

1. Call to order @6:00PM

2. Roll Call

Present	Chair	Board Members
X	G	Melanie Persellin - President
NP	C	Katie Rowles-Perich
X	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 - Ex officio
Jason Ulbrich - Consulting ED
John Ward - MSBA

3. Adoption of Agenda and Addendums 2 minutes

Motion to approve the Apr 8, 2024 meeting agenda by Emily, seconded by Sana, it passes.

4. MSBA Executive Director Search Planning Board 60 minutes

The Board will participate in a planning meeting with representatives from MSBA regarding our Executive Director search.

- The Board met with John Ward from MSBA and finalized the timeline and brochure for the Executive Director search. Please see the attached timeline and brochure.
- The Board finalized pre-screening application questions for Executive Director candidates.

Adjourn Meeting

Motion to adjourn the meeting at 7:12pm by Melanie, seconded by Emily, it passes.

Actual end time: 7:12 pm

Estimated end time: 7:30 pm

DaVinci Academy of Arts and Science – Executive Director Search Timeline

April 8, 2024 (6:00 pm, Special Meeting)	Planning meeting – Board adopts search timeline, reviews hiring criteria, search procedures, market positioning, and stakeholder involvement
April 10 – April 17, 2024	Stakeholder survey open
April 15, 2024 (4:00 pm)	MSBA facilitates virtual informational Q&A session
April 10, 2024 – April 29, 2024	MSBA posts opening on websites (MSBA, MASA, EdPost, Revelus), advertises position vacancy, receives applications, and responds to applicants' inquiries
April 29, 2024 (6:00 pm, Special Meeting)	Board meets for interview training, and to discuss stakeholder report, interview questions and procedures
April 29, 2024	Application Deadline
April 30 – May 6, 2024	MSBA conducts screening, preliminary verification of references, pre-interviews of recommended applicants
May 1 – May 6, 2024	Board members review applications
May 6, 2024 (6:00 pm, Special Meeting)	Board meets to determine finalists, interview questions and procedures; MSBA reviews interview training
May 17, 2024 (4:00 pm, Special Meeting)	Board conducts first round of interviews
May 20, 2024 (5:00 pm, Special Meeting)	Board conducts reference checks and holds second round of interviews; Board selects lone finalist and sets negotiations process
May 21, 2024	Board designee begins negotiations of employment contract with lone finalist
May TBD, 2024 (Time TBD, Special Meeting)	Board meets to approve employment contract
July 1, 2024	New Executive Director reports to work

MSBA Executive Search Service



DaVinci Academy of Arts and Science is seeking an exceptional leader to serve as **Executive Director**

DaVinci Academy of Arts and Science is a tuition free K-8 public charter school located in Ham Lake, MN, and serves Ham Lake and the surrounding area.

School Points of Pride include:

- ◆ Focus on equity for all members of our community
- ◆ Very small achievement gap - our BIPOC students typically do as well as, if not better than, our white students
- ◆ Modified Year-round school - not a lot more days than most schools but a shorter summer with more breaks throughout the year, so students lose less over the summer (“summer slide”)
- ◆ Core Knowledge school
- ◆ Dedicated staff with a high retention rate
- ◆ PBIS - many systems in place geared toward holistic support for all students success
- ◆ State level recognition and/or awards for students participating in History Day, MN Zoo Zooms project, and the MN State Science Fair
- ◆ Grade groups offer family events during and after school to showcase student learning and achievement
- ◆ Diverse community that values a variety of different perspectives
- ◆ High level of parental involvement and willingness to volunteer
- ◆ On campus community events including Heritage Night, board game night, and our PTO’s carnival
- ◆ Staff and families are deeply invested in the success of the school and students

The school contracts out for food and transportation services.

By the Numbers

- ◆ Student enrollment: 950
- ◆ Licensed staff members: 80
- ◆ Non-licensed staff members: 57
- ◆ Principals/Asst Principals or Deans: 2/1
- ◆ Full-time Office staff: 8
- ◆ District buildings maintained: 1

Application Deadline

To be considered for this position, an applicant’s completed file must be received by MSBA prior to 11:59 p.m. on April 29, 2024.

School Pillars

Arts & Science Focus. DaVinci Academy will incorporate an arts and science focus across the curriculum to help students understand and appreciate the significance of these two disciplines in everyday life.

Enhanced Learning Experience. DaVinci Academy is committed to delivering an enhanced learning experience to each of its students, every day of the school year.

Differentiated Instruction. DaVinci Academy provides differentiated instruction to provide students with multiple options for taking in information, making sense of ideas, and showing mastery.

Character Development. DaVinci Academy has established a learning community of students, teachers and staff that model and encourage strong character development. This includes a respect for diversity and a sense of responsibility to the community and all of society.

Search Timeline

Announce Vacancy	April 10, 2024
Application Deadline	April 29, 2024
Applicant Screening	April 30-May 6, 2024
First Round Interviews	May 17, 2024
Second Round Interviews	May 20, 2024
Executive Director Begins	July 1, 2024

Leadership Profile

The DaVinci Academy Board of Directors seeks an executive director who:

- ◆ Develops trust and works collaboratively with diverse groups of stakeholders
- ◆ Acts with honesty and in an ethical manner with the Board, staff, and community
- ◆ Is a visionary, strategic, and creative thinker
- ◆ Is a “people person” with proven abilities in human relations and communications
- ◆ Has knowledge of or experience in Minnesota school finance
- ◆ Has knowledge of and experience with equity challenges and opportunities
- ◆ Develops and directs an effective leadership team

Previous experience as an Executive Director or Superintendent preferred.

Salary and Benefits

A competitive compensation and benefits package, with a salary of \$150,000, will be negotiated commensurate with experience and qualifications. Contract length is negotiable as provided in Minnesota statute.

Financial Highlights

General Fund Revenue:	\$ 13,702,793
General Fund Expenditures:	\$ 13,522,852
Unassigned Fund Balance:	\$ 2,557,809
General Fund Balance:	\$ 3,183,259

Screening Team

A team from the Minnesota School Boards Association’s Executive Search Service (MSBA) has been selected to assist the Board of Directors in securing and screening applicants. The search team will be led by John Ward, MSBA Associate Director of Leadership Development and Executive Search.

Mission Statement

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.

Deadline and Selection

MSBA’s Executive Search Service uses an online application process. Applicants begin the application process at mnmsba.myrevelus.com. To be considered for this position, an applicant’s completed file must be received by MSBA prior to 11:59 p.m. on April 29, 2024.

Contact John Ward at 507-479-0935 (jward@mnmsba.org) with questions.

Applicants are requested to not contact school board members.

DaVinci Academy of Arts and Science is an equal opportunity employer. The MSBA Executive Search Service is an equal opportunity search agency.

Deadline to apply: April 29, 2024