



School Board Meeting Minutes Monday, July 23, 2012 – 6:00pm

1. **Call to Order:** 6:13 p.m.

2. **Roll Call:**

Present	Members	Present	Ex-Officio Members	Guests
x	Terri Sheehan - President	x	Cory Klabunde	
	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 with changes (13.6 moved to 8.12)

First: Sheehan

Second: Peterson

Passed Unanimously

8. **Consent Agenda:**

Meeting Minutes

8.1 Board Meeting – 05.21.12, 06.09.12

8.2 Finance Committee – 07.16.12

8.3 Policies & Procedures Committee – 07.09.12

8.4 Communication Committee – 07.10.12

- 8.5 Facilities Committee –
- 8.6 Technology Committee – 07.09.12
- 8.7 Compensation Committee – 07.16.12
- 8.8 School Development Committee –

Donations

- 8.9 Patricia Nelson and the matching funds from Wells Fargo in the amount of \$538.44
- 8.10 Heather J Holbrook donation in the amount of \$250.00 through Razoo
- 8.11 PTO donation for four I-pads in the amount of \$1,799.96
- 8.12 (moved from 13.6) Ratify new teacher Letters of Assignment

Documents

- 8.13 Monthly Board Financial Report
- 8.14 2012/13 Board Calendar
- 8.15 2012/13 Ratification of Staff Letter of Assignments

Motion: To accept consent agenda with changes as discussed

First: Sheehan **Second:** Raghavapudi **Passes Unanimously**

9. Discussion – Cory Klabunde, School Director Report

Klabunde presented his report and addressed questions from board members. Sheehan thanked Klabunde on behalf of the board and stakeholders for his time and contributions to DaVinci Academy.

10. Discussion – Terry Moffatt, Academic Director Report

Moffatt presented her report and addressed questions from board members.

11. Discussion – Operations Calendar

Sheehan reviewed the current operations calendar.

12. Old Business

	None
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13. New Business – Discussion/Action items

	Subject	Presenter	
13.1	<p>Ex-Officio Board Members Currently have School Director and Academic Director as Ex-Officio Board Members.</p> <p>Sheehan: Recommendation to look at role of administrators with the board. Raghavapudi offered suggestion to have School Director, Academic Director and Instructional Coordinator be ex-officio. Dinndorf: Consider that we will be implementing a transition plan, with the change of school director. Placed on hold for further discussion once more is known about the director transition</p>	Terri Sheehan	
13.2	<p>Board Communications</p> <p>Family survey commented on room for improvement from Board. Communication Committee discussed options</p> <p>Publishing a draft of meeting minutes discussed but not an option for legal reasons. Another suggestion to publish school agenda a week earlier and publicize in school newsletter.</p>	Doug Dinndorf	

	It was decided to start posting information about the agenda in the school newsletter in the issue preceding the board meeting.		
13.3	Board Committees Tabled	Terri Sheehan	
13.4	2012-13 School Board Calendar Motion: To accept 2012-2013 Board Calendar with revisions discussed First: Sheehan Second: Lieb Passed Unanimously	Terri Sheehan	
13.5	2012-13 School Calendar Motion: To accept the School Calendar as presented First: Cauley Second: Hiatt Passed Unanimously	Terri Sheehan	
13.6	Ratify new teacher Letters of Assignment	Cory Klabunde	
13.7	Board Vacancy No current applicants. At-large position is open. Can be filled by, community member, teacher, or parent. Hiatt suggested including a statement of our search for another board member when we publicize school news and achievements. Dinndorf indicated he would draft something for an upcoming newsletter, again asking for people to consider board membership	Terri Sheehan	
13.8	Substitute Teachers Finance Committee recommends going with Teachers-On-Call, the low bidder, for substitute teachers and paraprofessionals Motion: To use Teachers-On-Call for substitute teachers and paraprofessionals First: Raghavapudi Second: Cauley Passed Unanimously	Doug Hiatt	
13.9	Credit card processing Finance Committee recommends offering credit and debit card processing for the golf tournament. The Square offers a 2.25% charge, no minimum requirements and no monthly fees. Also looked at Heartland from Iowa. They will process \$25,000 free of their fee. Interchange charge estimated at 2.25% with some monthly minimums. Anchor Bank offered to send people through a third party. They charge a \$10 monthly statement fee and annual compliance fee. Interchange fee not	Doug Hiatt	

	<p>provided.</p> <p>Finance Committee recommends using The Square for this one-time event.</p> <p>Motion: To use The Square for credit and debit card processing at the golf tournament</p> <p>First: Lieb Second: Dinndorf. Passed Unanimously</p>		
13.10	<p>School Supply Vendor Contract</p> <p>Hiatt reviewed vendors for purchasing of school supplies.</p> <p>Last year we used Innovative, who is the high bidder this year</p> <p>Bertelson's was the low cost bidder on 11 of 15 items.</p> <p>Finance Committee recommendations using Bertelson.</p> <p>Motion: To engage Bertelson as our school supply vendor for the 2012-2013 year</p> <p>First: Dinndorf Second: Lieb Passed Unanimously</p>	Doug Hiatt	
13.11	<p>Authority for Finance Chair to Put Money In Certificate(s) of Deposit</p> <p>Motion: To allow the Finance Committee Chair to put money in certificate(s) of deposit, at his discretion</p> <p>First: Dinndorf Second: Raghavapudi Passed Unanimously</p>	Doug Hiatt	
13.12	<p>Review 2012-13 Organizational Structure</p> <p>Hiatt suggested continuing to review the book <i>Leverage Leadership</i> to assist with deciding on a long term organizational structure.</p> <p>The board agreed on that approach.</p>	Terri Sheehan	
13.13	<p>Incentive for Unused Paid Time Off</p> <p>The Compensation Committee recommends offering a cash incentive for teachers and paraprofessionals for unused sick and personal days.</p> <p>Teachers: \$500 for anyone with seven or more of unused combined sick and personal days.</p> <p>Paraprofessionals: \$350 for anyone with five or more of unused combined sick and personal days.</p> <p>Motion: To accept the recommendation of the Compensation Committee for the incentives outlined above</p>	Dale Lieb	

	<p>First: Peterson Second: Cauley Passed Unanimously</p>		
13.14	<p>School Director Hiring Process and Transition Plan</p> <p>Discussion to create a committee to hire an interim director, using the current School Director job description.</p> <p>Committee Appointed: Doug Hiatt, Michelle Troy, Greg Troy, Terry Moffatt, Holly Fischer, Greg Eldred, Melissa Kaiser, David Cauley</p> <p>Klabunde to work with current administrative team to discuss who can carry out individual duties until an interim school director is hired.</p> <p>Motion: To add Caroline Carritt and Terry Moffatt as authorized signers for the school bank account and granted approval authority of the School Director under existing finance policies</p> <p>First: Hiatt Second: Lieb Passed Unanimously</p>	Terri Sheehan	

14. Adjourn the Meeting

Motion: To adjourn the meeting

First: Lieb **Second:** Cauley
Passed Unanimously