



# School Board SPECIAL MEETING MINUTES for Thursday, April 6, 2015 Music Room (001), 6:00pm

**1. Call to order 6:05 pm by Ross Meisner**

**2. Roll Call**

Present	Board Members
x	Ross Meisner - President
x	Stacey Persons – Vice President
x	Erin Nelson - Secretary
x	Valerie Slaymaker
x	Dale Lieb
x	Matt Manning
x	Nikki Brown
x	Andy Wallschlaeger
x	Mike Keeley

Guests
Debra Lach – Ex-Officio Member
Denise Erickson - Clerk
Terry Moffatt – Guest, Academic Director

**3. Adoption of Agenda and Addendums**

**1 minute**

*Motion to approve – Dale Lieb  
Motion seconded by – Stacey Persons  
Unanimous approval*

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

- 4.1. Review final CSP replication grant application Lach 30 minutes  
Prior to submission to MDE.

Debra has been working to write the application – Ross thanked her. It is due a week from today at 4:30.

Debra –For definition of the replication, we must add 200 students. We asked for the maximum grant amount for year one, but will likely qualify for something less than the maximum. For the following years the amount of grant is determined by actual student enrollment.

Ross - Will need four sections of middle school if we ever decide to feed into a high school.

Debra - Enrollment – Attrition hasn't been accounted for in the application. The laterals usually take a while to bring their scores up and require extra teacher resources to support in the beginning. We budget conservatively. Enrollment began at 417- now at 407.

Will have a self-contained gifted and talented classroom next year. Goal is to have self-contained classrooms in both of the schools. Bolded numbers in grant application represent this. Students that leave for gifted and talented will be “back-filled.” Next year will have one g&t group, but inside the current classroom as we don't have extra space.

Ross: First Year at the new site we will have the following classes: 2-K, 2-1st, 1-2nd plus current 6-8 sections. Will need to find a large facility. Final plan will revolve around the site we find.

Debra: Plan only applies to one additional site, if we had to go to two new sites we would have to get permission for that. Holly Garnell is in charge of grant process. Beth, our authorizer, was impressed with DaVinci through the application. Debra will make some changes based on her feedback, i.e., z-scores. We were asked to add that we will always over-achieve the state in math and reading by a specific percentage to our Accountability Goals in the application due to a requirement of the grant. We have to show that we're improving student achievement. Debra went over the Accountability Goals. Debra has confidence that we will continue to meet our goals satisfactorily.

Organizational impact. Debra is writing a job description for a Director of Operations to focus on logistics so Debra can focus on the project of the new school. A Project Manager Consultant cannot be hired until grant is approved – a temporary, part time position. Will want them to manage through the first 6-8 months of the new school. Will create some lead/mentor teachers – pay them to help plan for and mentor new teachers. Could pay a stipend - not salary. Will have to recruit students from traditionally under-represented communities (marketing expense). Have 18 months to spend the first round of \$, but we'll want to spend it within 12 months or so.

VS: How would you like the finance committee to proceed with you? DL: Could do some sample models based on sites which might be helpful for choosing. Only very specific items we can spend grant money on – can't be for ongoing operational costs.

Some roles will be shared between schools: One Executive Director, Operation Director, Special Ed. Director for both campuses. Not currently expecting a principal in each school.

Lots of interest in charter schools today – important to find a site as soon as possible.

Motion to move forward with our enrollment plan and goals as written in the grant application as of April 6, 2015 with subsequent necessary modifications made by administration.

*Motion to approve – Ross Meisner*  
*Motion seconded by – Valerie Slaymaker*  
*Unanimous approval*

Debra asked if anyone else could think of any threats to moving ahead: finding good qualified staff, parents that wants high school sooner, ability to get funding with our ABC, etc.

4.2. School growth planning All 90 minutes  
Working discussion of next steps, resources, timeline, facilities, priorities.

Facilities – dominant critical path. What people, activities do we need/have?

General Discussion: Does the Facilities Committee need to become two committees?

- Still have problems to address at current site
- Need a group that can move quickly on obtaining a new facility
- Debra and some others have already been looking at other sites and could use the help of someone with commercial real estate experience – Stacey will assist
- Need a group that could do the legwork and bring recommendations to the board and coordinate with staff. We are working with a broker who does some of the legwork.
- Need to develop a more thorough list of our facility needs
- We can't merge schools for five years after the grant is applied. The lease on the current site is up in October 2021. We could buy or close the current site.

Decision: One facilities committee with two taskforces – one to continue to address problems here and one to work on finding a new site. Stacey Persons will advise the second task force.

Need ad hoc board communications. Need to keep the parents informed – start as soon as we get approval for the grant. Share overall plan for where we're headed. Mike K. and Nikki B. volunteered to lead the ad hoc communications committee. Purpose: To inform and engage the Davinci community, the broader Blaine Community, stakeholders – need to define intended audiences, key messages, timeframes.  
Debra and Ross will try to recover the names of people on the previous committee.

Erin: Move that we form an ad hoc Communications Community with Mike as the Chair and Nikki as the Vice-Chair.

*Motion to approve – Erin Nelson*  
*Motion seconded by – Dale Lieb*  
*Unanimous approval*

General Discussion: What is the impact of expansion on other committees?  
Valerie: HR – looking for qualified teaching staff for new site? DL: would like to get staff hired earlier than normal – like March – so they can shadow our current program. VS: Would HR need more resources to do this? Ross: address this toward the end of this calendar year.

Valerie: implications for Development Committee. Communicate our need for people gifted in this area. Matt: important for all board/committee members to have consistent talking points.

Matt: Would families with children in middle school receive preference for their children in the lower grades? DL: Unknown how that would work at this point.

Ross: Board generates a three-year plan. A frame-work of a 10-year plan would be a good thing to create. Ross, Matt and Valerie willing to discuss elements of a 10-year plan in preparation for a future board strategic planning offsite meeting.

4.3. ABC formation All 30 minutes  
Requirements, timing, people, options, next steps.

Affiliated Building Corporation – Need to form it now, before it is needed.

Ross: ABC will require formation of a board – can overlap with our current board. Members with Legal or Finance experience would be best. Good to have people with experience as: Contract negotiator, leasing agent, lawyer, etc. Might be a good idea to keep the ABC board amongst the current board members to keep communication manageable. Minimum board seats is three.

Ross will work with Debra on the ABC formation. Debra will get Ross the names of the people who have been recommended for the ABC board.

## 5. Adjourn Meeting

Estimated end time: 8:30 pm

*Motion to adjourn at 8:20 – Erin Nelson*  
*Motion seconded – Valerie Slaymaker*  
*Unanimous approval*

Meeting adjourned 8:20 p.m.