



# School Board Meeting MINUTES for Monday, Sept. 28, 2015 Music Room (001), 6:00pm

**1. Call to order 6:01 pm by Ross Meisner**

**2. Roll Call**

Present	Board Members	Guests
x	Ross Meisner - President	Debra Lach – Ex-Officio Member
x via phone	Stacey Persons – Vice President	Denise Erickson - Clerk
x	Erin Nelson - Secretary	Dave Bakke
x	Valerie Slaymaker	Tanna Hyatt, parent
x	Matt Manning	Anna Hanson, parent
x	Nikki Brown	Jacob Sheck, parent
	Andy Wallschlaeger	

**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**

*Motion for approval or for approval as amended by: Valerie Slaymaker  
Motion seconded by: Erin Nelson  
Unanimous approval*

**6. Consent Agenda 5 minutes**

MEETING MINUTES

- 6.1. Board Meetings: 2015-08-17 and special mtg 2015-08-31
- 6.2. Finance Committee: 2015-09-21
- 6.3. Policy Committee: 2015-09-09
- 6.4. Curriculum/Technology Committee: not held
- 6.5. HR/Compensation Committee: not held
- 6.6. School Development Committee: 2015-09-14
- 6.7. Facilities Committee: not held
- 6.8. Ad-hoc Communications Committee: not held

6.9. DONATIONS

- 6.10. Donation - Nnolim match \$115.38
- 6.11. Donation – Fortman match \$200.00

DOCUMENTS

- 6.12. Monthly Financials August 2015
- 6.13. FY2014-2015 Financials As of June 30, 2015

POLICIES FOR APPROVAL

- 6.14. tbd

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

*Motion for approval or for approval as modified by: Matt Manning*

*Motion seconded by: Val Slaymaker*

*Unanimous approval*

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

Last meeting Board approved offering a 403b investment option to staff. A handful of people seem to be interested.

We are a Rewards School for the 5<sup>th</sup> time in a row! PTO looking at ways to celebrate. Debra will follow up with the PTO to see what ideas are being discussed. Board can maybe step up and come up with a way if PTO doesn't have anything in mind; maybe combine with a town hall meeting.

NWEA assessments finished. Shared great results, especially in 6-8 grade.

Over 100 kids signed up in extra-curriculars. Have 48 children in the younger studentsplay!

Getting through assessments. Conferences are coming up.

**8. Old Business**

- 8.1. School Replication Update w/Community Lach 15 minutes  
Monthly presentation of school growth plan and status.

School replication update. ABC is now incorporated and info is available on the Davinci website. We've contracted with an owner's rep to help find site, building, borrowing... all of the different parts. RFPs have been put out to two banking firms and have contacted several architectural firms. We're waiting to hear back on two potential building sites. Highly unlikely we'll be ready for next fall. Exploring either having two sites/campuses or one large site and we'd move out of the current site.

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

17% of the way through the fiscal year. Revenues are overstated due to an overpayment by the state but things will equal out. Expenses look good. Some discrepancies can be attributed to charges to wrong line items. Fund balance remains strong at 2M.

Debra: Fieldwork with new auditors went well – are at a 17.5% fund balance. Results will be presented at the next board meeting.

- 8.3. Board Operations Update Persons 5 minutes  
Review board operations calendar, upcoming items.

Reviewed items we need to accomplish. We are on track and have completed everything we need to do at this point.

Debra has a spreadsheet on everything we need to send to Friends of Education and when.

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

- 9.1. Final FY14-15 financials Slaymaker/All 10 minutes  
 Review final results for last year.

Any variances are positive!

Debra: For the first time we came out positive on lunch account. (Erin: New foodservice seems to be well-received; kids like; seems to be more filling.)

Debra: New budget does not include replication grant. That will be revised to include. Also needs to include intercession budgeted amounts.

In October we will look at the results of the audit and the revised budget.

- 9.2. Board member recruitment Meisner 5 minutes  
 Two open seats (community and parent)

Erin: There may be a teacher who is interested. Ross: May be able to shuffle at-large seats to accommodate.

Overviewed parent board member opportunities and answered questions from parents present.

- 9.3. Review committees and leadership Meisner 10 minutes  
 Facilities committee evolution; vice-chairs

Committees:	Chair	Vice-Chair
Finance	Val S.	Ross
Policy	Andy W.	Erin N.
Curriculum/Tech.	Nikki B.	Matt M.
HR / Comp.	Matt M.	Val S.
School Dev.	Stacey P.	--
Facilities	Erin N.	Andy W.
- 2nd site task force	Matt, Erin (Ross, Debra)	
Ad-hoc Communic.	Nikki B.	Stacey P.

Erin: Facility Committee function – current building function and second building issues. Was an ad hoc committee. It has completed its projects on the current building. Debra: Now have Director of Operations to perform some of these functions. Task force is no longer needed. Debra thanked Erin for taking that on.

Move to sunset facilities task force: Valerie  
 Seconded: Nikki  
 Unanimous Approval

Val agreed to Vice-Chair HR/Comp. if schedule could change.  
 School Dev. Does the Chair/Vice-Chair have to be a board member? Bylaws don't specify. We may have some other options. Stacey will check in with Ross later to fill in the mission Vice-Chair spot.  
 Ross willing to Vice-Chair the Finance Committee

Move to appoint Ross as Vice-Chair of Finance Committee and Valerie Slaymaker as Vice-Chair of HR/Comp Committee: Erin  
 Second: Valerie  
 Unanimous Approval

- 9.4. Election cycle preparation Meisner 10 minutes  
 Begin annual election process.

3 SEATS UP FOR ELECTION:	Seat D: Parent	<i>Stacey Persons</i>
	Seat E: Community	<i>Valerie Slaymaker</i>

Ross in charge of the election process. He led the board through the time-line and explained the process of nomination for re-election. Nomination forms will be available in Nov.

9.5. Annual report Lach 10 minutes

Review and approve annual report and "World's Best Workforce" report.

"World's Best Workforce" report format is changing so will have to be re-issued. Annual report will be posted on the website. Board read through report.

*Motion to approve – Valerie*

*Motion seconded by – Matt*

*Unanimous approval*

9.6. Board self-evaluation All 10 minutes

Discuss how to assess board's performance and areas for improvement.

Valerie – recommends a survey of board members, then compile and review results. Beauty of written assessment is the ability of spot trends from year to year. Valerie has templates she would be happy to share.

Debra – Davinci has a Survey Monkey account that could be used.

Stacey – will this be anonymous?

Debra – can contribute "comments from the community" section of the evaluation.

Ross – target having the template for approval by next meeting.

9.7. School expansion planning All 45 minutes

General ongoing discussion, updates, and next steps.

Matt – Kou's last email summary: Currently have letters out to investment firms Dougherty and Piper Jaffrey for underwriting. Both have responded and are comparable.

Debra – would like board members involvement for the interview process for architect firms.

Ross – Summarized: Haven't finalized contract with Kou Vang and firm. Lawyer is in place for advising on deals. Have two candidates for underwriters. Are in the process of interviewing architects. Kou will help identify candidates for general contractor.

Matt – in talks with land owners. Two sites are being explored. Both plots of land are larger than needed; both sellers are open to subdivide. Letters of intent have been sent.

Debra - Financial models are based on assumptions with those two sites.

Financing should happen by April when we're ready to build.

ABC has had their first board meeting. Ross explained the roll of the ABC as well as the roll of the school board as it relates to the ABC.

Erin - Recap of special meeting – investigating options of one school vs. two schools.

Ross – laid out pros and cons of one school building vs. two

Nikki, Debra and Ross will explore bullet/talking points that can be shared with the school and broader community.

**1. Adjourn Meeting**

Estimated end time:

8:15 pm

*Motion to adjourn at 7:54 – Erin*

*Motion seconded – Valerie*

*Unanimous approval*

Meeting adjourned 7:54 p.m