

1. **Call to order:** Meeting called to order by Durowaa, Board Chair, at 6:04pm

2. **Roll Call**

Present	Chair	Board Members
	G	Lenny Ulloa Silva
	C	Mark Ustimchuk
	I	Idara Uko - Treasurer
	A	Sara Sweeney - Secretary
	B	Brenda Maulik - Vice Chair
	F	Sana Soussi
	E	Durowaa Agyeman - Chair
	D	Jacob Stith
	H	Emily Uhl

Guests
Antonio Kuklok - Exofficio
Julie Kresh -Policy Committee Chair
Chrissy Rosenberg
Jennie Brannum
Torri Sauve

3. **Reading of Mission Statement and Real-Life Examples** **1 minute**

DaVinci Academy of Arts and Science will cultivate a passion for learning through an enriched and individualized approach to education. The DaVinci community will work together to ensure positive character development and build a strong foundation for continuous learning.

- Sara shared about the musical rehearsals and how the shows are upcoming this week. Brenda shared that 2nd and 3rd graders were auditioning today and were being supportive, and over 100 people registered to audition.
- Lenny shared that the conversations with parents went great, and we had a great conversation to talk about our students.

4. **Community Comment** **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. I invite you to review DVA policy 206 in regard to the procedure followed to assure open and orderly public discussion as well as to protect the due process and privacy rights of individuals under the law. Similarly, per DVA policy 206, except as determined by the School board to be necessary or in an emergency, the school board will not take action at the same meeting on an item raised for the first time by the public. There is a countdown clock/timer that will be in place and used to provide each individual permitted to speak with a visual of their permissible time.

*Individuals must contact the Board Chair (dagyeman-mensah@davincicharterschool.org) at least **6 days in advance** of the scheduled Board meeting to request community comment. Please include "Community Comment" in the subject line and state your name and the subject to be addressed in the email body.*

Thank you for coming.

- Melanie Persellin: Spring Lake Park fishing team opportunity for DVA 8th graders

- There is an opportunity to join the bass fishing team through Spring Lake Park, and is open to all DaVinci 8th graders who are in the Spring Lake Park area. The meeting is on November 18 at 6:00 PM at Spring Lake Park High School.

5. Adoption of Agenda and Addendums 2 minutes

- Add under new business under 12.3 to discuss adding an assistant principal.
- Moving the audit and ELC discussion to the November meeting
- Need to discuss changing the dates of the November and December meeting.

The motion to adopt the agenda and addendums made by Sana was seconded by Idara, and it passed unanimously.

6. Consent Agenda

6.1 DONATIONS

Unrestricted donations: available for viewing in the office

Restricted donations: \$150.00 to Sara Keilen's 5th Grade class to purchase Flocabulary for her classroom

6.2 BOARD MEETING MINUTES

[September 23, 2024 Meeting Minutes](#)

6.3 APPOINTMENTS/TERMS

New Hires:

<u><i>First Name</i></u>	<u><i>Last Name</i></u>	<u><i>Position 24-25</i></u>	<u><i>Hire Date</i></u>	<u><i>Hourly 24-25</i></u>	<u><i>Salary 24-25</i></u>
Allison	Altepeter	Teacher, Special Education	10/14/2024	-	60,000
Ted	Kobold	Teacher, On-Call Substitute	10/1/2024	25.00	
Taylor	Wink	Teacher, MS PE	10/9/2024	-	46,079

Terms/Resignations:

<u><i>First Name</i></u>	<u><i>Last Name</i></u>	<u><i>Position 24-25</i></u>	<u><i>Term Date</i></u>
Cassandra	Poser	SPED Finance Specialist	Position Elimination on 10/01/2024
Alex	Contreras	Case Manager/SPED Teacher	Resignation on 10/04/2024

Lori	Forstad	Behavior Support Specialist	Retirement on 10/15/2024
Marsha	McCathran	Paraprofessional	Retirement on 10/15/2024
Sarah	Richards	EL Teacher	Resignation on 11/01/2024

[6.4 POLICIES](#)

- Policy 709 Student Transportation Safety Policy
- Policy 717 Volunteer Management Policy
- Policy 720 Fundraising Policy
- Policy 721 Uniform Grant Guidance Policy Regarding Federal Revenue Sources

Durowaa motioned to approve the consent agenda, which was seconded by Sara and passed unanimously.

7. DISCUSSION- Administration Updates: **Kuklok 20 minutes**

Update on enrollment, staffing, and building updates; Combined WBWF & Annual Report Presentation (Board to vote on adoption of the 2023-2024 WBWF/Annual Report)

School enrollment went up to 958, and the wait list decreased by 3 students. Will be looking at the revised budget in November, and that will be based on 955. We hired 3 new staff, a SpEd teacher, an on-call sub, and a middle school phy-ed gym teacher.

We have a 5th-grade and kindergarten teacher not coming back from a leave of absence. We have 4 open positions in SpEd, in-house subs, EL teacher, SpEd coordinator, special education behavior interventionist, 4 para positions, and a long-term sub for middle school ELA.

We had a data-driven professional development, and staff dove into details to come up with plans to address the data provided by our testing. We raised over 40,000 for our Boosterthon fundraiser. The watershed repairs were completed, and the budget will be revised for the November board meeting. We will then vote on the revised budget. Antonio will be looking at bonds and examining our interest rates.

We reviewed the world's best workforce/comprehensive achievement and civic readiness report & annual report.

- We had a staff retention rate of 62.84 %
- We had a mobility rate of 21.48 % which was fairly low, and we were able to retain many of our students.
- The world's best workforce report has been renamed as of the 24-25 school year, and it will be titled the Comprehensive Achievement and Civic Readiness (CACR). Amy Erendu created a continued improvement process. Our primary purpose of a charter school is to improve all pupil learning and achievement. The director of each department put together this report. The annual report and WBWF were combined and due by the end of November.

Durowaa made a motion to approve the combined world's best workforce report & annual report, seconded by Sana, and was passed unanimously.

8. BOARD COMMITTEE Updates	MEETING DATE	Board 20 minutes
8.1 Finance Committee & Treasurer's Update: Reviewed monthly financial report and discussion around initial budget presentation from Creative Planning.	October 23, 2024	
8.2 HR/Compensation Committee: Provide an update on the fall staff survey	October 23, 2024	
8.3 School Development Committee:	October 9, 2024	
8.4 Policy Committee: New, Policy 707 Transportation of Charter School Students: Review the Policy and recommend revisions for a vote at the November Board meeting	October 4, 2024	

Finance Update:

- Idara shared about the financials, and we do not have a final number for the end-of-year finance balance because the audit has not been completed. They are planning to work with the creative planning and audit team to discuss the ERC funds for clarification.
- Spent time looking at the revised budget and mapping things clearly to show what everything is budgeted towards and will be brought forward to the November meeting.
- Check balances and financial reports all looked fine.

Motion to approve the September financial report made by Brenda, seconded by Mark and it passes unanimously.

The motion to approve the September supplemental packet made by Sara, seconded by Brenda, passed unanimously.

HR Update:

- *The HR Committee met on October 23 to review the September staff engagement survey results and discuss results and possible action items. This year we used a similar survey from last year so we can compare data trends.*

HR Survey Summary

- There were 80 staff who completed the survey last year, and this year there were 56 responses.
- There was a strong disagreement around curriculum support, which can be attributed to administrative changes and process changes in the ordering of curriculum.
- There was positive feedback about coach Siobhan Payne and lots of comments about her being helpful and valued. It would also be helpful to have another instructional coach to help with all of our licensed teaching staff.
- The main takeaways from the comments of the survey were staff expressing the need for more behavior support, the desire for more classroom support from principals, and more engagement and communication from the SPED department.
- Our staff values supportive colleagues, student-centric focus, community involvement, diversity, autonomy and trust, resilience and adaptability, and collaborative environments.
- Staff are looking to increase transparency and communication, behavior management, support and training, positive school culture, recognition and empowerment, and long-term improvement.

- **HR Committee Next Steps:**

- Look at the data, examine big items, and find trends to find actionable items to change. Then, further examine the data we have collected to set priorities.

Thank you to Brenda for creating a comprehensive summary of the staff data and information.

School Development Update:

- Met on October 9, and we will get an update next meeting. Idara thought it might be beneficial to have the school development look at grants and how to support them. Mark will be joining the school development committee.

Policy Update:

- Met on Friday, October 4.
- Policy 706 was accepted with minor revisions, and school board approval was not necessary.
- Multiple policies were reviewed and approved by the board, as seen above in the consent agenda.
- The school board will need to review policy 707, which will be reviewed at the November board meeting. 707 outlines the legal requirements schools must follow in regard to student transportation requirements.
- The policy tracker was updated, and the next policy meeting will be Friday, November 8.

9. Unfinished Business

9.1 Update on Strategic Plan Working Session Uko 10 minutes

The Board will discuss the option of bringing on Midwest Studies Group to facilitate the board strategic planning session in the winter of 2025.

- Mr. Kuklok shared that when talking with other charter leaders, they recommended having someone facilitate the board strategic planning session. He has worked with Midwest Studies Group in the past, and they would help the Board at the offsite to create a strategic plan with SWOT analysis and goal developments. The team would then work with Antonio and board leadership to check in and make sure we are meeting our strategic goals and ensuring that they are measurable.
- The plan would be to have the winter offsite be all focused on building a strategic plan.
- Mr. Kuklok is proposing that we would go with the 2-year option so we are able to plan through the first 3 quarters and have the follow-through for the second. For the 2 years, it would be a total of \$18,000 (\$6,000 for this year and \$12,000 for next year). There is room for this under the dues and memberships section of our budget.
- The board discussed the benefit of having a facilitator to ensure that we are able to get through the strategic plan and make our strategic plan more robust and manageable.

Motion made to approve a 2-year package with the Midwest Studies group to facilitate a strategic plan with the board and Antonio by Brenda, seconded by Mark, and it passed unanimously.

10. New Business – Discussion/Action Items

10.1 Consider Change in Date of Annual, November, & December Meeting Agyeman-Mensah 5 Minutes

Consider changing the date of the annual meeting from February to May in addition to changing the November and December meetings.

- Move the November meeting to November 18 and December 16 to accommodate the start of fall and winter break.
- **Durowaa made a motion to approve the change of the annual meeting from February to May, seconded by Lenny, and it passed unanimously.**
- **Durowaa made a motion to move the November meeting to November 18 and move the December meeting to December 16, which was seconded by Sana, and it passed unanimously.**

10.2 Consider the Addition of Assistant Principal Position Kuklok 10 Minutes

- Antonio is proposing that we create a new position of an assistant principal. The assistant principal would oversee the Dean of Students, who would still oversee the options room, and the assistant principal would be managed by the building principal. This individual would focus on building behavior systems and framework for our school and would be a licensed administrator. This would allow for principals to be more present in the classroom.
- **Lenny made a motion to create an assistant principal position budgeted at \$90,000, seconded by Idara, and it passed unanimously.**

11. Meeting Assessment and Closing Thoughts Board 2 minutes

Did we spend our time effectively today? What could we do better? What should we, as a Board, focus on for the next meeting?

- The next meeting's focus points would be the audit and ELC presentation. All the presentations completed today were very well done.

12. Adjourn Meeting

Estimated end time:

7:45 PM

Durowaa motioned to adjourn the meeting at 8:06 PM, seconded by Emily, and it passed unanimously.