

- 6.5. HR/Compensation Committee: not held
- 6.6. School Development Committee: 4-13-15
- 6.7. Facilities Committee: 4-8-15

DONATIONS

- 6.8. Sundarayan \$100.00

DOCUMENTS

- 6.9. Monthly Financials March 2015
- 6.10. Policies for approval
6.10.1.

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

Motion for approval as modified by: Valerie Slaymaker

Motion seconded by: Matt Keeley

Unanimous approval

7. Discussion – Administration Updates – Debra Lach 10 minutes

- State assessments are going on. We did experience a few problems. They did extend the window and we will be fine. We had two extra days to test and will use them.
- Grades 4-8 – choir concert on Thursday
 - Asking local businesses if we can park in their lot
 - Continually having problems with parents parking in Aldi – plan to have administrator there to prevent the parents from parking in the Aldi lot
- Intersession will be coming up in May. We have done a lot to advertise – and fun videos to describe the class offerings; we have fewer applicants than required, especially in the middle school.
 - Children that age can stay home alone and babysit their younger siblings.
 - We have more than expected with the younger kids.
 - The teachers are able to get another week salary – and will miss out if there are not enough students to have an intersession with.
- Site visit from Friends of Education. Visitor asked to sit in on classrooms for the first time, and it went well, but do not have any feedback yet.
- We have many students competing and winning.
 - Continental Math 13 champions, 3rd grade National
 - 1st grade tied with Minnetonka and Wayzata.
 - Word masters we have 2 students with no misses per year.
 - Math Masters our 5th grade competed and had two medals 3 ribbons.
 - Regional rubix cube – two divisions took 1st and 2nd place. Plan to send a press release – ABC Newspaper. Max Newsletter. Will also send to Star Tribune.
- Anoka Hennepin up for a referendum. Cutting programs up to 250 teachers. In other HS's the big push is to PSEO – looking to cut vocational trainings.

8. Old Business

- 8.1. Treasurer's Update Slaymaker/Hiatt 5 minutes
Monthly school finance update.

March financials 75% YTD fiscal revenue 71% accrual 72% 72 expenditures and 72-75 accrual basis.

- Financially on track. No concerns raised by financial committee.
- Fund balance is strong with 1.3 in the general fund 1.4 overall
- Maternity leave Substitutes – offset by teacher's salary. QCOMP subs – paid for by QCOMP funds, which will continue to be in place next year.

8.2. Board Operations Update Meisner/Persons 5 minutes
Review board operations calendar, upcoming items.

- Two items at this time of year: Budget, Family Survey
- Would like to send the same survey as last year. Do it at the end of May. DL will send to the board for reference.

8.3. CSP grant status Lach/Meisner 5 minutes
Brief update.

- Expect to hear soon. Only school that applied for this round. We will hear back by May 20th.
- Continuing to look at sites in Ham Lake and Blaine. Would like to invite the Board to meet with our realtor on May 13, at 4:30 p.m. Marty (our realtor) would like to present what sites we are looking at, reviewing and dismissing.

9. New Business – Discussion/Action items

9.1 Training: Employment Christina Sans 45 minutes
Required training time.

Christina discussed many key elements to managing our workforce and hiring talent. RM asked if we need to drug test our employees. Would like to pass to HR Committee for consideration of need and legality.

9.2 2015-2016 Budget – first review Lach/Slaymaker 15 minutes
Review and discuss.

VS: Required to present draft of budget by May 1 to Friends of Education. Will vote next month.
DL:

- 1st budget. Will do revisions based on actual enrollment likely in October.
- Added up to 3% to salaries on average.
- Added 15% for health insurance.
- Included a fund transfer for food service

General Discussion:

- This is a budget without cost or allocation for the expansion. Dollars from the grant are limited what you can spend it on. We can allocate dollars from DL salary if we can show that we are applying to other activities. If we get approval, we are looking to hire a Director of Operations, which will be balanced out with grant funds.
- Presumed enrollment 415. Seating a few new 8th graders. Should know by Labor Day where we end up as some students switch near the beginning of the school year.
- Begin with line based budgeting.
- Would like to have a mission fulfillment board topic. Will ask questions about how do we know that we're fulfilling our mission, and how to we measure it – for use to demonstrate to public, parents, and ourselves, which all ties in to long term strategic planning.

RM: Appropriate for administration to create budget, the Board should determine plan and budget for Executive Director's compensation. Things to consider; performance feedback and industry comparative information. HR/Compensation will look at this and then will discuss at the Finance committee.

VS will follow up before finance committee. No expenditure requests from other committees.

Ideas to consider: Where does the budget show that we are spending more on Arts & Science than other areas? How much money are we spending on gifted and talented students? Lenses that show our priorities? Time we spend, dollars we spend, activities we do.

9.3 Contracts

Slaymaker

10 minutes

Review major annual contracts

DL brought contracts that were over 10K, reviewed potential vendors for these. Specifically, the Auditing Firm, Transportation Vendor and Food Service Vendor.

DL: Asked other schools for recommendations on Food service and they all highly recommend Lancer. We had Lancer in the past. We have currently had monthly mistakes with our current vendors. Sent our RFPs, food looks & tastes great, and prices are right as well. They have a salad bar however we are requesting to not use salad bar at first. We have the right to add that back in. The cost is \$0.30 additional for salad bar. We would like to contract them for a few weeks in June to help them get used to us since we begin school so early. Need to check current contract. Overall \$0.60 less per meal materially than current vendor. Do not want to lower the cost of the meals to the students yet. We do recommend we stay with the same milk vendor. Students can get an emergency meal for \$1.50 if they forgot their lunch. PB Jelly or cheese, milk, apple.

Finance recommends to move with Lancer.

Motion for approval by: Valerie Slaymaker

Motion seconded by: Erin Nelson

Unanimous approval

Auditing Firm – we have been using our current auditor for the past four years. It was our treasurer who recommended a switch. Took RFPs from four auditors including our current. Based on recommendations from others we recommend on KDV. They are \$1000 higher, however they know us. Valerie and the finance committee agree that KDV is highly recommended, and Tracy stated that this would be the best for our school.

Current rate now is \$11,000, and the new rate is approximately \$12,000.

AW: Ideal time to switch since we are looking at expansion. First year with them will be a normal year, and second year would be expansion year.

Motion for approval by: Valerie Slaymaker

Motion seconded by: Stacey Persons

Unanimous approval

Transportation:

Still in process. Will bring to finance committee next month.

Substitute

We have an in house substitute that we pay a salary each day.

9.4 Bylaws and Governance

Meisner/All

10 minutes

Review and discussion.

Make sure to read all of the bylaws. They are on the DaVinci website.

9.5 School expansion planning

All

30 minutes

General discussion, need for strategic offsite.

ABC Formation:

Eagle Ridge recommended ABC Lawyer: Craig Keppler with Lindquist and Venum. RM has been in communication with him.

Keppler stated it takes some time to get the tax exempt. When we spoke of the timing he stated it would take a year to get through clearance, we can start the financing without the tax exempt from the IRS. Next year is our planning and implementation year and the year after to start. He

stated we need to get the ball rolling. The ABC – we should not have an existing Board of Director's (BOD) member due to conflict of interest, unless that BOD member is no longer going to be on the regular board. Doug is leading candidate – but has not made a commitment. Will find out if it can be other employees of the school. Cannot be us though. New board requires three members. Ross will look for one board member to move forward.

Keppler's flat rate that includes all fees including filing fees is \$5500. The \$5500 would come out of the current budget. He would represent the ABC and school if we would like going down the road. It is okay for them to be the same, but does not recommend that.

Concerns: If we moved forward with him are we committing to him for the long run past the ABC? – RM: No expectation commitment for further engagement past setting up the ABC. Both the board and the school will engage him.

*Motion to proceed with forming the ABC and, barring any unforeseen circumstances, proceed with Craig Keppler: Erin Nelson
Second: Nicole Brown
Unanimous approval.*

Facilities Update:

EN: Numerous ideas – but are hoping to wait for our new site
Committee members are researching size, space, and other questions. The admin team in conjunction with the realtor is actively searching and reviewing sites.

10. Adjourn Meeting

Estimated end time:

8:00 pm

*Motion to adjourn at 8:56 – Valerie Slaymaker
Motion seconded – Stacey Persons
Unanimous approval*

Meeting adjourned 8:56 p.m.