

**FSUS CHARTER BOARD OF DIRECTORS
DRAFT MINUTES**

Workshop

Tuesday, December 11, 2007

3:30 p.m., FSUS Conference Room

Members Present: Robert Broome, Chair; Dr. Robert Bradley, Vice Chair; Dean Marcy Driscoll; Melanie Hester; David Leeka; Joy McKenzie; Dr. Laurie Molina; Mary Liz Moody; Dr. Ken Redda; Deputy Lonnie Seay; Pamela Wainwright

Members Absent: Hetal McGuire; William Weir

Ex Officio Members Present: Jesse Jackson, Dr. Rodney Ryan; Neal Trafford

Staff & Others Present: Nancy Ashman, Johnson Controls; Dan Bailey, FSUS Dean of Students; Deborah Brown, Johnson Controls; Lisa Gardner, FSUS Administrative Specialist; Gary Habib, FSUS Curriculum Coordinator; Marvin Harvey, FSUS Resource Officer; Felicia McDade, Johnson Controls; John Moyle, Legal Counsel; Kate Wasson, Administrative Assistant, FSUS Board; Sue Weathersbee, FSUS Chief Financial Officer

The meeting was called to order at 3:30 PM.

1. Johnson Controls Feasibility Assessment

Chair Broome welcomed Deborah Brown, Nancy Ashman and Felicia McDade from Johnson Controls, Inc (JCI) to the meeting. Ms. Ashman explained JCI facilitates self-funded school building improvement projects through performance based contracting. She indicated JCI had conducted a feasibility assessment for such a project at FSUS, a preliminary copy of which had been previously e-mailed to the Board.

Ms. Brown conducted a PowerPoint presentation on the assessment's results. She began with an overview of performance based contracting, indicating its main benefits are the elimination of risk to FSUS in two major ways: 1) the installation price for the entire project would be fixed upon contract signature; and 2) JCI guarantees the savings projected through building improvements will occur. FSUS would be reimbursed by JCI in the event savings are not realized.

Ms. Brown explained current conditions at FSUS which warrant improvement include: inefficient building automation and controls; inefficient chiller pumping system; outdated computer equipment; inefficient cooling of computer equipment; outdated lighting; lightning damage; maintenance staffing issues; and high waste management expenses. She informed the Board that JCI could provide FSUS with a 15-year improvement plan which could reduce operating costs by up to \$300,000 per year. These savings could fund both the facility and services improvements over the life of the program, and potentially offer excess savings for investments. She indicated JCI offered

a flexible financing program, with several options available to FSUS. Chair Broome asked what the project timeline would be. Ms. Brown informed him that should the Board decide to move forward with the program, a Project Development Agreement (PDA) would need to be finalized and a contracting vehicle secured for financing. With a PDA in place by January, 2008, improvements could begin in March, 2008, with the contract guarantee period beginning as early as August, 2008. She indicated JCI would provide FSUS with several project models and their associated costs from which to choose. Chair Broome asked what the initial costs for the program would be. Ms. Ashman informed him there would be a \$15,000 charge associated with project development. The charge could be added into the total financing of the project should the Board move forward at that point. If the Board chose not to pursue the project after the plan was developed, the \$15,000 would be due at that time.

Chair Broome thanked JCI for their presentation and indicated the Board would be in contact with them regarding its decision by January. He informed Mr. Moyle he would send a copy of the PDA to him for review prior to any action by the Board.

2. FSUS/FSU Collaboration & Goals

Dean Driscoll informed the Board she had no updates at this time.

3. Building Plan Update

Mr. Trafford reported the narrative section of the building plan had been completed by the architect and previously e-mailed to the Board. He informed the Board the schedule had been accelerated, with the opening of Phase I now set for 8/3/09. Mr. Jackson noted the earlier date still provided plenty of room for delays if necessary.

Mr. Trafford reported the Phasing had been developed based on the budget numbers for each portion of the project. As such, the construction of the media center had been moved to Phase II. Dr. Bradley asked what the total cost of Phase I is under the current plan. Mr. Trafford informed him it is \$4.9 million. He noted Phase II costs are not yet finalized.

Dr. Bradley noted there was language in the report regarding the FSU/FSUS relationship which affected the signature authority for the project. Mr. Trafford acknowledged he was working on the issue, and would continue to follow-up. Chair Broome and Dr. Bradley both agreed it would need to be resolved prior to the finalization of the contract. Chair Broome asserted that as the building funds were specifically allocated to FSUS for the project, the final contract authority should reside with FSUS and not FSU. Dr. Bradley asked Dean Driscoll to review the language in question. Dean Driscoll agreed.

4. Request for Expulsion: “Student H.”

Mr. Bailey distributed information regarding the request for expulsion of Student H. He indicated the expulsionary offense had involved a knife and had been turned over to Officer Harvey for investigation. Mr. Bailey explained the parent has since withdrawn the child from FSUS and has not contested the request for expulsion. Mr. Jackson informed the Board their approval of the expulsion was needed even though the child has been withdrawn from school; FSUS includes the record of expulsion as part of the student’s record transfer to his or her new school. Chair Broome noted Student H. has

already been enrolled at a new school as “withdrawn” from FSUS. He asked if future record transfers could list the child as “pending expulsion” so as to provide a more complete picture to the new school. Mr. Bailey and Mr. Jackson noted they did not believe it would be legal to do so. Mr. Moyle indicated it was likely the receiving school’s obligation to inquire why a child was withdrawn. He asked if FSUS could proactively send a notice of expulsion. Mr. Bailey explained they could, as long as it was a part of the student’s record. Mr. Jackson informed the Board FSUS should try to do all it can legally to make the new school aware of the student’s actions, particularly when they involve a zero-tolerance offense.

5. Executive Committee Report: FSUS Director Position Vacancy & FSUS Organizational Review and Proposal

Chair Broome reported the Executive Committee had met regarding both the FSUS Director vacancy and the organizational review proposal. He informed the Board that unfortunately, movement on the appointment of an interim director had been slower than anticipated. He noted that one major snag had been the Board’s decision to prevent an interim director from applying for the permanent position. He reported the Executive Committee had found a potential interim director from the College of Education who has since decided to consider application for the permanent job. Chair Broome assured the Board the Committee would continue to move forward with the search, and offered to report back at the January meeting.

Chair Broome reported the Committee has been working with a company in town on contracting a management and administration organizational review of FSUS. He noted it may be possible to tie the organizational review into the educational system survey. The total cost, including the educational survey, would likely be in the \$40,000 to \$50,000 range. Dean Driscoll reported the College of Education has a broad-purpose auxiliary fund which could be used for the review. Chair Broome noted that this review, in conjunction with the FSU/FSUS collaboration effort should give the Board a much better picture of the school’s current status and future direction. He explained it would also be critical to the development of the director’s job description. He informed the Board the study will likely take 90 days, and will require the Board’s approval to begin the process. Dr. Bradley urged the Board to consider action in time to have an advertisement posted for the director position by April

6. Other Business of the Board or Administration

Chair Broome informed the Board he had received an e-mail from a teacher asking the Board for its support in providing additional vocational training in child care. Mr. Jackson noted that with the decrease in the average age of most of its teachers, FSUS could benefit from on-site child care. Dr. Molina agreed. Mr. Leeka asked if the Board was aware of the specific state license requirements for a child care facility. Dr. Molina indicated Leon County Schools currently has an excellent child care program for its staff and teachers; she offered to find additional information on it. Mr. Trafford noted one major issue in providing such a facility for FSUS would be finding the space. Chair Broome agreed. However, he suggested that as the Board moves forward with the building plan, the idea could be considered for the future.

Ms. Weathersbee updated the Board on the receipt of student activity fees. She reported only 81 students still owe the fee, noting these students will be provided with one additional deadline prior to facing withdrawal for non-payment. She indicated a total of \$20,700 has been collected to date, which is an improvement over the same time last year. She offered to update the Board again at the next meeting.

Ms. Weathersbee reported on the most recent meeting of the Financial Committee. She noted the Committee would likely be recommending an increase in the activity fees for the 08-09 school year. She reported there has not been an increase in these fees for the last four years, and the Committee believes it may now be necessary.

Ms. Weathersbee also reported the Committee had received a memo from DOE regarding the general revenue shortfall. She noted the FSUS budget has already been reduced by \$158,000, and the memo suggests there will be additional cuts required. Dr. Bradley asked if DOE has indicated how and when the next cut will be implemented. Ms. Weathersbee informed him they had not. Mr. Jackson noted the cuts would likely affect any potential increases to faculty salaries. Chair Broome agreed and stressed the importance of notifying the teachers that budget cuts will be required, and the overall cost of operating the school will be increasing.

Ms. Weathersbee informed the Board the school's CPA firm had nearly completed their financial audit of FSUS and had provided her with a draft copy. She offered to distribute it via e-mail in time for the January Board meeting. Dr. Bradley asked if the preliminary report had indicated any issues about which the Board should be concerned. Ms. Weathersbee informed him it did not.

Mr. Moyle distributed information on several key bills he would be following during the 2008 legislative session. He noted the Green Schools Pilot Program, if approved, could potentially help fund the JCI project. Mr. Moyle also reported St. Joe had previously made a request for Board documents regarding the release of funds. He informed the Board he had collected the documentation and was conducting some analysis prior to forwarding them to the Board.

With no other business, the meeting was adjourned at 5:33 PM.