



# School Board Meeting MINUTES for Monday, May 18, 2015 Music Room (001), 6:00pm

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

**2. Roll Call**

Present	Board Members
X	Ross Meisner - President
	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

**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

**5. Adoption of Agenda and Addendums 1 minute**

Add Policy 504 submitted for approval.  
*Motion for approval as amended by: Dale Lieb*  
*Motion seconded by: Andy W.*  
*Unanimous approval*

**6. Consent Agenda 5 minutes**

MEETING MINUTES

- |      |                                  |                           |
|------|----------------------------------|---------------------------|
| 6.1. | Board Meetings:                  | 2015.04.27                |
| 6.2. | Finance Committee:               | 2015.05.11                |
| 6.3. | Policy Committee:                | 2015.05.13                |
| 6.4. | Curriculum/Technology Committee: | not held                  |
| 6.5. | HR/Compensation Committee:       | not held                  |
| 6.6. | School Development Committee:    | 2015.05.13                |
| 6.7. | Facilities Committee:            | 2015.04.08 and 2015.05.13 |

6.8. Ad-hoc Communications Committee: not held

DONATIONS

6.9. CHUKWUMA NNOLIM \$115.38

DOCUMENTS

6.10. Monthly Financials April 2015

POLICIES FOR APPROVAL

6.11. Dress code policy 504

Dress code policy changes discussion:

- Change on page one – should be “student morale” not “student moral.”
- Knee length skirts are hard to find – especially for little girls. If it’s shorter than knee-length, OK as long as there are tights or leggings underneath. Skirts must be at length fingertip; leggings or tights if above the knee. Will send this back to the board.
- Current wording is “No hoods”. Students may have lackadaisical attitude if they’re wearing hoodies. There are really nice sweaters with hoods that would be OK. New wording: “No hooded sweatshirts allowed.” Keep Spirit-wear just for games and a new suggested once-a-month spirit wear day.

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

*Motion for approval as modified by: Valerie Slaymaker*

*Motion seconded by: Dale Lieb*

*Unanimous approval*

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

- MCA testing is complete but scores are embargoed for a while because of technical difficulties.
- Intersession classes are at a higher enrollment than in the past - 160.
- Enrollment is at 405 – same for past several months. One seat to fill then we should be fully enrolled for next year.
- Moving to Lancer for new food service.
- A couple bids are out on our playground to lay down asphalt. May look at rain garden or other options for parts that might have drainage problems.

**8. Old Business**

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

83% through year, 78% of revenue (some due from the department of ed is currently coming through), 83% of expenses. Well on track to end the year favorable to budget.

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

Stacey not here to report. Debra: we go over operations calendar every week and everything is on track.

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

Webinar Wednesday to work on grant budget, due June 1<sup>st</sup>, adjustable later if necessary. If we don’t open on time we don’t have to pay back the funds, we do have to give capital items (i.e. computers, etc.) back if we abandon the replication.

## 9. New Business – Discussion/Action items

- 9.1. 2015-2016 Budget –final review Lach/Slaymaker 15 minutes  
Review and vote.

Budget is same as last month. Recommend budget be approved. Looking at a revised budget in the fall once grant comes through and fall student numbers stabilize anyway. We want the grant impact to be largely a wash, but how we spend the money may impact the budget.

*Motion to approve budget – Erin Nelson*

*Discussion - Ross M: assumed average overall salary change of 3%. Ability to allow any additional room in that? Conclusion is there is a little room to bump administrative salaries 5-10%. No administrator raises were given last year. Wait until August to revise based on a more definite enrollment.*

*Motion seconded by – Dale Lieb*

*Unanimous approval*

- 9.2. Contracts Slaymaker 10 minutes  
Review major annual contracts

No other bids on transportation except Kotke's (current vendor). Their bid is not significantly different than this year's. If they are the only ones, Debra will work more closely with them. Wait another month to choose a vendor; Debra will check on contract deadline for Kotke's.

- 9.3. Board Committee activities Meisner/All 10 minutes  
Organizing and running effective committees

Overview of how to perform committee chair tasks:

- Just because a meeting is on the board calendar doesn't mean it will happen. An agenda needs to be posted 72 hours ahead of time.
- Process: Call the meeting, call for agenda items, post agenda 72 hours in advance (send to committee, Debra, and Stephanie Bacigalupo), hold meeting, send minutes to Ross. After minutes are approved at the board meeting the secretary makes sure they get sent to Stephanie and posted to the website.
- Old minutes, records, agendas are on the website for research to find out what a board does. Minutes need to be approved before posting. Committee agendas cannot be changed from what has been posted. Should have an "open discussion" item so items that are not on the agenda can be discussed.

- 9.4. School expansion planning All 20 minutes  
General discussion, possible sites, ABC formation..

Summary of Facilities Search.

Met with Realtor. No options in ready-built options. Found four good options for land to build.

1. Peat Farm. Debra has an engineer contact that can be consulted for this option.
2. Park Site. Not a lot of dry land left to build on in our city.
3. Horse Farm (Ham Lake). Half is wet land; if we can build up, that would not be a problem.
4. Near Bridgewood Church. Mostly wetlands.

Building from new would require an aggressive schedule; don't know if it's doable, but we are going to try like it is and adjust if necessary. Improvisation is an option with temporary classroom space.

We have to figure out the major pieces that have to happen. Ross displayed a time line of sorts of things that need to happen. Need foundation in place before winter (October?).

**ABC:** Once we incorporate we exist and can deal with financiers and construction companies; it's only our non-profit status that takes time. ABC corp. will not take long to establish – only three members needed.

**Building:** May need to find a developer who will help with the financing if we do business with their company – will cut down on time. Need to find an architect; we need a plan by October 1.

**Project Manager:** Would be beneficial to hire someone who has been through the build-out project (project manager). Can post for project manager job as soon as we are approved – July 1 – but not before, or they cannot be paid out of the grant funds. We can pay out of our own funds for a project manager now (60K?). Matt: project manager can make \$150K/yr or better.

Valerie: makes sense to divide these tasks by committee? A small and empowered committee formed to dive into this project?

Ross: Can call similar schools to find out what they paid to build to help us plan.

Whatever group is put together should meet at minimum weekly – 3-4 people who are committed to doing the work. Matt M and Andy W agreed to be on the task force; Valerie offered to be the financial liaison. Matt agreed to lead the committee. Debra wants to be included and can provide valuable information. The task force will plan when and where to meet next before leaving the meeting tonight. Ross will represent the ABC to the task force. Erin will represent the facility committee to the task force when it comes to site selection, etc. Once a project manager is in place, the burden on the task force goes down as much of the work will be handled by the manager. Debra will have business cards made up for the task force; members should send Debra contact information for the cards. First task: Draft Project Manager Job Description.

Also, We should have a Town hall meeting to update the “public” after the strategic planning session. Share plans (long and short range) and invite the community to provide input. Debra: maybe too late for a meeting before the end of the school year. Can have short mini-meeting if we want input on site or other specific items. Ross: will plan to hold a town hall meeting in August/September. Debra: maybe a “replication newsletter” to keep people updated.

9.5. Strategic planning offsite All 15 minutes  
Timing/dates, goals, plan.

Need to develop a long term (10 year) plan – scheduled Sunday, June 7, 1-7 pm. Valerie has experience leading long term planning. Debra planning a survey of families and staff; can maybe get some of this feedback by June 7. Matt: Survey alumni? No plans for this time, but maybe next year. Valerie is willing to communicate with Ross re: planning for the planning meeting.

9.6. Board Development & Training All 20 minutes  
Report, discussion on Friends of Education event, topics.

Ross and Matt attended the Friends of Education event and felt it was enriching and inspiring. They shared ideas and thoughts that they took away from the event. Matt was amazed at the networking opportunities.

## 10. Adjourn Meeting

Estimated end time:

8:15 pm

*Motion to adjourn at 8:50 – Dale*

*Motion seconded – Erin*

*Unanimous approval*

Meeting adjourned 8:50 p.m.