



School Board Meeting MINUTES

Monday, October 30, 2017 at 6:00pm

At DaVinci Academy

1. Call to order: 6:03 PM

2. Roll Call

	Board Members	Guests
x	Ross Meisner - President	Debra Lach – Ex-Officio Member
x	Matt Manning – Vice President	Matt (auditor)
x	Melanie Persellin - Secretary	Dave Bache (FoE)
	Valerie Slaymaker – Treasurer	
x	Andy Wallschlaeger	
	Mark Guy	
x	Michelle Ingram	
x	Brian Mueggenberg	
	<open>	

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

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

motion to accept: Andy, seconded Mark, 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

- September 2017 minutes

motion to accept; Michelle, seconded Melanie, unanimous

7. Discussion – Administration Updates – Debra Lach 10 minutes

*NWEA program still inaccessible, should gain access in the next couple of weeks
 STEP testing done!*

Conferences two weeks ago; high percent attended (up to 95% in K-4)

Evening PBIS events in the works to engage new families and community.

Monthly social activities in the works for staff to establish sense of team, DaVinci culture.

*Three in-house subs now, working better than Teachers On Call, which was acquired by Kelly Services.
 May choose to add a fourth in-house sub.*

Still filling vacancies; including front desk, paras, HR. At 100 employees, HR churn is simply higher.

GT program in place, working well; will consider grade-by-grade population when defining GT class grade organization next year.

Now considering best practices for staff schedules for likely change next year, as shared prep not sustainable (not enough specials periods to provide sufficient team time).

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
<i>Updated budget coming next month; will incorporate adjusted operational spending. SPED monetary difficult to manage and predict; hired specialist (Kari) to manage SPED finances & policies, already very helpful. Lease Aid application can be submitted soon, as new building's final occupancy certification should be done within a week or two.</i> | 2017-10-16 |
| 8.2. Policy Committee:
POLICIES FOR APPROVAL
- 7.15 New unpaid meal
<i>Must include this new policy; if balance reaches -\$20, staff must contact</i>
- 7.16 New Hot Lunch
<i>Revised to match current policy:
*At negative balance of \$20, family will be contacted by admin</i>

<i>Motion to approve both; Andy, seconded Brian, unanimous</i>

7.14.1 Procurement
<i>Needed to comply with UGG grants & CSP; Formalizes expected policy (already in place)</i>

<i>Motion to approve; Ross, seconded Matt, unanimous</i>
<i>to review next month: 7.14 general procurement policy vs. this new 7.14.1</i>
<i>Plan to discuss at off-site: scope and options for transgender student policy</i> | 2017-10-11 |
| 8.3. Curriculum/Technology Committee: | Not held |
| 8.4. HR/Compensation Committee: | Not Held |
| 8.5. School Development Task Force:
<i>Discussion on Golf Tournament, task force in the works
Crystal Higgins; new PTO leader, looking to continue past fundraisers
Heggie's Pizza fundraiser will continue.
Board recommends more deliberate clear answer to "What are we raising funds for?"
Melanie to find final value of playground fundraising.</i> | 2017-10-11 |

9. Old Business

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|--|------------------------|------------------|
| 9.1. <u>Board Operations Update</u> | <u>Meisner/Manning</u> | <u>5 minutes</u> |
| <i>Review board operations calendar, upcoming items.</i> | | |
| 9.2. <u>Polling place policy</u> | <u>Andy/Manning</u> | <u>5 minutes</u> |
| <i>Need to update policy by December
Non issue: we are a charter school.
We are not an identified polling place. No action or policy required.</i> | | |

10. New Business – Discussion/Action items

- 10.1. Audit review Lach 20 minutes
Presentation of audit results.
**Audit reports “no findings,” all three audit reports were clean*
**Under budget in expenditures; above budget in revenue; went from budgeted deficit spend plan to positive net annual income despite additional expenses of preparing the new building.*
Fund balance of 35%, well above authorizer minimum, higher than MN charter school average.
** Recommended the board set a fund balance target/policy for the expanded school, as it will be much lower (low 20%s) for the current year.*
**Community Service Fund Balance can be spent on community-related programs (e.g., after school care, playground, walking path)*
**Pension liability changed at the state level, TRA deemed underfunded, all school liabilities went up around 40%. Likely expected impact on us is the 7.5% payroll expense will be increased.*
****This is the second year in a row with zero findings. The board thanks and commends the administration for outstanding financial management of the school!***
- 10.2. School construction update with our general contractor Meisner/Rochon 20 minutes
Discuss status and completion timing with Rochon ~~Jeff Wellman~~. Jeff Buckley, Justin, Kou
Turned over all but auditorium; inspection this week with final occupancy expected this week.
- 2-3 weeks to get official certificate of final occupancy
Operations manuals turnover coming soon, systems training ongoing (many systems)
After final occupancy: punch list in education wing first. Then auditorium/gym punch list.
Spring: another punch list for grounds/exterior after see how plantings fared.
1 year walkthrough; make repairs based on faulty/warranty items
Casework still delayed, despite 3 vendors on the job. Expected completion now Dec. 15th.
Must ensure effective periodic maintenance schedule for future (Kou said we’re doing well).
Terrazzo stairs not quite complete. Expected completion: 2 weeks.
Backstop fence to be added along Jefferson, behind soccer goal
***3rd floor staff to monitor noise from heating system in winter*
- 10.3. Policy updates Lach/Andy 5 minutes
Ensuring UGG compliance for SPED finances.
completed as part of 8.2
- 10.4. Staff dress code Michelle 10 minutes
Discussion on possible policy update
Tennis shoes not currently allowed as part of policy; some staff showing interest in change
Spirit wear/jeans on Fridays also of interest
Staff to make proposal to board showing how a change in dress code would improve student performance, and board will consider.
- 10.5. Board election plan Ross 5 minutes
Three seats up for election
December; nominations begin
January; finalized nominations
February; vote and seat new board members at Annual Meeting Feb. 26.
Community member needed;
Would be nice to have local high-tech company employee (Medtronic, Boston Sci, etc.)
Put notice in Ham Laker paper.
- 10.6. Grand opening ceremony planning All 10 minutes
Once entire school is complete, how do we want to celebrate this achievement?
Melanie and Ross to initiate discussion and planning

- 10.7. Board self-assessment Ross/Valerie 10 minutes
 Fill out board survey
To complete by end of meeting
- 10.8. Board Strategy Offsite Meeting Plan Ross 5 minutes
 Goals, topics, agenda, logistics
To be held at DaVinci start at 8:00 AM on Sunday Nov. 5th.
Topics include:
Fund balance policy
Long term enrollment (adjust trajectory or classroom addition plan in next 1-2 years)
Strategic Plan (5-10 year & high school)
Transgender Policy
Dress Code for Staff if petition/proposal is received
Discuss addition of a board seat(s)
Administration organization structure and resources
- Melanie to review other school's leadership teams, especially FoE schools
Board engagement
Intersession week or weeks (efficacy, cost, value)
Contact days discussion (consider an academic intercession?)
- 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?

Paperwork: Individuals to sign of files for Conflict of Interest Disclosure

11. Adjourn Meeting

Estimated end time: 8:00 pm
Motion to adjourn; Matt, seconded Andy, unanimous; 8:47 PM