

**Facility Planning Committee Meeting
January 13, 2014**

Attendees:

Jordan Ford
Melissa Medina
Gary Pooley
Christa Ray
Ann Marie Roder
Melanie Spall
Rob Kalinsky

Minutes:

No.	Issue	Discussion	Owner	Old Action	New Action
1	Interface with Cushman.	(1) Develop a timeline of the major milestones of a new construction project (2) Move forward with the reporting necessary to undergo a positive review and comment with MDE (3) Develop preliminary cost numbers for a k-8, 4 section school.	Ann Marie		FPC anticipates beginning regular meetings with Cushman. Ann Marie will schedule a time to meet with Cushman.
2	Identify and vet counsel to assist us in understanding the necessary legal components of a positive review and comment with MDE and the purchase of land.		Jordan F.		Jordan will explore retaining counsel to assist in the review and comment portion of the expansion process.
3	Identify and vet a project management team / owner's rep for new construction.		Gary P.		Gary will identify several individuals that could act as an owner's representative for Beacon Academy.
4	Reach out to Nova Academy and possibly other charter		Rob K.		Rob will try to schedule time for the

	schools (Kaleidoscope / Athena, Spectrum) to learn what we can from their processes and to schedule a time for FPC and the Board to tour the newly-constructed Nova facility (which was built by Cushman). (I have contact information for the project manager at Nova.)				Board to tour one or more charter school expansion sites.
5	Secure a second campus to begin school expansion.	Consider expansion options at Open Door and other sites.	Jordan F. Melanie S.		Jordan will continue to explore options for more space for short term expansion.
6	Identify an entity for validating financial and enrollment numbers.		TBD		
7	Interaction with IQS / FOB reporting.	Assure that IQS is kept informed of the school's expansion efforts.	Jordan F.		Jordan is scheduling a time to meet with IQS and address any FOB issues.