



School Board Meeting Minutes Monday, June 18, 2012 – 6:00pm

1. **Call to Order:** 6:00 p.m.

2. **Roll Call:**

Present	Members	Present	Ex-Officio Members	Guests
x	Terri Sheehan - President	x	Cory Klabunde	
x	Therese O'Meara - Vice President	x	Terry Moffatt	
x	Doug Hiatt - Treasurer			
x	Kamille Peterson - Secretary			
x	Doug Dinndorf			
x	Dale Lieb			
x	Ravi Raghavapudi			
x	David Cauley			

3. **Minute Taker:** Kamille Peterson

4. **Time Keeper:** Terry Moffatt

5. **Reading of Mission Statement**

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.

6. **Community Comment**

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.

No community comments were offered.

7. **Adoption of Agenda and Addendums**

Motion: To accept the agenda moving 8.3, 8.16 and 8.17 to the general agenda.

First: Lieb **Second:** Hiatt **Passed Unanimously**

8. **Consent Agenda:**

Meeting Minutes

8.1 Board Meeting –

8.2 Finance Committee – 06.11.12

~~8.3 Policies & Procedures Committee – 06.04.12~~

8.4 Communication Committee – 06.05.12

- 8.5 Facilities Committee –
- 8.6 Technology Committee –
- 8.7 Compensation Committee – 07.16.12
- 8.8 School Development Committee – 5.14.12, 6.11.12

Donations

- 8.9 Lifetouch - \$754
- 8.10 Munsterman - \$125
- 8.11 Anonymous donation that will sponsor a " teacher" foursome or four teachers to golf - \$475.00
- 8.12 (moved from 13.6) Ratify new teacher Letters of Assignment

Documents

- 8.13 Updated 211-2014 Strategic Plan
- 8.14 716 Hot Lunch Policy
- 8.15 533 Student Wellness Policy
- ~~8.16 504 Uniform Policy~~
- ~~8.17 New Policy 504 Comprehensive Attendance Policy~~
- 8.18 Monthly Board Financial Reports

Motion: To accept consent agenda with changes as discussed

First: Hiatt **Second:** Lieb **Passes Unanimously**

9. Discussion – Cory Klabunde, School Director Report

10. Discussion – Terry Moffatt, Academic Director Report

Discussed Handouts – extracurricular activities (athletic and academic). Q Comp Application came back requesting revisions.

11. Discussion – Operations Calendar

12. Old Business

	None
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13. New Business – Discussion/Action items

	Subject	Presenter	
13.1	<p>Policy and Procedure Committee Minutes</p> <p>Sibling preference and staff preference are the only options available. Minutes amended to accurately reflect state law.</p> <p>Motion to approve minutes with amendments</p> <p>First: Hiatt Second: Lieb Passed Unanimously</p>		
13.2	<p>Uniform Policy</p> <p>Discussion about uniform policy, (Policy committee - discussed polo dresses and decided not to include).</p> <p>Motion to amend 1st violation to include verbal warning to student " and/or parents/legal guardian"</p>		

	<p>Motion: Motion to accept uniform policy with revisions as stated</p> <p>First: Cauley Second: O'Meara Passed Unanimously</p>		
13.3	<p>Attendance Policy This year 4-5 families with more than 100 unexcused or tardy absences. Children nearing 30 days absent: need to discuss if this is the correct school for that family.</p> <p>Modified last line " excused/unexcused" needs to include " absences" Also to modify to eliminate " excused" implying that this will not imply to excused: See policy for modifications</p> <p>Motion: to accept attendance policy with amendments.</p> <p>First: Cauley Second: Hiatt Passed Unanimously</p>		
13.4	<p>Board Membership</p> <p>2 interested candidates, one declined after reviewing, 1 still waiting to hear back.</p>	Terri Sheehan	
13.5	<p>Golf Tournament</p> <p>Discussion: Friday August 3rd. We need golfers. Many great prizes will be available. You don't have to golf to attend the dinner. Looking for people to come for a good time.</p>	Therese O'Meara	
13.6	<p>Contracts for 2012-2013</p> <p>Health Insurance was presented with a plan to sign up without Mayo clinics as an option to avoid increase in costs. Staff only rate would have gone up by 3% and family by 8%. Now only 3% increase for family.</p> <p>pictures - Scherling current vendor, recommended to stay vendor</p> <p>Food Service- Contract to switch to Taher, salad bar option of .15 per meal. Idea to pilot at no cost to the parent, then decide if we keep it and add costs or not, but let parents know it is not a guarantee to keep the bar and that costs could increase with the addition of the salad bar. (Pilot for 1-2 months)</p> <p>Motion: Move to accept vendors as recommended by the finance committee.</p> <p>First: Dinndorf Second: Raghavapudi Passed (Nay: Cauley)</p>	Doug Hiatt	

13.7	<p>Transportation Discussion: Reviewed document with transportation options for reverse routes in the PM. Waiting to have access to a Plot map that may shore more efficient options.</p>	Cory Klabunde	
13.8	<p>Foreign Language Discussion: Plan to go to online vendor for foreign language. Recommending the best option that also happens to be least expensive. For 3-12 looking at afterschool activities as. Generally K-2 are not offered in non-immersion schools. Virtual teacher in 9th as an OPTION 7-8 could pay \$125 for a language teacher enhancement (on-line) for Spanish. Need to verify with MDE if we have options for allowing other grades to pay for add-ons.</p> <p>Motion: - Motion to approve online foreign language program</p> <p>First: Lieb Second: Cauley Passed Unanimously</p>	Terry Moffatt	
13.9	<p>Assessment Calendar Review of Assessment calendar Included schedules for STEP Assessment, Data-Driven Math, Data Driven Reading. Access for ELL, MCA Math, MCA Reading, MCA Science, NWEA</p>	Terry Moffatt	
13.10	<p>Extra-Curricular Calendar Discussion: Proposed: Chess, Lego Machines, Young Rembrandts, Soccer, Wrestling, Basketball, Track and Field, Young inventors, Volleyball, Knowledge Bowl, Battle of Books, odyssey of the mind, choir, Math, National Geography Challenge and National Science League, Spring Play (various activities available to grade/students as identified. Options to be reviewed by teachers for interest (New additions proposed: Girls in Science and Jr. Great Books, Language Club)</p>	Terry Moffatt	
13.11	<p>Revisions to the 2011-12 (this year's) budget</p> <p>Discussion: Special-Ed revenue difficult to predict, ERDC estimates change from 250 to 400K. State basic education and lease aid adjust to actual reviewed (hold back) Budgeted for 404 but have had 409-410. Revenue and Expenses detail available with Hiatt.</p> <p>Motion: Motion to make revisions to the budget as presented.</p> <p>First: Dinndorf Second: Lieb Passed Unanimously</p> <p>Motion: apply criteria to Nick Capella from 2% to 1% based on established criteria for PIP staff.</p>	Doug Hiatt	

	<p>First: Lieb Second: Peterson Passed (abstain O'Meara, Cauley)</p>		
13.12	<p>2012 Family Survey Response</p> <p>Discussion: Doug reviewed final adjustments to the document, Document to go out tomorrow.</p>	Doug Dinndorf	
13.13	<p>Accountability Policy</p> <p>Middle school needs to have one guiding policy (IEPs would have exceptions etc.) Setting school wide precedent for academic accountability. Discussion, good approach - a contract type document. Maybe needs to be reviewed at the beginning of each year and requires signature</p> <p>Discussed two days late guidelines added a purpose statement. Discussed need for a "what's new next year" article and document.</p>	Terry Moffatt	
13.14	<p>Teachers and Paraprofessionals Letters of Assignment - If discussion requires discussion of private data the session will be closed unless opened by the subject of the discussion.</p> <p>Discussion: Teachers: Phil Erickson (Music) Matt Brosart (ELA) and Remy Dick (2nd grade) and Para Sunita Stanton chose not to return next year. 2 teachers were not asked to return Elliot (Science) Erickson (math). 2 staff are on documented performance improvement plans. Of the open positions, there is a para Mitchel going to 2nd grade, Jason Sorovi moving from 3rd to 6th Karen Carter para filling 3rd. Andringa was RTI is now 6th grade (general 6th). Looking for middle school math and science. Stephanie Severson is taking ELA position, Para who is a licensed teacher who will go grades 2-3 RTI and ELL., General Ed para moving to special-ed para. Library para position is open.</p> <p>Para to year round admin (Denise Young) Candice from food service to para.</p> <p>Compensation committee made recommendations on increases.</p>	Terry Moffatt	
13.15	<p>Staff (custodians, food service etc) Letters of Assignment - If discussion requires discussion of private data the session will be closed unless opened by the subject of the discussion</p> <p>Discussion: Approve non-administration salaries with amended salaries for 4 positions per discussion.</p> <p>Motion: Approve non-administration salaries with amended salaries for 4 positions per discussion.</p>	Cory Klabunde	

	<p>First: Raghavapudi Second: Peterson Passed (Abstain: O'Meara, Cauley Nay: Sheehan)</p> <p>Motion: Motion to approve salary increases for Fischer - 1.5% (due .5 year in position), 5% Eldridge.</p> <p>First: Peterson Second: Lieb Not Passed - Unanimously</p> <p>Motion: Offer Eldred increase of 5% and Fischer 2.5%</p> <p>First: Dinndorf Second: Hiatt Passed (nay O'Meara)</p>		
13.16	<p>School Directors and Academic Directors Evaluations and Letters of Assignment – Evaluations of Persons Subject to the Control of the Board – If discussion requires discussion of private data the session will be closed unless opened by the subject of the discussion</p> <p>Discussion: Cory: Surveys need to ask the right questions. Take the info with a grain of salt because whoever is answering may not know the expectations of the job. Cory and Terry have been asked to update their descriptions along with those of Holly and Gregg. Consider progression for ongoing and formal feedback. Board participate on Cory's was 100%. Need to find a way to account for people who can't or don't rate (because they are too new, haven't seen the behavior etc.). End result of evaluation the numbers were speaking for themselves. Expectations still need to be clarified because of the review of Job Descriptions.</p> <p>Terry: Survey was sent out with errors (sent to wrong group due to link issues) 13 of 9 respondents were included in the results that were sent out (1-2 responses were omitted).</p> <p>Reviewed content of self-reviews.</p> <p>Letters of assignment - Klabunde no raise, job descriptions to be reviewed. Terry, will the jobs change and are we looking at role changes.</p> <p>Motion: Accept both letters of assignment as written with no pay increase, with the understanding that a review of job descriptions, defining jobs descriptions and defining appropriate increases based on job descriptions: July 10 meeting continue job description discussions, documents due to board Friday July 6.</p>	Terri Sheehan	

	First: Raghavapudi Second: Lieb Passed Unanimously		
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14. Adjourn the Meeting

Motion: To adjourn the meeting 12:51 am

First: Cauley **Second:** Peterson
Passed Unanimously