

**1. Call to order @**

**2. Roll Call**

Present	Chair	Board Members
X	G	Melanie Persellin - President
	C	Community Member Seat
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 Stiith
X	H	Emily Uhl - Treasurer

Guests
Holly Fischer - Exofficio
Julie Kresh - Policy Chair
Michelle Lind
Zach Arco
Chrissy Rosenberg
Muktar Omar
Fatima Elhaddi
Amna Soussi
Slah Mkhinini

Guests	Guests	Guests
Isha Hassan	Natnael Ayele	Ibrahim Mohamed
Hayat El Hilali	Karen Godin	Mona Soussi
Marwa Sallam	Oyay Kaju	Saleh Ramahi
Walid Shadi	Haiat Mussa	Amy Erendu
Nejat Mussa	Mohammed Elyebet	Britanni Qassem
Ahmed Burhan	Ruqiya Ahmed	Naoufel Soussi
Veronica Sheck	Chala Ahmed	Neila Soussi
Eman Younus	Neila Soussi	

**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.

**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.*

- Zach Arco - Asks the Board to consider appointing a Community Board Member that supports a parental rights position.



## School Board Meeting Minutes Monday, November 27, 2023 at 6:00pm DaVinci Academy

- Michelle Lind - Speaking in support of the Amazeworks supplemental curriculum to foster safety and belonging at DaVinci.

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

- Motion to approve the November meeting agenda as modified by Idara, seconded by Jake, it passes.

### 6. Consent Agenda

#### 6.1 DONATIONS

Unrestricted donations: available for viewing in the office

Restricted donations:

Name on Check	Restricted?	Company Donation	Boosterthon
Boosterthon	y		\$81.00
Boosterthon	y		\$140.00
Boston Scientific	y		\$30.00
Boston Scientific	y		\$101.43
Boston Scientific	y		\$406.26
BENEVITY FUND DONATION	y	\$184.85	\$1,108.04
Thrivent	y		\$92.95
Land O'Lakes	y		\$60.00
CyberGrants	n	88	
Daniel Blegen - Boosterthon	Y		35
Medtronics		40	
<b>Total:</b>		<b>\$312.85</b>	<b>\$2,054.68</b>
<b>Monthly Donation Total:</b>			<b>\$2,367.53</b>

#### 6.2 BOARD MEETING MINUTES

October 26, 2023 Emergency School Board meeting

- Motion to approve the Emergency School Board meeting minutes as modified by Emily, seconded by Brenda, it passes.

October 30, 2023 Board Meeting

- Motion to approve the October Board meeting minutes as modified by Sara, seconded by Sana, it passes.

### 7. Academic Update: Erendu 15 minutes

MAP testing is forthcoming after the Thanksgiving break. An academic update regarding data driven instruction, professional development, and curriculum review cycle. The District Advisory Committee will be recruiting parents to join the committee. The notice is/was in the November, 2023 Newsletter.

- Finalized the 6-year curriculum review cycle.
  - We are currently looking at the science curriculum.
  - Parents are highly encouraged to be involved in the curriculum review process.
  - In a few months, this will be presented to the Board.
- Professional development this past year has included the science curriculum review, vertical alignment, cultural competency, MAP testing training, mandatory reporting, math in focus training, and interim assessments for data-driven instruction in January.
  - The summary of the interim assessments for data-driven instruction will be presented to the Board in February.

- This month we start the second round of MAP testing; this is part of the strategy for data-driven assessment.
  - The MAP testing data will be presented to the Board in January.
- The State will require a dyslexia screener for all students in K-3, and MAP is currently not an approved screener.
  - We will either have to go back to FASTbridge for K-3 or Dibbles.
  - Younger grade teachers prefer FASTbridge data while higher grade teachers prefer MAP.

**8. Discussion- Administration Updates: Fischer 15 minutes**

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

- Enrollment is down to 948; there are no students on the middle school waitlist currently.
  - Holly will work with Dan Rhinhart for targeted marketing.
  - The lottery applications are due January 31st, and 2nd grade is a huge area of interest for prospective families.
- There were 416 volunteer hours this month, and we have doubled the number of volunteer hours for people volunteering in classrooms and for events.
  - There is an opportunity to judge for the science fair on December 7th from 9am-10am.
- There are a few positions open including a middle school science teacher, in-house substitute teachers, a full-time paraprofessional, a SPED director, and lunch and recess monitors.
- We had 6 performances of the school play.
- Cassie Anderson has applied for the State-wide Health Improvement Partnership to improve mental health in the workplace.

**9. Committee Updates and Review Committee Minutes Board 30 minutes**

COMMITTEE

MEETING DATE

9.1 Finance Committee & Treasurer's Update:

November 15, 2023

Review monthly financial report

- We are holding some ERC funds and a fund balance of 28.16%.
- Our expenditures are at 26.62% which is below the 33% target.
- The final audit presentation will be next month.
- The insurance premium rate increased significantly. We prioritized keeping the employee premium the same but had to decrease the employee HSA contribution from \$1200 to \$900 annually.
- The next finance committee meeting will be moved from December 20th to December 13th.
- The finance committee will determine at what point the enrollment numbers will negatively affect the budget.

9.2 HR/Compensation Committee:

November 15, 2023

- Finalized the staff survey results and presentation.

9.3 School Development Committee:

November 15, 2023

- Boosterthon totals came in at \$46,550 from donations from families and corporate sponsorships are expected to come in at around \$6500. This is well above our \$45,000 stretch goal.
- A venue is selected for the gala and would like the Board to take ownership over the sponsorships.
  - We are also thinking of how to boost teacher attendance at the gala due to the high entry cost.

- We encourage the Board and DVA community to come up with auction items that provide experiences.

9.4 Policy Committee:

November 10, 2023

- The next policy committee meeting will be moved to December 8th.

## 10. Old Business

### 10.1 Listening Session Persellin 30 minutes

The Board will continue to discuss the purpose, logistics and scheduling of a listening session in advance of monthly board meetings. The Board will further discuss this agenda item at the January, 2024 offsite. A listening session would be in addition to the regular community comment portion of the Board meeting. The Board received emails that a listening session may continue to make individuals feel unheard since the entire Board will not be present. We have received emails that there may be a disconnect between what is being communicated at the listening session and how it is summarized to the Board.

- We will discuss this in-depth at the January off-site meeting.
- The listening session will be in addition to Community Comment.

## 11. New Business – Discussion/Action items

### 11.1 Overview of results of the HR committee staff survey Maulik 20 minutes

The HR committee will present an overview of the results of the survey conducted in September, 2023 regarding climate and culture at DVA, staff satisfaction and staff retention.

- There were around 51% staff that responded to the survey.
- The majority of staff report that they have the support they need in various areas: by administration, executive director, and other teachers/staff, as well as in regards to teaching curriculum and using resources.
- The vast majority of staff feel satisfied working at DaVinci.
- Educators leaving DaVinci were largely leaving to work outside of education altogether.
- Some areas of concern were making ends meet, PTO structure, the length of the academic calendar, and needing more support in SPED.
- Staff reported feeling increased support for LGBTQ+ staff.
- Next areas of focus include staff satisfaction, staff retention, and staff safety.

### 11.2 Review School Management Services Contract Uhl 10 minutes

Review and discuss recommendation of the SMS Contract which ends on November 30, 2023 and the forecasted expense with renewing the contract. Board will review the proposed SMS Contract.

- The Board reviewed the terms of the SMS Contract and will consider reviewing the contract again in one year.
- The recommendation is that we will sign the contract for one year instead of three years, and we will go out to bid after one year.
- Motion to approve the SMS contract by Idara, seconded by Durowaa, it passes unanimously.

### 11.3 Initial Review of School Board policies Kresh 30 minutes

Board to begin review of proposed DVA policies. These policies will be presented to the Board at the December 18, 2023 School Board meeting for approval.

- Review policy 601 School District Curriculum and Instructional Goals
- Review policy 604 instructional Curriculum
- Proposed 604F Curriculum or Supplemental Learning Material Opt-Out Request Form
- Review policy 616 School District System Accountability
- Review policy 722 Public Data Requests

- Review policy 806 Crisis Management

These policies will be presented to the Board for final approval at the December Board meeting. These policies follow Minnesota Statutes.

There are times the community inquires about a DVA policy. As set forth in each policy, the supporting law, Federal and Minnesota state law, is referenced in each policy.

- 604F will replace the email opt-out once approved by the Board in the December meeting.

**11.4 Appointment of Seat C: Community Board Member Seat Persellin 20 minutes**

Seat C is vacant due to the community member becoming a parent of a student at DaVinci. 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.

*What are the goals of the Board in recruiting community members to apply for the board seat. DVA is an ARTS and SCIENCE public charter school. The Board has broad representation in its Board members in terms of race, gender, science fields. However, one area that is lacking in representation is a Board member in the ARTS field. We are continuing to desire to expand our ARTS curriculum and it would be helpful to have a Board member immersed in the ARTS. Do we know or have connections to individuals that are professional artists, have connections with artists, Minnesota Institute of Art, theater companies, dance companies, dancers, or gallery owners?*

Persons interested in the Board position may submit their Application to Melanie Persellin at [mpersellin@davincicharterschool.org](mailto:mpersellin@davincicharterschool.org). Applications will be made available upon email request after December 4, 2023. **Applications will be due to [mpersellin@davincicharterschool.org](mailto:mpersellin@davincicharterschool.org) no later than January 8, 2024 at 4:00 p.m. Applications submitted after January 8, 2024 will NOT be considered.**

- The Board will review the application questionnaire before it goes out.

**11.5 Winter Offsite Working Session Board 15 minutes**

The winter offsite retreat is scheduled for January 20, 2024. The winter offsite is a public offsite working session. As per Minnesota Statutes and Policy 206 while the offsite is an open meeting there will be no community involvement/comment. Please provide Uko with your agenda items.

**11.6 Executive Director Evaluation Brenda Maulik 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; namely Ms. Holly Fischer, the Executive Director. The Board will summarize its discussions at the next open meeting. The Executive Director has the option to have all evaluation meetings open to the public. This meeting will provide an **overview of results of the HR committee staff survey regarding the performance of the Executive Director** which was conducted in September, 2023.

- The meeting was closed at 8:01pm and reopened at 8:46pm.
- The Board discussed the Executive Director's eligibility for a merit bonus and will work on creating criteria for assessing merit bonus eligibility.



**School Board Meeting Minutes**  
**Monday, November 27, 2023 at 6:00pm**  
**DaVinci Academy**

**12. Meeting Assessment and Closing Thoughts** **Persellin** **5 minutes**

Board will apply for the MN Charter School Board Governance Award. The Award is designed to recognize charter school boards that have in place the documents, policies, practices, and procedures which provide the foundation for effective governance of a public chartered school. Annual application deadlines are February 15 and August 15.

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**

Motion to adjourn the meeting at 8:46pm by Jake, seconded by Sana, it passes.

Estimated end time:

9:30 pm

Actual end time:

8:46pm