



# School Board Meeting MINUTES for Monday, August 18, 2014 Music Room (001), 6:02pm

**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
Brian Mueggenberg
Erin Nelson
Amy Block
Terry Moffat

**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**

Debra – Suggested moving up discussion item to swap 9.2 to 9.1.

*Dale Lieb move to approve the Agenda  
Seconded by: Mike Hebert  
Approved by: All*

**6. Consent Agenda 5 minutes**

Meeting Minutes

- 6.1 - Board Meeting: 7/21/14
- 6.2 - Finance Committee: 8/11/14
- 6.3 - Policy Committee: 8/13/14
- 6.4 - Curriculum/Technology Committee: cancelled
- 6.5 - HR/Compensation Committee: 8/4/14
- 6.6 - School Development Committee: cancelled

Donations

6.7 ---

Documents

6.8 - Monthly Financials - June 2014 preliminary 2013-2014 fiscal year-end  
- July 2014

6.9 – Policies for approval  
- none

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

**10 minutes**

Debra – 411 students as of 2<sup>nd</sup> Monday. Policies to fill k-6, and will do in next few weeks. Waiting list on every grade except 6<sup>th</sup> grade. Hovering around full but things are fluid currently.

Teaching staff is full and we have an excellent staff. Very successful first week. Trained volunteer parents for bus may be introduced for next year. Added a computer lab with 26 desktops.

Dale and Debra are meeting with health care provider and concerns on budget.

Debra – 3-4 people looking at enrollment.

**8. Old Business**

8.1 – Treasurer’s Update

Hiatt

5 minutes

Monthly school finance update.

2 packages provided. Nothing much changed on schematics. Actual revenues came in same as budgeted and same for expenses. 1% higher than last year. Food services need fund transfer from state. If the trend continues we this would be a topic for next year.

The MCA test scores are embargoed until August 26<sup>th</sup> and they are one component of the last years bonus program so the June 30 preliminary financials do not show the expense yet for the bonuses. This adjustment will be made once the scores are public.

Last year is showing total expenditures in July of about \$58,000 which doesn’t seem accurate as that is just the lease payment so we are investigating if that is accurate. The July 2014 revenues show as 72% of last year but that is because the state was still budgeting to pay less than 90% during the year so the payment formula required them to pay us all the payments over the first 16 pay periods rather than over 24. That changed with the budget forecast in October 2013 and they went back to paying 90% over 24 payment periods. As a result, by November 2014 this should get back to 100%.

*Mike Hebert move to approve the Agenda*

*Seconded by: Dale Lieb*

*Approved by: All*

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

9.1 – Market research results

Lach/CLA

15 minutes

Review findings from high school community survey.

Sarah Curfman and Kelsey Vatsaas gave update on the results from Market Study. Copies of the study provided to Board members. The study was split into Market Characteristics, Parent Demand and Recommendation/Questions to consider moving forward.

Ross – A separate off-site Board Meeting to brainstorm and review the study.

9.2 – PTO donation. Amy Block 5 minutes  
Amy Block, PTO President, to present a donation to the school.

Amy - \$2000 fund raising check. Spaghetti dinner was successful. Lots of teacher involvement and its helping a lot.

Amy provided a overview on PTO activities -  
PTO meet once a month. There are 10-11 people. 325 tickets sold for spaghetti dinner. Silent auction went well and family bingo night was a hit. Once a month treats to say thank you for teachers for appreciation. PTO is growing and seeing more involvement. One board member left, but things are going well.

*Mike Hebert move to approve the Agenda  
Seconded by: Sunil Unnikrishnan  
Approved by: All*

9.3 – Anti-bullying standards and policy Hebert 10 minutes  
Discuss new state standards and any required updates to our policy.

Mike – There are four components. Davinci has the policy written. Debra and Lee are reviewing and figure out where its lax and coming up a approved draft.

Debra – State came up with model policy and currently reviewing the legislation. There are not lot of changes that might require changes.

9.4 – Enrollment policy Hiatt/Lach 40 minutes  
Discuss current enrollment and grade enrollment thresholds.

Doug – Overview of existing enrollment policy and policy on 7-8<sup>th</sup> grade. Now is the time to do change to enrollment policy rather than wait. Lower grades moving kids before 7-8<sup>th</sup> grade and 30% cut off. Academic reasons for not adding 7-8<sup>th</sup> grade.

Ross – Enrollment policy is designed to keep minimum number of students for a grade. The minimum threshold to backfill is 30 students for 7-8<sup>th</sup>. If goes below policy we are required to backfill.

Debra - Siblings on 7-8<sup>th</sup> grade list. There are pros and cons for enrolling siblings. It is challenging to backfill on higher grades. 2 siblings on 7<sup>th</sup> and 3 on 8<sup>th</sup> grade. Compared to last year enrollment policy, we are not sure about 7-8<sup>th</sup>, if we start losing them. We should backfill now.

Mike – We should not wait to bring them in and Debra suggested there is not enough time to bring additional in couple of weeks.

Dale – Should backfill and now is the time.

Ross – We need to learn on why the policy is not working and now is the time to fix that. Provided a history of enrollment policy from FOE.

Doug – As per the statute, we cannot limit enrollment.

Debra – Space is concern for 7-8<sup>th</sup> and they need more focus. Extra tutoring needs space and Mike states that space is extremely tight and staff has started using storage spaces.

Ross – can we predict what how many students need more support, based on historical data? Debra – It's hard to guesstimate.

Terry – If decided to do more, allow us to do this slowly. One or two at a time and get the pressure off the teachers.

Dale – We have insurance and do it incrementally and it should be 20 min threshold rather than 15 for (Jan 1 – June 15). It will give time to plan for resources.

Ross – Board can make a one-time exception to the policy without rewriting the policy. There are two dynamics – enrollment and process/timing.

Debra – We can decide to make it one per week until next board meeting.

Meisner – Two options – 1. Administration may fill openings at a rate not to exceed 2 students/week/grade. 2. Administration may add up to 10% over the minimum threshold based on school and staff capacity.

*Tom Trempe move to approve the Agenda  
Seconded by: Doug Hiatt  
Approved by: All*

9.5 – 1:1 technology option for middle school. Hiatt 15 minutes  
Discuss idea, options for allowing Chromebook use at home.

Doug – Good idea to take it home. Other districts usually allows it and if we allow take home policy we need to consider agreement for lost/stolen, insurance for damage, filters on Chromebook and ask parents to the pay for it, and board can come up with a fee. Its not clear fee/coverage and clear guidance. If curriculum is online there should not be a charge and that's not the case for us. Different insurance plan used by Spring Lake Park.

Debra – help kids safely use the technology and there is only 1% accident. Option for parents to sign for take home policy and wants to enforce ownership. Other schools are doing it for taking home technology. There are reasons for take home policy and will help to stay competitive. Want to bring it to the next meeting with more feedback (requirement, fee, insurance etc...).

9.6 – Operations calendar update Lach 10 minutes  
Review update to calendar.

Debra - Update done but not from board perspective. Wants someone to look from board perspective based on the new contract?

Ross – Need volunteers? Mike and Debra will work together.

9.7 – School directory Lach 10 minutes  
Discuss history, value, and content for school directory.

Debra – Value in creating directory. Not to publish but make it available from front desk for parents. Phone numbers are enough with no email. No electronic access and only hard copies to make it hard to abuse. It's a good thing and voluntary community list.

Doug – remind people that it's publicly available.

Ross - Share with other students, available in hard copies at front desk.

9.8 – Board Candidate discussion Meisner 10 minutes

Erin for the open teacher position.

Erin - 5<sup>th</sup> year in teaching and interested in Board position for some time and wanted to take additional responsibility. Interested in policy committee. No experience with board before and Davinci is her first school.

*Mike Hebert move to approve the Agenda*

*Seconded by: Ross Meisner*

*Approved by: All*

9.9 – High school planning and grant application Lach/Meisner 15 minutes

Continue discussion on high school planning and grant application.

Ross - we have market research results. Making a viable high school is a challenge with flow of students.

Debra – Big concern. We have to start applying for grant \*now\*. First round of application does not require financial model, but have to start now.

Replication – Duplicating elementary programs and some portion. Add 50% more students.

Expansion – Add 2 grades beyond our current charter and add 50% more students.

Debra – if we do not apply, we may not qualify for next time. Decision to be made before next board meeting. Should we do a parent forum?

Ross – Keep discussing and this is a difficult question.

Doug – interest to go for a different school? Parent forum will help and other people responded to the survey and wants to attend. Wants to read through and analyze the result and come up with notes.

Ross – Find time offsite to discuss parent forum, town hall format and discuss timing. Scheduling of strategy off-site meetings (25<sup>th</sup> - 6pm at Bunker Hills Park – Harvest Grill Restaurant). Agenda is as follows:

1. Defining on what the high school would be?
2. What criteria, should we need to consider and answer? Put it in front of public (town hall) after #2.
3. Assess and make the decision.

Mike – Come up with a decision making model for the board’s strategic planning session.

## **10. Adjourn Meeting**

Estimated end time:

9.10 pm

*Mike Hebert move to adjourn the meeting*

*Seconded by: Doug Hiatt*

*Approved by: All*