

1. Call to order @6:03PM

2. Roll Call

Present	Chair	Board Members
	G	– Vacant –
	C	– Vacant –
X	I	Idara Uko - Treasurer
X	A	Sara Sweeney - Secretary
X	B	Brenda Maulik - Vice Chair
X	F	Sana Soussi
X	E	Durowaa Agyeman - Chair
X	D	Jacob Stith
X	H	Emily Uhl

Guests
Jack Shields - Exofficio
Antonio Kuklok - Incoming DVA Executive Director
Amy Erendu - Academic Director
Seliana Berg
Chrissy Rosenberg

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.

- + Durowaa shared that a lot of events happened that brought a positive closure to end of the school 23-24 school year.

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.

- + There were no individuals present for community comment.

5. Adoption of Agenda and Addendums 2 minutes

- + Item 12.1 -We added the lowA appointment
- + Add item to consent agenda of the employees to approve the hiring of said employees.
- + Add item to 12.6 (seat C vacancy)
- + Add adopt to item 10.1

Sana made a motion to approve the agenda as revised; it was seconded by Idara, and it passed unanimously.

6. Consent Agenda

6.1 DONATIONS

Unrestricted donations: available for viewing in the office

Restricted donations: None

6.2 BOARD MEETING MINUTES

[May 28, 2024 Board meeting](#)

[June 3, 2024 Special Board meeting](#)

6.3 APPOINTMENTS

Name	Position	Effective Date	Salary
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*Interim Executive Director, Mr. Shields, will provide an updated list to the Board in advance of the June 24, 2024 meeting for review.

Durowaa motioned to approve the consent agenda, seconded by Jake and it passed unanimously.

7. Discussion- Administration Updates: **Shields 15 minutes**

Update regarding enrollment, activities, and events at school, open positions for employment, and community involvement. Inform Board on new teacher hirings.

Jack shared that former DaVinci students came to graduation to cheer them on, and it was an exciting day. One student came all the way from South Carolina. One alumnus suggested having lunch afterward to give teachers time to check in with alumni. Kindergarten graduation and 8th-grade send-off were an amazing experience for all in celebration of our amazing students.

Teacher work day on June 15, 2024. There is new carpet on the first floor, and we have been painting hallways. Cassy Anderson has worked extremely hard to put together a 5-10-year plan for updates and has been executing that to keep us on the right track.

We finished enrollment with 939 in the 23-24 school year, and we currently have 994 students enrolled for the 24-25 school year. but believe some students will be leaving because of transcript requests. Launching a social media blitz for marketing to fill up our openings.

Some vacancies in middle school (PE, Music, Math), Elementary Gifted and Talented Teacher, and 5 SpEd teacher vacancies. Some are currently in process, and the team has been interviewing. We may need more para teachers, and we are still hiring for a special education director. Idara asked a question about how we can intentionally have diverse candidates to better reflect our student population.

The family survey will be due on Thursday. Information will be shared with the board once compiled, and we will also be provided with a summary of the survey provided by teachers.

Jack is working on finalizing contracts with leasing, MDE reporting, and accounting, and Amy Erendu is working on some reports as well. He has been working on finishing any loose ends before his transition out of DaVinci. All signing pieces will be transferred to the new Board President and Executive Director. Also trying to finalize some staffing items, and he will send a report to Antonio and Amy on his last day and ensure everything will be in place.

8. Academic Update: Erendu 20 minutes

Present on the NWEA MAP spring test scores and provide any additional academic-related updates on curriculum, testing, or related items.

Amy Erendu came to share our MAP (NWEA) scores in the spring. We have not gotten MCA scores released yet, so we are looking at MAP (NWEA) for now. This is a nationwide test comparison, and the growth goal is ideally around 50-60% of students meeting their goals. We are meeting the target of meeting goals according to MAP regarding math, and some of our goals with FOE are tied to this testing. We have seen an increase in all levels, and we are a little below target for elementary but met our goal overall for reading as a school.

Some action plans to continue to increase growth will be engaging in further interim assessments, data meetings, curriculum alignment (Teachers working on these over the summer), and reading training for the READ Act in grades K-3, principals, instructional coaches, RTI, and SpEd. Amy shared clarification about how we meet the goals and overall numbers.

10. Summary of June 15, 2024 Off-Site Working Session Uko 15 minutes

Provide an update to the community on the working session and items addressed.

Idara shared a summary of the offsite, and we had full attendance except for one board member. We did a number of strategic planning items. We started with an icebreaker to introduce ourselves. We did a retro on the school year, spent time on the FOE contract, and the authorizer attended to go over the contract and emphasize the importance of improving student learning. Went over the contracting ED's report on recommendations from their time working at DaVinci, and we went over the Bylaws. We made an update to our vision statement by adding the word 'growth' and worked toward strategic planning, and some board members are working on it and then sharing it with the board for approval. We discussed and identified draft goals for Antonio as he comes on board and looked to continue to bring our school goals. We also celebrated Melanie, Jack, Jason, and Brett. We also went over the Board Relations Handbook and the Board and Executive Director Handbook.

Durowaa will send out a poll for the working session so that we can have a working session on the Strategic Plan.

10. BOARD COMMITTEE Updates MEETING DATE Board 25 minutes

- | | |
|--|---------------|
| 10.1 Finance Committee & Treasurer's Update: | June 20, 2024 |
| Reviewed monthly financial report. | |
| Review revised budget | |

Started by going over enrollment as of the end of the year and the coming school year. Shared the financial reports. They discussed a revised budget to be discussed today. We did not discuss the payment register, and our financial manager will be going to a workshop with our auditor regarding journal entries to make sure we are following guidelines. - Foodservice and Community Education both look like they are actually going to net zero. Discussion on the general fund having approximately \$203,195.00 of expenses not previously noted, including \$80K ED Consulting, \$8300 for ED Search to MSBA; \$12K for DAV staff for stipend & benefits; \$23,500 unplanned legal expenses, and \$83,500.00 retention bonuses moved from FY 25 to FY 24. DAV is looking at expenses over revenue in its general fund of (\$457,643-\$698,315). We may need to have a discussion on enrollment and ensure we have the correct enrollment for budget accuracy. The next finance meeting will be Wednesday, Jul 10, 2024 at 1:00 PM.

Emily asked that the board approve the May 2024 financial reports.

Idara made a motion to approve the May 2024 financial reports, seconded by Durowaa, and it passed unanimously.

Durowaa made a motion to adopt the revised budget for the 23-24 school year based on general fund changes listed above, seconded by Brenda, and it passed unanimously.

10.2 HR/Compensation Committee: Did not meet

10.3 School Development Committee: Did not meet

10.4 [Policy Committee](#): June 14, 2024

The Policy Committee reviewed policy 506 (student discipline) with minor changes; no board approval is needed. Reviewed policy 5L4 Bullying Prohibition with minor revisions to comply with revised laws, and Board approval is not necessary. Reviewed mandatory policies chart. Reviewed model policy 41L Group Health Insurance Coverage at the August meeting. Reviewed list of policies that must be reviewed annually and updated policy tracker spreadsheet

11. Unfinished Business

11.1 [Review FOE Charter Contract for Approval](#) **Board **15 minutes****

On May 22, 2024, DVA reached an agreement on all terms for the Charter School Contract with FOE. The Contract was reviewed by the Board at the May 28, 2024, meeting and discussed with Beth Topoluk with FOE at the offsite strategic planning session on June 15, 2024. The signed contract and statement of assurances will be sent to the Authorizer immediately following the June 24, 2024, meeting by the Board Chair and Executive Director.

A big thank you to Amy Erendu, Jason Ulbrich, Dr. Brett Wedlund, the Board, and the Leadership Team for working on this project.

At the offsite, the board was presented the charter contract by FOE and it was passed through by the board with FOE, which allowed us to dig deeper into the contract. Jack Shields commended Amy Erendu for all of her hard work and how she helped us gain goals that are feasible and help us grow. Idara asked if the policies have been updated, and tomorrow will be updated on the website. Dan will also be updating the board section of the website.

Brenda motioned to approve the FOE charter contract's 5-year renewal; it was seconded by Durowaa, and it passed unanimously.

Durowaa will check in with Beth to make sure that FOE has everything needed as the contract has been approved.

11.2 [Review of Revisions to Bylaws for Approval](#) **Uko **30 minutes****

Proposed legislative change to Minn. Stat. 124E.07 requires 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, as our current bylaws incorrectly state the governance structure under existing law. This item must be changed before our Charter Contract is submitted to MDE by June 30, 2024. Former Board Chair Persellin and Vice-Chair Uko have revised the Bylaws to reflect all of the upcoming legislative changes, effective August 1, 2024.

A Special Board meeting took place on June 3, 2024, at 6:00 p.m. to receive community comments regarding the designation of the governance model. The Authorizer has verbally approved the change to a no clear majority Board governance structure, has received the required majority of votes from eligible licensed teachers, and awaits consideration for approval by the Board of Directors. The Board will also consider reassigning Board seats to enable the transition into the new governance model.

Immediately (i.e. on the eve of June 24, 2024) following the approval of the Revised Bylaws, the Bylaws must be provided to Beth Topoluk with FOE and posted on the DVA website.

We reviewed the Bylaws at a June 3, 2024, special meeting, which held community comment, and we also engaged the licensed teachers to vote for the change in the law. Idara had a presentation to share the changes made in the Bylaws.

We are looking to change the Bylaws to have a no-clear majority, which moves away from a 1/1/1 Governance Model, which is no longer a viable legal option. We got a survey out to licensed teachers and it passes in majority that the teachers want a No Clear Majority. Authorizer has provided verbal approval for these changes.

Emily made a motion to change the board governance structure from what is currently stated in the bylaws of the 1/1/1 Governance Model to a “No Clear Majority” governance structure, seconded by Sana, and passed unanimously.

With that passed, the At-Large seats need to change, so seat G will become a teacher position, and H and I will move to parent/guardian roles. Currently, seat G will be open for a teacher.

Brenda made a motion to convert At-Large seats (H & I) to Parent/Guardian seats and to convert Seat G from a Parent/Guardian seat to a teacher seat, effective July 1, 2024; it was seconded by Sara and was passed unanimously.

Other changes include term limits (2 consecutive terms), clarification of resignation and removal, and an updated reading section to match new legislation. All language has been updated to match the most recent statutes.

Durowaa made a motion to approve updates to the bylaws, making them effective as of today, June 24, 2024, seconded by Sana, and it passed unanimously.

11.3 Proposal for Revisions to 2024-2025 Academic Year Calendar Shields 15 minutes

Shields will present a proposal regarding the 2024-2025 calendar. Based upon the focus on Data Driven Instruction, he is proposing a slight adjustment to the 2024-2025 calendar—an additional three staff days to be able to dig in on unpacking student data from interim assessments, etc. Because of the requirements for the READ Act our PD days are filled. The Board requested a revision to the draft calendar to be more suitable for families at the May 28, 2024 meeting.

Jack Shields has made changes to the calendar and then moved the extra PD days- the leadership team wanted to keep the suggestion of Monday, October 21, and changed other options to Friday, January 31, 2025, and March 28, 2024. Jack highlighted that many other districts are also taking extra days to accommodate the need for PD and the Read Act.

Brenda asked for clarification that Late start Mondays are still in place, and Brenda stated that YES. It is also above the minimum hours for required instruction, so this will not impact that requirement. Parents on the board said that the adjustments were helpful.

Dan Reinhart will be able to make adjustments to the calendar if approved.

Sana made a motion to approve the 2024-2025 school year calendar as revised, seconded by Jake, and it passed unanimously.

12. New Business – Discussion/Action items

12.1 Identified Official with Authority (IOwA) Resolution Agyeman-Mensah 10 minutes

Seek approval to make Mr. Kuklok the school's IOwA effective July 8, 2024. The Interim Executive Director has designated the Academic Director as the IOwA proxy between July 1, 2024, and July 7, 2024, which does not require Board approval. The IOwA Resolution will be signed and sent to MDE.

We do not need to have a board vote for the proxy but do need to vote to appoint Antonio Kuklok as the IOwA at his July 8, 2024, start date, and Amy Erendu will be the IOwA in the interim.

Durowaa made a motion to designate Antonio Kuklok as the designated IOwA starting on July 8, 2024, seconded by Brenda, and it passed unanimously.

12.2 Review of Consulting Agreement between DVA and TRM Kuklok 10 minutes

Review and consider entering into a consulting agreement with Three Rivers Montessori (TRM) to permit Mr. Antonio Kuklok, incoming Executive Director, to render consulting services to his former school district effective until March 29, 2025. The consulting agreement was approved by the TRM Board on June 18, 2024.

The Three Rivers Board has already approved this contract and they have officially hired a former superintendent in order to help them transition to another Executive Director. He will provide help with MDE reporting and understanding the charter role, which will be done on weekends with a minimum impact on DaVinci. He will be clocking in for an hourly rate with Three Rivers for time compensation on his part. The contract's purpose is to provide protection for both.

Durowaa motioned to approve entering a consulting agreement with Three Rivers Montessori to permit Mr. Antonio Kuklok to render consulting services for the transition to be effective until March 29, 2025, seconded by Idara and passed unanimously.

12.3 Consideration of Executive Director Mentorship Contract Kuklok 10 minutes

Review and consider entering into a consulting agreement with Eagle Ridge Academy to permit Mr. Antonio Kuklok, incoming Executive Director, to receive mentorship services from Mr. Jason Ulbrich.

Change made to the termination date to 2025 as there was an error. Once we sign an approval, it will be sent to Eagle Ridge for approval.

Sara made a motion to approve a consulting agreement with Eagle Ridge Academy to permit Mr. Antonio Kuklok to receive mentorship from Mr. Jason Ulbrigh until July 1, 2025, seconded by Sana, and it passed unanimously.

12.4 Board Performance Evaluation and Training Updates Agyeman-Mensah 40 minutes

Review the results of the Board's completed Shared Needs Assessment (Board's annual performance evaluation) for the 2023-24 school year and consider recommendations from the MSBA Director of Board Development. The Board will discuss the MN legislative changes to Board training that will go into effect

on August 1, 2024, and adopt a Board development plan in compliance with the upcoming changes to the MN statutes.

Durowaa had the board complete a performance assessment as a whole board, and it is required by law and it can help us further develop an understanding of board responsibilities. There are some updated state statutes regarding board training, which include board members having to complete training in order to be seated on the board, and the executive director is responsible for completing training in the first 3 months. Other changes include a calendar of being compliant in training and if you do not complete training, you will be kicked off the board and cannot rejoin the board for 18 months. Durowaa spoke with the director of MSBA and it is important for the board to be engaging in continuous training, and we have been compliant in our training. This will all be added to the Board Handbook. Some members need to complete their data practice training.

Durowaa will create a calendar for recommendations for a Board onboarding process to ensure it is followed and more clearly set out for overall understanding. We discussed on the offsite having a board mentorship to help upcoming board members.

We looked at our performance evaluation, and we are missing an evaluation by one individual and Durowaa reached out 4 to 5 times without a response. Hopefully, we can improve completion in the future. The slides in red are the bottom 3 scores: carrying out the school's mission and vision (we could do better at centering this in our decisions and discussions), the lowest score for Advocacy and Outreach, and it could be improved, board development (continuous improvement, training, and following policy). Themes from lower scores include monitoring and clarifying the community's understanding of the Board's mission, vision, and goals, involving stakeholders in our goals, strategic planning to include more SMART goals, ensuring we have processes to measure effective leadership in managing operations, and evaluating ourselves annually. Many written comments stated we could improve on focusing on student achievement at DVA.

We did well at evaluating student achievement, engagement etc, and feeling clear in our vision, and felt effective in our roles and responsibilities. Overall, this was a good evaluation.

Next steps: identify areas of focus, tasks, responsibilities, and timeline for a development plan. At a training, Durowaa asked questions, and they reached out to assist in helping answer questions around board conduct and suggested steps such as accountability for actions (policy to be put into place) and having a clear procedure for multiple violations in policy and code of ethics.

Brenda commented, thanking Durowaa for reaching out to MSBA for clarification on our board needs. Idara asked what we need to develop, and the discord handled through the board is not handled through a process, and we need to have actions that need to be taken to censure or remove board members if they are violating policies and codes of ethics. Antonio shared that we needed to create systems around communications and policies. There are common things seen in other policies: conversation with the Board Chair and ED, suspension, censure, and or removal from the board.

Looking to develop a policy that could be modeled off of other districts and will be sent over to Julie Kresh.

We discussed working sessions that may have a few planning and completing a PHASE III training as a whole board. Brenda expressed it would be beneficial to do it all together. Durowaa will get quotes on this training and Emily asked about how we can ensure the timeline makes sense for new board members (September Date). We will revisit in August and we will consult MSBA to get recommendations for training.

12.5 Committee Leadership Appointments and Scheduling _____ **Board** _____ **15 minutes**
The Board will appoint committee chairs and vice-chairs and discuss meeting scheduling & expectations.

Example:

**New chairs will update monthly meeting times. Secretary to update schedule virtually by July meeting:*

**Finance: Monday before Board meeting, monthly @ _____ p.m.*

**School Development: second _____, monthly @ _____ p.m.*

**Policy: _____, monthly @ _____ p.m.*

**HR: Ad Hoc*

*** Committee Meeting Minutes due in time for Monthly Board meeting (Finance and School Dev. and Policy)*

Finance: Idara Uko (Chair) Sana Soussi (Vice-Chair); Third Wednesday of Month at 12:00 PM. Meetings Virtual.

School Development: Dan Rhinhart (Chair) Jake Stith (Vice Chair); Second Wednesday of the Month at 3:30 PM

Policy: Julie Kresh (Chair) Emily Uhl (Vice-Chair); First Friday of Month at 1:00 PM, Meetings Mix (Virtual & In Person)

HR: Brenda Maulik (Chair), Dr. Jessica Murphy (Vice-Chair); Third Wednesday of Month at 7:05 AM, In-Person

Sara Sweeney and Durowaa Agyeman will join the HR committee and everyone else is either Chair or Vice-Chair of a board committee.

Meetings can happen virtually with the new contract, and it just needs to be sent to Beth (FOE), which committees are meeting virtually.

Emily motions to appoint Idara as the finance committee chair and Sana as the vice-chair, Brenda Maulik as the chair of the HR committee chair and Dr. Jessica Murphy as the vice-chair, Dan Reinhart as the chair of the School Development Committee, and Jake Stith as the vice-chair, Julie Kresh as the chair of the policy committee and Emily Uhl as the vice-chair, seconded Sana and it passed unanimously.

12.6 Appointment of Seat G Agyeman-Mensah 10 minutes

Seat G is vacant due to Melanie Persellin's change in status from parent to community member. Thank you, Melanie for your dedication to the school's mission and vision, evident through your 9 years of service on the DVA Board. We wish you and your family the best in this exciting new chapter!

Thus, pursuant to Section 7, the Board will provide to fill the vacant community member seat by appointment, pursuant to Minnesota Statutes, Section 317A.227. Vacancies on the Board of Directors caused by death, disqualification, resignation, disability, removal, or such other cause may be filled by the appointment of a new director by the affirmative vote of a majority of the remaining directors, even if less than a quorum. A director filling a vacancy shall hold office until the term of the replaced Director expires or until his or her successor has been duly elected and qualified, subject to his or her earlier death, disqualification, resignation, or removal.

Designation and recruitment for this seat will be dependent on the outcome of the 11.2 Review of Revisions to Bylaws for Approval.

Applications will be due no later than July 15, 2024, at 4:00 p.m. Applications submitted after July 15, 2024 will NOT be considered.

Durowaa was notified an hour before today's meeting that the community seat C is now open for appointment. July Meeting- interview and appointment of seat G (teacher position) and at the August Meeting- interview and appointment of seat C (community position).

12.7 Closed Session **Board** **5 minutes**

Pursuant to Minnesota Statute Chapter 13D, this portion of the meeting will be closed to permit the Board to discuss the compensation of the Interim Executive Director.

Durowaa motioned to close the meeting. Pursuant to Minnesota Statute Chapter 13D, this portion of the meeting will be closed to permit the Board to discuss the compensation of the Interim Executive Director seconded by Sana, and it passed unanimously. The meeting was closed at 8:19.

During this meeting, we discussed possible additional compensation for a stipend for Jack Shields on his work around being interim director, and the board, by consensus, has decided not to provide additional compensation for his work as interim director.

Durowaa motioned to open the meeting at 8:41, it was seconded by Sana, and it passed unanimously.

13. Meeting Assessment and Closing Thoughts **Board** **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?

We discussed the positives of our time spent today, and we had a productive meeting and we all liked the board packet layout. In order to share with the community, we will need to have everything in PDF.

14. Adjourn Meeting

Motion to adjourn the meeting at 8:43 by Sana, seconded by Jake, and it passed unanimously.

Actual end time: 8:43 pm

Estimated end time: 9:00 pm