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| C:\Users\Owner\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\DJHGGX2L\FRANKLINSCHOOLbluekite (2).jpgBoard Meeting | | | | | | | | | |
| Minutes | | | Date | Time | | | Location | | |
|  | | | | | | | | | |
| Meeting cHAIRED by | | Danielle Moser, Board Chair | | | | | | | |
| Note taker | | Katie Locke, Board Secretary | | | | | | | |
| ATTENDEES | | List all | | | | | | | |
| absent | | List all | | | | | | | |
| Agenda topics | | | | | | | | | |
| Topic: Housekeeping items | | | | | Time: 615 - 620 | | | Presenter: Danielle | |
| Discussion | Welcome, Mission & Minutes  **The Franklin School of Innovation is preparing the next generation of leaders, capable of solving problems and participating effectively and ethically as local and global citizens.**  **Through challenging academics, real-world learning, and community engagement, our students discover their potential, develop persistence, and recognize the value of others. Our graduates are ready for the future they will create.** | | | | | | | | |
| Action items | | | | | | Person responsible | | | Deadline |
|  | | | | | |  | | |  |
| Topic: training | | | | | Time:620- 640 | | | Presenter: Katie | |
| Discussion | <https://www.linkedin.com/pulse/article/20140914025529-4053084-5-things-nonprofits-get-wrong-about-donors>  1) Donors … want to be inspired by opportunities to make significant differences in the world. Speak to the heart first and foremost and you’ll see better results every time  2) Build better relationships so your donors don’t forget you. If you’re afraid to mail, email or call them on a frequent basis you’ll only lose market share to those who aren’t.  3) Donors are individuals. They are motivated by personal hopes, desires, trials and needs. Create 360 degree views and target them at the individual level.  4) Get their name right every time. Create materials that let them SCAN the information about your organization that they need.  5) What donors say / how they behave are often different. When you cut back your solicitation frequency you lose revenue -- busy donors forget to give to you. Test any changes first. | | | | | | | | |
| Action items | | | | | | Person responsible | | | Deadline |
|  | | | | | |  | | |  |
| Topic: ACTION ITEMS | | | | | Time: | | | Presenter: | |
| Discussion | Title I. Our planning allotment is $36,000. I plan to submit an application for a teacher's assistant to work with targeted Title I students - these can be any student identified by us as not meeting state standards - we will look at prior EOG/EOC info, classroom performance/grades, and I am planning to include funds for the MAP assessments (we won't be committed to using it, but I think we could use the data). I also want to include funds for some targeted remediation programs, like the IXL program for math. My plan is for the teacher's assistant to work primarily in Lit Lab, with students who are at high risk of failing, and also probably some afterschool tutoring. I talked with him about just covering some of Courtney's salary, but Patrick advised against that - it is much cleaner to have a designated Title I person.  SEE BELOW FOR ADDENDA ON TOPIC | | | | | | | | |
| Motion | 1) Board authorizes Executive Director to take action to seek and secure Title 1 funds and approve Parent Involvement Policy. | | | | | | | | |
| Action items | | | | | | Person responsible | | | Deadline |
|  | | | | | |  | | |  |
| Topic: Director’s Report | | | | | Time: | | | Presenter: Michelle | |
| Discussion | Update on Enrollment … number of students lost and reasons.  Priorities  Successes / Failures (i.e. where focus is on improvement) | | | | | | | | |
| Motion |  | | | | | | | | |
| Action items | | | | | | Person responsible | | | Deadline |
|  | | | | | |  | | |  |
| Topic: marketing update | | | | | Time: | | | Presenter: Danielle | |
| Discussion | Projected enrollment numbers / budget  Marketing Strategy | | | | | | | | |
| Motion |  | | | | | | | | |
| Action items | | | | | | Person responsible | | | Deadline |
|  | | | | | |  | | |  |
| Topic: FAcilities update | | | | | Time: | | | Presenter: Danielle & DAve | |
| Discussion | Update to timeline | | | | | | | | |
| Motion |  | | | | | | | | |
| Action items | | | | | | Person responsible | | | Deadline |
|  | | | | | |  | | |  |
| Topic: Fundraising update | | | | | Time: | | | Presenter: Katie | |
| Discussion | Update on ED Search Strategy  Staff Survey  Recruitment strategy / hiring process Year 2 | | | | | | | | |
| Motion |  | | | | | | | | |
| Action items | | | | | | Person responsible | | | Deadline |
|  | | | | | |  | | |  |
| Topic: personnel update | | | | | Time: | | | Presenter: Pat | |
| Discussion | Update on ED Search Strategy  Staff Survey  Recruitment strategy / hiring process Year 2 | | | | | | | | |
| Motion |  | | | | | | | | |
| Action items | | | | | | Person responsible | | | Deadline |
|  | | | | | |  | | |  |
| Topic: technology update | | | | | Time: | | | Presenter: Katherine | |
| Discussion | Update on AT&T / TSA  Technology Needs | | | | | | | | |
| Motion |  | | | | | | | | |
| Action items | | | | | | Person responsible | | | Deadline |
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Notation of two board resolutions passed via email:

**10-31-14 - EXECUTIVE COMMITTEE RECOMMENDS (NO 2ND NEEDED):**

*Board authorize:*

*1) Approval of BB&T as the  provider and Administrator for The Franklin School of Innovation's 401k plan.*

*Yes VOTE:* Locke, Moser, Torbett, Feehan,

*No VOTE:*

*Abstention:*

*2) Approval of advertisement and  hiring of a Temporary Administrative Assistant.  Job position attached to this proposal.*

*Yes VOTE:*

*No VOTE:*

*Abstention:*

**11-05-14 - EXECUTIVE COMMITTEE RECOMMENDS (NO 2ND NEEDED) THAT BOARD AUTHORIZE:**

*Change in cooperative agreement with EL for staff professional development. Based on staff development needs, executive director requests approval to swap one slot at national conference in Boston in December, and a slot at a site seminar, for 3 Leadership Cohort slots this summer in Greenville. Budget total increase of $1,200 expected. (However travel costs were not yet budgeted and are expected to be less than new agreement. Professional development will be funded from DOE Grant.)*

*Yes VOTE:*

*No VOTE:*

*Abstention:*

Meeting adjourned: TIME

Addenda:

Title 1

**Title 1 Requirements**

* Your Title I application requires an assurance that your agency has authorized **you** as its representative to file federal grant applications including Title I (and “such action should be recorded in the minutes of the agency’s meeting.”)
* Comprehensive Needs Assessment that results in your LEA Title I Plan with at least 2 Goals. The goals must each have a Performance Measure and Strategy
* Required stakeholders that were involved in the development of your Title I Plan:   
  Principal, Teachers, Parents
* Website link/URL to Parent Involvement Policy
* You will need a valid NCID entered into the CCIP system (where the grant application is done.)

Please follow these steps:

1. If you need a new NCID or need to update your password go to [http://ncid.nc.gov](http://ncid.nc.gov/)
   1. In the blue bar halfway down the page you can register for a new NCID.
   2. Register as a “Local Government” or “Business” entity
2. Once you have been given your NCID, go to [http://ncid.nc.gov](http://ncid.nc.gov/) and sign in to make sure it works.
3. Email the following information to Anita Harris [anita.harris@dpi.nc.gov](mailto:anita.harris@dpi.nc.gov)
   1. Tell her you are going to be the designated User Access Administrator (UAA) with ALL roles.
   2. Give her your;
      1. First and Last Name
      2. NCID (no passwords)
      3. Telephone number
      4. School Name

5. After you have received a response from Anita Harris, please forward it to me.

**Franklin Title 1 - Parental Involvement Policy**

The Franklin School of Innovation (FSI) believes that the education of children is a cooperative effort between parents and schools. Parents are their children’s first teachers and involvement by parents improves the educational achievement of their student(s). FSI believes that the involvement of Title I parents increases the effectiveness of the program and contributes significantly to the success of the children.

Parents (or their representatives) of all eligible Title I children shall be invited to an annual meeting to participate in the joint development of the Franklin School of Innovation (i.e. Local Educational Agency - LEA) Plan for school review and improvement. The purpose of this meeting will be to discuss the programs and activities provided with Title I funds in school-wide projects. The Parent Involvement Policy and LEA plan will be made available for all parents of eligible Title I children to review and provide feedback. Parents shall have adequate opportunity to participate in the design and implementation of the project.

Parents will be given the opportunity to confer with their child’s Title I teacher. Parents will be informed of the school-wide program that has been planned for their child and his/her progress will be reported. Parents will be encouraged to visit the Title I classrooms and to volunteer in school activities.

We will build capacity for strong parental involvement by:

* Providing the LEA policy for every child. Translations and oral communications will be used to inform parents with language barriers and/or disabilities.
* Coordinating and integrating the parent involvement activities with other programs offered in district.
* Offering flexible schedules for meetings such as parent conferences on teacher workdays and opportunities for meeting in the evening so that meaningful consultation occurs with parents of participating children.
* Work to provide materials and training to involve parents in the Title I activities.
* Assist in the annual evaluation of the content and effectiveness of the parent involvement policy. Use the findings of the evaluation to design strategies for more effective parental involvement and improving the academic quality of the school.
* Assist in identifying barriers to greater participation of parents.

This policy and our Parent Agreement serve as a compact between teacher, parent and student.

**Adopted by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Board of Directors on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2014**

**Example for the website: Parent Involvement Plan**

Three decades of research have shown that when schools work together with families to support learning, children are inclined to succeed not just in school but throughout life.  The Franklin School of Innovation believes that learning can best take place when there is shared effort, interest, and commitment among students, parents, and staff.

*The No Child Left Behind Act (NCLB) of* 2001, serves as a means for helping students throughout the country achieve challenging academic standards.  The NCLB Act promotes the formation of new partnerships, particularly home-school partnerships, to help address more completely the full range of student needs that impact learning.  The goal of this parent involvement is to support in a more consistent and effective manner those things already in practice as well as to generate new ways of strengthening the partnership between school and home.

At The Franklin School of Innovation, the partnership between school and home will be supported by:

* Convening an annual meeting to provide information to parents about the school and available programs.
* Offering a flexible number of meetings, workshops, and parent conferences that **assist parents in improving their children’s achievement.**
* Providing opportunities for all parents to participate in school activities, including parents with disabilities and limited English proficiency.
* Involving parents in an organized, ongoing, and timely way in the planning, review, and evaluation of programs.
* Having all parties involved sign a Principal/Teacher/Parent/Student Agreement stating **how each will contribute to ensuring the student’s achievement.**
* Assisting parents in understanding state academic content, the North Carolina Accountability Program, state and local assessments, and student performance standards.
* Communicating clearly and frequently with parents about school polices, programs, and their own children.
* Educating school personnel in the value of contributions of parents and in how to communicate with and build ties between the parent and the school.