

1. Call to order @6:00PM

2. Roll Call

Present	Chair	Board Members
X	G	Melanie Persellin - President
	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 - Exofficio
Julie Kresh - Policy Chair
Amy Erendu - Academic Director
Jason Ulbrich Eagle Ridge Academy
Brett Wedlund Nova Classical Academy

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.

- DVA Volleyball competed against Centennial. The kids competed very well and demonstrated good sportsmanship. DVA got first place in the tournament!

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.

- Alison Reiter (2nd grade teacher)
 - Speaking in support of the budget plan that maintains class sizes. Increasing class sizes will negatively impact differentiated instruction and ability for teachers to provide individualized support for students. Further, Reiter feels that increasing class sizes would lead to teacher burnout.

5. Adoption of Agenda and Addendums 2 minutes

Motion to approve the April 22, 2024 Board agenda as amended by Durowaa, seconded by Jake, it passes unanimously.

6. Consent Agenda

6.1 DONATIONS

Unrestricted donations: available for viewing in the office

Restricted donations: None reported

6.2 BOARD MEETING MINUTES

March 9, 2024 Special Board Meeting

- Motion to approve the March 9, 2024 meeting minutes as revised by Sara, seconded by Brenda, it passes unanimously.

March 12, 2024 Special Board Meeting

- Motion to approve the March 12, 2024 meeting minutes as revised by Idara, seconded by Sana, it passes unanimously.

March 17, Special Board Meeting

- Motion to approve the March 17, 2024 meeting minutes by Sana, seconded by Durowaa, it passes unanimously.

March 25, 2024 Board Meeting

- Motion to approve the March 25, 2024 meeting minutes by Emily, seconded by Melanie, it passes unanimously.

April 8, 2024 Special Board Meeting

- Motion to approve the April 8, 2024 meeting minutes by Durowaa, seconded by Brenda, it passes unanimously.

7. Candidate Forum Board 50 minutes

There are four positions up for election: two teacher positions, one community position, and one at-large position. We have seven (7) candidates to fill the four (4) positions as indicated below.

- Teacher Board Member Candidate **Seat A:**
 - Sara Sweeney
- Teacher Board Member Candidate **Seat B:**
 - Brenda Maulik
- Community Board Member Candidate **Seat C:**
 - Sumera Islam
 - Katie Rowles-Perich
- At Large Board Member Candidate **Seat I:**
 - Sean Schwartz
 - Idara Uko
 - Colleen Vickers

This forum will provide an opportunity to meet and question all candidates running for election.

8. Discussion- Administration Updates: Ulbrich and Shields 15 minutes

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

- Please see the attached Interim Executive Director report.

9. Academic Update: Shields 15 minutes

Provide academic-related updates on curriculum, testing, or related items.

- Due to budget constraints, we decided not to move forward with the new science curriculum. The new curriculum would have cost around \$250,000, but teachers will be trained to make sure we are compliant with new Minnesota standards.
- We are in the middle of MCA testing. After MCAs are done, there will be a short break before MAP assessments.

10. BOARD COMMITTEE Updates MEETING DATE

10.1 Finance Committee & Treasurer’s Update:
 Reviewed monthly financial report.
 Reviewed 2024-25 Budget Proposals

April 17, 2024

- The next scheduled meeting will be during Intersession and may be moved a week earlier if there is conflict for regular attendees.
- Motion to approve the April finance report by Emily, seconded by Sara, it passes unanimously.

10.2 HR/Compensation Committee:
 No Updates.

Did Not Meet

10.3 School Development Committee:

April 17, 2024

- The gala was a smashing success. There were 177 seats sold and 160 filling those seats. We raised just over \$31,000 and we have good momentum for doing another gala next year. Thank you to the gala committee!
- We are working on either getting one lump sum sponsorship or other means of getting new sponsors for the golf tournament.
- We are looking for items for the raffle:
 - Getaways, movie tickets, sports tickets or memorabilia
- Thinking about doing a dual tournament with a nonprofit
- The golf tournament is Saturday, June 8, 2024

10.4 Policy Committee:
 No Updates

Did Not Meet

- The next meeting will be May 10th at 1 p.m.

11. Old Business

11.1 Election Process and Timeline Agyeman 15 minutes

Review election timeline, provide status update on the May 2024 elections, and call for volunteers to assist with ballot counting on May 28th, 2024.

- Nominations due March 28, 2024.
- 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 Tuesday, May 28, 2024.
- Election results will be announced at the regular board meeting on May 28, 2024, at 6:00pm.

- We will begin counting votes on May 28th at 3:30pm. The Board Secretary will reach out to previous volunteers and Board members who are not running for availability.

11.2 Update on Executive Director Search Maulik 10 minutes

Provide an update on the search for a new Executive Director.

- Candidates have to apply through the MSBA platform.

11.3 Review School Board Policies for Approval Kresh 30 minutes

Review of significant revisions to the following DVA policies. These policies were brought forward at the March Board meeting.

- Review DVA policy 425 Staff Dress Code Policy
 - Significant revisions
 - School board approval required
 - Change the word “staff” to “employee”
 - Motion to approve Policy 425 Employee Dress Code Policy with suggested revisions by Emily, seconded by Sara, it passes unanimously.
- Review policy 504 Student Uniform/Dress Code Policy
 - Significant revisions
 - School board approval required
 - Motion to approve Policy 504 Student Clothing and Appearance as revised by Emily, seconded by Sana, it passes unanimously.
- Review new policy 503 Student Attendance
 - School board approval required
 - Motion to approve Policy 503 Student Attendance by Sara, seconded by Brenda, it passes unanimously.
- Review policy 546 Comprehensive Attendance Policy
 - Renumber to 503 Addendum Student Attendance Procedures
 - School board approval required
 - Motion to approve 503 Addendum Student Attendance Procedures by Sara, seconded by Idara, it passes unanimously.

12. New Business – Discussion/Action items

12.1 2024-25 Fiscal Year Budget Wedlund/Uhl 30 minutes

Review 2024-25 Budget proposals. Approval required at the May 2024 Board meeting.

- Goals of budget
 - Meets bond covenants-looking for over half million dollars
 - Student focused spending
 - Prioritize positions that directly interface with students
- Bond covenants
 - Every school with a bond has a covenant
 - Our bond holder is one that is known to be good to work with
 - If covenants are missed, bond holder will require financial advisor is needed
 - If it goes long enough without hitting covenants, the bond holder can request leadership change
 - Bond covenant details: must hold 25% fund balance, maintain 60 days cash on hand
- Budget Models (see the attached slides)
 - Brett, the Leadership Team, and SMS combined worked on creating the three Budget Model options.
 - Each Model option is viable to balance the budget.
 - Model A, maintaining smaller class sizes but no retention bonuses, will be the easiest structure to reverse when no longer in a deficit.

Board Action

- Motion to approve Budget Model A by Emily, seconded by Idara, it passes unanimously.
- Motion to authorize the leadership team to over-enroll 6th-8th grade by 5/10 students, beginning immediately and concluding by August 9, 2024, with the aim of commencing the school year with 6th through 8th grade cohorts at full capacity by Melanie, seconded by Jake, it passes unanimously.
- Motion to approve an additional \$8,000 for communications related to enrollment in the FY24 budget by Melanie, seconded by Jake, it passes unanimously.
- Motion to sunset retention bonuses, in accordance with the guidelines outlined in the current employee handbook, be provided in the fall of 2024 for work completed during the 2023-2024 fiscal year, and that these bonuses be accrued back to the Fiscal Year 24 budget. Following the disbursement of these bonuses, the approved version of the budget will cease future bonus allocations by Jake, seconded by Idara, it passed unanimously.

- The Board will revisit bringing back retention bonuses and incentives in the future.

12.2 Transportation: New Bus Contracts Shields/Anderson 15 minutes

Review proposals for a new bus transportation contract for 2024-25 and 2025-26 school year. Vote on preferred contract.

Motion to approve the Kottkes bus contract for the 2024-25 and 2025-26 school years by Emily, seconded by Sana, it passes unanimously.

12.3 Discuss changes to DaVinci Bylaws Persellin 10 minutes

A proposed legislative change to Minn. Stat. 124E.07 will require all charter school bylaws to identify the board's structure as one of four possible structures: (1) majority of teachers, (2) majority of parents, (3) majority of community members, or (4) no clear majority. As such, DaVinci's bylaws, Article IV, Section 2(d)(iii)(B) will need to be updated to reflect this. The Board will revise the timeline for the Board elections to be in compliance.

Motion to table Item 12.3 for the May meeting by Melanie, seconded by Durowaa, it passes unanimously.

12.4 Summer Offsite Retreat **Uko** **5 minutes**
Discuss potential dates for upcoming summer offsite and possible agenda topics.

12.5 Closed Session **Board** **15 minutes**
Pursuant to Minnesota Statute Chapter 13D, this portion of the meeting will be closed to permit the Board to discuss compensation for the Interim Executive Director.

- The meeting was closed at 10:45pm.
- Motion to open the meeting at 11:02 pm by Sara, seconded by Sana, it passes unanimously.
- The Board will table the discussion on compensation for the Interim Executive Director pending more information about the division of work between DVA Leadership.

13. Meeting Assessment and Closing Thoughts **2 minutes**
Did we spend our time effectively today? What could we do better? What should we, as a Board, focus on for the next meeting?

14. Adjourn Meeting
Motion to adjourn the meeting at 11:02pm by Sara, seconded by Jake, it passes unanimously.

Actual end time: 11:02 pm
Estimated end time: 9:50 pm



March 25, 2024

Jack Shields, DaVinci Responsibilities

SPED

- Whitney Miller has moved into the Sped Coordinator position. She works four days per week, with three being onsite and one being remote. Her hourly rate is being managed through the same EdSource contract. There was no change in the hourly rate for DaVinci. Whitney will take over many of my responsibilities for this, however, I will still need to be the overall supervisor for the staff because a contractor cannot supervise our DaVinci staff. Whitney will make recommendations to me and staff may still come to me as they would come to any Executive Director.
- I will continue to meet weekly with the Director of Special Education so that our program is in line with our Gen Ed program.

Middle School

- I will retain most duties as the middle school principal. Dr. Jessica Murphy will spend time each day checking in with the middle school staff because I will have less availability for this. There are coaching opportunities that I will have less time for, so Dr. Murphy will assist with those. She will still come from her instructional coaching role to keep that relationship with the staff.
- As time progresses, if we find that there are things that are missing from the principal role, we will address those at that time.

Interim Executive Director

- I will take on the day to day activities as the IED. Primary work will be working with staff and families in all areas related to the academy.
- The extra duties I will take on will take a significant amount of time and energy to do well. I have the extra time in my life right now to take on this opportunity.
- I appreciate you have entrusted me with this role. I believe my prior experience along with the working relationship with a great leadership team and both Jason and Brett will make this a success.

2024-2025 BUDGET PROPOSALS



DaVinci
Academy
of Arts+Science





AGENDA

- Budget Goals
- Budget Process
- 3 Budget Models
- Next Steps





BUDGET GOALS



DaVinci
Academy
of Arts+Science

GOALS OF THE 2024-2025 BUDGET

- Approving budgets without deficits will safeguard the long-term stability of the school
(The budget for 2023-2024 contains a \$572,744 deficit)
- Minimize the impact on students
- Protect and support positions directly impacting students' experiences





BUDGET PROCESS



DaVinci
Academy
of Arts+Science

BUDGET PROCESS

- We considered input gathered from staff work sessions and recommendations from the leadership team
- We assessed methods to **increase revenue** from three enrollment models, which include maintaining current class sizes, increasing classes by one, and increasing classes by two
- We sought areas to **reduce expenditures** without impacting students



BUDGET PROCESS

- We took into account increased expenses that are necessary (such as increased bus costs)
- For each model, we evaluated how the available funds could be leveraged to support staff





3 BUDGET MODELS



DaVinci
Academy
of Arts+Science

CONSISTENT CHANGES ACROSS ALL 3 MODELS

- Additional section of Kindergarten & 3rd Grade (\$342,207)
- 2% increase in state funding formula (\$246,250)
- Reduce recess coverage to 1.5 FTE (-\$134,212)
- Increased costs of bus contract (-\$223,000)
- Eliminated 1 unfilled MS RTI Role (-\$65,000)
- Set aside money to account for up to a 9% increase in health insurance (-\$30,150)



BUDGET A – NO CLASS SIZE INCREASE

- Projected enrollment is 993
- Maximum class sizes remain unchanged
- Staff members receive a 2% increase in compensation
- Retention bonuses tied to longevity will no longer be provided
- Net Income of \$33,539 (Estimated)



BUDGET B – CLASS SIZES INCREASE BY 2

- Projected enrollment is 1009
- Capacity for 2nd-5th grade classes increases to 28
- Staff members receive a 3% increase in compensation
- Retention bonuses tied to longevity will be provided
- Net Income of \$85,853 (Estimated)



BUDGET C – CLASS SIZES INCREASE BY 1

- Projected enrollment is 1001
- Capacity for 2nd-5th grade classes increases to 27
- Staff members receive a 2% increase in compensation
- Retention bonuses tied to longevity will be provided
- Net Income of \$57,586 (Estimated)





NEXT STEPS



DaVinci
Academy
of Arts+Science

NEXT STEPS

- We want to hear from you about these three options
- The finance committee will be presented with the three options to assess their financial implications
- The three options, along with a broad summary of staff feedback, will be presented to the Board for selection and approval





FINAL THOUGHTS



DaVinci
Academy
of Arts+Science

FINAL THOUGHTS

- Following deficits of \$572,000 in 2023-2024 and over \$700,000 in 2022-2023, each of these budget options take the crucial step of transitioning to being deficit-free
- The success of these models hinges on meeting enrollment objectives
- We have worked to create a balanced budget that minimizes the impact on students and are working to leverage our available resources to support staff

