



School Board Meeting Minutes Monday, October 22, 2012 6:00pm

1. **Call to order:** 6:02 pm
2. **Roll Call:**

Present	Members	Present	Ex-Officio Members	Guests
X	Terri Sheehan - President			
	TBD - Vice President			
X	Doug Hiatt - Treasurer			
no	Kamille Peterson - Secretary			
X	Doug Dinndorf			
X	Dale Lieb			
X	Ravi Raghavapudi			
X	Mike Hebert			
no	Levi Bouwman			

3. **Minute Taker:** Doug Hiatt
4. **Time Keeper:** Mike Herbert
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

First: Lieb **Second:** Sheehan

Passed Unanimously

8. **2011-12 Audit Presentation**

Kris Kratz from Malloy, Montague, Karnowski, Radosevich, & Co., P.A. presented the annual audit for the 2011-2012 school year. She stated that the preparation work was done off site shortly after the end of the school year, and that the field work was done in September, She stated there were no

deficiencies in internal controls, no non-compliance issues with Government Auditing Standards and no material deficiencies. She stated there was one finding related to legal compliance because one invoice out of twenty five tested was paid more than 35 days after the due date. She stated there was a preliminary finding related to not having a conflict of interest form from one of the Board members but she understood the form was signed and was going to be sent to her, and if received, the finding would be eliminated from the report. Dinndorf asked how DaVinci compared to other schools and how many she audits. She stated that she does about fifteen (charter and regular districts) and her firm does around 70. She stated that the 32.4% fund balance is one of the strongest at charter schools and believes DaVinci is at the top end and there is a larger need or number of findings at other schools.

9. Consent Agenda:

Meeting Minutes

- 9.1** Board Meeting – 09.15.12 (Retreat)
- 9.2** Finance Committee –
- 9.3** Policies & Procedures Committee –
- 9.4** Communication Committee – 10.02.12
- 9.5** Facilities Committee –
- 9.6** Technology Committee – 10.08.12
- 9.7** Compensation Committee – 10.08.12
- 9.8** School Development Committee – 10.08.12

Donations

- 9.9** Golf Tournament - TCF Matching \$1,892 (Anonymous \$1,392 and Joe Green \$500); Patricia Nelson for \$461.52 on behalf of Zoe F, third grader.
- 9.10** Target \$1,967.87
- 9.11** Refund of \$100.89 from World's Finest Chocolate for tax that we paid.

Documents

- 9.12** Monthly Board Financial Report

Motion: To accept consent agenda with changes as discussed.

First: Lieb **Second:** Herbert

Passed Unanimously

10. Discussion – Administration Updates – Debra Lach, Holly Fischer, Terry Moffatt

Fischer – Discussed recent parent teacher conferences and indicated they went well and middle school format seemed to work well. She stated an outside person from Eden Prairie helped perform Q Comp training and helped with PLC and forming norms and teacher leads. She stated that she was meeting with each teacher to work on professional development goals. Raghavapudi asked if there was any parent feedback on the middle school conferences format. She stated that there were a some and that they identified a few issues that needed to be addressed.

Moffatt – She stated there was 91% turnout for the conferences. She stated that the YMCA program for after school had started. She reminded everyone that the program is run by the YMCA and they charge for and run the program and DaVinci rents facility space to them. She said they planned to look at participation in December and if there are not enough participants it would be shifted to another location. She stated that the practice MCA tests had begun and the initial testing went well and that once all is done the data will be used to address any issues. She stated the second information night was later in the week and there were 14 families registered. Dinndorf asked if they were looking for this year or next year. She stated some of each.

Lach – She welcomed everyone. She said her focus so far had been on goals, vendor contracts, and the budget. Dinndorf asked if there were issues with tardiness and homework as he had seen a letter to parents by the sign in computer for volunteers. She stated there were and there were being addressed. Staff development covered differentiated instruction, data driven instruction training, leverage.

11. Discussion – Operations Calendar

Sheehan reminded everyone about the operations calendar and due to a technical issue it was not reviewed during the meeting.

12. Old Business

	NONE
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13. New Business –

	Subject
13.1	<p>Interim School Director Letter of Assignment Hiatt explained that Debra Lach was retained at \$1,750 a week. He indicated that this was consistent with the discussions at the last Board meeting and within the budget for the position. Dinndorf moved and Raghavapudi seconded a motion to approve the contract and it passed unanimously.</p>
13.2	<p>Teacher Board Position Sheehan stated that David Cauley had put his name forward for the open teacher board position. Dinndorf moved and Lieb seconded a motion to approve the addition of David Cauley to the board for the remaining term of the open teacher board position and it passed unanimously.</p>
13.3	<p>Administrations Goals Lach reported that administrators had meet based on the request from the board and come up with two shared goals for the administrative team. She presented a handout and discussed the two goals which were to increase the number of DaVinci students who meet their individual projected growth goals and to facilitate a student culture of high expectations, rigor and a shared passion for learning. She presented how each of the administrators would work toward those goals.</p>
13.4	<p>Board Committees Sheehan discussed the current committees and presented a handout and asked if it was accurate. There was discussion of how to revise the committees with the addition of David Cauley and those changes were made to the handout. Raghavapudi moved and Sheehan seconded a motion to approve the committee structure and membership and it passed unanimously.</p>
13.5	<p>Board Officers Sheehan asked if the interim director should be added as an ex-officio member of the board. After discussion, Sheehan moved and Herbert seconded a motion to make the interim director an ex-officio member of the board and it passed unanimously.</p>
13.6	<p>Board Training Hiatt discussed the board training requirements for new members and existing members and stated that the authorizer was no longer sponsoring training sessions so another avenue would have to be found. He suggested trying to find training that could be done in-house all at once if possible.</p>
13.7	<p>Permanent director search process and committee Hiatt provided an update about the search process and indicated the committee had been formed, the job description posted and that the next step was to meet again and then begin phone screening of applicants. He stated an announcement was going out to all stakeholders asking them to find qualified applicants and ask them to apply.</p>
13.8	<p>2013 Annual Election Sheehan previewed the timeline and process for the annual election and asked everyone to review it and make sure it is consistent with the requirements in the Bylaws and the school calendar.</p>
13.9	<p>Q-Comp Approval Fischer stated that the Q-Comp approval was sent by the state and that the teachers had voted again on the final Q Comp program and approved it and asked that the board approve the Q Comp program. Dinndorf moved to accept the Q-Comp program as approved by the Minnesota Department of Education, Herbert seconded and it passed unanimously.</p>
13.10	<p>2012/13 Enrollment Policy for Grade 9 Moffatt presented a revision to the enrollment policy for the 2012-13 school year for ninth grade. She stated that it was the first year of ninth grade and there were not any current families on the waiting list. Sheehan moved and Herbert seconded a motion to make the</p>

	enrollment limit for ninth grade for the remainder of the 2012-13 school year ten students.
13.11	Board Retreat Sheehan stated that the 1 st week in December might be a good date for the next board retreat. She asked everyone to look at their calendars to determine if that would work or not.
13.12	Affiliated Building Corporation (ABC) project Lieb discussed the project being recommended by the School Development Committee to work on an affiliated building corporation to be ready to establish it after the end of this school year which is the fifth operating year for DaVinci. He reminded everyone that multiples committees and people would need to work on it and he wanted to make sure it was worth pursuing before having a lot of work done. All agreed it was worth pursuing.
13.13	409 Salary and Benefits Policy & Benefits Schedule Lieb presented some small changes to Section 409 of the DaVinci policies. Hiatt moved and Herbert seconded a motion to approve the revisions as presented and it passed unanimously.

14. Adjourn the meeting

Motion: To adjourn the meeting at 8:30 pm

First: Sheehan **Second:** Hebert **Passed Unanimously**