

**Facility Planning Committee Meeting
February 10, 2014**

Attendees:

Jordan Ford
Gary Pooley
Christa Ray
Ann Marie Roder
Tom Branham
Sandie Jendro
Rob Kalinsky

Minutes:

No.	Issue	Discussion	Owner	Old Action	New Action
1	Interface with Cushman.	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 1. FPC anticipates beginning regular meetings with Cushman. Ann Marie will schedule a time to meet with Cushman. 2. Paul recommended holding off on regular meetings until vision is set by board. 3. Need to start building by Sept, with 5 month lead time to get there. 4. Current projects <ol style="list-style-type: none"> a. tour community life church (Jaclyn)-before 2/10 b. call and potentially tour other church Jordan mentioned- Maple Grove Covenant (only 4-6 classrooms) (Jaclyn)-before 2/10 c. call Osseo schools about excess space (Paul)-before 2/10 d. call nonprofits we mailed letter to (Dorinda)-by 2/13 e. create 4 financial models for board 	Continue to engage CWN as appropriate.

				<p>(Paul). he can work with Keith if needed-by 2/13</p> <ul style="list-style-type: none"> f. reach out to Jim Eichten (MMKR) to get a cost quote for financial projections, and ask if Dennis at CLA can also do (Paul)-due asap g. talk to other schools about their facilities operating costs (Prairie Seeds, St. Croix Prep), and what can you do to lower costs (cleaning less, etc.)- (Paul)-by 2/13 	
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.		Consider using Damon Fraser from Nova.
3	Identify and vet a project management team / owner's rep for new construction.		Gary P.	<ol style="list-style-type: none"> 1. Duluth Edison did not use outside agency. 2. Jordan contacted Damon Fraser from Nova <ol style="list-style-type: none"> a. Commercial real estate lawyer b. hourly rate of \$125 3. Gary will provide a list of names, too. 	Discuss the option of an owner's with the Board. If the Board wishes to proceed, review the list of owner's reps and start the process of selection over the next 2

					months.
4	Reach out to Nova Academy and possibly other charter 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.)		Rob K.	Cushman will set up time.	Review next month.
5	Secure a second campus to begin school expansion.	Consider expansion options at Open Door and other sites.	Jordan F. Melanie S.	1. Cushman will set up walk-throughs. <ul style="list-style-type: none"> a. New Life Community Church 	Jordan will continue to explore options for expansion.
6	Identify an entity for validating financial and enrollment numbers.	<ol style="list-style-type: none"> 1. incorporating expansion staff modeling 2. various inflation scenarios 3. costs related to ongoing repairs & maintenance 4. operational expenses associated with building ownership 5. costs 	TBD	<ol style="list-style-type: none"> 1. Referral from Keith - Mark Beltz (not interested) 2. Cushman contacts <ul style="list-style-type: none"> a. Jim Eichten and MMKR b. \$5,000 investment 	FPC recommends that the Board approve the expenditure of up to \$5,000 for this analysis by an independent auditor selected by the FPC.

		<p>associated with relocation</p> <p>6. costs associated with program expansion</p> <p>7. capitalized interest idiosyncrasies</p> <p>8. developing plans for future significant expenses like new roofs/heat plants</p> <p>9. landscaping + recurring building/grounds</p> <p>10. appropriate facilities insurance</p> <p>11. property management contracts</p>			
7	Interaction with IQS / FOB reporting.	Assure that IQS is kept informed of the school's expansion efforts.	Jordan F.	Need to make sure FOB is properly formed.	Continue to work with IQS to assure that FOB is properly recognized as an ABC.
8	Grant money for expansion - CSB				Review next month.