

BOARD MEETING

MINUTES

DATE 04-14-2015

TIME 6:15 PM

21 INNOVATION DRIVE, ASHEVILLE, NC

MEETING CHAIRED BY	Danielle Moser, Chair
NOTE TAKER	Katie Locke, Secretary
ATTENDEES INCLUDING GUESTS	Guest- Jan Orr left at 8.06 Michelle Vruwink, Pat Feehan, , Jutta von Dirke, Katie Locke, Eric Hardy, Linda Tatsapugh joined 7.09 Katherine Theil via phone arrived 7.04. Dave Torbett via phone at 7.10 MV left due to Ex. Session at 8.35pm
ABSENT	Elizabeth Brazas, Andrew Zetterholm

Agenda topics

TOPIC: HOUSEKEEPING ITEMS	TIME: 6.36 – 6.42	PRESENTER: DANIELLE MOSER
DISCUSSION	<p>Called to order: 6.36 Welcome, recognize guests Jan Orr, focus meeting with Mission & Primary Accountabilities:</p> <p>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.</p> <p>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.</p> <p>Primary Accountabilities:</p> <ol style="list-style-type: none"> 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: ACTION ITEMS	TIME: 6.42- 7.07 PM	PRESENTER: DANIELLE MOSER
DISCUSSION	<ul style="list-style-type: none"> • Confirm Board Meeting Schedule: 2nd TU of each month; Exec Comm the TH (8 am) before the board mtg.- discuss at retreat on Saturday 4/18 • Refocusing board meetings • Focus on Committee/Task Force work. • Formalize Committee minute Process • Agree to deadline for Committee Minutes and Board Packet Distribution- • Board Recruitment - Update; Committees under development: • Marketing Committee • School Improvement Team- EM, Two Teachers, Two Parents, One Board member , (note board member shall serve on team, not head team) • Review / Discuss Gun Free Zone Policy - DM will Draft for next meeting. • Personnel Committee- • https://docs.google.com/a/thefsi.us/document/d/1a6p1Z3brSyMEW9R9PjUVDsSAAzn5ULl6d27rpSwZ0eW/edit 	
MOTION	<ul style="list-style-type: none"> • Approve Minutes from March 5, 2015 meeting • Finance Committee Recommendation to authorize Treasurer to enter into contract with Rebbekah Barr, CPA (payment July 2015) to perform audit on 2014-2015 SY. (See Below for Letter / Proposal) • Executive Committee Recommendation to approve Nepotism policy per instruction from DPI. (See minutes below) https://docs.google.com/a/thefsi.us/document/d/100mdovK_u0SgyZTtq9wC2LqBg1YBkkFW6dRINZsYSIc/edit • Executive Committee Recommendation to approve 2015-2016 SY Calendar as prepared by staff. (See Attachment to email.) • Slate Approved without Dissention 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

Approved with out dissentions

TOPIC: DIRECTOR'S REPORT

TIME: 7.08 – 7.39 PM

PRESENTER: MICHELLE VRUWINK

DISCUSSION

Report by MV-
Michelle Attended Grant Conference in Washington, DC.
Outreach in March
Founder's Day 3 school tours, info meeting
ESTEAM Expo
Brevard College Students on Campus
Marketing – Ads Mtn. Express & LaVoz &
Urban News Online consider continuing
Student Work in Mtn Express
RiverLINK- Student work recognized
Personnel- 3 candidates on site,
High Lights- Student Gov Elected
2 teams compete in Destination Imagination-
7th Grade ESTEAM Conference participated
JumpRope for heart raising over \$3,000
Faculty Task force- Planned Student Lead Conferences- which will be May 1st

Final report for DOE grant submitted March 1st. Much data was not yet available; report Will be updated when Data is available.

Lottery was held last night.
Parent –student talk on Sexting next week.- Tuesday
Francine Delaney outreach- on Thursday
Career Day- Friday April 24th Noon Release

Annie Jonas- Dir. Of Education at Warren Wilson- Will be on campus with some WW Students to work with our 8th Grade students on Digital portfolios.
IFB- (institute for the Blind) Parent of a 6th Grade student will be working with our 8th grade students

Personnel- MV met with all staff last week to discuss intention to rehire for next year.

New Hires- Potential candidates on campus doing demo lessons.

Faculty will be attending EL training this fall.
Local Outward bound have provided us with 2 scholarships for teachers to attend year long coaching program.
Outward Bound Coaching Krista Creed, and Edie McDowell will participate.

DOE budget modification- to extend grant.

Purchased 65 more chrome books. In Service.

504 formally recognized. Proctors may be needed.

EOG-and EOC end of course/ grade
EOG middle school ELA and Math, 8th Science
EOC- Math 1 ,Bio, English 2, 9th graders will take Math 1 and Biology

Teachers Holding SB1 and SB2 Certifications – students will be taking a test that FSI will administer. Teachers have been preparing student by working on test taking strategies, as well as test anxiety.

Enrollment Update:

6- 107 Waitlist- 9
7- 108 return Waitlist- 39
8- 78- Waitlist 16
9- 60 waitlist 37
10- 51 7 places open

Marketing priority- 6th and 9th

Title 1- Math focus, teacher in classrooms, and pull out groups, and some one on one. Additional support. Will do a test run of MAPS assessment. Rolling out over next week. Roll out school wide next year.

Chris DeFore working on Summer Camp options 2 or 3 weeks- Younger Grades Obj. Each week a self contained EL- Final cumulating program.

	May cost : Will provide estimated costs at Board Retreat Cost for planning/staffing in June. Program in July.		
MOTION			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
TOPIC: FINANCE COMMITTEE UPDATE (SEE EMAIL FOR MINUTES)		TIME: 7.40 – 7.43PM	PRESENTER: ERIC HARDY
DISCUSSION	<ul style="list-style-type: none"> • See Finance Committee Minutes • Budget work in progress will be available at next Board Meeting. • Budget committee meeting on Friday. • EH discussed Rebecca Barr as Auditor has worked with Acadia prepare 1090- cost \$7,700 • Tia Keith will work with Rebecca Barr • Working Capital Loan- from Charter School Capital Group. Application to get started- 60-90 days. Looking to pay off loans. No Obligation. Waive application fee. • FC will start application process not enter into an agreement. 		
MOTION	Authorize Finance Committee to apply for loan from Working Capital Loan. LT, seconded PF, approved without dissentions.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
TOPIC: FACILITIES (SEE BOTTOM FOR MTG MINUTES)		TIME: 743 – 747 PM	PRESENTER: ANDREW ZETTERHOLM – NOT PRESENT
DISCUSSION	<ul style="list-style-type: none"> • See Facilities Committee Minutes- • KL reported Class Trees going in next week. • MV reported inspection tomorrow for COO • KL Landscaping necessary for COO will commence shortly • DOT Where we are / Pushing back – DM & AZ will met with DOT. 		
MOTION			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
TOPIC: FUNDRAISING		TIME: 747 – 757 PM	PRESENTER: KATIE LOCKE
DISCUSSION	<ul style="list-style-type: none"> • Update on Fundraising • So far community fundraisers approximately \$10,000, \$40,000 in donations. • Reminder to Board to please consider making a donation, goal of 100% of board participating. • Please record In-Kind Donations • Please record Volunteer Hours. 		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Reminder : Arbor Day Fundraiser April 25 th . Plant Sale open to the Public, Class Tree Dedication, Student wishes planted with trees.			
CLOSED / EXECUTIVE SESSION: PERSONNEL			
Motion: EH seconded by PF			
Vote: all in favor			
MOTION	Enter: Motion: EH seconded by PF; Vote: all in favor Exit: JVD motioned to leave Executive session, Thiel seconded; all in favor		

Next steps / Upcoming

- Reminder: Board Retreat - April 18th at 11 am ET; CFWNC (Elizabeth's Board Room) 4 Vanderbilt Park Drive, Suite 300, Asheville, NC 28803
- 2015-2016 Budget coming at May Meeting
- Reminder to complete ED Evaluation; deadline extended to Monday, April 20th.

Meeting adjourned: TIME 9.00

Attachments:

Rebekah Barr, CPA PC

Certified Public Accountant

5422 Boswellville Road

Wilson, North Carolina 27893

Office: 252-230-6294 • Fax: 252-237-2426

Email: rbarrcpa@yahoo.com

March 2, 2015

Eric Hardy
The Franklin School of Innovation
21 Innovation Drive
Asheville, NC 28806

Dear Eric Hardy:

I hope this letter finds your school year running smoothly as the end of it is fast approaching. Before long it will be time for your annual financial statement audit again! I would be honored to serve your School as auditor again for the year ended June 30, 2015.

I will complete your School's audit for the year ended June 30, 2015 for a fee of **\$6,900.00** and completion of the 990 information return for **\$800.00**. If this bid is acceptable and you wish to retain my firm to complete your financial statement audit, please sign the enclosed engagement letter and audit contract and return one of each of them to me.

I am fully dedicated to the charter schools in North Carolina and would proudly serve any of the Schools in any capacity needed. If you have any questions or concerns throughout the year, please feel free to give me a call and I would be glad to discuss any issue that arises with you. Thank you for your consideration as your auditor this year.

Sincerely,



Rebekah Barr, CPA
Partner

EXECUTIVE COMMITTEE MEETING

MINUTES

DATE 04-09-2015

TIME 8 AM

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MEETING CHAIRED BY	Danielle Moser, Chair
NOTE TAKER	Katie Locke, Secretary
ATTENDEES INCLUDING GUESTS	Eric Hardy, Treasurer

ABSENT	Dave Torbett, Vice Chair
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Agenda topics

TOPIC: ACTION ITEMS		TIME: 807 CALLED TO ORDER	PRESENTER: DANIELLE MOSER
DISCUSSION	Review and put forth policy on Nepotism Review and put forth Calendar for 2015-2016 SY		
MOTION	<ul style="list-style-type: none"> • Exec Committee makes recommendation to approve Nepotism Policy per DPI direction. • Exec Committee makes recommendation to approve Calendar for 20165-2016 SY 		
TOPIC: FINANCIALS		PRESENTER: ERIC HARDY	
DISCUSSION	<p>Discussion around budget for 2015-2016 SY, conservative estimate using 370 students for ADM and budgeting purposes. Draft Budget for 2016-2017 will be available at May board meeting, for approval in June. Eric discussed budget, they Finance Committee is waiting on some numbers.</p> <p>Discussion around enrollment, as it relates to staffing and budget. Reviewed current application numbers for next year.</p> <p>Budget based on conservative target enrollment: 370</p>		
TOPIC: ENROLLMENT		PRESENTER: DANIELLE MOSER	
DISCUSSION	<p>ADM for 2014-15 based on 281; students expressing intent to re-enroll: 238 (85% retention rate)</p> <p>Applications for 2015-16 SY – Numbers by Grade: Class of 2022, 6th grade - 96/106; 11 siblings; 117 applications Class of 2021, 7th grade - 96/106 (Re-enroll 105) 39 applications- 3 siblings (Sibling lottery will be first, then applicant lottery to determine place on waitlist) Class of 2020, 8th grade - 72/78 (re-enroll 58) 34 applications- 3 siblings Class of 2019, 9th grade - 56/60 (re-enroll 39) 48 applications - 0 siblings Class of 2018, 10th grade - 56 (re-enroll 36) 15 applications - 0 siblings</p>		
TOPIC: DIRECTORS REPORT (PERSONNEL, ACADEMICS)		PRESENTER: MICHELLE VRUWINK	
DISCUSSION	<p>Michelle updated on Hiring for 2015-2016. Anticipate a need to hire 5 lead roles.</p> <p>Michelle reported on preparation for End of Year Tests, a number of strategies are being implemented across the grades and curriculum. She will report out (top line) at board meeting/retreat.</p> <p>MAPS Assessments (assessment tool by NWEA) will be done with 60 kids- for roll out in the Fall and Spring... next year ... all students will be targeted in future years.</p> <p>Discussion around a School Improvement Committee- Task Force Consisting of EM, Two faculty members, two parents and one board member, with the focus on supporting student academic growth.</p>		
ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE
Discuss with board plan to add School Improvement Team and Marketing Committee		Danielle Moser	04-14-2015

Meeting adjourned: 955 am

FACILITIES COMMITTEE MINUTES

MINUTES

DATE 3/18/2015

TIME 6:30PM

LOCATION: ABC, HENDERSONVILLE RD

MEETING CHAIRED BY	Andrew Zetterholm
NOTE TAKER	Andrew Zetterholm
ATTENDEES INCLUDING GUESTS	Andrew Zetterholm, David Brigman, Mo Moser, Dave Wells
ABSENT	Jonathan Nameth, Mark Marshall

Agenda topics

TOPIC: PHASE 1 SITE CLOSE OUT AND PUNCH LIST		TIME:	PRESENTER:
DISCUSSION	Several items requiring approval and sign off from the architect, 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.		
MOTION	NA		
ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE
Set up meeting with architect ASAP to discuss punchlist and do final walkthrough if not completed already.		Dave Wells	
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. Since the initial intent was for the Facilities Coordinator to act as a coordinator, perhaps now is a good time to consider hiring someone that he would supervise to allow him to get to more projects and repairs, as well as coordinate work with trade contractors.		
MOTION	NA		
ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE
Discussion with Michelle regarding current roles and responsibilities of Facilities Coordinator, and possibility of hiring part time help with facility cleaning to alleviate the strain.		Andrew Zetterholm	
TOPIC: MONTHLY DATE AND TIME FOR REGULAR FACILITIES COMMITTEE MEETING		TIME:	PRESENTER:
DISCUSSION	FYI ONLY: Will meet from 6:30-8:00 on the Wednesdays. April 22 nd , May 13 th , June 17 th at Atlanta Bread Company on Hendersonville Rd.		
MOTION	NA		
ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE
NA			
TOPIC: PROJECT MANAGER FOR INSTALL AND UPFIT OF NEW CLASSROOMS AND OFFICE SPACE		TIME:	PRESENTER:
DISCUSSION	FSI 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 at cost. 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
-Dave Wells to meet with David Brigman on site to walk through buildings to be installed. -Dave Wells to meet with architect to determine what will be needed by City to get permits.		Dave Wells/David Brigman	
TOPIC: SITE SECURITY		TIME:	PRESENTER:
DISCUSSION	Site Security at the school needs to be improved, without outdoor lighting, and with the buildings being back off the road, it is only a matter of time before the buildings are broken into. The buildings need to be equipped with alarm systems, and there needs to be some physical security measures installed at the entry and exit of the school (gates).		
MOTION	Install entry and exit gates on the driveways, and install security system in each building.		
ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE
-Price security system, and has volunteered to coordinate volunteer install labor force.		-Mo Moser (security system)	

-Price and install gates when appropriate during install and upfit of new buildings this spring/summer	-Dave Wells (gates)	
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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. He should have pricing in hand by the end of next week. At which point a decision will need to be made regarding location of courts.		
MOTION	NA		
ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE
Pricing reported to committee		David Brigman	

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. Mo Moser will provide a copy of previous charter school facilities budget to begin discussions. For example, line items will include building maintenance, mowing, building cleaning, waxing floors, HVAC Maintenance, snow removal to name just a few.		
MOTION			
ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE
-Supply facilities budget to begin modeling FSI facilities budget.		-Mo Moser (Budget)	
-Discuss maintenance responsibilities for current buildings with Michelle		-Andrew Zetterholm (current need)	

Facilities Committee Meeting adjourned: 8:06PM

Confidential: Personnel Update / Staff Projections

At this time all teachers who are being offered a contract have indicated they will return. Four teachers have been informed that we are not at this time prepared to offer a contract.

Dean Update: candidates are in process of interview.

Staffing Needs Anticipated for 2015-16-

- 6th Grade - None
- 7th Grade - Math
- 8th Grade - Math or Science, Social Studies
- 9/10- Science & ELA
- Other needs:
- Lit Lab
- Art
- Music –full time
- EC - Assistants/Lead - Unsure at this time

Wish list:
Guidance Counselor