



# School Board Meeting MINUTES

## Monday, November 27, 2017 at 6:00pm

### At DaVinci Academy

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**1. Call to order**

**6:04 PM**

**2. Roll Call**

Present	Board Members	Guests
x	Ross Meisner - President	Debra Lach – Ex-Officio Member
x	Matt Manning – Vice President	Holly Fischer
x	Melanie Persellin - Secretary	
x	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 adopt: Valerie, seconded: Matt--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**

- October 30, 2017 minutes

- October 27, 2017 offsite strategy retreat

*Motion to consent: Melanie, seconded: Matt--unanimous*

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

**10 minutes**

*Report Cards sent for trimester 1*

*Lease Aid application submitted*

*raised more than \$3,000 through GiveMN*

*NWEA still in progress, successfully progressing*

*Staff social before Thanksgiving break was a success*

*In need of a replacement 4th grade teacher, confident replacement will be found quickly*

*Spanish teacher's visa was denied, taking steps to remedy*

*New building to host staff party. Motion to allow wine: unanimous approval*

## 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>After review, fund balance at 19%. Revised budget. Student enrollment at 721. Motion to approve revisions: Valerie Seconded: Ross Unanimous</i>	2017-11-13
8.2. Policy Committee: POLICIES FOR APPROVAL	not held
8.3. Curriculum/Technology Committee:	Not held
8.4. HR/Compensation Committee:	Not held
8.5. School Development Task Force: <i>Discussed fundraising, specifically Heggies</i>	2017-11-1

## 9. Old Business

9.1. <u>Board Operations Update</u> Review board operations calendar, upcoming items.	<u>Meisner/Manning</u>	<u>5 minutes</u>
9.2. <u>Recap of offsite meeting</u> Highlights and action items. <i>Ross to update strategic planning document</i>	<u>All</u>	<u>5 minutes</u>

## 10. New Business – Discussion/Action items

10.1. <u>General School construction update with our general contractor</u> <u>20 minutes</u> Discuss status and completion timing with Roehon CEO Jeff Wellman: <i>Casework approximately half done. Terrazzo and other things still a work in progress Some concern about quality and timeliness of work completion</i>	<u>Meisner/Roehon</u>
10.2. <u>Board election plan and approval</u> Three seats up for election. Approve election plan. <i>Motion to approve election plan: Matt Seconded: Michelle--unanimous To send announcements, nomination through December forum January, voting February, seat end of February</i>	<u>Ross</u> <span style="float: right;"><u>5 minutes</u></span>
10.3. <u>Grand opening ceremony planning</u> Once entire school is complete, how do we want to celebrate this achievement? <i>-Valerie, Debra to create spreadsheet to consider invitations based on fundraising -Contemplate two events; donor appreciation/recognition vs. family-friendly event -Invite former board members -Tentatively mark March 2nd for donor recognition event -Melanie, Ross, Valerie to prepare; catering, etc. -Motion to allow wine: Valerie Seconded: Ross--unanimous -Propose to PTO: Spring 1st year celebration w/bouncy house, food trucks, etc. (May?)</i>	<u>All</u> <span style="float: right;"><u>10 minutes</u></span>
10.4. <u>Staff interaction plan</u> Staff recognition items, and which board member will give an update to staff <i>Andy to go to next meeting available; Dec. 7th at 7:15</i>	<u>All</u> <span style="float: right;"><u>5 minutes</u></span>

- 10.5. 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?

**11. Adjourn Meeting**

Estimated end time: 7:20 pm  
*Motion to adjourn: Michelle Secoded: Matt--unanimous*