



# School Board Meeting MINUTES for Monday, October 26, 2015 Music Room (001), 6:00pm

## 1. Call to order : 6:00 pm by Ross Meisner

## 2. Roll Call

Present	Board Members	Guests
X	Ross Meisner - President	Debra Lach – Ex-Officio Member
X	Erin Nelson - Secretary	Kou Vang
X	Valerie Slaymaker	Tanna Hyatt
X	Matt Manning	Rachel Engstrom
X	Nikki Brown	Jacob Scheck
X	Andy Wallschlaeger	Holly Fischer

## 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.*

Question from Community: "Can the board share its goal/decision making process on the expansion with DaVinci Stakeholders?"

Board Response: Will be holding a town hall as soon as we have concrete information to share, will be emailing pertinent information as needed, set aside time at every board meeting for updates, will keep this in mind as we communicate.

## 5. Adoption of Agenda and Addendums 1 minute

*Motion for approval by: Matt Manning*

*Motion seconded by: Valerie Slaymaker*

*Unanimous approval*

## 6. Consent Agenda 5 minutes

### MEETING MINUTES

- |                                       |            |
|---------------------------------------|------------|
| 6.1. Board Meetings:                  | 2015-09-28 |
| 6.2. Finance Committee:               | 2015-10-19 |
| 6.3. Policy Committee:                | 2015-10-07 |
| 6.4. Curriculum/Technology Committee: | not held   |
| 6.5. HR/Compensation Committee:       | not held   |
| 6.6. School Development Committee:    | 2015-10-05 |

- 6.7. Ad-hoc Communications Committee: not held

DONATIONS

- 6.8.

DOCUMENTS

- 6.9. Monthly Financials September 2015

- 6.10.

POLICIES FOR APPROVAL

- 6.11. None, done individually later in the meeting

Added Board Meeting Minutes.

*Motion for approval as amended by: Matt Manning*

*Motion seconded by: Nikki Brown*

*Unanimous approval*

**7. Discussion – Administration Updates – Debra Lach 10 minutes**

- Handed out new charter school law, no substantive changes, put into a more user friendly format. Charter school have their own chapter.
- On the horizon: Federal law looking at overtime for anybody with less than 52K a year. May need to think about this in our budget.
- Health care small business limit at the Federal level was decided to be 50 people.

**8. Old Business**

- 8.1. School Replication Update w/Community Lach 15 minutes  
Monthly presentation of school growth plan and status.

Originally looking at 2 sites, through financial planning discovered 1 site with a larger facility would best fit our needs and available funding. Currently researching sites to build a new school and have a couple favorites, all have their own issues, especially wetlands. Met with a wetland specialist, next step is to have him walk the properties and give us a best guess on buildable areas. Our goal is about 20 acres and about a 100K sq. ft. building.

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

25% of the way through the year. Revenue 27%, expenditures 21%. General Fund 1.5 million balance, 1.58 million total balance. This is a little better than normal. Currently have a chunk of money in Fund 4 (community fund) than needs to be moved to cover what we did to the playground.

- 8.3. Board Operations Update Persons 5 minutes  
Review board operations calendar, upcoming items.

Often have a strategic planning offsite at this time of year, the expansion planning is serving this purpose right now. Schedule a meeting for later in the year when we are making more decisions about our expansion.

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

- 9.1. Budget update Slaymaker/All 15 minutes  
Review/approve updated budget from finance committee.  
Walked through changes to budgets.  
Auditors suggested we bring budgeted number of students closer to reality. Changed it to 420.

Includes \$25K for board to spend on investigating sites and hiring for building projects.

*Motion for approval of new budget by: Erin Nelson*

*Motion seconded by: Andy Wallschlaeger*

*Unanimous approval*

9.2. Policy update Wallschlaeger 5 minutes

FMLA policy update review/approval

Policy 410: Reviewed based off of MSBA model policy and made changes to bring ours up to statute (which had changed since last review)

*Motion for approval of updated Policy 410 by: Valerie Slaymaker*

*Motion seconded by: Erin Nelson*

*Unanimous approval*

9.3. Board member recruitment Meisner 10 minutes

Open seats, Vice President election.

Stacey Persons (Vice President) resigned. Community and 2 parent seats open currently. Can shift people around if needed. Legal minimum on board is 5, we have 6.

Rachel Engstrom gave background, board interview. She is a candidate for the community seat.

*Motion to appoint Rachel Engstrom to the open Community Seat by: Matt Manning*

*Motion seconded by: Valerie Slaymaker*

*Unanimous approval*

Rachel was seated.

Vice President Seat open. Role: Run meeting if president is not here, keep track of board operations calendar. Small extra time commitment.

*Motion to appoint Matt Manning to Vice President: Nikki*

*Motion seconded by: Rachel*

*Unanimous approval*

Reminded audience and board that there are 2 parent spots open.

School Development Chair and Vice-Chair open

*Motion to appoint Rachel to School Development Chair: Val*

*Motion seconded by: Nikki*

*Unanimous approval*

9.4. School board election Meisner 10 minutes

Review election cycle timing.

Walked through the election process. Self-nominations are accepted and are actually the most common.

9.5. School expansion planning All 45 minutes

General ongoing discussion, updates, and next steps.

Approvals for the committee as required to stay on schedule.

Architects: Started with 9 RFP's, got 4 responses, reviewed them, interviewed Rivera due to good references and charter school experience. Negotiated price to 5.25%

Pros for Rivera: Worked with charter schools so they understand budgeting constraints. Give the look we want at a price we can afford, practical.

Task force asks for board approval to contract with Rivera.

How the contract will work:

Do much of preplanning without pay. Start paying when site is selected and civil engineers and site approval process start.

This is \$35-40K. Then everything goes on hold for bonding to come through. There are a few phases like this.

*Motion to hire Rivera as Architect: Matt M.*

*Motion seconded by: Andy W.*

*Unanimous approval*

Underwriters Services: when to two companies (the only ones in MN), services were very comparable, Ross and Debra met them both. Piper-Jaffery was more clear about the process in their proposal.

The underwriter is the Financial agency that will look at our plan, package it, and market it for bonding.

*Motion to hire Piper-Jafferey as Underwriter: Val S.*

*Motion seconded by: Nikki B.*

*Unanimous approval*

Kou overviewed the sites and the benefits and wetland challenges of each.

The task force recommends doing wetland reconnaissance on each site. The wetland expert will let us know if we should pursue wetland delineation with each site.

The task force has no formal decision authority but needs to keep the ball moving. We may need to authorize the task force to make decisions on funds spent to analyze sites up to a certain dollar amount.

*Motion to authorize the task force up to \$15K on wetland assessment/delineation/civil engineering services to evaluate up to 3 sites: Ross M.*

*Motion seconded by: Val S.*

*Unanimous approval*

Rivera will come to call some committees to get input on the design.

Communicating with stake holders:

-Big question is 1 site or 2.

Proposed a written communication updating where we are, rationale, etc.

Underwriters need some direction on 1 site vs. 2. Decision: Have underwriters run both at least once. Can pursue both paths until we conclude one is not workable.

Budget for replication: Since we now know it will take more than a year, Debra recommends we don't spend the grant money on things we will have to store. Will shift the money around and reflect it in our next budget.

## **10. Adjourn Meeting**

Estimated end time:

8:15 pm

*Motion to adjourn at 7:45 – Erin N.*

*Motion seconded – Matt M.*

*Unanimous approval*

Meeting adjourned 7:45 p.m

**BOARD ROSTER AS OF 10/26/2015 (shaded are seats up for election)**

SEAT	ROLE	TERM (Feb.)	NAME	JOINED	POSITION
A	Teacher	2014-2017	Erin Nelson	Aug-14	Secretary
B	Teacher	2015-2018	Nicole Brown	Feb-15	Member
C	Community	2015-2018	--open--		<i>Formerly Dale</i>
D	Parent	2013-2016	--open--		<i>Formerly Stacey</i>
E	Community	2013-2016	Valerie Slaymaker	Jan-15	Member
F	Parent	2014-2017	Andy Wallschlaeger	Feb-15	Member
G	Parent	2014-2017	--open--		<i>Formerly Mike</i>
H	At-Large	2013-2016	Ross Meisner	Feb-13	Board President
I	At-Large	2015-2018	Matt Manning	Feb-15	Member