



## School Board Meeting Minutes Monday, June 20, 2011 – 6:00pm

<p style="text-align: center;"><b><u>Mission</u></b></p> <p>DaVinci Academy will nurture and enrich the learning experiences of students through an individualized approach to education. Meeting the needs of students through an innovative and comprehensive education with a particular emphasis on the arts and sciences and a strong positive reinforcement strategy, DaVinci Academy will assist the community in raising children to be confident, successful adults. Students will learn leadership, social, and problem solving skills both in the classroom and through community service projects.</p>	<p style="text-align: center;"><b><u>Vision</u></b></p> <p>DaVinci Academy will become a model Charter School that will be known and respected for its academic excellence and its ability to serve children in a nurturing educational environment in which students develop the whole mind, and excel in academic, social and leadership skills, to reach their full potential.</p> <hr/> <p style="text-align: center;"><b><u>Pillars</u></b></p> <p style="text-align: center;">Arts and Science Focus Core Knowledge Sequence Differentiated Instruction Positive Reinforcement</p>
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**1. Call to order:**

**2. Roll Call:** Terri Sheehan, chair; David Cauley, vice-chair; Stephanie Severson, secretary; Doug Dinndorf, Holly Fischer, Dale Lieb, Cory Klabunde, ex-officio; Terry Moffatt, ex-officio,

A. Doug Hiatt, treasurer; arrived at 6:44

**3. 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.*

**4. Adoption of Agenda and Addendums:** Severson motioned and Fischer seconded to adopt the agenda with addition of 6.13.11 compensation ad hoc minutes. . Motion passed.

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| <b>5. 5.1 School and Board of Directors Operations Calendar</b>                             | <b>5 minutes</b> |
| <b>5.2 Finance Report – Doug Hiatt</b>  | <b>5 minutes</b> |
| <b>5.3 Brian Hobson: Update on the donation from the May meeting—DaVinci Kids Care Club</b> |                  |
| <b>5.4 Facilities Committee – Stephanie Severson</b>  | <b>2 minutes</b> |
| <b>5.5 Policy &amp; Procedures Committee – Terri Sheehan</b>                                | <b>2 minutes</b> |
| <b>5.6 Communication Committee – Doug Dinndorf</b>  | <b>2 minutes</b> |
| <b>5.7 Compensation ad hoc Committee – David Cauley</b>                                     | <b>2 minutes</b> |

**6. Action – Minutes** **10 minutes**

**Board Meetings, Committee Reports and Committee Meeting Minutes**

- 6.1** Board Meeting Minutes – 05.16.11, 05.07.11 Board Retreat
- 6.2** High School ad hoc Committee - 05.09.11
- 6.3** Finance Committee Meeting Minutes –
- 6.4** Policies & Procedures Committee Meeting Minutes – 06.06.11
- 6.5** Communication Committee – 06.14.11
- 6.6** Facility/Technology Committee – 06.07.11
- 6.7** Compensation ad hoc Committee – 6.13.11

Fischer moved, Severson seconded to accept all minutes with the changes to correct Dale Lieb’s last name on the 5.16.11 Board Meeting Minutes. Motion passed.

**7. Discussion – Cory Klabunde, School Director Report:** Klabunde presented his director report. Dinndorf asked a follow-up question regarding intersession.

**8. Discussion – Terry Moffatt, Academic Director Report:** Moffatt presented her academic director report. Severson asked a follow up question regarding fundraising.

**9. Old Business**

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

	<b>Subject</b>	<b>Presenter</b>	<b>Action/Motions</b>
<b>10.1</b>	PTO/Dina Lantzer	Doug Dinndorf	Dina presented a PTO update complete with cookies and drinks.
<b>10.2</b>	2011/2012 School Calendar	Cory Klabunde	Klabunde presented the calendar and asked the board to discuss removing three staff development days to bring the days on contract to 177. Fischer moved, Lieb seconded that we reduce the staff development days by three days. Discussion. Motioned tabled. Cauley motioned, Fischer seconded to remove student contact days: January 2, June 8 and June 15 from the calendar as well as four staff development days to be determined by the administration. Hiatt spoke about the need for good staff development days that are good and meaningful. Motion passed.
<b>10.3</b>	High School Coordinator Letter of Assignment	Terry Moffatt	Dinndorf moved , Lieb seconded that we move forward with the hiring of Patrick Hobat as the High School Coordinator position. Motion passed. Terry will write the communication of the hire.
<b>10.4</b>	FOE Contract Renewal	All	Discussion. Severson moved, Dinndorf seconded that we accept the final version of the contract with Friends of Education. Motion passed.
<b>10.5</b>	Family Survey	Doug Dinndorf/ Stephanie Severson	Dinndorf presented the information regarding the survey and results. Responses that other board members noticed, but weren’t included in Dinndorf’s report, please email to Doug Dinndorf by the end of June.
<b>10.6</b>	Vendor Contracts	Cory Klabunde	Klabunde presented the vendor bids that have been completed this month. Lieb motioned , Severson seconded to accept Pat’s Home Delivery, CmERDC, Health Partners 1500 and Delta as vendors for 2011/12. Motion passed.
<b>10.7</b>	Board Goals and 3-year Strategic Plan	Terri Sheehan	Sheehan will ask for goals from each committee and an overall goal for the school in the next three years.
<b>10.8</b>	Mission/Vision/Pillars	Doug Dinndorf	Discussion. Back to Communication Committee. No motion needed.

10.9	<p>Job Descriptions</p> <ul style="list-style-type: none"> <li>• Lead Teachers</li> <li>• Activities Coordinator</li> <li>• Science Coordinator</li> <li>• High School Coordinator (FTE 1.0)</li> <li>• Paraprofessional Coordinator</li> <li>• Q-comp Coordinator (FTE .5)</li> <li>• Remediation Coordinator</li> <li>• Student Development Coordinator (FTE 1.0)</li> </ul>	Terry Moffatt	<p>Moffatt presented the new job descriptions, change to Lead Teacher requirement to a two year experience rather than a three year. Discussion. Lead teachers – three total in the building. K-2, 3-5 and 6-8.</p> <p>Cauley moved, Dinndorf seconded to approve with the suggested changes. Motion passes.</p>
10.10	Organization Chart	Cory Klabunde	Organization chart was presented. Discussion on titles/naming.
10.11	Committee Assignments	Terri Sheehan	<p>Current Committees were reviewed. New assignments were given. Finance: Hiatt/Dinndorf; Policies and Procedures: Fischer/Sheehan; Communications: Dinndorf/Fischer, Facilities and Technology: Cauley/Severson; Compensation: Lieb/Hiatt</p> <p>Lieb motioned, Fischer seconded to fill these committees as assigned above. Motion passed. Bring committee meeting times to July board meeting. Move July board meeting to July 25.</p>
10.12	2010/2011 Teacher Bonuses and Administration Bonuses	Terry Moffatt	Moffatt discussed the bonus program and how both she and teachers have been preparing for their bonuses. As of right now, there are two teachers who will not make bonus. Otherwise she anticipates that all the other teachers will make 100% of their bonus. Clarifying questions were asked. Meetings are held with teachers on a quarterly basis to update them on their progress toward bonuses. Sheehan suggested a written procedure on how the bonus program works for next year. The Compensation Committee will tackle this.
10.13	Final revision of 2010-11 Budget	Doug Hiatt	Hiatt presented the budget, as well as the financial update from an earlier agenda item. Lieb motioned, Hiatt seconded that we accept the proposed budget. Motion passed.
10.14	Q-Comp application draft	Terry Moffatt	Moffatt presented the Q-comp application draft. Discussion was had, input was given. Any little feedback needs to go to Terry Moffatt by end of day tomorrow. Dinndorf moved and Lieb seconded to approve the submission and implementation of the Q Comp application. Motion passed.

<b>10.15</b>	Ongoing evaluation of parties subject to the control of the board – closed session	Terri Sheehan	Closed session began 10:04. Closed session ended at 11:55
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**11. Adjourn the meeting**

- a. Cauley moved, Hiatt seconded to adjourn the meeting at 11:59 pm**

**Respectfully submitted by Stephanie Severson, secretary.**