



School Board Meeting Minutes for Monday, December 21, 2015 Music Room (001), 6:00pm

1. Call to order: 6:00 pm by Ross Meisner

2. Roll Call

Present	Board Members
X	Ross Meisner - President
	Matt Manning – Vice President
X	Erin Nelson - Secretary
X	Valerie Slaymaker
X	Rachel Engstrom
X	Nikki Brown
X	Andy Wallschlaeger

Guests
Debra Lach – Ex-Officio Member
Jacob Sheck
Melanie Persellin
Anna Hansmann

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 by: Valerie Slaymaker
Motion seconded by: Erin Nelson
Unanimous approval*

6. Consent Agenda 5 minutes

MEETING MINUTES

- 6.1. Board Meetings: 2015-10-26, 2015-11-16
- 6.2. Finance Committee: 2015-12-14
- 6.3. Policy Committee: 2015-12-09
- 6.4. Curriculum/Technology Committee: not held
- 6.5. HR/Compensation Committee: not held
- 6.6. School Development Committee: not held
- 6.7. Ad-hoc Communications Committee: not held

DONATIONS

- 6.8. none

DOCUMENTS

6.9. Monthly Financials

November 2015

POLICIES FOR APPROVAL

6.10. None, discussed later in the meeting.

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

Motion for approval as amended by: Erin Nelson

Motion seconded by: Nikki Brown

Unanimous approval

7. Discussion – Administration Updates – Debra Lach 10 minutes

- Intersession: 195 students signed up. Most we have had for a long time, probably due to lots of teacher involvement, as well as better timing for families.
- Enrollment 429 students, 1 new second grader.
- Piloting a Breakfast Program during January and February. Kindergarteners eat for free. If we have 25 students use it consistently we will keep it.
- One Special Education teacher resigned to pursue a different career, despite having enjoyed her time at DaVinci. Have hired a new SpEd teacher.
- Currently doing a Self-Audit on our SpEd Due Process.
- Based on new students we have received we need another SpEd teacher and are currently looking for one.
- Working on enrollment and next year's calendar.
- We are on the list for the Commissioner to come visit DaVinci in January. She is visiting all the schools who were 4 or 5 year Reward Schools.
- Teachers, PLC's, staff have been providing input on facility needs for our new building to the architect.
- Took on 16-18 new 1st graders this year. Compared to previous years (in which we did not take so many laterals) we have fewer below grade level and above grade level readers. 80% of them are reading on grade level. This may have significance or not. We will keep watching.

8. Old Business

8.1. Brief School Replication Update w/Community Meisner/Lach 5 minutes
Monthly presentation of school growth plan and status.

Purchase agreement is out and signed. Agreement with current landlord for buyout is in final stages, it is down to \$1.9 million. Working with architect on design. Sending out RFP's to general contractors, will choose one in January, then they will be working with the team to help us figure out costs and make decisions about the facility.

General timeline: Finding out information January, February and March some planning, building done by following June, and moving in throughout the month of July.

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

42% of year, 34% in Revenue Cash basis, 36% Revenue on Accrual Basis. Typical to run a lag in revenue because of lag in receiving funds from government. Expenditures is at 36%. We are currently at a negative \$30K, but have \$26K coming in fund transfer from the work we did on the playground, also have money coming from the government. Fund balance is strong, \$1.4 million.

8.3. Board Operations Update Meisner/Manning 5 minutes
Review board operations calendar, upcoming items.

Currently working on enrollment policy. Election preparations underway. Already finished Audit. In short, we are already doing everything we need to be doing at this time.

9. New Business – Discussion/Action items

- 9.1. Enrollment plan and policy for 2016-2017 Lach 15 minutes
Update classroom targets and policy for backfilling empty seats.

We spend a lot of time working on the enrollment policy, usually change it every year. Administration is recommending we keep the policy the same this year. General overview of Enrollment Capacity: Minimum and Maximum Thresholds for each grade that changes as the year progresses. Fill rate is 3/students/week but only 1/grade/week. Able to overfill if building has the capacity. How does it affect the budgeting process? Use a 3 year projection. Currently budgeting for 420.

*Motion to approve – Andy W.
Motion seconded by – Val S.
Unanimous approval*

- 9.2. Election process & board recruitment Meisner 10 minutes
Update, and candidate for empty seat.

Reminders went out a few days ago, we are on track. Candidate forum is the end of January. Final Call will go out soon, deadline is end of December. No nominations have come in yet. Current members whose seats are up are planning to run again.

February 15th is our Annual Board Meeting. We will discuss the state of the school and the election results. This is a requirement from MDE and Friends of Education. Fixed the date on the Election Plan to match that posted on our calendar. Will keep election start date the same (because there is a school break during the election time period).

Vacant parent seat. Parent with interest: Melanie Persellin. Reviewed her qualifications and experience. She answered board questions.

*Motion to appoint Melanie Persellin to open Parent Seat that is up for election in 14 months – Rachel E.
Motion seconded by – Val S.
Unanimous approval*

Committee Chairs: Restructured as shown below

Committees:	Chair	Vice-Chair	Typical Timing
Finance	Val S.	Ross M.	2nd Mon 6pm
Policy	Andy W.	Erin N.	Wed 3:30pm
Curriculum/Tech.	Nikki B.	Matt M.	TBD
HR / Comp.	Andy W.	Rachel E.	2nd Mon 5:30 - Andy will move to Wed.
School Dev.	Rachel E.	--	1st Mon 5:30
New site task force	Matt, Erin (with Debra)		
Ad-hoc Communic.	Nikki B.	Val S.	2nd Mon 4:30

*Motion to appoint Rachel E. as Vice-Chair of HR/Comp. – Erin N.
Motion seconded by – Nikki B.
Unanimous approval*

- 9.3. School tagline update Debra 5 minutes
Discussion and brainstorm on adding an updated tagline.

As we start to recruit students to our new building, we will be doing some re-branding. We are having a parent redesign our logo. Many schools have a tagline that tells what their essence is. We could stick to Arts and Science as our “tagline” or come up with another one. It often comes from your mission statement. If you have ideas let Debra know. The teachers are also doing this.

- 9.4. School expansion planning All 45 minutes
General ongoing discussion, updates, and next steps.

Status: most of our service providers are already in place. We are putting out bids for the construction agency to 3 companies.

The amount we are spending is going to increase now as the architect is putting together a site plan for approval from the city as well as some site surveying. The ABC currently needs \$62K to do this as well as \$30K for earnest money on the Purchase Agreement. In the past we already approved \$50K with an additional \$15K for site selection. We need \$92K instead. Perhaps we should do \$100K to leave a buffer; that would mean approving an additional \$50K. Target cash balance to operating budget set by our Authorizer is 25%. \$100K would not impact that very much.

We have already eliminated many of the risks that are outside of our control. There is some risk, but it is almost all within our control.

The first \$50K was given without expectation of repayment. Debra would prefer the additional \$50K be lent with repayment. We could choose not to ask for it back later on. We need to look at whether the lent money comes from the cash balance or the operating budget.

Motion to lend \$50K to the ABC with the expectation of repayment – Val S.

Motion seconded by – Rachel E.

Unanimous approval

Currently we are working with the architect to fine-tune what type and how many spaces we need in our building. Office space is the hardest to predict with the increase in students. Debra is talking to other schools about how many office spaces they have, and is looking at models for administration.

Through January we are making high-level architectural plans, we are starting to put together the information for Piper-Jaffery to make the bond. Near the end of January we will bring the plans to Ham Lake for approval and the Dept. of Ed. for review and comment.

As we move forward we will need to start making decisions about moving up the start date of certain tasks

- 9.5. Policy Updates Wallschlaeger 10 minutes
Board review, discussion and approval.
Four policies to look at.

407 Employee Right to Know: Exposure to Hazardous Substances – updated verbage to reflect current MSBA Model Policy.

409 Salary and Benefits – Change unable to take personal days on staff days or days adjacent days off to personal days on these days being discouraged and unpaid.

535 Admissions Policy and Procedures – fixed the term of “admitted” (accepted spot) vs. “enrolled” (all paperwork is in). Also got rid of the intent to return form since it is inaccurate and unable to be used since we have to keep a child’s spot until their papers are transferred to a different school anyway. Board decided to additionally get rid of the last page (enrollment capacity chart) as it is not actually part of the policy and it is communicated elsewhere.

419 Tobacco-free environment – updated to fit current MSBA Model Policy.

Motion to approve policy updates– Val S.

Motion seconded by – Nikki B.

Unanimous approval

9.6. Board training Meisner 20 minutes

Board governance and open meeting laws.

We are now allowed to train ourselves, or bring training in. We need to at a minimum attend training on board governance, finance, and HR/employment at least once a year. We would like to have a short training at most meetings.

Tonight: Board governance provided by Ross. Outlined board responsibilities and accountabilities. Overview of open meeting law. Overlooked how we run our committees to fit open meeting laws even though not required to. We have a mixed model board model – made up of teachers, parents, and community members in a mostly balanced amount. We also have a committee model – recommendations made by committees that do the groundwork and then the board makes the decisions. Overlooked the procedures of a board meeting. Reminder that the board speaks as one voice to stakeholders – we have either made a decision as a group or we have not made a decision as a group yet, but we always present the board as a whole's decisions to stakeholders. We should be explicitly working on self-evaluation and continuous improvements.

9.7. Meeting Assessment and Closing Thoughts Meisner 5 minutes

Did we spend our time effectively today? What could we do better?
What do we, as a board, need to be focusing on for the next meeting?

What went well in this meeting:

Andy – very productive, all policies were approved.

Val – effective discussion about upcoming expenses.

Rachel – got a new board member.

Could do better:

Debra – asked what information is useful in her updates. Board members provided examples.

Rachel – giving examples of people or events that have demonstrated our mission or vision each meeting.

Board members completed a self-evaluation on Board Effectiveness.

10. Adjourn Meeting

Estimated end time:

8:00 pm

Motion to adjourn at 8:20 – Nikki B.

Motion seconded – Val S.

Unanimous approval

Meeting adjourned 8:20 p.m.