

1. Call to order

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 |
| | F | Sana Soussi |
| X | E | Durowaa Agyeman - Chair |
| | D | Jacob Stith |
| X | H | Emily Uhl |

| Guests |
|--------------------------------|
| Antonio Kuklok - Exofficio |
| Amy Erendu - Academic Director |
| Stephanie Severson |
| Chrissy Rosenberg |
| Lenny Ulloa Silva |
| Jennie Brannum |
| Julie Kresh |
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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.

- Brenda shared about seeing a lake beach and met other friends and sharing about DaVinci and how happy the kids are that are going here.
- Antonio shared about the welcoming of the DaVinci community and leadership and people pitchin in. He has been able to hit the ground running.
- Sara shared thanks to Cassy Anderson and her team for the team looking beautiful.

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.

*Going forward, individuals must contact the Board Chair (dagyeman-mensah@davincicharterschool.org) at least **10 days in advance** of the scheduled Board meeting to request community comment. Please include “Community Comment” in the subject line and state your name and the subject to be addressed in the email body.*

Thank you for coming.

- Going forward, individuals who wish to be a part of the community comment will need to send notice in advance to share community comment. In accordance with policy 206 and a change to the process. Any questions can be asked to the ED or board chair. Anyone can send an email at any time to the ED or to the school board. Antonio suggests changing to 6 days and Dan will send out communication to the DaVinci community.

- Stephanie Severson came forward for community comment about the 8th grade reflection piece and wanted to share a piece of information from the students' perspectives about what is important to them and feedback they have provided.

5. Adoption of Agenda and Addendums**2 minutes**

+Phillip Carroll should be listed as a Tech Teacher.

6. Consent Agenda**6.1 DONATIONS**

Unrestricted donations: available for viewing in the office

Restricted donations:

6.2 BOARD MEETING MINUTES

[June 15, 2024 Off-Site Meeting Minutes](#)

[June 24, 2024 Meeting Minutes](#)

6.3 APPOINTMENTS

Position - Name - Salary - Start Date

4th Grade Teacher - Reagan McCurnin - \$42,024.00/year; start date of 07/30/2024

Gifted and Talented Teacher - Sara Beahan - \$44,125.00/year; start date of 07/30/2024

Middle School Math Teacher - Victoria Pounder - \$45,008.00/year; start date of 07/30/2024

Middle School Vocal Music Teacher - Tanner Tweet - \$46,079.00/year; start date of 07/30/2024

Middle School Tech Teacher - Phillip Carroll - \$42,024.00/year; start date of 07/30/2024

Special Education Director - Katie Zehowski - \$125,000.00/year; start date of 08/19/2024

Middle School Principal - Dr. Rick Halley - \$115,000.00/year; start date of 07/23/2024

- + Mr. Kuklok shared that because of Dr. Rick Halley's experience and Doctorate they found \$5,000 from another area in the budget to reallocate funding toward Dr. Halley's salary to stay within the 24-25 school year budget.

+Motion to approve the consent agenda items made by Brenda, seconded by Idara, and passed unanimously.

7. Interview Session of Teacher Board Member Applicant(s)**Board 30 minutes**

Seat G is vacant due to the ineligibility of the previous member for this role. Thus, pursuant to Section 7, the Board has the authority 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 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. This position will be up for election in the May 2026 elections.

The Board received the following application(s), all of which were received timely:

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| Lenny Ulloa Silva | Application Questionnaire and Resume |
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**As a reminder, pursuant to Minnesota Statute Section 124E.07, subd. 3(b):

(b) An individual is prohibited from serving as a member of the charter school board of directors if: (1) the individual, an immediate family member, or the individual's partner is a full or part owner or principal with a for-profit or nonprofit entity or independent contractor with whom the charter school contracts, directly or indirectly, for professional services, goods, or facilities; or (2) **an immediate family member is an employee of the school.** An individual may serve as a member of the board of directors if no conflict of interest exists under this paragraph, consistent with this section.

Minnesota Statute Section 124E.02 (g) specifically and unequivocally states as follows:

(g) "Immediate family" means an individual whose relationship by blood, marriage, adoption, or partnership is no more remote than first cousin.

A sister in law, brother in law, mother in law, father in law, are all relationships by marriage. All Board members are required to comply with this statute and in the event that your status changes, i.e. you have a family member employed by the school you are required to immediately disclose it and are no longer able to serve on the DVA Board. In the event you have a question on this issue, please contact the Board Chair and or the Chair of the Policy Committee.

- + Lenny shared that he was excited by the board restructuring and stepped down to give others the opportunity to experience the board and was ready to rejoin with his experience once another teacher position opened.
- + Emily asked which committee he was interested in and would continue to be interested in the HR committee. He still served as vice-chair last year for the HR committee and was previously the chair.
- + Brenda asked what he loves about teaching at DaVinci and he loves the structure but also having the flexibility to build items and freedom into his curriculum. Able to find support among staff.
- + Idara asked about Lenny's sabbatical and what he thinks could be worked on among the board and he said people lack an understanding of how the board works so providing more education on how the board works.
- + Sara asked about how he would navigate the negative situations experienced by board members and he shared having open and kind conversations clearing up understanding and empathy with open communication.
- + Durowaa asked how Lenny will contribute to the growing positive relationship among the board and leadership. He shared that he would contribute by continuing to talk about things and assuming there is positive intent and that we are all professionals who care about the DaVinci community.
- + Antonio asked about how he has removed the board hat or teacher hat in his time on the board previously and Lenny shared that he would not necessarily take his hat off but would share his experiences and acting with integrity.

+Durowaa motioned to close the meeting at 6:32 to deliberate the board member candidate and Emily seconded the motion, it passed unanimously.

+During the closed meeting a motion was made to appoint Lenny Ulloa-Silva to board seat G by Emily, it was seconded by Durowaa and passed unanimously.

+At 6:39pm Emily made a motion to close the closed meeting and reopen the meeting, it was seconded by Sara and passed unanimously.

8. Discussion- Administration Updates: Kuklok 20 minutes

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

+Mr. Kuklok shared that enrollment sits at 993 and there is still a wait list in 1, 2, 3, and 5. That number is shifting due to requests for students transferring out and new offers going out. Budget is built on 992 and will fluctuate until the traditional school districts begin. Total waitlist number is 154. 7 people have been hired including a special education director and middle school principal and 5 teacher positions. We still have about 15 positions open which includes some offers and reference checks. 520 students have completed their transportation registration (694 were registered last year). JB Vang contract (building management company) will be terminated and will be using them as an as needed agreement because Chad and Cassy are covering those pieces. We will be using a different organizational structure. There will be 4 departments: Academic, Operations, SPED, Human Resources to help people better understand who to go for with what.

+Durowaa shared that anyone emailing the board will get an automatic response with who to email and the board will reply to concerns regarding the ED.

9. Update on FOE Contract Status Agyeman-Mensah 5 minutes

The 5-year Authorizer contract has been signed by all parties and finalized. We are excited to continue partnering with Friends of Education for the next five years to ensure all student achievement at DaVinci!

+Durowaa shared that we voted on the contract last month and everything has been finalized and approved for 5 more years. It is important to maintain operations as we have goals and protocols to follow.

10. BOARD COMMITTEE Updates MEETING DATE Board 15 minutes

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|------|---|---------------|
| 10.1 | Finance Committee & Treasurer's Update: Reviewed monthly financial report. | July 10, 2024 |
| 10.2 | HR/Compensation Committee: | Did not meet |
| 10.3 | School Development Committee: | Did not meet |
| 10.4 | Policy Committee: | Did not meet |

+Finance Update: Met on July 10th, and looked at the enrollment at the end of the school year, and looked at enrollment goals for next year. Antonio used some of the rebranding dollars to help with enrollment by streamlining our website. Balance sheet was a 19.51 fund balance and we did approve the revised budget will likely maintain at around a 17% fund balance until the audit is complete. Revenue is at 98.8% and we have spent 96% already and we started a new fiscal year (24-25) July 1 and the numbers reviewed previous were the (23-24) fiscal year which ends June 30. Compliant in our cash on hand and are below target on debt coverage ratio. Audit of the 23-24 school year is set to begin in September. Made a handful of adjustments for the 24-25 school year which includes budgeting for salaries and finding some funds.

+Sara made a motion to approve the July 2024 financial support and was seconded by Brenda, it passed unanimously.

+No other committee updates.

11. Unfinished Business

11.1 Review ED/Board Relations Handbook **Kuklok 15 minutes**

The Board will provide feedback on the Executive Director/Board Relations Handbook again after the suggested revisions from the off-site meeting have been made. The Board will anticipate approving the handbook at the August Board meeting.

+Antonio shared his proposed Executive Director-Board Relations Handbook which helps develop understanding around roles for the ED and Board Members. It goes through individual roles, tasks, how board members interact with one another and the ED. Shares about communication protocols for emergencies, normal information, etc. It also shares information about the Board committees which are: The Finance Committee, HR/Compensation Committee, Policy Committee, and School Development Committee. Any other committees are school committees and not Board committees and do not fall under open meeting law.

+This handbook is derived from MSBA and once approved will be available on the DaVinci website for all community members to view.

11.2 Appointment of Community Seat C **Agyeman-Mensah 5 minutes**

Seat C is vacant due to resignation of the community member on June 24, 2024. 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 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.

Please note that parents and teachers are not eligible to apply for this Community Seat.

Applications will be due no later than August 19, 2024 at 4:00 p.m. Applications submitted after August 19, 2024 will NOT be considered.

- + We have not received any applications that are eligible for consideration because all inquiries and applications are parents or family members.
- + Durowaa has reached out to previous community member applications. The Board does also have the right to screen applications to ensure that people are eligible and fit into the school culture and are passed through the board, board leadership, and ED. Application will be due on August 19 and candidate interviews will take place on August 26, 2024.

12. New Business – Discussion/Action items

12.1 Consideration of First Grade Bubble Class **Kuklok & Erendu 20 minutes**

The Executive Director will present a proposal for a first grade bubble class in the 24-25 school year. By reducing the number of kindergarten classes from six to five and creating a first grade bubble class, DaVinci can expect to see \$200,000 in additional funding this year. The administrative leadership team recommends hiring an Educational Assistant for kindergarten. The Board will consider approving this proposal at the current meeting. [Spreadsheet.](#)

- + Amy shared about how we do not have enough for the kindergarten bubble class of 6 and would move to 5 classes in Kindergarten and 5 in 1st grade. With that, the administration is proposing to take one of the teachers from Kindergarten and move them to 1st grade. If there are still over the capacity then we would recommend hiring an educational assistant for Kindergarten. Worst case scenario would be to add another bubble class in grade 1. Would open the opportunity to 1st grade and see who would be interested otherwise the most recent teacher would shift to 1st grade.
- + Board members asked questions about teacher input and how it would affect staff members and students. Asked how the staff feel about it and if we have enough budget to get the additional chairs and tables.
- + Durowaa motioned to approve the 1st grade bubble class and Idara seconded the motion. Sara asked an additional question surrounding having the budget for needed items and Emily asked for clarification around the additional students and if Amy thinks it would level out to 21 in Kindergarten. Motion passed unanimously. Bubble class #6 from Kindergarten will shift to 1st grade.

12.2 [Review of Board Binder and Board Onboarding Process](#) _____ **Agyeman-Mensah 20 minutes**

The Board will provide suggestions for revisions to the board binder and onboarding process after the first read through of the draft board binder. This binder and onboarding process will be anticipated to be approved and take effect at the time of the August board meeting.

- + Antonio will help Durowaa apply for the Board Governance Award. Durowaa pointed out specific pages in this board binder which includes the needed training before a board member is seated and will add a more DaVinci specific page showing the board member orientation.
- + Will need to be approved in August because it will need to include the board grievance process and board member agreement policy. Some updates needed.

12.3 [Review of ED and Board Officer Succession Plan](#) _____ **Agyeman-Mensah 20 minutes**

Review and consider adopting the recommended Executive Director succession plan as provided by the provisional consulting executive directors in June. Additionally, the Board will discuss succession planning for Board Officers to ensure smooth transition of roles in the case of early resignation/removal or expiration of term.

- + We need to adopt an ED succession plan and the logistics of board leadership succession. This coming Thursday, Antonio and Durowaa will look at the succession plan for DaVinci and put something together to be approved. This would include duties needed and etc and they will look at the model provided by the consulting ED's. For Board succession planning Durowaa would like multiple board members to try and chair a meeting to better understand the role of the board chair and possibility of being the board chair in the future.

12.4 [Discuss Scheduling of Strategic Plan Working Session](#) _____ **Uko 10 minutes**

The Board will discuss updates by Board Officers on strategic planning and discuss next steps to finalize the strategic plan in a scheduled working session. The Board will briefly go over plans for Board working sessions in the 24-25 school year.

- + Board will need to schedule a working session to finalize the strategic plan. There will be a draft made by Antonio and board leadership to then present to the board at a working session. Sara will send out a poll to the board members to see when they are available between the August and September board meeting. Looking more at utilizing SMART goals to further develop our strategic planning.

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?

- + Antonio shared that he thought we did well and had a good discussion. We were efficient with our meeting time. Durowaa thanked Antonio for being prepped and providing information to make informed decisions.

14. Adjourn Meeting

Durowaa made a motion to adjourn the meeting at 7:50 PM and seconded by Emily and it passed unanimously.

Estimated end time:

9:00 pm