



School Board Meeting Minutes for Monday, June 15, 2015 Music Room (001), 6:00pm

1. Call to order: 6:05 pm by Ross Meisner

2. Roll Call

Present	Board Members	Guests
x	Ross Meisner - President	Debra Lach – Ex-Officio Member
	Stacey Persons – Vice President	Rachel Engstrom
x	Erin Nelson - Secretary	Lindsey Altermatt
x	Valerie Slaymaker	Katie Mannella
x	Dale Lieb	Kuo Vang
x	Matt Manning	Jacob Shaek
	Nikki Brown	
x	Andy Wallschlaeger	
	Mike Keeley	

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.

Rachael Engstrom was connected to the board as a strong candidate for community board member. In the eventuality that we may need a community board member we interviewed Rachael. She is currently shifting from business to the education realm. Just started her doctorate in Educational Leadership. Background in business may be a good fit for expansion. Has experience with fundraising, Special Education students, Tag, and expansion.

5. Adoption of Agenda and Addendums 1 minute

*Motion for approval as amended by: Erin Nelson
Motion seconded by: Andy Wallschlaeger
Unanimous approval*

6. Consent Agenda 5 minutes

MEETING MINUTES

- 6.1. Board Meetings: 2015.05.18
- 6.2. Finance Committee: 2015.06.08

- 6.3. Policy Committee: 2015.06.10
- 6.4. Curriculum/Technology Committee: 2015.06.08
- 6.5. HR/Compensation Committee: 2015.06.01
- 6.6. School Development Committee: 2015.06.01
- 6.7. Facilities Committee: 2015.06.11
- 6.8. Ad-hoc Communications Committee: 2015.06.11
- 6.9. Special Board Meeting 2015.06.07

DONATIONS

6.10.

DOCUMENTS

- 6.11. Monthly Financials May 2015

POLICIES FOR APPROVAL

- 6.12. Policy 427 – Should establish workload minutes for special education staff and should be established by the administrative team.

Correction: Minutes and Dates added for multiple committees, changes reflected above.

Motion for approval as amended by: Valerie Slaymaker

Motion seconded by: Dale Lieb

Unanimous approval

7. Discussion – Administration Updates – Debra Lach 10 minutes

- End of school year and beginning of next year. Working on communication with families of new students to get all paperwork. Currently rehearsing with our new lunch vendor. Mostly good comments and rehearsing new lunch schedule.

Golf Tournament

- 120 golfers and 40 extra diners
- More prizes were sold, more tickets were sold, and started out with more overall cash donations, Waiting on report for credit card and cash counted but Dale thinks it will exceed last year's totals

8. Old Business

- 8.1. Treasurer's Update Slaymaker/Hiatt 5 minutes
Monthly school finance update.

Currently 92% of way through fiscal year. 86% budget cash basis 89% accrued basis– overall we're on track. Lease Aid for next year has been approved.

- 8.2. Board Operations Update Meisner/Persons 5 minutes
Review board operations calendar, upcoming items.

Operations Calendar–Final budget is done, nothing else to cover at this time.

- 8.3. CSP grant status Lach/Meisner 5 minutes
Brief update.

Submitted grant budget by the deadline and have received feedback from Department of Education. The updated budget is due back on June 19 to have approval and cash by July 1st. Hoping to get out tomorrow after some other internal review.

9. New Business – Discussion/Action items

- 9.1. Project planning for school replication Kuo Vang 30 minutes
Meet and learn from an experienced school construction project manager. Kuo came to us by a series of high recommendations.

Kuo is the president of JB Realty out of St. Paul. Have worked with many charter schools. Handed out a packet of information to all those present. There are a number of ways that they can help depending how much of the process we want them to do and how much we want to do ourselves:

Kuo would make a guiding principle document and facilities need analysis. To do this we would take the number of what we want for open enrollment and work with all parties for budgets and needs. We would develop geographic boundaries – go through curriculum, green space, desired extra-curricular etc and determine what they can do from there.

Then Kuo's company would create the GPD. That is the starting piece, which will tell what they need and then begin site searches and site selection. They will only show us sites that are viable as to not waste our time. They can work with entitlements and can help with rezoned property and provide commercial brokerage.

We will need to work with our attorney to secure financial documents, investment bankers, if we use our own they can work with them as well.

Items they can help with

- Pull together Bonding
- Assist with selection of architect. Typically they pull together names, review – RFQs to see what we like, and review 5-6 different architects.
- General contractor. RFIs to general contractor – and put initial numbers.
- GOP guaranteed maximum pricing.
- Managing construction

We would also work with JB Realty over the course of the year after our building was complete. After 11 months, they would turn it over to us and perform an 11 month warranty walkthrough. If the walls were cracking etc. – it would be covered, after the 12 months – we would have to pay to fix.

When deciding working with underwriter and other vendors – keep in mind that JB Realty can handle that too. We will need to create many documents such as 20-30 pages of appendix A about school, which JB Realty can help write.

JB Realty will put a fee on everything and we can choose all of them, or an ala carte approach. JB Realty doesn't get paid until our deal closes. JB Realty feels as though they have good capacity to take on our project. Their other projects are all on a different timeline, and they like to take on 2-3 projects each year.

Conclusion: We will move forward with a proposal of services. Meeting with another similar person on Wednesday (DL) – get proposals from both. If current broker wants to be involved then we will talk through that.

Other information learned during the meeting with Kuo:

Creative Financing option if not ready for an ABC (it takes 12-18 months for 501c3): Some schools have leased from the building company and assumed the bonds afterwards. JB Realty have done this before with 4 schools. Downside: More costly – more of a fee to the sponsoring agency – also ongoing management fee. 10% of lease aid revenue.

Our current plan to make the new building be for the new students may be difficult. It is harder bonding with expansion program because there is no track record. A better option might be to build new location, move current school over there and keep the current site as the replication site. The landlord has history with us, bond investors do not.

Kuo's opinion: If we want kids in classrooms by 2016-2017 we can't do it on a new construction piece. Options: 1. Renovation – picked and leased by January. 2. Temporary rental while we look to build (need at least three year lease to get landlords interested if we need to change the building at all).

Temporary secondary site could be a lease situation to tie in with 2021 end of current building's lease. Benefit: we can evaluate and have a few years to grow into DaVinci 2, test out program and understand what enrollment will be like. Then we can make a permanent home for both schools together or separately.

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| 9.2. | <u>8th Grade Banquet break</u> | All | 20 minutes |
| | Observe national awards portion of 8 th grade banquet. | | |
| 9.3. | <u>Q-Comp annual review</u> | Manella | 10 minutes |
| | Review Q-Comp end-of-year report to be submitted to MDE | | |

Last year we had to make a lot of mid-year changes due to staff feedback, which led to having to explain to MDE why we didn't follow the original plan.

This year everything went according to MDE approved plan. We got a lot of positive staff feedback. Next year's program is going to run the same as this year.

Merit pay (1500 potential). Three goal areas – PLCs goals, school goal, observations. This year: 100% PLCs and 86% observation pay were earned.

The professional learning helps goals and impacts students. Also provides funds towards professional development, and teacher growth. Manella has been coordinator for three years.

This year school goal focused on reading. Have not decided on goal for next year – admin looks at MCA scores and staff input – Oct 1 deadline.

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| 9.4. | <u>Contracts</u> | Slaymaker/Lach | 10 minutes |
| | Review major annual contracts | | |

Other bus companies presented bids which were much higher than our current provide. Recommend that we continue to go with Kottkes' \$192 per day. Will work with them to fix our concerns. Update parents through school messenger when buses run late.

Motion to approve – Dale Lieb

Motion seconded by – Matt Manning

Unanimous approval

Special Ed Director – role is required by state statute. We hired a in-house director to operationalize our program and get us ready for our audit. She has done very well, and we are ready to not have this as a full time position anymore. It is a very expensive position that can be hired out for much less expense.

ISES (who worked with DaVinci in the past) will do a day a week onsite as well as other support. \$28,000 per year – vs. \$100,000 per year for the salary.

Motion to approve – Erin Nelson

Motion seconded by – Andy Wallchlaeger

Unanimous approval

9.5. School expansion planning All 30 minutes

General ongoing discussion, updates, and next steps.

Had offsite strategy meeting a week ago and thought it was very productive. Had some high level structure – overall thinking and guiding. Send out high level notes to everyone. VS, DL and RM will compare notes and send out to the board. The plan feels rational, fits with our plans. Strong unity in the board, especially for a younger board. All driving at common goal.

We have started conversations with multiple people needed in the school expansion process, Kou, underwriters, etc. Main take-away: This is a known process; we don't have to re-invent the wheel. Bonding can be done, it's not time consuming – will go on in parallel with planning. Kuo brought up new ideas and models tonight for us to consider.

Communications Committee:

How to communicate process to larger community. We would like to have a standing agenda item – community comment or question time specifically about the expansion – so we can tell the school community that we will discuss our progress every meeting at a specific time. Potential that some people may show up occasionally – without back story. Last town hall meeting was very productive and time well spent. We got feedback from both sides. We should do both.

RM: opinion is that anytime is good to do a town hall. Message: The board has decided to replicate and that replication is within the context of a 10 year plan.

Regular newsletter – updates about the process – separate from the monthly school newsletter. Eagle Ridge has whole project plan on website – maybe we have a section in the newsletter and a page on the website. Put proposal report on the website to answer questions. How to allow stakeholders to provide input?

AW: Spoke with Owners Rep, learned: average \$200-\$230 per square foot – they will come in and educate us – they think we need an architect on board asap. Krauss Anderson will both design and build. You approach architect first and then contact builder.

Debra will get more proposals. Get multiple models so that we can choose best. As far as renting or renovating: Next door not big enough. Kmart and Bally Fitness are only viable solutions currently according to Marty.

Facility met: Erin – Talked about what we would like in the school. Reps from middle school, 4-5 and K-2. Main desires: Storage, small group spaces, build in spaces that are not used 100% of the time to allow for flexibility – For example: 2 music rooms. Like all the colors in our current building, it feels welcoming right from the entrance. Would like to go to a pod based model.

9.6. Board Development & Training All 20 minutes

TBD – None

10. Adjourn Meeting

Estimated end time:

8:30 pm

Motion to adjourn at 8:20 – Andy W

Motion seconded – Matt Manning

Unanimous approval

Meeting adjourned 8:20 p.m.

