



# School Board Meeting AGENDA

## Monday, May 15, 2017 at 6:00pm

### At DaVinci Academy

**1. Call to order**

**2. Roll Call**

Present	Board Members
X	Ross Meisner - President
X	Matt Manning – Vice President
	Melanie Persellin - Secretary
X	Valerie Slaymaker – Treasurer
	Andy Wallschlaeger
X	Mark Guy
X	Michelle Ingram
	Brian Mueggenberg
	<open>

Guests
Debra Lach – Ex-Officio Member
Denise Erickson – Clerk
Dave Bakke – Friends of Education

**3. Reading of Mission Statement and Real Life Examples 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**  
None.

*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..*

**5. Adoption of Agenda and Addendums 2 minutes**  
No changes were made.  
Motion was made by Matt Manning to accept the agenda as presented.  
Seconded by Michelle Ingram.  
Vote to accept was unanimous.

**6. Consent Agenda 5 minutes**

6.1. DONATIONS  
Unrestricted donations: available for viewing in the office  
Restricted donations: none received

6.2. BOARD MEETING MINUTES  
April 24, 2017 regular meeting

Motion was made by Michelle Ingram to accept consent agenda.  
Seconded by Valerie Slaymaker.  
Vote to accept was unanimous.

**7. Discussion – Administration Updates – Debra Lach 10 minutes**  
The school year is winding down. MCA testing was finished Friday, May 12. Preliminary finding – fifth grade students are 95% proficient in science. Final concerts are being performed.

One hundred interviews with new families have been completed. Although DaVinci will nearly double in size next school year, the goal is to continue a “culture of family.” Current students have been asked to share “fun things to look forward to” to be included in welcome packets for new families.

DaVinci has received a 3-year Grant of approx. \$300,000 to provide pre-special ed. support to help prevent academic needs. This will enable DaVinci to hire a full time social worker.

Hiring for the new school will entail over 30 added positions. The entire staff has been filled except for one 3<sup>rd</sup> Grade teacher position. A weekly newsletter for new staff will help them keep up-to-date. They will be invited to shadow and observe; and current teachers will be asked to provide “professional development” for new teachers.

An additional 4<sup>th</sup> Grade was added as there were 26 siblings of students and staff children on the waiting list.

Progress on the new building is moving as expected. An online Google Docs “Q&A” on the move will be started to keep teachers updated and help answer questions about the move. As of July 11, DaVinci will have access to the new building and can occupy the property on July 25. Students will arrive August 15.

## 8. Committee Updates and Review/Approve Committee Minutes

<u>COMMITTEE</u>	<u>MEETING DATE</u>
8.1. Finance Committee & Treasurer’s Update: - review monthly financial report Valerie Slaymaker reported. DaVinci is 83% of the way through the school year; accrual is at 79%, and expenses are at 71%. Nothing unexpected has occurred; we are doing well. Ross Meisner suggested over-spending budget surplus on future needs to relieve next years’ budget. With revenue above expenses, it can safely be assumed expenses will come in below budget. Debra Loch said priorities are AV equipment and acoustics. Approval was received from the board at the beginning of the year to run to a negative balance, so suggestion was made, under Debra’s supervision, to spend to \$0.  Motion was made by Ross Meisner to spend this year’s budget surplus on new campus expenses as needed while maintaining a positive net budget for the year. Seconded by Matt Manning. Vote was unanimous.	Not Held
8.2. Policy Committee: POLICIES FOR APPROVAL - none	Not Held
8.3. Curriculum/Technology Committee: Michelle Ingram reported that the student led “Tech Ambassador Program” will begin next year. 4 <sup>th</sup> and 7 <sup>th</sup> Graders will be recruited to help other students learn computer basics. The committee will ask teachers to contribute to an inventory of technology needs for next year. The committee is also working on an industry standards list of what students need to know tech-wise by each grade.	2017-05-01
8.4. HR/Compensation Committee: Debra Lach reported. Because of an increase in insurance costs, there will be a 25% increase in HR budget for healthcare next fiscal year. To compensate HSAs will be lower to \$1200/year instead of the current \$1500/year. Training is planned to educate staff on being good health care consumers.	Not Held
8.5. School Development Task Force: Mark Guy reported. Playground supplier is on task. Andy Wallschlaeger, Valerie Slaymaker and DaVinci Director of Operations Holly Fischer will attend the next Ham Lake city board meeting to talk about the possibility of funding by the city as the playground will technically be a “city park.” Playground fundraisers currently in the works include a restaurant fundraiser and the Golf Tournament (June 9).	2017-05-03

## 9. Old Business

- 9.1. Board Operations Update Meisner/Manning 5 minutes  
Review board operations calendar, upcoming items.  
Nothing unusual was reported.

## 10. New Business – Discussion/Action items

- 10.1. Capital campaign Persellin 5 minutes  
Committee update  
Mark Guy reported. So far, \$90,000 in donations have been collected for the playground. Golf tournament is expected to bring in \$20,000 more. If more is collected than is needed, other equipment will be considered. The “build weekend” is scheduled for July 14 and 15 – the playground vendor only wants 15 volunteers. The current playground structure will remain at the old building; however, the climbing wall will be located to the new gym.
- 10.2. School construction status update Lach/All 15 minutes  
General update on the construction status and outlook.  
Debra Lach reported. Construction is going fine. Windows are going in, but it’s slow work; steel stairs going in stairwells this week. Debra is working with room numbering systems, keying and signage.
- 10.3. Construction plan discussion All 10 minutes  
Options, risk mitigation, alternatives, deadlines, overall management plan  
Debra Lach reported. Everything is on schedule as it currently stands, but it’s tight. Auditorium and gym will be delayed as previously noted. The DaVinci logo will be inlaid in floor.
- 10.4. 2017-2018 budget review Lach 10 minutes  
Discuss and approve next year’s calendar, informed by new school’s completion outlook.  
Debra Lach reported. Because of the added 4<sup>th</sup> grade class, the pupil number is higher – we are budgeted for 715 pupil units, but actual is 734. Proposals for snow removal, lawn care and septic maintenance are being taken. There are a lot of unknowns, but the prepared budget makes sense at the line item level. It’s a tight budget; but positive. The budget will be revisited in October once things are detailed out. Ross Meisner observed while some expenditures go up exponentially, others remain flat. Overall, the budget seems conservative – DaVinci has a history of being frugal.  
  
Motion was made by Valerie Slaymaker to approve the budget as submitted.  
Seconded by Ross Meisner.  
Vote to approve was unanimous.
- 10.5. 2017-2018 major contracts Lach 10 minutes  
Discuss and approve any major contracts  
No major contracts to be approved now. We are keeping those that make sense (bussing, etc.). Two bus routes are being added and will add more later as well as septic service, janitorial, etc.
- 10.6. School survey Meisner 10 minutes  
Discuss any need for another family/community survey  
Plan to use the same survey as previous years for continuity of data. This will go out the first week of June to current families.
- 10.7. Board retreat Meisner 5 minutes  
Discuss needs, options for spring board strategic retreat  
It was determined that no spring retreat is needed, but will consider a late fall retreat, tentatively scheduled for November 5, site to be determined.

10.8. Training: Employment Meisner 20 minutes  
Required annual training on employment and HR management  
Carried forward to the next agenda.

10.9. 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?

Board Meeting Schedule:

June 19 (will approve a yearly schedule at this meeting, with discussion to move the usual date to the 4<sup>th</sup> Monday of the month)

Tentative Board Meeting Schedule:

July 24 (off site)

August 28 (at the new school)

September 25

October 23

## 11. Adjourn Meeting

Estimated end time:

8:00 pm

Motion to adjourn was made by Michelle Ingram.

Seconded by Valerie Slaymaker.

Vote was unanimous and meeting was adjourned at 8:05.