



# School Board Meeting Minutes Monday, July 24, 2023 at 6:00pm DaVinci Academy

1. Call to order @6:06 PM
2. Roll Call

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

Guests
Holly Fischer - Exofficio
Julie Kresh - Policy Chair

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

DaVinci Academy of Arts and Science will awaken a passion for learning through an enriched and individualized approach to education. Students, parents, and teachers will work together to ensure positive character development and build a strong foundation for higher education.

- A recent DaVinci graduate has prepared a 12-page Eagle Scout proposal to benefit DaVinci and will present at the next meeting.

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. If your item needs follow-up from the board and/or staff or will require research etc., a decision may not be made during tonight's meeting. Thank you for coming.*

- No comments.

5. Adoption of Agenda and Addendums 2 minutes

- Motion to approve today's agenda by Jake, seconded by Brenda, it passes.

6. Consent Agenda

6.1 DONATIONS

Unrestricted donations: available for viewing in the office

Restricted donations:

Golf Scramble - **\$12,357.57**

Dollars for DaVinci - **\$4,980.00**

ABS Sports Acquisition Inc. - **\$56.47**

6.2 BOARD MEETING MINUTES

June 26, 2023 Board meeting



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**\*\* Please revise June 26, 2023 Board meeting minutes to clearly state that Brenda Maulik was appointed to Seat B, Teacher position and that Sara Sweeney was appointed to Seat A, Teacher position. \*\***

- Motion to approve the meeting minutes for the June board meeting as revised by Sara, seconded by Emily, it passes.

## **7. Discussion- Administration Updates: Fischer 15 minutes**

Update regarding enrollment, activities and events at school, open positions for employment, and community involvement. **\*\* ALL BOARD MEMBERS TO SIGN CONFLICT OF INTEREST FORMS IF THEY HAVE NOT ALREADY.\*\***

- A lot of work has been put into getting ready for the new school year. This includes setting up a classroom for the kindergarten bubble class, setting up many new laptops and other new technology, and training the 13 new staff starting July 25th.
- Enrollment numbers are slightly low and there is the smallest kindergarten waitlist that we have had in many years. It is predicted that there will be an uptick in enrollment numbers in the upcoming weeks.
- Very positive feedback for staff satisfaction as well as student/family satisfaction. There was a boost in special education satisfaction this year compared to previous years. We are forming an art committee to meet monthly in order to improve satisfaction in our arts education.
- Policies will need to be updated according to the changed legislation in order to be compliant.
- We have hired Tim Fournier through Hennepin County for support on our security plans, finding grants, walking through drills, and improving infrastructure related to safety. Parents will be required to show I.D. before entering the building or office for safety.
- There are an increased number of students leaving that are in 5th and 6th grade. Most students left because there is no high school and to have continuity in district education. Many students (18) transferred to PACT; they have just doubled in size.
- Very positive feedback for staff satisfaction as well as student/family satisfaction. There was a boost in special education satisfaction this year compared to previous years. We are forming an art committee to meet monthly in order to improve satisfaction in our arts education.
- There have been several resignations leading to position openings for a Special Education Director, Enrollment Coordinator, and several other teaching and staff opportunities. We are using a combination of in-house staff and contractors to support these roles as we work towards filling these positions.

## **8. Academic Update: Fischer/Erendu 15 minutes**

Follow up on the QComp presentation from June 26, 2023: Hiring status of an Instructional Coach to provide mentoring for younger teachers, reduce the load of the Principals and potentially be the QComp coordinator. MDE requires that all teachers participate in QComp program. Follow up on financial impact, if any, if changing from FastBridge to NWEA testing; i.e. is this in the current budget?



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- Hired an instructional coach, Jessica Murphy, as of this morning. She already has experience working with DaVinci in a consulting capacity. She will be our QComp Coordinator, and she will provide training that we usually outsource, and she will start tomorrow along with new staff.
- We have budgeted for the NWEA testing and have saved about \$10,000 due to inhouse training from Amy Erendu.

## 9. Committee Updates and Review Committee Minutes 30 minutes

<u>COMMITTEE</u>	<u>MEETING DATE</u>
9.1 Finance Committee & Treasurer's Update: Review monthly financial report	July 19, 2023
9.2 HR/Compensation Committee:	Did Not Meet
9.3 School Development Committee:	Did not meet
9.4 Policy Committee:	Did not meet

## 10. Old Business

### 10.1 Committee leadership Board 15 minutes

The Board will address and appoint committee chairs and vice-chairs, discuss meeting scheduling & expectations.

*Finance Chair: Emily Uhl	Vice: Saurabh Bokil
*Policy Chair: Julie Kresh	Vice: Emily Uhl
*School Dev. Chair: Dan Rhinhart *contingent on his acceptance	Vice: Jake Stith
*HR Chair: Brenda Maulik	Vice: Lenny Ulloa Silva

**\*\* All Board members need to come prepared to the Board meeting with their schedule as the committee meetings schedule will be decided at the meeting \*\***

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

**\*Finance: Wednesday before Board meeting, monthly @12:15p.m. \*\* Does the Finance Committee need to meet twice a month or limit meeting to summary of all monthly meetings held by Administration and Finance Partners\*\***

- The Finance Committee will review the idea of meeting twice per month and revise their times if needed.

*\*School Development: second Wednesday of the month, monthly @3:30p.m.*

*\*Policy: second Friday of the month, monthly @ 1:00p.m.*

*\*HR: Wednesday before Board meeting, monthly @7:00a.m. \*\* continue to create evaluation rubrics, salary and whether/how to continue a bonus structure\*\**

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



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## 11. New Business – Discussion/Action items

### 11.1 Board training discipline and implementation Secretary 10 minutes

Discuss training obligations and provide MACS Charter School Calendar of Events and Trainings.

*\*New members get 1 calendar year to complete 3 trainings:*

*(Board Governance, Finance, & Employment)*

*\*Returning members must refresh one of the 3 trainings once each year. Secretary to adjust our training schedule to match, will bring info to the June meeting.*

*\*New members should review the policy regarding bylaws and training.*

*\*Discussion Regarding Expectations regarding social media and roles and responsibilities and schedule meeting with Board Chair and Executive Director.*

#### **\*\* Sign Conflict of Interest Forms\*\***

- The secretary will reach out to newly seated members about fulfilling their training requirements.
- All board members will do a group training during the off-site which will be sufficient for their training renewal.

### 11.2 Summer Retreat Uhl 15 minutes

Review the Off-site Agenda review and finalize, hand out paper copies of Strategic Plan for all to READ and REVIEW in ADVANCE of the off-site. Offsite Agenda to be posted after July 24, 2023 Board meeting with revisions, if any.

**\*\* Holly to print paper copies of the Strategic Plan for all Board members to receive and review in advance of the Offsite\*\***

- All board members will review the Strategic Plan, Bylaws, and Me in a Minute before the off-site retreat.

### 11.3 Continuation of the Executive Director Evaluation Board 30 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. Ms. Holly Fischer, the Executive Director, is evaluated on an annual basis. The Board will summarize its conclusions of the evaluation, which will take place over the next 2-3 months, at the next open meeting. The Executive Director has the option to have all evaluation meetings open to the public. The Board Chair inquired of the ED whether she approved the Board closing the meeting to discuss her evaluation; as she does have the option to remain, and she approved the closing of the meeting.

- The meeting was closed at 7:33pm and was reopened at 8:00pm.

## 12. Meeting Assessment and Closing Thoughts Vice-Chair 2 minutes

Did we spend our time effectively today? What could we do better?  
What do we, as a board, need to be focusing on for the next meeting?

## 13. Adjourn Meeting

Estimated end time:

9:30 pm

Actual Time:

8:02 pm

Motion to adjourn the meeting by Durowaa, seconded by Saurabh, it passes.