



# School Board Meeting MINUTES

## Monday, August 26, 2019 at 6:00pm

### At DaVinci Academy

**1. Call to order @ 6:03**

**2. Roll Call**

Present	Board Members
x	Melanie Persellin - President
x	Andy Wallschlaeger – Vice President
x	Michelle Maciej - Secretary
x	Joe Thomas – Treasurer
x	Todd Paulson
0	Rohan Grama
x	Lenny Ulloa Silva

Guests
Ahava Silkey-Jones – Ex-Officio Member
Julie Kresh
Brian Mueggenburg

**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.

**4. Community Comment 5-10 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..*

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

*Motion to approve by Todd, seconded by Michelle, all approve*

**6. Consent Agenda 5 minutes**

6.1. DONATIONS

Unrestricted donations: available for viewing in the office

Restricted donations: none received

6.2. BOARD MEETING MINUTES

July 29, 2019 regular meeting

*Motion to approve by Andy, seconded by Joe, all approve*

**7. Discussion – Administration Updates – Ahava Silkey-Jones 10 minutes**

3rd week of school, coming up on a long weekend; Financial Audit starts next week; Training this week for teacher around our school goal of reading; new posting for financial manager; continue to have a punch list for the building maintenance. ELC trips are coming up for middle school students. 866 total students as of right now

**8. Committee Updates and Review/Approve Committee Minutes**

COMMITTEE

MEETING DATE

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| 8.1. Finance Committee & Treasurer's Update:<br>- review monthly financial report<br>-Don't have the year end financials yet, will look over in a future date.<br>-Fund balance is slowing increasing to go back to 25%, our goal is to have it back in the next 1-2 years | 8-19-19  |
| 8.2. HR/Compensation Committee:  | Not Held |
| 8.3. School Development Committee:   | Not Held |
| 8.4. Policy Committee:<br>-new policy for Data Retention #723<br>-Review and approve for September board meeting   | 8-22-19  |

## 9. Old Business

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| 9.1. <u>Board Operations Update</u><br>Review board operations calendar, upcoming items. | <u>Wallschlaeger</u> | <u>5 minutes</u> |
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## 10. New Business – Discussion/Action items

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| 10.1. <u>BYLAWS: Updates Needed to School Bylaws</u><br><i>The next time the DaVinci school board reviews school bylaws according to the regular cycle of bylaw review, please update statutory references. Current bylaws included in the contract contain outdated reference to Minnesota Statutes 124D.10 (p. 37).</i> | <u>Wallschlaeger</u> | <u>10 minutes</u> |
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*Please note regarding contract section 10.6 (p. 20) that during a dissolution special provisions may apply regarding any property purchased by the school with federal grant funding. For example, any supplies or equipment purchased through the federal Charter School Program (CSP) grant may need to follow a disbursement plan to other CSP grantee schools.*

*Section 11.1 (b) is not clear regarding how long or how far back the school would be required to reimburse FOE if the school sought and FOE agreed to a transfer. (p. 22).*

*Review the bylaws with updates with statutes at the next board meeting.*

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| 10.2. <u>Designation of Ahava Silkey-Jones as Official with Authority</u><br><i>Designation of Identified Official with Authority for the MDE External User Access Recertification System The Minnesota Department of Education (MDE) requires that school districts annually designate an Identified Official with Authority to comply with the MNIT Enterprise Identity and Access Management Standard which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The Identified Official with Authority will assign job duties and authorize external user's access to MDE secure systems for their local education agency (LEA). The Board recommended and approved to authorize Ahava Silkey-Jones to act as the Identified Official with Authority (IOwA) for Davinci Academy 4185-07.</i> | <u>Persellin</u> | <u>5 minutes</u> |
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Motioned by Todd and seconded by Joe, all approved.

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| 10.3. <u>Statements of Assurances and Operations Calendar</u><br>Update Regarding the Renewal Charter Contract Statutory Compliance Review Rubric and deficiency notices and strategic plan for future contract reviews and compliance. | <u>Persellin</u> | <u>20 minutes</u> |
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We discussed with the board, and discussed a plan and review that as a board we will double review all documents. The executive director will provide a completed copy of the contract for review to all board members to review. We agreed as a board to give notice of changes of board members within 7 days on our website.

- 10.4. Board Communication Plan Persellin 10 minutes  
Board Communications and Response Times to Correspondence, Board Communications regarding committee meetings and structure.

*Board members need to keep each other updated with meeting notices and replying to emails within 48 hours. Committees need to post agenda and any cancellations within 24 hours to be posted on the website. Please respond ASAP when urgent.*

- ~~10.5. 2020 Strategic Plan Letter Review Persellin/Wallschlaeger 15 minutes  
Discuss and review letter to DaVinci Community regarding 2020 Strategic Plan  
Move to September Meeting after more review~~

- 10.6. Review of the Compliant Speech, OT and PT Contracts and new benefits plan  
Persellin/Silkey-Jones 5 minutes

Notice of signed contracts for services provided.

Motion to approve by Andy, seconded by Joe, all approved.

New benefits renewal, we received 8 bids. PEIP came back with an average 2-5%, so we went with them.

It's a referral heavy program, they are coming in to walk our staff through the process.

Motion to approve by Joe, seconded by Todd, all approved.

- 10.7. Meeting Assessment and Closing Thoughts Persellin 5 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?

-Letter to community

-Strategic plan is posted online for anyone to view

## 11. Adjourn Meeting @7:45

**Motion to approve by Melanie, seconded by Michelle, all approved.**

Estimated end time:

8:00 pm