



# School Board Meeting MINUTES

## Monday, March 25, 2019 at 6:00pm

### At DaVinci Academy

1. Call to order  
@ 6:01 PM
2. Roll Call

Present	Board Members	Guests
x	Melanie Persellin	Debra Lach – Ex-Officio Member
x	Andy Wallschlaeger	Stephanie Severson
x	Michelle Maciej	Julie Kresh
x	Brian Mueggenberg	Sara Taylor
x	Jane Ahlstrom	Dave Bakle
x	Joe Thomas	
x	Todd Paulsen	
x	Rohan Grama	

**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**

*\*Update agenda to include policy committee meeting & policy review  
Motion to adopt: Andy Secoded: Jane (Unanimous)*

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

- 6.1. Friends of Education Goal and Contract Lach 15 minutes  
 Review and discuss goals and 5 year contract.  
*The proposed goals include both SMART and stretch goals.  
 The proposed goals demonstrate our high standards of achievement and growth  
 Motion to approve goals as proposed: Michelle Secoded: Todd (Unanimous)  
 Melanie to sign the contract on the board's behalf.  
 May meeting: members sign board assurances.*
  
- 6.2. Market Study Lach 30 minutes  
 Review and discuss summaries from Board Members regarding school visits.  
*Board members summarize talking points and discuss interviews from off-site school visits.  
 May meeting: expect the market research results. Discuss further in June.*

Debra to confirm market study research attendance.  
Board members to continue to visit schools and interview parties.

- 6.3. School Calendar Lach 10 minutes  
Review and approve final calendar to be disseminated  
*New calendar reinstates intersession*  
*For 2020-2021 calendar, recommend moving intersession back to January, after winter break*  
*Motion to approve: Melanie Second: Jane (Unanimous)*
- 6.4. Spend limit for Executive Director Persellin and Thomas 10 minutes  
Review range for procurement spend limits and date of implementation.  
*Discuss vendors, budgeted expenses and procurement spend limits*  
*Keep budgeted items over \$7500 to be reviewed by treasurer*  
*Change: one-off or non-budgeted items over \$5000 to be reviewed by treasurer*  
*Motion to institute policy update to 714 as of June 1st: Melanie Seconded: Jane (unanimous)*
- 6.5. Executive Director Search Status Ahlstrom 15 minutes  
Review and Discuss hiring process and state of employment terms  
*Candidate accepted offer, but requested July 8th start date, due to prior commitments.*  
*Cannot commit to attending off-site meeting in June.*  
*Progressing on letter of agreement.*
- 6.6. Vacant School Board Position. Persellin and Mueggenberg 15 minutes  
Review and Discuss open position and process/schedule moving forward for filling position.  
*Must table discussion and review statute for May meeting.*

**7. Consent Agenda 5 minutes**

**7.1. DONATIONS**

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

**7.2. BOARD MEETING MINUTES**

- February 25, 2019

*Motion to approve: Joe Seconded: Andy (Unanimous)*

- March 25, 2019

*Motion to approve: Joe Seconded: Andy (Unanimous)*

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

- Operations, academics, enrollment, construction/maintenance, staffing, events, etc.

*\*Working on transition schedule*

*\*Hired new HR, acclimating to processes*

*\*Enrollment full, (1000 on waiting list, K-8)*

*\*New family/kindergarten round-up successful*

*\*Concerts rescheduled for next week*

*\*Dollars for DaVinci progressing nicely*

*\*Golf Tournament coming up quickly*

*\*1st floor fitting broke, in 2nd grade wing. Kou's team helped repair. Collecting expenses for water damage for insurance purposes.*

**9. Committee Updates and Review/Approve Committee Minutes 20 minutes**

COMMITTEE

MEETING DATE

9.1. Finance Committee & Treasurer's Update:

2019-04-15

- review monthly financials

*\*With revised budget, no concerns*  
*\*Nearing healthy 18% fund balance*

- 9.2. Policy Committee: 2019-04-15  
POLICIES FOR APPROVAL  
- Section 9:2.409 review  
*\*removing "in lieu" statement within policy*  
*\*Motion to approve: Joe Seconded: Rohan (unanimous)*
- 9.3. HR/Compensation Committee: Not held
- 9.4. School Development Task Force: 2019-04-15  
*Golf committee: outdoor space approved*  
*\$6,000 raised so far.*  
*Will add another week with snow day/water damage, false start*  
*Donations to raffle and sign up for golfing going strong.*
- 9.5. Executive Search Committee: 2019-04-05  
*Search complete. Drop from future agenda.*

## 10. Old Business

- 10.1. Board Operations Update Wallschlaeger 5 minutes  
Review board operations calendar, upcoming items. Reservation status for June Meeting.  
*\*Next board meeting: May 28th, @ 6:00 pm*  
*\*For May agenda: HR training.*  
*\*For next April's meeting; include HR training*  
*\*Michelle to invite Jenny*  
*\*June "off-site" meeting will be held at DaVinci*  
*\*Melanie to RSVP for the group: May 16 FoE dinner (6:00 - 8:00 pm)*
- 10.2. Staff interaction plan All 5 minutes  
Staff recognition items, and which board member will give an update to staff
- 10.3. Meeting Assessment and Closing Thoughts Persellin 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 members to consider and send agenda items for "off-site" meeting to Melanie.*  
*Appointment of new board member. Andy to review with our lawyer, and provide update at May meeting.*  
*Consider discussing or formalizing process for appointing members outside of election cycle.*

## 11. Adjourn Meeting

Estimated end time: 8:15 pm  
*Motion to adjourn: Andy Seconded: Joe (Unanimous) 7:50 pm*

