

1. Call to order @6:04PM

2. Roll Call

Present	Chair	Board Members
X	G	Melanie Persellin - President
X	C	Katie Rowles Perich
NP	I	Idara Uko - Vice-Chair
X	A	Sara Sweeney
X	B	Brenda Maulik
X	F	Sana Soussi
X	E	Durowaa Agyeman - Secretary
X	D	Jacob Stith
X	H	Emily Uhl - Treasurer

Guests
Jack Shields - Exofficio
Julie Kresh - Policy Chair
Amy Erendu - Academic Director
Jason Ulbrich Eagle Ridge Academy
Abby Marta

3. Reading of Mission Statement and Real Life Examples 1 minute

DaVinci Academy of Arts and Science will cultivate a passion for learning through an enriched and individualized approach to education. The DaVinci community will work together to ensure positive character development and build a strong foundation for continuous learning.

- Second graders had their Olympics, and it was great to see families and students dressed up.
- Second graders are finishing their publications through Student Treasures to put together a book, *The Pet I Would Get*. They have done research on animals that are not usually kept as pets and collaborated their research with an art piece.
- 5th and 8th graders went to the MN Zoo for their Zooms project, and they did super well! Shoutout to the 5th graders who got 1st place!
- The History Day regionals competition and about 24 of them made it to State! Also, shout out to Ms. Boughton for guiding the students with their research.

See the attached IED Report for more celebrations!

4. Community Comment 10 minutes

Community Comment is the only open forum portion of tonight’s meeting and is an opportunity to present an issue or concern to the Board of Directors. There is a maximum of ten minutes set aside for Community Comment. Each presentation should be limited to no more than two minutes. I invite you to review DVA policy 206 in regard to the procedure followed to assure open and orderly public discussion as well as to protect the due process and privacy rights of individuals under the law. Similarly, per DVA policy 206 except as determined by the School board to be necessary or in an emergency, the school board will not take action at the same meeting on an item raised for the first time by the public. There is a countdown clock/timer that will be in place and used to provide each individual permitted to speak with a visual of their permissible time.

Thank you for coming.

- No comments.

5. Adoption of Agenda and Addendums 2 minutes

- Motion to adopt the agenda as revised by Sana, seconded by Brenda, it passes.

6. Formally Seat Community Seat C

- Katie Rowles-Perich was formally seated to Community Member Seat C.

7. **Consent Agenda**

7.1 DONATIONS

Unrestricted donations: available for viewing in the office

Restricted donations:

- No notifications of restricted donations

7.2 BOARD MEETING MINUTES

February 26, 2024 Regular Board Meeting

- Motion to approve the Feb 26, 2024 regular meeting minutes by Melanie, seconded Durowaa, it passes.

February 12, 2024 Special Board Meeting

- Motion to approve the February 12, 2024 Special Board meeting minutes by Sara, seconded by Sana, it passes.

February 26, 2024 Annual Board Meeting

- Motion to approve the February 26, 2024 Annual meeting minutes by Brenda, seconded by Emily, it passes.

8. **Introduction to the community of Jack Shields as the Interim Executive Director and introduction of Jason Ulbrich from Eagle Ridge Academy and Brett Wedlund from Nova Classical Academy as consultants.**

Interim Leadership: The Board has appointed Jack Shields as the Interim Executive Director. Jack brings over 20 years of experience leading schools and is currently the Middle School Principal and the Special Education Supervisor. We are confident in Jack's ability to steer the school during this transition period. Jack will delegate his current Special Education Supervisor role as he takes on the Interim Executive Director role (more details will be forthcoming).

Consulting Agreement: DaVinci Academy is in a great position to have thriving sister charter schools under our Friends of Education (FOE) Authorizer. It is common for charter schools to support each other during challenging times and in times of transition. To this end, the Board of Directors has agreed to enter into a consulting agreement with Jason Ulbrich of Eagle Ridge Academy and Brett Wedlund of Nova Classical Academy. Jason and Brett are well-respected, seasoned Executive Directors at their respective schools. They will work closely with Jack Shields and DaVinci's Administrative Staff, by providing support in several areas, including (but not limited to) financial and operational projects, and support in the search for a new Executive Director. We are honored that they have agreed to support our school, and we believe this puts us in the best position to ensure the continued success of the school.

9. **Discussion- Administration Updates: Ulbrich and Shields 30 minutes**

Update regarding enrollment, activities and events at school, open positions for employment, and community involvement.

- See the attached document (note to self: attach IED report)
- We have a limit of 18 projects that could be taken to regionals for History Day, and DVA had 18 projects (the max) qualify for regionals!
- We have 6 sections of Kindergarten and plan to keep the 6 sections of Kindergarten for next year to initiate a bubble class.
- Just received bids for three transportation companies that will be received by the Finance Committee.
 - All of the bids are at market value, and Kottkes brought their percent increase down from 52% to about 40-45%.

- Kottkes is the preferred vendor as they have the lowest bid. The finance committee will look over the bids in their April meeting before the vendor can be officially approved.
- 75% of staff have indicated that they would like to take part in the focus groups, which shows strong engagement.
- DVA Leadership is working well with the two consulting EDs to plan ahead for next year.
- Question for the Board: What governance structures or practices would support and hinder the incoming Executive Director?
- For charter schools that were smaller that have become larger, like DVA, they often lose creativity and innovation because they run on past practices that are not efficient for the size and culture of the school.
 - The next steps would be thinking about a systems approach to efficient practices.
- For the MSBA Executive Director search, our search team would like to propose a hybrid model that personalizes the interviewing/hiring process.

10. Academic Update: Erendu 15 minutes

Provide update on curriculum, testing and updates regarding continued use of NWEA MAP and Fastbridge for grades K-3.

- Curriculum
 - Plans for Curriculum Development with teachers this summer with QComp funds.
 - New science standards
 - Language arts for 2025-26 changes
 - Specials
 - New electives will be added depending on teachers' licensure and student survey results on elective interests.
- Professional Development
 - Last Professional Development workshop was on cultural competency teaching strategies.
 - PBIS
 - Press, an intervention program in elementary, to help with students struggling with reading.
- Testing
 - MCA testing is upcoming.
- Read Act
 - Must screen students K-3 for dyslexia at least twice per year
 - They will come up with an approved screener for grades 4 and 5 in the future.
- Next year, science teachers will be trained in science and reading techniques. Information will be forthcoming.

11. BOARD COMMITTEE Updates MEETING DATE

- 11.1 Finance Committee & Treasurer's Update: March 20, 2024
 Review monthly financial report.
 Discuss the inclusion of ERC funds in the Fund Balance to prepare for budget planning.
- Working with SMS to get differently formatted reports, which would be good because we would get to see the bond covenant number.
 - Recommendation that we include ERC funds in our bond calculations.
 - Corrective Action Plan was reviewed and has been approved by the finance committee. The Board will have to approve the CAP as well.
 - Objective: provide a draft budget to the finance committee during the April meeting.

Board Action

- Motion to approve the financial reports as attached by Jake, seconded by Sara, it passes unanimously.
- Motion to approve the increased enrollment of an additional third grade class, the 3rd grade bubble class, in addition to the continuation of the Kindergarten bubble class by Emily, seconded by Brenda, it passes unanimously.
- Motion to approve the use of Fastbridge for the K-3 assessments in lieu of the MAP testing by Emily, seconded by Durowaa, it passes unanimously.

11.2 HR/Compensation Committee: March 20, 2024
 Review the results from the HR Committee February Staff Engagement Survey Responses.

11.3 School Development Committee: Did Not Meet
 Update regarding the spectacular March 2, 2024 Gala.

11.4 Policy Committee: March 8, 2024

12. Old Business

12.1 Review of Election Timeline Agyeman **15 minutes**

The deadline for Nominations for the following:

- Teacher Member/Seat A (currently held by Sara Sweeney)
- Teacher Member/Seat B (currently held by Brenda Maulik)
- Community Member/Seat C (currently held by Katie Rowles-Perich)
- At-Large Member. Seat I (currently held by Idara Uko)

All of these positions carry three-year terms, commencing in June 2024. The board asks that you seriously consider getting involved and participating in this rewarding opportunity. Nominate yourself, or nominate someone you feel has the competence and vision to provide skilled governance for our school. **Nominations are due by March 28, 2024.** Our goal is to ensure that individual members of the board bring the necessary skills and commitment to continue our efforts to fulfill the mission, vision, and goals of our school.

- All nominees will receive an information packet containing detailed descriptions of the requirements of board service by April 1, 2024. It will also contain a Candidate Questionnaire for each nominee to complete. Nominees must submit this completed questionnaire to become an official candidate for election by April 8, 2024.
- With the information from each candidate, the board will compile a Voting Guide that lists the candidates, their qualifications, and their views on school governance. All stakeholders will receive the Voting Guide on April 15, 2024.
- You will be invited to a Candidate Forum that will take place at the school during the school board meeting on Monday, April 22, 2024 at 6:30 pm. This forum will provide an opportunity to meet and question all candidates running for election. All candidates are expected to take part in the forum.

- Voting will begin on Monday, May 1, 2024, and end at 4:00 p.m. on Monday, May 28, 2024.
- Election results will be announced at the regular board meeting on May 28, 2024, at 6:00pm.

12.2 Review of Policies for Consideration at April Board meeting Kresh 20 minutes

Review of significant revisions to the following DVA policies. The policies will be reviewed by the community and brought before the Board at the April Board meeting for action/resolution on the approval of said revisions.

Review DVA policy 425 Staff Dress Code Policy
Review policy 504 Student Uniform/Dress Code Policy
Review new policy 503 Student Attendance
Review policy 546 Comprehensive Attendance Policy
Re-number to 503 Addendum Student Attendance Procedures

13. New Business – Discussion/Action items

13.1 Review MSBA Proposal regarding Executive Director Search Ulbrich 15 minutes

Review MSBA Executive Search Summary of Services, dated March 15, 2024 providing detailed information regarding Full Search and Limited Search. Action/Resolution for Board to consider whether to retain MSBA for assistance in the ED Search and Selection. We have established a small team, consisting of a Board member, a Staff member, and Jason Ulbrich to go forward and explore initial options available from the Minnesota School Board Association (MSBA) and Recruiting Firms in regards to conducting an Executive search. Board action/Resolution to form ad hoc ED Search and Selection Committee to conduct a thorough search for a permanent Executive Director. The committee will outline the selection criteria, review applications, and conduct interviews to identify the most qualified candidate.

- Motion to enter into a contract with MSBA and approving a full search subject to the hiring committee's hybrid modifications by Melanie, seconded by Sana, it passes unanimously.

13.2 Approval of the 2023 Corrective Action Plan Uhl 15 minutes

Review and discuss the DaVinci Academy of Arts and Science Corrective Action Plan in Response to SY 2022-2023 Audit by MMKR. Action/Resolution for Board to consider is the approval of the Corrective Action Plan as signed by Jack Shields and Julie Schrieber.

- Motion to approve the Corrective Action Plan as attached in the Board packet by Emily, seconded by Katie, it passes unanimously.

14. Closed Meeting Board 20 minutes

The Board will close the meeting pursuant to Minn. Stat. 13D.05, subd. 3, which permits the Board to close the meeting to evaluate the performance of an individual who is subject to its authority; namely Mr. Jack Shields, the Interim Executive Director. The Board will summarize its discussions at the next open meeting. The Interim Executive Director has the option to have all evaluation meetings open to the public. The Board will discuss the Interim Executive Director's salary and eligibility for compensation for the change in responsibilities.

- The meeting was closed at 7:45pm.
- Motion to table the discussion of the Interim Executive Director's compensation following the presentation of the allocation of leadership duties and the draft budget by Melanie, seconded by Emily, it passes unanimously.
- Motion to reopen the meeting by Melanie, seconded by Emily, it passed unanimously.

- The meeting was reopened at 8:06pm.

13. Meeting Assessment and Closing Thoughts 2 minutes

14. Adjourn Meeting

Motion to adjourn the March 25, 2024 meeting at 8:08pm by Katie, seconded by Melanie, it passes unanimously.

Actual End Time: 8:08 pm

Estimated end time: 9:00 pm

IED Report to the DVA Board
March 25, 2024

Celebrations:

- 1st Grade Animal Adventure (Ashley Forhman, Allison Smith, Bella Anderson, Gayle Matuke, Katie Mannella)
 - Amazing evening having the 1st grade students share a musical concert and the work they've done with their writing and research. It was a great turnout of families that came to enjoy the evening.
- State Science Fair (MJ Bakken, Rebecca Fields, Siobhan Payne)
 - Two 8th grade students competed at the state science fair this weekend. Sae earned a Gold Award and Bethel earned a Silver Award. Top 5% of projects win the Gold Award and next top 10% win the Silver Award.
- Regional History Day (Rachel Boughton)
 - Our 7th grade students competed at the White Bear Lake Regional on Saturday. Our school had more projects move on to the state competition (11 of 18) than any other school.
- MN Zooms Competition (Nikki Brown, Vanessa Arboleda, Siobhan Payne)
 - 7th Grade: 2nd place Exhibition Design
 - Renaissance: 1st place winner and Creative Interpretation Award
 - 4th Grade: Conservation Award
- Twin Cities Regional Spelling Bee (Stephanie Severson)
 - 8th grade student, Izzy H, made it to the 4th round of the bee, and the winner won in the 5th round.
- Staff Presentation
 - Board members presented to the staff on Monday, March 18 regarding Executive Director change. The staff asked many questions and the Board did well presenting. Brett, Jason and Jack were also available to answer questions.
 - Later in the morning Jason and Jack presented to the staff a more detailed glimpse of what the change would look like and how we are trying to make this as little disruption to their work and our students as possible.

Enrollment:

23-24 Grade	Grade #of seats	Enrolled	Offers Out	Wait List
KG	126	108	0	4
1st	104	99	0	19
2nd	104	101	0	71
3rd	104	99	0	11
4th	104	100	0	30
4REN		11	0	
5th	104	98	0	0
5REN		15	0	
6th	127	115	0	1
7th	127	112	0	3
8th	127	88	0	0
	1027	946	0	139

24-25 Grade	# of seats	Completed Paperwork	Offers Out	Wait List
KG	100	95	5	33
1st	0	0	0	33
2nd	5	4	1	44
3rd	3	2	1	42
4th	5	5	0	27
5th	3	3	0	25
6th	9	7	2	17
7th	6	5	1	2
8th	7	2	2	0
Totals	138	123	12	223

- This year we have six sections of kindergarten, and the plan was to move the “bubble” class up to first grade for the 24-25 school year. However, with the attrition we had throughout the year, we can move our current number of kindergarten students into the current four 1st grade sections. Therefore, with our waiting list for the 24-25

kindergarten, we would like to have the six sections of kindergarten again in the 24-25 school year.

- This is the last year of the self-contained Renaissance classroom. We would like to create a fifth section of 3rd grade to utilize that classroom to increase enrollment.
- Continuing the kindergarten bubble class and adding the 3rd grade bubble class puts our potential enrollment at 1024. This includes K-126, 1st-104, 2nd-104, 3rd-130, 4th-104, 5th-104, 6th-120, 7th-120, and 8th-92.

Miscellaneous:

- Gala net earnings were \$30,000
- Transportation bids
- Approve expenditure for K-3 Fastbridge contract