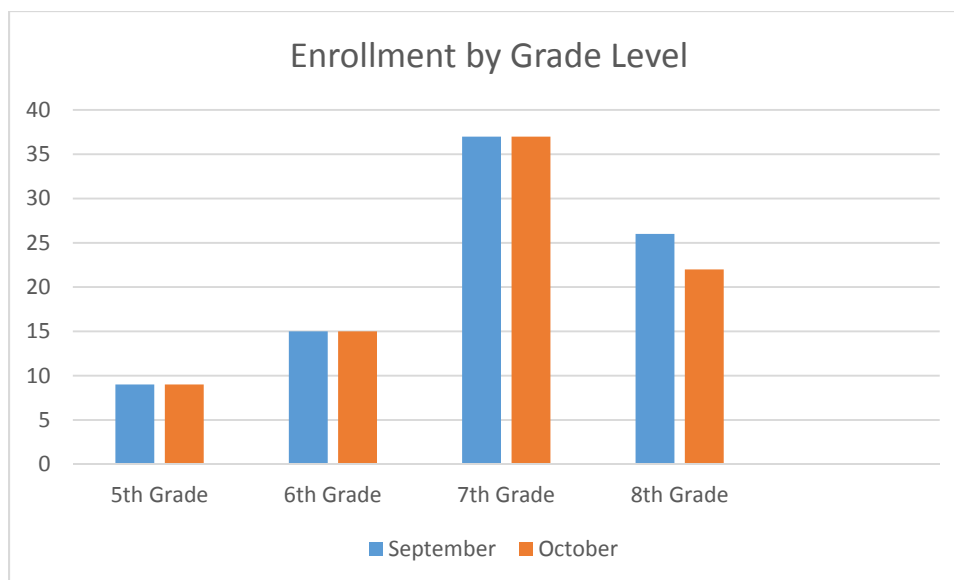
### Student Enrollment:

Total Enrollment as of 10/31/2016: 83

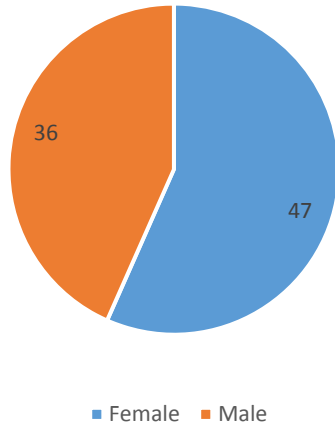
Withdrawals (10/1-10/31/2016): 7 students

New Enrollments (10/1-10/31-2016): 3 students

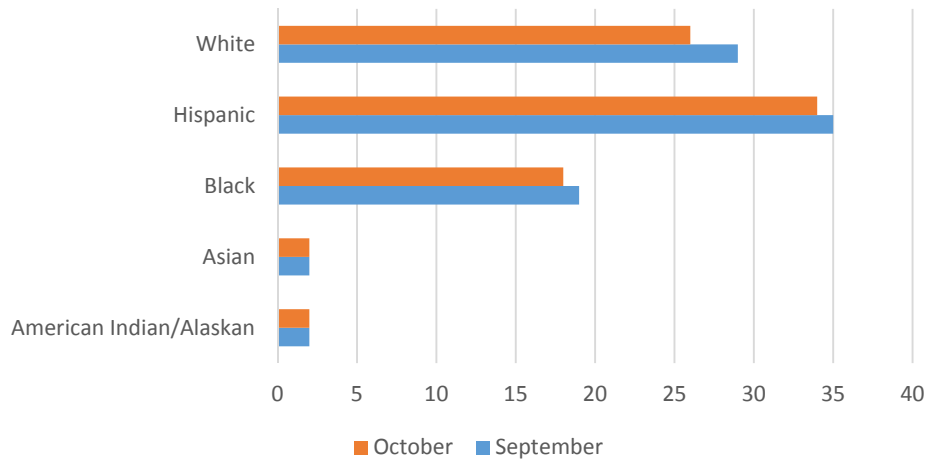
Net Change: -4 (-4.6%)

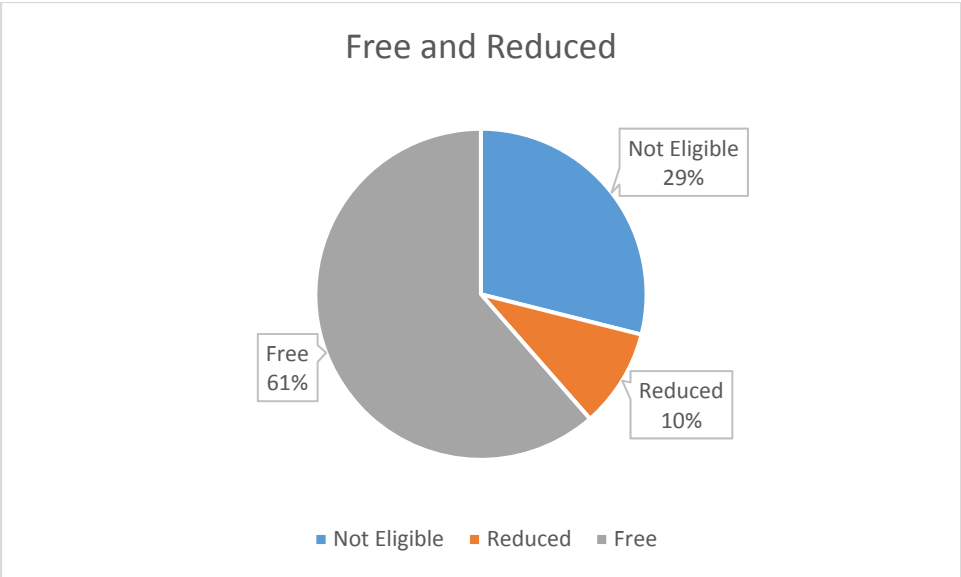
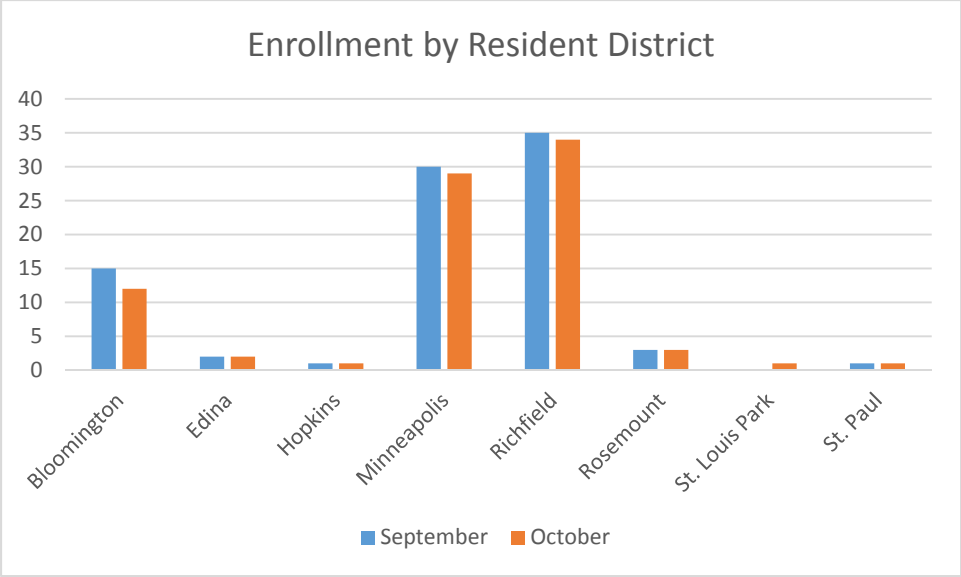


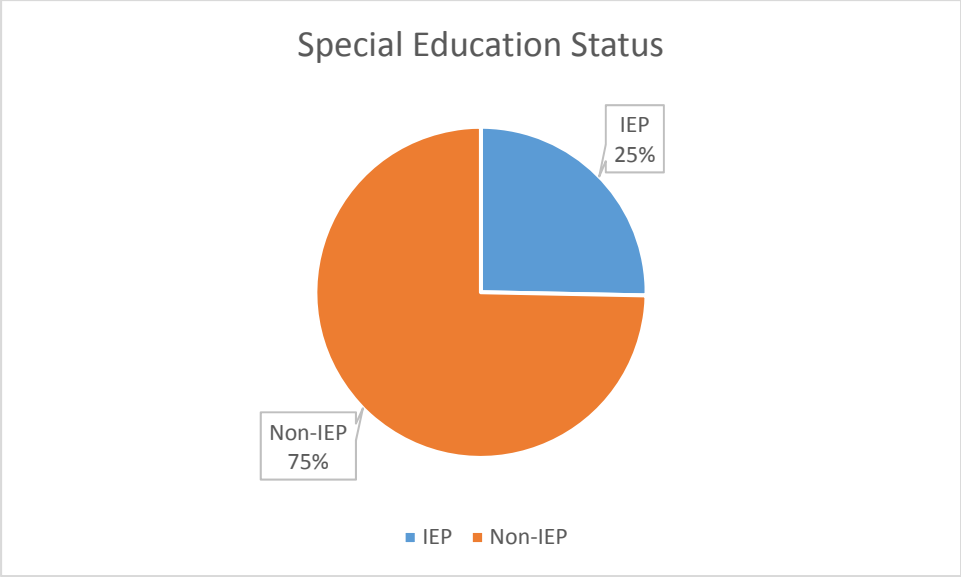
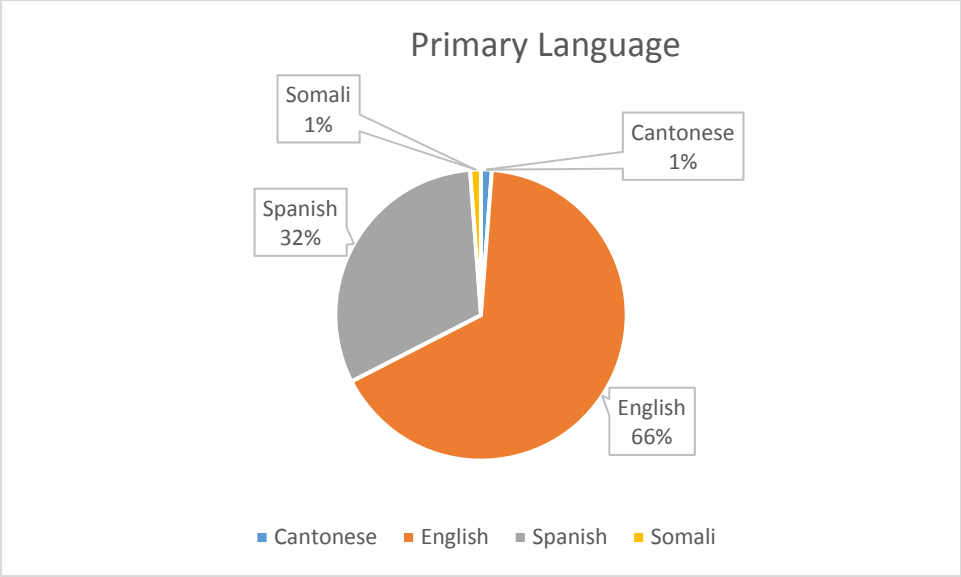
### Enrollment by Gender

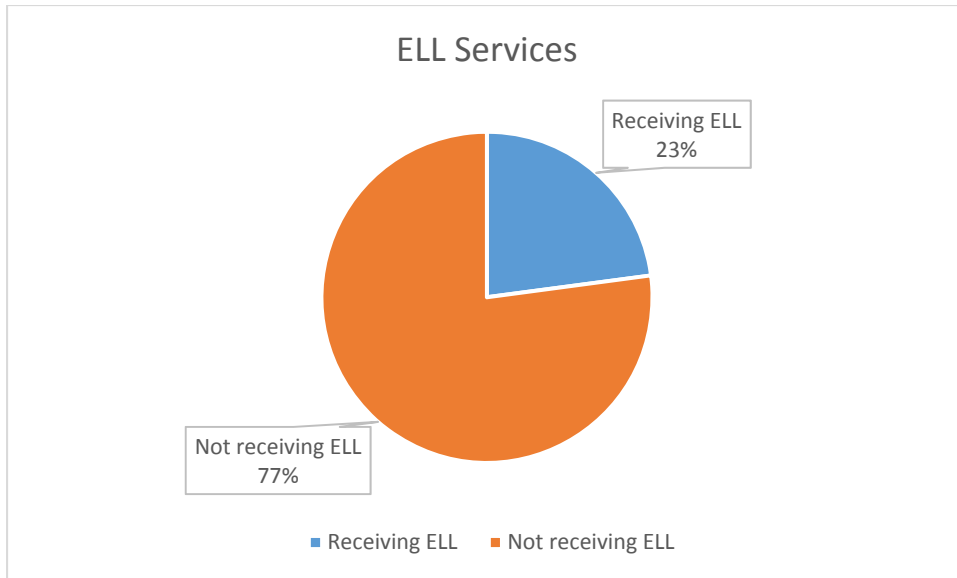


### Enrollment by State Ethnicity









**Systems Updates:**

OLS/D2L Updates: Regularly scheduled maintenance updates

TVS: Regularly scheduled maintenance updates

Engrade: Regular updates

Synergy: Regular updates

**K12 Training Requirements:**

Current with trainings

**Facility Update:**

Midwest Maintenance is attempting to find solution of homosote issue. Installer insists technique was appropriate and manufacturer insists that humidity isn't the cause.

Midwest Maintenance is attempting to find solution for HVAC issues in upstairs classrooms. Temperature is adjusted in Flex center but isn't adequately servicing the classrooms.

**Compliance:**

2 of 5 fire drills completed

1. 3:54 time to safety (best time in 15-16 was 3:34)
2. 3:34 time to safety

MARSS Submissions: FY16 MARSS was submitted 10/12/2016  
 FY17 MARSS was submitted 10/26/2016

STAR Reporting: STAR Reporting is in process and will be completed by board meeting.

Audit: Awaiting audit report from Schlenner Wenner.

Enrollment Reports: Next report due December

Clics: August and September submissions made first week of October and revenue received October 14<sup>th</sup>.

Verification Reporting 2 families were contacted. One returned paperwork and had no change in free/reduced status. Other family did not return paperwork and was changed from free to full pay. Verification reporting will be completed first week in November.

MN Secretary of State: Annual required renewal submitted on 10/4/2016 (due by 12/31/2016).



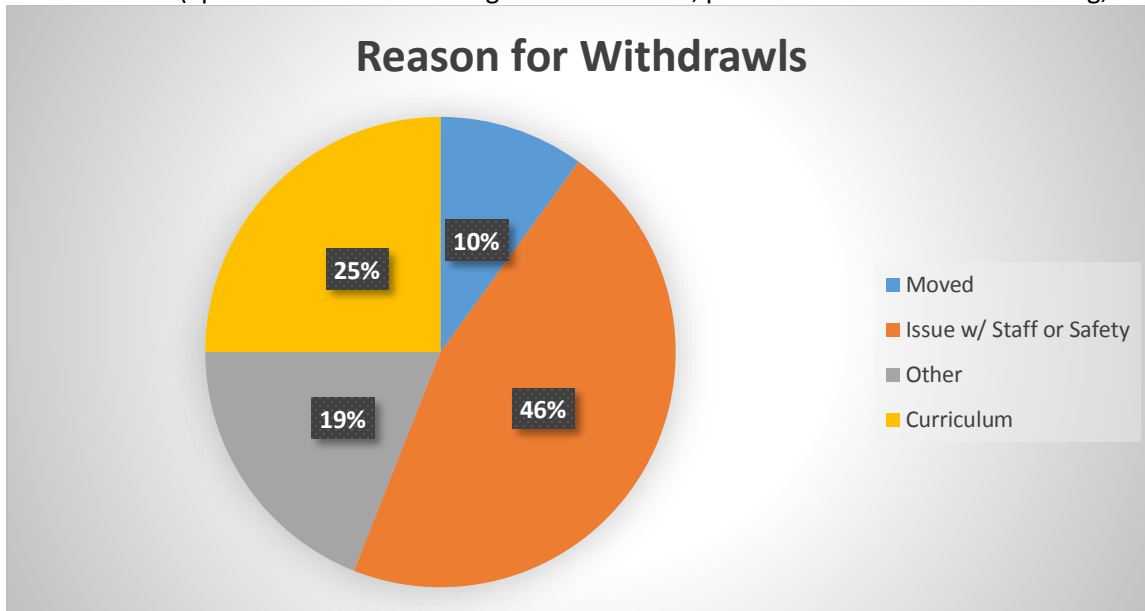
# November 2016 Board Meeting Enrollment Report

- **Total Applications Received, Approved, and In-Seat at Flex Academy: 134 students**
  - 2015-2016: 73 students
  - 2016-2017: 61 students
  - Current Active Students: 81 students
  - Total Withdrawn Students: 53 students
  - Total Withdrawn: 40% of students
- **2015-2016 School Year**
  - Total Students Enrolled / Approved and In-Seat for 15-16: 73 students
  - Active Students at the end of the year: 37
  - Withdrawals: 36 (49% of students left)
- **2016 – 2017 School Year**
  - Total NEW Students Enrolled / Approved and In-Seat for 16-17: 61 students
  - Total Students Enrolled / Approved and In-Seat for 16-17: 98 students
  - Withdrawn Students this school year: 17 (17%)

We have had 134 students at Flex. Right now we currently have 81 students enrolled. Our withdraw rate right now is 40% (for last school year the withdraw rate was 49%, so far this year Aug-Nov it is 17%) As a comparison, the other K12 Blended Schools withdraw rate is around 5-10%.

## Withdraw Breakdown

- Students that moved: 10%
- Students that had issue with staff or safety: 46%
- Curriculum and learning through the blended model: 25%
- Other (Special Education needing more resources, parents as staff members leaving, etc): 19%



## Marketing Activities

- Saturday, September 17<sup>th</sup>: Bloomington Heritage Day Parade
- Sunday, September 18<sup>th</sup>: Nicollet Open Streets
- Sunday, September 18<sup>th</sup>: Penn Fest
- Saturday, September 24<sup>th</sup> Building with Biology Event
- Thursday, September 29<sup>th</sup>: PTO meeting
- Monday, October 3<sup>rd</sup>: D2L Night with Parents
- Tuesday, October 4<sup>th</sup>: D2L Night with Parents
- Thursday, October 13<sup>th</sup> Service Providers Luncheon
- Monday, October 17<sup>th</sup>: Field Trip to the Roller Garden
- Thursday, October 27<sup>th</sup>: Community Resource Fair at Flex
- Friday, October 28<sup>th</sup>: Anti Bully School / Parent Celebration

Since Thursday, October 27<sup>th</sup>, I have transitioned into teaching Science full time (5<sup>th</sup> – 8<sup>th</sup> grade).

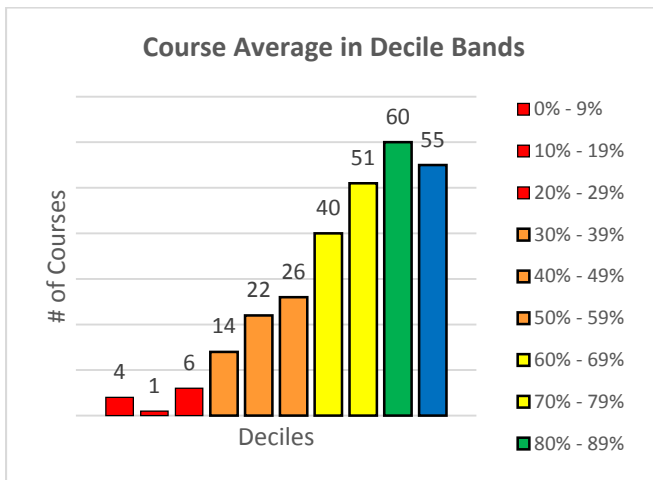
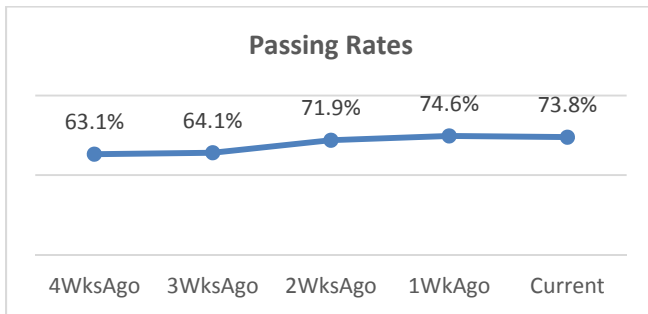
**Staffing and Training:**

**Vacant Positions:**

- English Teacher
- Math Teacher
- Science Teacher (being filled remainder of S1 by Keri O’Keefe)
- P/T Physical Education Teacher (Southdale YMCA)
- Paraprofessional (1-1 Student Aide)
- Front Office Receptionist
- P/T Special Education Teacher

**Academics:**

- Noticed a decline with teacher resignations (see results below)
- Working with substitute teachers and permanent teachers to get back focused on academics regardless of the teacher in front of them
- All D2L assignments have been kept updated by Head of School for Math and English until we hire someone full-time



## **School Culture**

### **Teacher/Staff Resignations**

- Tricia Cox, English Teacher (October 17, 2016/October 28, 2016)
- Kent Mertes, Math Teacher (October 20, 2016/October 20, 2016)
- Eileen Shannon, Science Teacher (October 26, 2016/October 26, 2016)
- Marc Brown, P/T Special Education Teacher (October 7, 2016/October 21, 2016)
- Kyle Knudson, Operations Manager (November 9, 2016/December 2, 2016)

### **Teacher Resignation Impact**

- Parents expressed concerns at PTO meeting with lack of teachers and how the Board and K12 is supporting the school to hire qualified teachers who will stick around for their students
- Parents asked about a teacher hiring bonus to help ensure teachers stay when they are hired...or a more binding contract for the sake of students and overall school health
- Great impact on the school for teachers, staff and students. Permanent Teachers have been stepping up and playing multiple roles and being more than helpful to fill HOS requests or just stepping in without being asked to assist in all areas. We have an amazing team and they are truly to be commended for going above and beyond.
- Staff is concerned with student enrollment, inability to secure solid teachers, and the life of our school in future years with all the resignations of teachers and staff.

### **Student Clubs**

- PTO would like to assist with the start of school clubs in January
- Planning began at November meeting and will continue at December meeting

### **Anti-Bullying Month (October)**

- O'Keefe will cover details in her report

### **Student Behaviors**

- Increase of student disrespect towards teachers and staff with the increase of substitute teachers in the building daily.
- Student concerns with not having a teacher
  - Anxiety with wanting to have a permanent teacher

## Flex Academy Principal Report November 15, 2016

- Not knowing what to expect each day (as many subs only take one or two days as opposed to the full assignment)

### **PBIS Student Incentives/Recognition**

- FLEX Bucks
  - School-wide Training on how it works and benefits –2 days
  - Begins Wednesday, November 16, 2016
  - Academic Coach will serve as the lead
- Student of the Month
  - Based on 7 Mindsets
  - November—Attitude of Gratitude