

FRANKLIN SCHOOL OF INNOVATION BOARD MEETING

MINUTES

DATE: 07-08-14 TIME: 6:11 PM CALLED TO ORDER LOCATION: WEST AVL LIBRARY

CHAIR	Michelle Vruwink, Board Chair
NOTE TAKER	Danielle Moser, Vice Chair
ATTENDEES	Michelle, Katie Locke, Danielle, Linda Tatsapaugh Via Conference call: Jutta von Dirke, Pat Feehan, and Dave Torbett arrives 710 pm
ABSENT	None
GUESTS:	Katherine Thiel (Prospective Board Member)

Agenda topics

WELCOME / MISSION / BOARD PROFESSIONAL DELVELOPMENT: EL CORE PRACTICE 28: ENGAGING FAMILIES & THE COMMUNITY

DISCUSSION	<p>Vruwink reinforces alignment of FSI’s values and missions and EL.</p> <p>Welcoming visitors – and how they feel that. Welcoming environment as well as human engagement.</p> <p>Building Family Relationships – keeping a mind on the fact we have working families and single parents to whose needs we need to continue to sensitive.</p> <p>Communication with Families – built into practices / student led conferences towards end of year. Relying on electronic / social media. Explore TEXT as an option. Some out on paper. Translation for ESL families. E.g. student handbook available (limited) for those who need it.</p> <p>Participation in School – variety of ways for families to participate in community to meet diversity of interests / culture / availability.</p> <p>Building Community Relationships – all to look for opportunities to the school.</p>
MOTION(S)	N/A

ACTION ITEM:	PERSON ACCOUNTABLE:	DEADLINE:
Plan PURPOSE of ACTIVITIES: some for fun / celebrate / work	All	Ongoing

BOARD MINUTES

DISCUSSION	Treasurer von Dirke read minutes. Clarification: Project START repaying loans made by board members as a priority.
MOTION(S)	Motion made to approve both sets of June Minutes by Linda Tatsapaugh, Seconded by Locke; passed without objection.
ACTION ITEM:	PERSON ACCOUNTABLE: DEADLINE:
N/A	N/A N/A

FACILITIES UPDATE / CONTINGENCY PLANS; COSTS

DISCUSSION	<p>Vruwink / Chair provided update. Mods are not on site but approval; Brian Moffitt of ARCA DESIGNS has been quarter backing the effort. We hope to have permits in hand next week.</p> <p>Probably not able to occupy buildings by August 18th bcs of inspections needed.</p>
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Chris is working on projected budgets; is exploring cost as we will pay for us to clean the building and replace the requisite number of toilets to grown size. Not charging us rent. Could hire a crew to do the cleaning. Believe it has WiFi already. Will need to move in our furniture then move it out.

Address: off Peach Tree / Hendersonville Road.

MONTREAT: Will need to get back in touch with them about occupying it during the day. Feehan will contact to negotiate.

Need to get word out to parents ... encourage car pools, drop off at 745. Emphasize that this was planning – that we need permitting could take longer than we wanted.

SHUTTLE FROM BILTMORE SQUARE MALL to H’VILLE ROAD / contracting service? Cost? Have Transportation funds in budget if absolutely necessary. \$7,500

Car Pooling Option:

AVL RIDE – set up a board specifically for Franklin / ppl who are volunteering; time frame might be tight, they’re meeting tonight.

Parent who started a **WIKI SPACE** for carpooling but everyone who wants to participate has to be invited by EMAIL; Directory is done but is changing daily (easy to do by removing withdraws/declines)

MOTION(S)	N/A
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ACTION ITEM:	PERSON ACCOUNTABLE:	DEADLINE:
<ul style="list-style-type: none"> - Full throttle on getting site ready for August 18th - Feehan will do open ended agreement for negotiation with Montreat. 	Facilities Committee Feehan	Ongoing July 14

MARKETING / ENROLLMENT UPDATE

DISCUSSION	<p>Locke / Chair Marketing provided update on enrollment. As of today our numbers are 301/302 (some discrepancy she will identify it): 6th – 118 of 130; 7th – 74 of 78; 8th – 51 of 54; 9th – 58 of 60.</p> <p>Need to continue to recruit. About 17 students from whom we’ve not received record releases. Will continue to recruit students.</p> <p>Called and emailed multiple times; more than our required 3 times. Spread the word. Contact Real Estate Group ... print flyers to up in groceries stores. MailChimp – share drawings of mods.</p>
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MOTION(S)	N/A
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ACTION ITEM:	PERSON ACCOUNTABLE:	DEADLINE:
2 upcoming Information Meetings at public libraries - 7-15-14 at 6 pm West AVL; 7-28 at 6 pm - ENKA	Locke, Vruwink, Moser	July 28 th
Continue to recruit	All	August 18 th

FINANCING OPTIONS

DISCUSSION
(DAVE TORBETT ARRIVES 710)

Next week will have more concrete numbers on our SITE costs. Then can get more exact about fundraising; need to do it ongoing throughout the year. \$100K is a goal over the course of the year; worried won't cover all our needs. Would help to get commitments now.

Vruwink / Chair provided update on loan options; Brian Gillespie from Wells Fargo requirement to have land as collateral (which isn't an option). First Trust wants land as collateral as well; probably not an option. Home Trust / Bob Tuck – under writer had a few questions and hoped to get back to MV next week. Said they won't ask for the land as collateral as it's not an option.

Final option – self finance. MV is willing to do a loan ... up to \$180K – loan at 6% to draw down when needed. Priority payment back. Need an option in place as we need to spend \$\$ tomorrow. Various contractors have already spent \$\$ on our behalf and we need to pay them back. \$24,337 already outstanding. Still need to pay 3rd EL installment. Byan's legal costs already covered out of personal donations. Payment for Mods are due soon (\$13K) and list of things that need to be purchased. We can pick up furniture anytime but he has 300 lockers that are eating up a lot of space. There are \$30K+ in costs for furniture.

MOTION(S)

N/A

ACTION ITEM:

PERSON ACCOUNTABLE:

DEADLINE:

Any board members that can donate or parents who are willing to make smaller / short term loans. Only to ask folks one on one.

All

Ongoing

Contact Old Town private bank as another option

Feehan

07-14-14

RTO UPDATE

DISCUSSION

Vruwink provided update in order for us to open:

- **Safe Schools Plan** – TORBETT: must include fire and tornado drills; Dave will set up a SAFETY COMMITTEE
- **Transportation Plan** – LOCKE: carpooling and possible shuttle
- **Meal Plan** – MOSER: team meeting this week
- **After School** – MOSER & THIEL: Job Description and 2 staffers - coordinator; mini buses from LT to use to transport kids. Prepay first two weeks; CLUBS are prepay; VENDORS (Roots & Wings and TASSC) will be external; after school is affordable
- **OSHA Checklist** – Procedures & Policies are needed.
- **Board Participation – Training** – LOCKE coordinating volunteers for meals; August 4th AM all board members there if possible; get to MV with when you can be there.
- **Volunteers For Training; Volunteer Background Checks** - \$10 per through INTELLICHECK (LT) and LIFEWAY (DT) BACKGROUNDCHECK.COM – Volunteers working with students will need them. Ask for volunteers and if they're willing to pay for it. Do we need to do it before school starts or we can do it on first day/after. LOCKE will check handbook for our policy. Board members need to have them completed.
- **Communication** – MailChimp & Directory – THIEL
- **Furniture & Fixtures (\$30K)** – Committee of ppl who are interested. MV will be in DPI training; trucks to Gafney. Hoping we can leave

	<p>them there until we can put them in the mods. Need help installing. Engage 8th and 9th graders in moving ... come with your kids message to earn your volunteer hours. SIGNUP GENIE.com</p> <p>Landscape meeting is tomorrow night / students can come ... every student to plant a tree. Research grants next year --</p>	
MOTION(S)	N/A	
ACTION ITEM:	PERSON ACCOUNTABLE:	DEADLINE:
SEE DISCUSSION NOTES FOR ASSIGNMENTS		
PERSONNEL UPDATE		
DISCUSSION	<ul style="list-style-type: none"> • Personnel needs (EC, afterschool, janitor, music) – reviewed needs in context of budget. • Retirement Plan Selection: 401k/403b plan • Background checks 	
MOTION(S)		
ACTION ITEM:	PERSON ACCOUNTABLE:	DEADLINE:
TECH UPDATE		
DISCUSSION	<p>Contracts:</p> <ul style="list-style-type: none"> • EL (\$42,100) Anne suggested two additional EC trainings --- leadership cohort slot / 1 national conference slot / 1 coaching cohort for Edie EL Commons \$10K) – We budgeted \$40K. MOTION: Torbett moved to include offsite training at \$2100; Locke seconded. Following discussion, Torbett tabled motion until next board meeting. • TSA – THIEL reviewed. See Attachment for details of services and pricing. MOTION: Vruwink motions to approve slate from Tech Group; Moser seconds; Torbett abstains due to conflict of interest; approve: Vrwunick; Tatsapaugh; Locke, Moser, Feehan; von Dirke • ARCA Designs – partnering with them since before FSI was a board. Will use them as a vendor. • Liability Insurance – Vruwink is working with Webb Insurance on this based on initial charter application ... actual cost is \$2,500 over budget. Foundation has higher liability threshold than our projections. Gratefully complying with requirements. MOTION: Moser motions to authorize Vruwink or von Dirke to sign Liability insurance contract up to \$24K on behalf of school. Locke seconds. Passes without objections. 	
MOTION(S)	See discussion notes	
ACTION ITEM:	PERSON ACCOUNTABLE:	DEADLINE:
N/A	N/A	N/A

BEGINNING TEACHER SUPPORT PLAN / LICENSURE RENEWAL PLAN			
DISCUSSION	Vruwink reviewed updates board on staff will need board approval.		
MOTION(S)	Torbett moves to accept Teacher Support Plan / Licensure Renewal Plans. Moser 2 nd . Passes without objection.		
ACTION ITEM:	PERSON ACCOUNTABLE:	DEADLINE:	
Vruwink and McDowell will continue to complete plan as details come in.	Vruwink and McDowell	Ongoing	
PAST BUSINESS / PUBLIC COMMENT / ASSIGNMENT RECAP			
DISCUSSION	Vruwink reviewed; thanked guests for attending; no public comment.		
MOTION(S)	N/A		
ACTION ITEM:	PERSON ACCOUNTABLE:	DEADLINE:	
N/A	N/A	N/A	
BOARD GOVERNANCE: ADD NEW BOARD MEMBER			
DISCUSSION	Moser reviewed candidacy for Katherine Thiel		
MOTION(S)	Board Governance nominates Katherine Thiel for board seat. No 2 nd needed; without objection.		
ACTION ITEM:	PERSON ACCOUNTABLE:	DEADLINE:	
Onboard Thiel	Moser	08-12-14	
LOAN / BRIDGE FINANCING			
DISCUSSION	Vruwink & von Dirke reviewed options		
MOTION(S)	N/A		
ACTION ITEM:	PERSON ACCOUNTABLE:	DEADLINE:	
N/A	N/A	N/A	
EXECUTIVE / CLOSED SESSION: PERSONNEL			
START EXECUTIVE SESSION	Motion by Locke; seconded by Torbett; without objection; TIME 9 pm		
END EXECUTIVE SESSION	Motion by Vruwink; seconded by Torbett; without objection; TIME 918		
PERSONNEL: NEW HIRES			
DISCUSSION	N/A		
MOTION(S)	Personnel Committee recommends slate of new hires for approval; no 2 nd needed; abstain – Locke		
ACTION ITEM:	PERSON ACCOUNTABLE:	DEADLINE:	
Continue recruiting other positions	Moser / Feehan / Committee	August 1, 2014	
PAST BUSINESS / PUBLIC COMMENT / ASSIGNMENT RECAP			
DISCUSSION	Vruwink reviewed; thanked guests for attending; no public comment.		
MOTION(S)	N/A		
ACTION ITEM:	PERSON ACCOUNTABLE:	DEADLINE:	

N/A	N/A	N/A
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Meeting Adjourned:

Next Meeting: JULY 24, Location: TBD

MV, KL, PF, JVD, KT, DM

No DT or LT