



School Board Meeting Minutes Monday, July 10, 2012 – 6:00pm

1. **Call to Order:** 6:15 p.m.

2. **Roll Call:**

Present	Members	Present	Ex-Officio Members	Guests
x	Terri Sheehan - President	x	Cory Klabunde	
x	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			
	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 change to combine 5.1 and 5.4 into one agenda item

First: Raghavapudi **Second:** Hiatt **Passed Unanimously**

Motion: To accept consent agenda with changes as discussed

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

8. **Discussion – Cory Klabunde, School Director Report**

9. **Old Business**

None

10. New Business – Discussion/Action items

	Subject	Presenter
10.1	<p>Discussion: 2012-13 Administrative Job Descriptions</p> <p>2012-13 Organizational Structure – If discussion requires discussion of private data the session will be closed unless opened by the subject of the discussion.</p> <p>Review of Proposed Org Chart. Admin team met to discuss job descriptions. Each job description has the 6 required categories required by MDE</p> <p>Who to call document presented: Who to call for staff and potentially stakeholders, who does what... (See supporting documentation)</p> <p>Detailed review of org chart and reporting structure. Summary of conversations moved to say that teachers would have a direct report relationship to Holly.</p> <p>Discussed the approval for distribution of bonus to be decided as a team, however, other people are responsible for that data and providing the data, the direct supervisor will communicate increases. Team will develop process and expectations.</p> <p>Leadership Leverage book will be provided to leadership and board to read and use for future discussion for possible pieces of implementation. Expectation is for the board to read/review the content of the book and assess the information for possible implementation.</p> <p>Ravi clarified: that the proposed org chart is to make lines very clear for staff in reporting structure. School operations are determined as a team of the administrators.</p> <p>Clarified everyone supports students and teachers, and that each individual administrator is there to support Students and teachers.</p> <p>Support services for students that are contracted will be part of the special ed.</p> <p>Motion: Motion to accept the job descriptions and org chart with changes as discussed.</p> <p>First: Lieb Second: Raghavapundi Passed (Nay Dinndorf)</p>	Terri Sheehan
13.2	<p>2012-13 Administrative Evaluation Process</p> <p>Timeline was presented containing required activities for School Director evaluation.</p> <p>Motion: Accept School Director Evaluation Process timeline/activities, addendum to add surveys twice a year (November) and “early” May to be added to the summative</p>	Terri Sheehan

	<p>Evaluation. Remove the specifics of who will be surveyed, line item to reflect “survey”</p> <p>To accept 2012-2013 Board Calendar with revisions discussed</p> <p>First: Peterson Second: Lieb Passed Unanimously</p>		
10.3	<p>2012-13 Administrative Goals and Expectations</p> <p>http://www.charterschooltools.org/tools/ceoEvaluationTool.pdf http://www.ncpapa.org/forms/Evaluation%20Instrument.pdf</p> <p>Discussion on how to use goals and job competencies to focus leaders. Kami to email example to Terry and Cory</p>	Terri Sheehan	
10.4	<p>2012-13 Organizational Structure –</p> <p>Motion: To accept 2012-2013 Board Calendar with revisions discussed</p> <p>First: Sheehan Second: Lieb Passed Unanimously</p>	Cory Klabunde	
10.5	<p>2012-13 Administrative Letters of Assignment –</p> <p>Motion: to increase Instructional coordinator to \$60,000, Academic Director 75,000, School Director increment increase of 3% (89,224). Keep Student Dev at 52,500 and Special Ed at \$70,000).</p> <p>To accept the School Calendar as presented</p> <p>First: Raghavapundi Second: Dinndorf Passed (Nay O’Meara, Sheehan)</p>	Terri Sheehan	

12. Adjourn the Meeting

Motion: To adjourn the meeting 9:52

First: Sheehan **Second:** Peterson
Passed Unanimously