



# School Board Meeting MINUTES for Monday, July 21, 2014 Music Room (001), 6:04pm

**1. Call to order**

**2. Roll Call**

Present	Board Members
x	Ross Meisner - President
x	Mike Hebert – Vice President
x	Doug Hiatt - Treasurer
x	Sunil Unnikrishnan - Secretary
x	Dale Lieb
x	Tom Trempe
x	Debra Lach, Ex-Officio Member

Guests

**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.*

None.

**5. Adoption of Agenda and Addendums 1 minute**

*Doug Hiatt move to approve the Agenda  
Seconded by: Dale Lieb  
Approved by: All*

**6. Consent Agenda 5 minutes**

Meeting Minutes

- 6.1 - Board Meeting: 6/16/14
- Special board offsite meeting: 6/23/14
- 6.2 - Finance Committee: not held
- 6.3 - Policy Committee: 7/17/14
- 6.4 - Curriculum/Technology Committee: not held
- 6.5 - HR/Compensation Committee: not held
- 6.6 - School Development Committee: not held

Donations

- 6.7 \$230.76 Matching donation (TIAA/CREF)
- \$230.76 Matching donation (TIAA/CREF)
- \$1010.00 Matching donation (anonymous)

Documents

6.8 - Monthly Financials – May 2014

6.9 – Policies for approval

205: Open and Closed Meetings

504: Uniform policy

513: Student Promotion Retention Program

546: Attendance Policy

Policy changes – Check with Debra

*Mike Hebert moved to approve the Agenda*

*Seconded by: Dale Lieb*

*Approved by: All*

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

**10 minutes**

Debra - New teachers return next week. Market research for strategic planning, operational planning, board needs to review, cleaning, painting, tech lab, office space move, finalizing class list. We are missing middle school science teacher, update power school program with new students and administration is busy. Planning for website update with review of all web page and remove obsolete data.

Planning to put the calendar ahead of time, 15<sup>th</sup> of every month with planning on fieldtrips, special events for one year ahead. Two teachers to power school training to make it more effective for parents. Focus on consistency on how teachers communication back to parents.

Shared definitions for DaVinci’s four pillars and differentiation. Teacher training on the differentiation and focus on professional development on differentiation. Looking into initiative for character development for middle school on achievement, persistence and traits. Give tools and teach kids on how to persist and focus on character development.

Bus schedules and lunch schedules are being finalized. Info night for new families before school, no meetings planned with teachers, parents can come in and “take care of business”, drop off procedure, pick up your vehicle sticker. Open houses will be after school starts when parents know more about curriculum, can talk to parents about initial progress and ongoing communication.

Doug Hiatt suggested reaching out to Teach for America to fill open positions. It might also help to establish good relationship for more to come.

Debra – Sub music teacher position still open.

**8. Old Business**

8.1 – Treasurer’s Update Hiatt 2 minutes

Monthly school finance update.

None – no financial report provided by accounting vendor.

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

9.1 – Worlds Best Workforce Lach/Meisner 5 minutes

Wrap up / recap on WBW.

Debra – We did the review and it’s on website. Oct 1<sup>st</sup> summary has to be done. Hiatt wants to put the date to the operational calendar.

9.2 – Golf Fundraiser Lieb 5 minutes  
Final results, discuss any learnings for next year.

Dale – Nothing new came through with match. Change of chairman coming up, Mary is willing to assist with training. Expecting more participation next year. Wanted to start early and communicate more on Golf and Dinner. Ross wants a financial summary so he can share it with board.

Debra – Confirming dates with Mary, so it can be informed for parents/open house. Writing thank you notes to sponsors and donors.

9.3 – Board Calendar Meisner/Lach 5 minutes  
Review/approve FY15 board calendar.

Debra – it is draft and needs some review. Time changes for finance and finance committee meetings. Lottery and board meeting should not be on same day.

Mike – wants to add board off-site meeting dates if known.

Hiatt - Annual meeting needs to be February. Debra to check on annual meeting and lottery with by-laws.

*Doug Hiatt moved to approve the FY15 calendar*

*Seconded by: Dale Lieb*

*Approved by: All*

9.4 – Market research for school expansion grant application Lach 20 minutes  
Review and discuss survey results to date.

Debra – CliftonLarsonAllen study update. The non-DaVinci family response rate is rather low.

Ross – suggested to spend another \$200 or so and move the radius to 20 miles to get more research.

Staff Survey –Debra went over the review from staff, overall very positive.

9.5 – Defining “full time employment” at DaVinci Lach 10 minutes  
Clarify definition for insurance purposes.

Related to ACA act. ACA sets 30hrs + as fulltime with less than 50 headcount. We need to make a decision before underwriting. Debra wants to continue with the current plan if possible. Debra will work with Dale and Doug to discuss hour limits and will report to board.

9.6 – High school planning Meisner 10 minutes  
Recap of strategy meetings, discuss next steps.

Ross – made good progress and it’s an ongoing discussion, must continue to invest time & effort.

9.7 – Executive Director’s evaluation Meisner 15 minutes  
Preparing feedback on Director’s performance.

Ross – Need to deliver performance review on Debra. Hiatt gave us his history/experience on performance review, how it’s done. Options – Self-assessment, survey of staff, school progress of course? Must be annual. Debra & Ross suggest self-assessment first and get input from board.

Dale – Process should be annual. Constructive criticism and annual review is adequate. No parents needed in the survey this year. HR comp committee should not be in the assessment, as they are not board members. Small board sub-committee is also an option to do this quickly.

Debra – Not many board members know exactly what she is doing. So Debra suggests circulating her assessment and board members add other comments/details if desired.

Mike – Could survey staff but the results are foregone conclusion (very positive) and not needed. Mike reports perception of high satisfaction with Director among staff. Board agrees no survey this year.

Ross – Will work with Dale and process Debra’s self-assessment and prepare the draft review.

## **10. Adjourn Meeting**

End time:

7:45 pm

*Dale Lieb move to adjourn the meeting*

*Seconded by: Mike Hebert*

*Approved by: All*