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| C:\Users\Owner\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\DJHGGX2L\FRANKLINSCHOOLbluekite (2).jpgBoard Meeting | | | | | | |
| Minutes | | Date 05-12-2015 | Time 5:15 pm | | 21 Innovation Drive, Asheville, NC | |
| Agenda topics | | | | | | |
| Topic: Housekeeping items | | | | Time: 515 - 520 pm | | Presenter: Danielle moser |
| Discussion | Welcome, recognize guests, focus meeting with Mission & Primary Accountabilities:  **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.**  **Primary Accountabilities:**  **1 Ensure State Board of Ed Approved Mission Statement is guiding focus of the school, and take ultimate responsibility for student learning and meeting the academic performance criteria set by the charter.**  **2 Properly manage / be accountable for public school funds** | | | | | |
| Topic: DISCUSSION / ACTION ITEMS | | | | Time: 520 - 600 pm | | Presenter: Danielle moser |
| Discussion | * Agree to deadline for Committee Minutes and Board Packet Distribution * Board Recruitment - Update; Intro candidates vote in June / onboard & orientation in June * Discussion about NC Administrators Certification * Staff Appreciation Event - Jonathan Nameth’s house (14 Chestnut Creek, Candler, NC 28715) * Mods * Requests for PROCTORS for exams * Schedule BUDGET WORKSHOP * Summer Camp / Hosting Ian’s Camps (FYI only) and our sessions * Martha Dugger / Marketing Proposal / Branding process & Budget / Brochure | | | | | |
| Motion | * **Approve Minutes from April 14, 2015 meeting** * Approve Gun Free Zone Policy <https://docs.google.com/a/thefsi.us/document/d/1a6p1Z3brSyMEW9R9PjUVDsSAAzn5ULl6d27rpSwZ0ew/edit> * **Facilities Committee Recommendations: - Accept donation of two single classroom modular units ($7K retail) and agree to incur cost of $7K installation as of July 2015. - Vote to authorize spend of Plant Sale Funds ($700) towards storage shed and landscape equipment.** | | | | | |
| Topic: DIRECTOR’s REPORT | | | | Time: 600 - 620 pm | | Presenter: Michelle Vruwink |
| Discussion | Including Student Retention / Recruitment / Enrollment Update / Update on Parent Survey / Elective Survey / Upcoming Issues | | | | | |
| Topic: FINANCE (See Below Agenda for Minutes & email for attachments) | | | | Time: 620 - 710 pm | | Presenter: ERic Hardy / Michelle Vruwink / Jutta von dirke |
| Discussion | * See Finance Committee Minutes(At end of agenda -- 1 ATTACHMENT - Executive Director's Recommended FY 2015-2016 Budget)   The Finance Committee has reviewed the budget with the Executive Director and has vetted the information presented. Although it reflects the best and latest information available we fully expect minor adjustments as the month progresses. This process continues to be a challenge due to the evolving flow of information among board, staff, and FSI's accounting services provider.  We look forward to full discussion with the board on Tuesday as well as during any scheduled budget workshop that may occur between now and budget adoption. | | | | | |
| Topic: FAcilities (See Bottom for mtg minutes) | | | | Time: 710 - 725 pm | | Presenter: andrew zETTERHOLM |
| Discussion | * See Facilities Committee Minutes | | | | | |
| Topic: FUNDRAISING | | | | Time: 725 - 735 pm | | Presenter: KATIE lOCKE |
| Discussion | * Update on Fundraising | | | | | |
| **MOVE INTO CLOSED / EXECUTIVE SESSION: Personnel (ADD OTHER REASONS as needed)** **Motion:**  **Vote:** | | | | | | |
| Topic: Personnel update | | | | Time: 735 - 750 pm | | Presenter: Exec Committee / pat Feehan / Michelle Vruwink |

Next steps / Upcoming

* Budget working session
* Reschedule summer board meetings?
* Upcoming Info sessions / RECRUITING 6th grade students

Meeting adjourned: TIME

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| Facilities Committee Minutes | | | | | | | | | |
| Minutes | | | Date 4/22/2015 | Time 6:30pm | | | Location: ABC, Hendersonville Rd | | |
| Meeting cHAIRED by | | Andrew Zetterholm | | | | | | | |
| Note taker | | Andrew Zetterholm | | | | | | | |
| ATTENDEES including guests | | Jonathan Nameth, Mark Marshall, Andrew Zetterholm, David Brigman, Mo Moser, Dave Wells, Robert Keith | | | | | | | |
| absent | |  | | | | | | | |
| Agenda topics | | | | | | | | | |
| Topic: Phase 1 Site close out and punch list | | | | | Time: | | | Presenter: | |
| Discussion | After meeting with the Architect, still several items outstanding/unanswered, including sufficient gravel on roadways, street/parking lot lighting, building lighting, hydro-seeding, FDC NOX caps on water line, and permanent school sign need to be addressed to close out “phase one” before we begin on additional construction on “phase two” over the summer.  Discussion of proposed layout for four new buildings, and some concern expressed regarding the length of water/sewer/power line runs, as well as additional cost for sidewalks and landscaping.  Discussion of CO landscaping, roadway location/conditions, whether current roadways and sidewalks were permanent. Concern over limited ability to water landscaping once installed and turned over to FSI. | | | | | | | | |
| Motion | NA | | | | | | | | |
| Action items | | | | | | Person responsible | | | Deadline |
| -Email Architect, and possibly have him meet with the committee on site to review close out items.  -Review possible alternative layouts with Michelle when on site next. | | | | | | Dave Wells  Jonathon Nameth | | |  |
| Topic: Need for Maintenance team member | | | | | Time: | | | Presenter: | |
| Discussion | Several items have come up that seem to indicate a larger need for maintenance/handyman services than the current Facilities Coordinator can cover in the time available. Full time Janitor position budgeted for 2015/2016 school year. | | | | | | | | |
| Motion | NA | | | | | | | | |
| Action items | | | | | | Person responsible | | | Deadline |
| Michelle and I will sit down and talk with Vadim regarding his skill set and see if he will be capable of performing the full range of duties as the Facilities Coordinator. | | | | | | Andrew Zetterholm | | |  |

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| Topic: Project Manager for install and upfit of new classrooms and office space | | Time: | Presenter: |
| Discussion | FSl needs a project manager to supervise the install and upfit of the new modulars that have been purchased. Dave Wells has volunteered to provide this service free of charge. He is a licensed commercial and residential general contractor in North Carolina. | | |
| Motion | Approved Dave Wells to supervise the construction and upfit of new modular classrooms and office space. | | |
| Action items | | Person responsible | Deadline |
| -Collect final drawings from architect  -Submit drawings to City for approval | | Dave Wells |  |

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| Topic: Site Security | | Time: | Presenter: |
| Discussion | All buildings need to be equipped with alarm systems. | | |
| Motion | Install security system in each building, pricing not to exceed $2,500 in total. | | |
| Action items | | Person responsible | Deadline |
| -Purchase security system  -Coordinate volunteer install labor force | | -Mo Moser |  |

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| Topic: Basketball court/sports fields | | Time: | Presenter: |
| Discussion | David Brigman is pricing/asking for donation of services for installation of multipurpose basketball/tennis courts. | | |
| Motion | NA | | |
| Action items | | Person responsible | Deadline |
| -Update on final pricing for multi-purpose courts  -Confirm with Duke Energy rules regarding placing equipment in easement | | David Brigman |  |

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| Topic: Facilities Budget | | Time: | Presenter: |
| Discussion | As FSI increases its footprint we need for a full-fledged facilities budget to ensure proper care is taken of our physical property and equipment. | | |
| Motion | NA | | |
| Action items | | Person responsible | Deadline |
| -Supply facilities budget to begin modeling FSI facilities budget. | | -Mo Moser |  |

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| Topic: Building Leak--Gutters | | Time: | Presenter: |
| Discussion | Building leak fixed, but, gutter quote still needed. Gutters would provide longer-term protection, but, pricing could be an issue. | | |
| Motion | NA | | |
| Action items | | Person responsible | Deadline |
| -Get gutter quote | |  |  |

Next Meeting May 13th, 2015, 6:30-8:00

Meeting adjourned: 8:06pm

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| Finance Committee Meeting Minutes | | | | | | | | |
|  | | | | Date 04-29-2015 | Time 12:00 p.m. | | Location: 21 Innovation Drive, AVL | |
| **Meeting Chaired by** | | | Eric Hardy | | | | | |
| **Note taker** | | | Eric Hardy | | | | | |
| **ATTENDEES including guests** | | | Jutta von Dirke, Michelle Vruwink, Beth Rhatigan, Tia Keith | | | | | |
| **absent** | | | none | | | | | |
| Agenda topics | | | | | | | | |
| **Topic: 2015-2016 recommended budget** | | | | | | **Time: 60 minutes** | | **Presenter: Jutta, Michelle** |
| **Discussion** | 1. Current status 2. Questions | | | | | | | |
| **Motion** | 1. Recommend that Ex Director present her FY 2015-2016 Budget to Board of Directors on May 12 2. Recommend that Board of Directors schedules a budget workshop prior to June budget adoption | | | | | | | |
| **Anticipated Action Items** | | | | | | **Person Responsible** | | **Deadline** |
| 1. Finalize and forward to Eric, then Board Chair NLT Thursday, May 7 2. Prepare summary overview of budget for May 12 Board mtg | | | | | | 1. Jutta and Michelle 2. Jutta, Eric | | 1. Thu, May 7 2. Fri, May 8 |
| **Topic: Review items from april 14 board mtg, april 18 board retreat** | | | | | | **Time: 0 minutes** | | **Presenter: Eric** |
| **Discussion** | 1. Approval of 2014-2015 audit contract; mailed to R Barr on April 15 2. Approval to proceed with Charter School Capital credit application (Eric) | | | | | | | |
| **Motion** | n/a | | | | | | | |
| **Anticipated Action Items** | | | | | | **Person Responsible** | | **Deadline** |
| n/a | | | | | |  | |  |
| **Topic: Outstanding Loans** | | | | | | **Time: 5 minutes** | | **Presenter: Eric** |
| **Discussion** | 1. Status of outstanding loans 2. End of loan terms    1. Feehan A & B    2. Tatsapaugh    3. Vruwink | | | | | | | |
| **Motion** | n/a | | | | | | | |
| **Anticipated Action Items** | | | | | | **Person Responsible** | | **Deadline** |
| 1. Reviewing 2014-2015 budget, determine if remaining funds sufficient to pay off 3 of 4 loans 2. Contact LISC (Local Initiatives Support Corporation) to discuss working capital loan options | | | | | | 1. Michelle 2. Eric | | Friday, May 8 |
| **Topic: Other Items** | | | | | | **Time: 0 minutes** | | **Presenter:** |
| **Discussion** | | 1. 2015-2015 Financial Audit (Tia) 2. Credit card policy (Beth) 3. Sports income (Eric) 4. Long-term financing strategy (Eric, Jutta) | | | | | | |
| **Motion** | |  | | | | | | |
| **Anticipated Action Items** | | | | | | **Person Responsible** | | **Deadline** |
| Hold further discussion until June | | | | | |  | |  |

Next steps:

* Review assignments
* Next scheduled meeting \_\_\_\_Tia, Jutta, Eric to meet Saturday, May 2; time and location tbd\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time meeting adjourned: \_1:05 pm\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_