



# School Board Meeting MINTUES for Monday, March 16, 2015 Music Room (001), 6:00pm

1. Call to order: 6:04 pm by Ross Meisner

2. Roll Call

Present	Board Members	Guests
	Ross Meisner – President	Debra Lach – Ex-Officio Member
	Stacey Persons – Vice President	
	Erin Nelson – Secretary	
	Valerie Slaymaker	
	Dale Lieb	
	Matt Manning	
	Nikki Brown	
	Andy Wallschlaeger	
	Mike Keeley	

3. Reading of Mission Statement 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 this evening.*

No Community Comments or Summarize Comments

5. Adoption of Agenda and Addendums 1 minute

Motion for approval or for approval as amended by: Valerie Slaymaker  
 Motion seconded by: Dale Lieb  
 Unanimous approval

6. Consent Agenda 5 minutes

MEETING MINUTES

- 6.1. Board Meetings: 02-16-2015 Regular, 02-16-2015 Annual Meeting
- 6.2. Finance Committee: 03-09-2015
- 6.3. Policy Committee: 03-11-2015
- 6.4. Curriculum/Technology Committee: not held
- 6.5. HR/Compensation Committee: 03-09-2015
- 6.6. School Development Committee: 03-09-2015
- 6.7. Facilities Committee: 03-05-2015 (Special Board Meeting)

DONATIONS

- |                |                    |
|----------------|--------------------|
| 6.8. \$269,22  | TIAA-CREF #1 match |
| 6.9. \$269.22  | TIAA-CREF #2 match |
| 6.10. \$100.00 | Wells Fargo match  |

DOCUMENTS

- |                             |               |
|-----------------------------|---------------|
| 6.11. Monthly Financials    | February 2015 |
| 6.12. Policies for approval |               |
| 6.12.1.                     |               |

Correction: Minutes and Dates added for multiple committees, changes reflected above.

Motion for approval or for approval as modified by: Dale Lieb

Motion seconded by: Matt Manning

Unanimous approval

**7. Discussion – Administration Updates – Debra Lach 10 minutes**

**Dale:** Working on creating an E-vite to send out. Committee will be doing a calling tree to the parents. Again encouraging the board members to attend and invite co-workers to come and play golf. Adult only tournament.

**8. Old Business**

- |                                |                        |                  |
|--------------------------------|------------------------|------------------|
| 8.1. <u>Treasurer’s Update</u> | <u>Slaymaker/Hiatt</u> | <u>5 minutes</u> |
| Monthly school finance update. |                        |                  |

VS: We are currently 67% into fiscal year (which begins 7/1). Revenue is at 67%, Expenditures are at 65%. Everything is on track for this time of year. Small coding errors, but nothing we are worried about.

We are in budgeting process – April we will present budget. Board Chairs - Please let us know by the end of March any desired expenditures for next fiscal year. Draft budget due to FE may 1. (Please e-mail Doug and Valerie. Please cc: Debra)

We are in the contract renewal process. Contracts of 10,000 and over must come to board for approval. Debora will be looking into those contracts and bringing them before the board. Doug will send out to everyone.

- |   |                        |                  |
|---|------------------------|------------------|
| 8.2. <u>Board Operations Update</u>               | <u>Meisner/Persons</u> | <u>5 minutes</u> |
| Review board operations calendar, upcoming items. |                        |                  |

RM: Overview of board operations calendar – a working document to help keep track of where we are with various projects throughout the year. We will plan to look at that each month so that we can look at what is going on so we do not miss critical deadlines etc. Budget draft and Lease Aid Application are the big items at this time.

**9. New Business – Discussion/Action items**

- |  |                     |                   |
|--|---------------------|-------------------|
| 9.1. <u>Update on CSP grant application LOI</u>          | <u>Lach/Meisner</u> | <u>30 minutes</u> |
| Update and discussion on proposed expansion/replication. |                     |                   |

General Discussion on Grant Application:

We will submit for CSP grant for replication of our program. Debra crafted letter of intent and sent that in about 2pm this afternoon. Received an answer by 5pm. We were approved to move

forward with the grant application, which is due by April 13. Beth, our authorizer, has asked for two weeks in advance as Friends of Education has to do work on it as well. We have two weeks to finish the application. After applying

Training session a week from Thursday at the Department – which feels too late. DL went to training in the fall, so even though the training is late- we are able to keep the ball moving. DL has looked at a few grants which had been approved in the fall.

Replicating K-5 and adding one section K-8 – 410 students to 741. To get \$225K we have to add more than 200 kids. To get grant we have to add 50% more kids (which is 205). Start in the 2016-17 school year. Done replication by year 7. Need to move forward with new location to start in school year 2016.

Current model: K-5 would remain at current building and 6-8 would move to a new site where K-5 would replicate. Fifth graders from both campuses would be able to have their 6<sup>th</sup> Graders go to School #2. DaVinci would be a district with two schools (or three if we had to have a separate building for 6-8). For overlapping grades there will be a separate lottery processes for each location, which is a requirement of the grant.

Right now we need to write the grant application, and a one page budget summary. They expect the funds to commence in June or July of this year. If we have to negotiate portions of the grant then funds would arrive July or August.

General Discussion on Second Site Search:

Looking for sites which will have everything we want. A Temporary site is possible until we find our desired location. Blaine will not allow for expansion of current site. Update from last meeting: Our lease had a second amendment – we are here until September 30, 2021.

RM: ABC (Affiliated Business Corporation) – We as a school district cannot own the building. Need to lease. MN allows us to lease a building from an affiliated corporation – who is designed to lease buildings to us. Facility development and design still under the control of the school – just funneled through the ABC. When we pay our lease, at the end of the year the ABC doesn't need to turn profit, just needs to cover costs, so they can send the remaining money back into the school (no profit margin). Leasing cost is at a minimum. Currently we have to pay real estate taxes, and if you go through an ABC you do not. In order for ABC to be deemed non-profit we have to form a non-profit corporation.

DL: If we do find land, we don't want to wait for the ABC, we should form it now so it is ready. May need to find a volunteer or broker to help us with the process of creating ABC. Doug H may be interested in heading that up. If others want to head that up. It needs a board.

Dale: As an aside - we are keeping the pipeline open to head the kids to a high school if we ever did expand to that – but that is no guarantee. We need a broader pool of students to move forward to a High School.

RM: We would need a viable sustainable high school. Our thinking has evolved. A high school requires high number students, and we desire students that are products of our pedagogy. The thought is that the elementary school and middle school will feed into that. We as a board have a strategy. Making successful program available to students, and figure out a way to build a High school. We need to grow our K-8 to support a high school, which is our vision, but not committed to it formally yet.

Update from last meeting: One of our parents is a council member in Blaine who spoke to the Blaine city council and identified a site – over by Blaine Middle school and HS 22 acres. However, that was sold.

Three sites have been identified within the city of Blaine that might be available. Potential retail sites that might be usable as well (may be more expensive, but worth looking into). Also potential land a couple miles north of the Blaine border into Ham Lake (cheaper and amenable to Davinci coming in). Closer to the current campus is better as parents will have students in both school.

RM: Would like to keep new school nearby since some parents will have children in both locations. Blaine or possibly southern Ham Lake (which is cheaper).

9.2. School administration overview and planning Lach/Meisner 20 minutes  
Current roles, responsibilities, and potential future needs.

General Discussion:

Implications of school expansion - impact on the organization. What organization will be needed to support two schools? Current Organization chart was distributed and reviewed. We need to create a new org chart for future school. At very minimum we will have to spend some of our grant money to hire a project manager/coordinator for replication. Going to be focused on facility, staffing, recruiting students.

RM: Will want DL actively involved; but want current school to run smoothly. Possibly need an operations manager to help fill in some of the running of the current school so administrators can spend some of their time planning for the new school.

Invested stakeholders and board needed. Also need community involvement and administration in place. As expansion takes place, some roles can be contracted out.

9.3. Enrollment and lottery results Lach 5 minutes  
Next year's outlook and waiting list.

Lottery was held on February 17. We had a handful of families observing. 371 names were pulled for less than 100 spots. We only had two turndowns. 7<sup>th</sup> grader going into 8<sup>th</sup>. Other was 1<sup>st</sup> grader.

27 siblings for our 36-kindergartener spots. (Another good reason for the replication.) We do give siblings and staff preferences.

Send out intent to return forms. Received 10% back – tend to get low response rate and will not know how many students are returning for sure until the fall. We are essentially full starting in August – have room for 8<sup>th</sup> graders (47 spots filled at the moment).

Currently have 407 students. One 7<sup>th</sup> grader left and was replaced. Continuing to offer open spots, but students do not tend to change schools at this point in the year. Budgeted at 400. Started at 415.

9.4. Board operations, training, and planning Meisner 20 minutes  
DL: Very important for application to get all of the forms in. If you have any questions please stay after to ask Ross or myself.

RM: Board Members are required to have 3 trainings a year: Finance, HR, and Charter school Governance. Try to bring these trainings to board meetings. Can also attend outside trainings. We pay non-member fee, it can be reimbursed.

DL: Grant application – if you have a special expertise that you think will be helpful in expansion, law, finance, real estate etc. – please send me an email and copy Ross.

New Member Discussion:

VS: When will updated version of Board Handbook be available?

DL: Will go over it and send electronic version this week. One hard copy available at every board meeting.

RM: Some documents are on the website.

Dale: School Development Committee and HR Committee will be on the 13<sup>th</sup> instead of the 6<sup>th</sup> of April.

Debra: 2015-2016 school calendar is online. The board calendar currently has times from last year. Please let me know what times you would like to hold them. The committee chairs to put out agenda 72 hours before your meetings.

RM: We can change agenda in first five minutes but for ADHOC and Committee meetings they are not to change the agenda. Please add open discussion at the end – so if other items come up people feel they can share additional items.

VM: Second Monday – finance committee

Matt: Do we have rosters of committee members? - RM will send out.

Would like to attend other committee members to get a look at what other committees are doing.

## 10. Adjourn Meeting

Estimated end time:

7:30 pm

*Motion to adjourn at 7:25 – Valerie Slaymaker*

*Motion seconded – Stacey Persons*

*Unanimous approval*

Meeting adjourned 7:25 p.m.