



School Board Meeting Minutes Monday, September 19, 2011 – 6:00pm

Mission: 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.

Vision: DaVinci Academy of Arts and Science will be known and respected for providing a dynamic educational experience in which students become lifelong learners with a sense of responsibility to society.

Pillars: Arts and Science Focus, Enriched Learning Experience, Differentiated Instruction, Character Development

1. Call to order: 6:00 pm

2. Roll Call: Terri Sheehan, chair; David Cauley, vice-chair; Doug Hiatt, treasurer and acting secretary; Doug Dinndorf, Dale Lieb, Cory Klabunde, ex-officio; Terry Moffatt, ex-officio,

Guests: David Jones, Shelly Hildrum, Ravi Raghavaudi, Denise Peterson, Lee Swearingen, Holly Fischer, Mark Fischer, Amy Morgan, Remy Dick, Lee Zimbelman, Patrick Hobot, Gregg Eldred

3. Community Comment: *No guests request to offer any community comment*

4. Adoption of Agenda and Addendums: Lieb moved, Hiatt seconded, that we adopt the agenda with the changes noted. Passed unanimously.

5. 5.1 School and Board of Directors Operations Calendar - tabled

5.2 Finance Report – Hiatt reported on the monthly financials and submitted the August and September board summary, check register and bank reconciliation for review and approval - approved

5.3 Facilities/Technology Committee –Cauley reported that the committee was beginning to look at high school needs and updating the technology plan

5.4 Policy & Procedures Committee – Sheehan reported that many policies are now on the website and that the committee is working on finishing the rest that still need to be reviewed and published

5.5 Communication Committee – Dinndorf reported that the strategic plans were on the website, that the welcome brochure for the school has been updated, that the time and talent survey is to go out later in the week

5.6 Compensation Committee – Lieb reported that research is continuing on other charter schools for compensation and benefits, that the teacher bonus for 2011-12 is being reviewed and that the structure will be the same as the 2010-11 other than the academic goals section which will need to be updated for the new charter goals, and that the committee has a new member

5.7 Teacher Meetings (Sep, Dec, Mar, Jun) – Sheehan reported that the first meeting is tomorrow and indicated this was item 10.9 on the agenda so more would be discussed later

6. Action – Minutes

Board Meetings, Committee Reports and Committee Meeting Minutes

6.1 Board Meeting – 08.15.11

6.2 Finance Committee – 09.14.11

6.3 Policies & Procedures Committee – 07.18.11, 08.29.11

6.4 Communication Committee – 09.13.11,

6.5 Facilities/Technology Committee – 08.23.11

6.6 Compensation Committee – 09.14.11

Dinndorf moved and Lieb seconded to approve the minutes with revisions stated at the meeting. Motion passed unanimously.

7. **Discussion – Cory Klabunde, School Director Report** – Klabunde reviewed the items in his written report. Dinndorf asked for more information about the tire swing incident. Klabunde reported what occurred.

8. **Discussion – Terry Moffatt, Academic Director Report** – Moffatt reviewed the items in her written report.

9. **Old Business**

9.1	none
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10. **New Business – Discussion/Action items**

	Subject	Presenter	Action
10.1	Character Development and the Youth Frontier field trip for the middle school.	Gregg Eldred	Eldred reviewed the material in his written report and stated that he felt the field trip was a success and many have commented on it. He highlighted some survey results taken after the field trip.
10.2	High School Planning update	Patrick Hobot	Hobot reviewed the material in his written report.
10.3	Discuss Board Vacancies	Terri Sheehan	Sheehan asked the members of the Board their thoughts about talent needs for the Board. Hiatt stated that he felt the Board needed a person with good technology understanding. Cauley and Dinndorf agreed.
10.4	Candidacy's for Board of Directors a. Parent Representatives – David Jones, Shelly Hildrum, & Ravi Raghavapudi	Terri Sheehan	a. Sheehan invited Jones, Hildrum and Raghavapudi to discuss the reasons each felt they would be good for the Board. Each presented their thoughts on what the Board needed and the talents they would bring to the Board. Cauley suggested that the Board be expanded to nine members from the current seven as had been discussed earlier in 2011. Hiatt explained what it would take and pointed out the need to determine the terms for any new positions. Cauley moved and Hiatt seconded to expand the Board to nine members. Further discussion occurred with respect to why and how the expansion would occur. Sheehan stated that maybe the decision should occur at the next meeting or the upcoming strategic planning retreat so that all had more time to look at the issue. All agreed to table the motion. Lieb moved and Cauley seconded to appoint Raghavapudi to the vacant Parent Board vacancy. Motion passed unanimously. Lieb expressed appreciation for the other two candidates and encouraged both to

	b. Teacher Representative –		continue to work with the committees of the Board and help the school. b. No teacher representative candidate was present. Tabled
10.5	Secretary position.	Terri Sheehan	Tabled
10.6	Committee chairs	Terri Sheehan	Tabled
10.7	Results of “Families Leaving DaVinci” survey	Terri Sheehan	Tabled
10.8	Results of “Staff Leaving DaVinci” survey	Terri Sheehan	Tabled
10.9	Teacher Meetings Schedule and Participation	Terri Sheehan	Sheehan explained the agenda for proposed agenda for the meeting. Hiatt asked if all teachers had been invited to the meeting. Klabunde indicated he would follow up to make sure. Sheehan agreed the Board would send the invitations for all future meetings to ensure it goes to all teachers
10.10	Revise enrollment policy, conflict of interest policy, and bylaws to address change made by the revised charter school statute.	Doug Hiatt	Tabled
10.11	Policies recommended for removal	Terri Sheehan	Sheehan stated that the Policy Committee recommends to remove the following policies as they are contained in other documents: <ul style="list-style-type: none"> • Outdoor Recess Policy (it is part of the Student/Parent Handbook approved each year) • Electronic Funds Transfer Policy (was combined with another financial policy) • Organization of School Calendar and School Day Policy (is part of the charter documents) • Board Confidentiality Policy (was added to the Assurances statement signed by all) • School Board Officers Policy (contained in the bylaws) Dinndorf moved and Lieb seconded that the policy committee recommendation to remove the five policies be approved. Passed unanimously
10.12	Target Take Charge program donation in the amount of \$1583.32.	Cory Klabunde	Klabunde explained the current Target donation. Dinndorf moved and Cauley seconded to accept the Target donation. Passed unanimously
10.13	Letters of Assignment <ul style="list-style-type: none"> • Coordinator positions, para position and the new Spanish teacher 	Terry Moffatt	Moffatt discussed the letters of assignment for the new coordinators, the new Spanish teacher and a new para position. She explained the new para position included one hour

			of teaching time and that all coordinator positions were filled except 5-8 math and the lower school science position). Cauley moved and Dindorf seconded to ratify the letters of assignment as presented. Passed unanimously.
10.14	Time and Talent Survey	Doug Dinndorf	Dinndorf described the process used to create the time and talent survey and the contents of it and reviewed the version handed out for the meeting. Hiatt recommended adding a section to the survey to collect information on talents related to support for DaVinci families such as finding housing, food shelves or similar items.
10.15	Administrative Assistant/Volunteer Coordinator	Cory Klabunde	Klabunde reviewed the job description for this new position presented at the meeting. Dinndorf moved and Lieb seconded a motion to approve the new position for 20 hours a week at \$12 an hour using the job description presented at the meeting. Passed unanimously. Hiatt asked and Klabunde agreed to look into if any of the position should be considered a Fund 4 expense and also if any of the new coordinator positions should be as well.
10.16	2010-11 Annual Report	Cory Klabunde	Klabunde presented the draft of the annual report to be approved for filing. Dinndorf moved and Raghavapudi seconded to approve the annual report. Pass unanimously

11. Adjourn the meeting – Lieb moved and Cauley seconded to adjourn the meeting. Passed unanimously. Adjourned 10:15 pm

Submitted by Douglass B. Hiatt, Acting Secretary