



**School Board Meeting
Minutes for Monday, September 24, 2012
School Board Gym, 6:00pm**

1. **Call to order:** 6:00pm
2. **Roll Call:** All board members present except Levi Bouwman.

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

3. **Minute Taker:** Kami Peterson
4. **Time Keeper:** Doug Hiatt
5. **Reading of Mission Statement** **2 minutes**

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** **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.

7. **Adoption of Agenda and Addendums** **2 minutes**

Dale Lieb motioned to approve with changes as noted, Ravi Raghavapudi seconded, passed unanimously

8. **Consent Agenda:** **2 minutes**

Terri Sheehan motioned to accept as presented Mike Hebert seconded, passed unanimously

Meeting Minutes

8.1 Board Meeting – 8.20.12

- 8.2 Finance Committee – 9.17.12
- 8.3 Policies & Procedures Committee –
- 8.4 Communication Committee – 09.11.12
- 8.5 Facilities Committee – 9.10.12
- 8.6 Technology Committee – 09.10.12
- 8.7 Compensation Committee – 09.17.12
- 8.8 School Development Committee – 09.17.12

Donations

- 8.9 United Way Donation \$335.15 unknown donor

Documents

- 8.10 Monthly Board Financial Report

9. Discussion – Administration Updates – Holly Fisher, Greg Eldred, Caroline Carritt, Terry Moffatt

15 Minutes

Holly

QComp in process, expecting info in the next day or so
 Conferences
 Open House/tour

Gregg Eldred

Started/reinstated SPARK program
 Positive referrals
 Student of the month
 Student assemblies

Terry Moffatt

Scores test scores (10 above state average)
 Enrollment is full 425
 Extra-curricular activities 200 kids signed up for after school activities.
 New activities will start after October break
 YMCA program will start for after school 3-6 (min 3 days a week)
 Chain of Lakes church is renting gym and 2 rooms
 Blaine basket ball is showing interest in the facility again this year.

11. Discussion – Operations Calendar

5 minutes

Board self-evaluation is new this year. We will continue to strive for that, may not occur as early as expected.

12. Old Business

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13. New Business – Discussion/Action items

	Subject	Presenter	Time
13.1	<p>Interim Director</p> <p>Committee posted the job, chose 3 applicant for interviewing. Recommending to the board to bring on the interim as a part time Deborah Loc, was also the former interim director prior to last director. Latest started date is Monday. 25-30 hours a week. Focus on operations of the school. Will report to the board after the first month. Non-operational questions will be addressed by directing to correct internal resources. After one month will report to the board about how the part time is going. If full time is needed, she is willing to go to full time.</p>	Doug Hiatt	10 minutes

	<p>Salary and compensation is discussed and within the budget. Comparing salary to current workload and former role compared</p> <p>Will be either an independent contractor or employee, still to be determined.</p> <p>Part time is being considered because of what we are trying to accomplish with the position mostly a focus on operations. To be assessed in 4-6 weeks.</p> <p>Committee consisted of 9 people (parent, parent/para, Moffatt, Fischer, Hiatt, Cauley, Kaiser, Eldred</p> <p>Motion to make Deborah Lach the interim director Dale Lieb motioned, David Cauley seconded, passed unanimously.</p> <p>Sheehan complimented the group on their swift action to filling the interim position.</p>		
13.2	<p>2012/13 Director Job Description</p> <p>Guest speaker at retreat talked to Board about options for school director position. Considered the job description in light of the Leverage Leadership Job</p> <p>We want the best person and the right person for the job, versus choosing if they should be strong in operation or academics. The job description reflects oversight of all aspects, including financial, personal, safety, facilities. Took previous job description and took two proposed job descriptions, plus the 3 potential job descriptions for the guest speak to develop the Job Description being presented tonight. JD covers all of the state statutes for school (six). The position will not require administrator license, as the person can obtain that once in the role. Once hired the individual must seek licensure. Should add that a plan for licensure is required upon hire.</p> <p>Motion to approve Job Description for permanent director position. Search Committee will have authority to make minor adjustment to the format (signatures, dates, formatting, but no subtenant content changes). Dale Lieb motioned, Ravi Raghavapudi seconded. Those in favor – Dale Lieb, Doug Hiatt, Mike Hebert; Nay's - Doug Dinndorf, David Cauley, Terri Sheehan, Kami Peterson. Motion does not pass.</p> <p>Motion to approve Job Description for permanent director position. Search Committee will have authority to make minor modifications. Terri Sheehan motioned, Doug Dinndorf seconded, passed unanimously.</p>	Doug Hiatt	20 minutes
13.3	<p>Permanent director search process and committee</p>	Doug Hiatt	20 minutes

	<p>Hiatt indicates that he is willing to be part of the Search Committee.</p> <p>Previous search was posted the job, group of weak job descriptions came in, a couple that seemed okay, of that group, one rose to the top, that candidate turned down the position. Reposted the position. Slightly strong pool of candidates, the process did not take an active role in seeking out candidates. The recommendation is to post the position and then identify lists of potential candidates. Contact potential candidates and offer to meet with them. Present position is having good administrators.</p> <p>Dinndorf is aware of a potential candidate. Hiatt has been working to identify potential candidates. Need to clarify the role of the search committee. Need a search committee and hiring group. Hiring group being the board. Information for application for a school director position is private data until brought to the board.</p> <p>Could explore option for search company for School Director. (Would include ¼ to 1/3 annual salary fees). Could be considered for a second round of applicants if first round of applicants does not turn up a permanent director.</p> <p>Teach for America is a non-profit organization. Goal is to generate directors for Charter Schools.</p> <p>Hiatt, Sheehan, Raghavapudi, Fischer, Eldred and Moffatt will be core committee.</p> <p>Need to update stakeholders on the interim position. Hiatt to send info to Dinndorf by Wednesday.</p>		
<p>13.4</p>	<p>2013/2014 Enrollment Policy</p> <p>Motion to approve changes to the Enrollment policy for 2013/2014: 8th grade 2 sections (15 each) 9th grade 1 sections (12) 10th grade 1 section (10) Kami Peterson motioned, Seconded by Ravi Raghavapudi, passed unanimously.</p>	<p>Doug Hiatt</p>	<p>15 minutes</p>
<p>13.5</p>	<p>Annual Report</p> <p>Certain statutory requirements that must be covered. In the past board training was only to say if board training took place. This year asked for training detail.</p> <p>Requirement for authority of hiring firing, need to have professional development plan in place to become licensed. (Have for Moffatt and Fischer)</p> <p>Report updated to include innovative programs and new positions.</p>	<p>Doug Hiatt</p>	<p>15 minutes</p>

	<p>Financials in the report are unaudited but should be close to the final. He stated that Fund 04 was going to have an operating deficiency of \$4,409 and so the financials show an operating transfer from Fund 01 to Fund 04 to eliminate the deficiency.</p> <p>Motion to approve presented document 2011-2012 Annual Report and to approve an operating transfer from Fund 01 to Fund 02 of \$4,409 for the 2011-2012 school year. Dale Lieb motioned, Doug Dinndorf seconded, passed unanimously.</p>		
13.6	<p>Voluntary donation to the school and volunteer hours</p> <p>Discussion regarding pros/cons. Discussed how the money would be collected and how the money should or should not be used. Discussed routing the funds to Fund I.</p> <p>Volunteers are critical to the school. Message is that volunteer hours are preferred. However for families who need alternative options this will be applied.</p> <p>Board agreed to communicate this to the stakeholders.</p>	Doug Dinndorf	15 minutes
13.7	<p>2012/13 Administration Job Descriptions –</p> <p>Discussion: Academic director Instruction and assessment section to include review and approve report cards (3 and above) and portfolios (K-3).</p> <p>Earlier decision to hold off on approval until the Leverage Leadership discussion. At this time will approve current Job Descriptions as created previously, in addition each Director to provide</p> <p>Motion to accept current Job Description with changes as discussed: David Cauley motioned, Ravi Raghavapudi seconded, opposed Doug Dinndorf, motion passed.</p>	Terri Sheehan	15 minutes
13.8	<p>2012/13 Organization Chart</p> <p>Motion to accept document as presented for organizational structure. David Cauley motioned, Mike Hebert seconded, passed unanimously.</p>	Terri Sheehan	10 minutes

Total Estimated Time

~ 3 hours

14. Adjourn the meeting: 8:47 Motion by Terri Sheehan, Kami Peterson seconded, passed unanimously.