

School Board Meeting Minutes

Monday, June 26, 2023 at 6:00pm

DaVinci Academy

1. Call to order @6:02

2. Roll Call

Present	Chair	Board Members
X	G	Melanie Persellin - President
X	C	Saurabh Bokil
X	I	Idara Uko - Treasurer
X	A	Lenny Ulloa Silva - Secretary
	B	Teacher
X	F	Sana Soussi
X	E	Durowaa Agyeman-Mensah
X	D	Jacob Stith
X	H	Emily Uhl - Vice-President

Guests
Chrissy Rosemberg
Julie Kresh - Policy Chair
Amy Erendu
Veronica Sheck
Brenda Maulik
Abby Marta
Andrea Halverson
Emily Tinawi
Stephanie Severson
Amber Lage
Sylvia Onak
Morgan Onak
Dan Rhinhart
Sara Sweeney

3. Reading of Mission Statement and Real Life Examples

1 minute

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.

- We got an email from a parent whose student finished 8th grade last week and was really grateful for the education they received at DaVinci Academy.

4. 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.

- No comments

5. Adoption of Agenda and Addendums

2 minutes

- Motion to approve the agenda for today's meeting by Durowaa, seconded by Idara, it passes.

6. Consent Agenda

6.1 DONATIONS

Unrestricted donations: available for viewing in the office

Restricted donations:

6.2 BOARD MEETING MINUTES

May 22, 2023 Board meeting



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- Motion to approve the meeting minutes from the May board meeting by Idara, seconded by Emily, it passes.

7. 2022-2023 QComp Report **Tinawi 20 minutes**

Presentation to the Board of the 2022-2023 Q Comp Report.

- The program changed the goal to teacher growth.
- For the most part, teachers are happy with the changes that happened throughout the year related to Qcomp
- Teachers want some consistency with the program - teachers asked for the program not to change halfway through the year.
- 80% of teachers met their student learning goals while the rest wrote a reflection which allowed them to earn some portion of their bonus. Two teachers decided not to participate.
- Pop-in observations from admin were not done as successfully as we had planned. We believed that the addition of an instructional coach should help.
- We don't have an instructional coach hired as of the day of the meeting which means we will need another teacher to take the Qcomp co-lead position. The current teacher in the position doesn't want to do it alone so we are proposing, if no coach is hired, Siobhan Payne to take over the co-lead position.

8. Interview/Applicant Forum for Teacher Positions **Persellin 20 minutes**

Section 7 of the DVA Bylaws and Minn. Stat. Section 317A.227 the Board can fill two vacant seats. Teacher Seat B is open for Board Appointment as a result of the resignation of Teacher Katie Borg. The Board also has the authority and the opportunity to appoint a Teacher to Teacher Seat A position due to the pending resignation of Lenny Ulloa Silva.

The Board received two applications from the following Teachers:

Brenda Maulik
Sara Sweeney

The purpose of the interview/applicant forum is to provide the applicants with an opportunity to explain to the stakeholders of DaVinci Academy why they want to become a board member and how they bring certain expertise to the board.

- Motion to appoint Brenda Maulik to seat B by Saurabh, seconded by Emily, it passes unanimously.
- Motion to appoint Sara Sweeney to seat A by Idara, seconded by Durowaa, approved by Lenny, Durowaa, Emily, Idara, and Saurabh. Voted against Jake and Sana. It passes.

9. Discussion- Administration Updates: **Persellin 15 minutes**

Update regarding enrollment, activities and events at school, open positions for employment, and community involvement. **If a member from the PTO attends the meeting we will hear from them during this portion of the meeting. ** Julie Kresh to give an update on extracurricular activities for 2023-2024 offerings this year and her vision for the program moving forward as she works to integrate and coordinate art and science programming.

- Note about enrollment: Since April we have lost 15 middle school students for next year. This is a significant loss as we opened up enrollment in middle school this spring

to attempt to fill our classes to capacity. So, we were already going to be seeing a number of new students in those grades. This will increase that number. I will share more details about the ratios of families moving for work related reasons vs. the school not being a good fit vs. making a decision to attend the middle school where students will go to high school at the July meeting.

- **VOLUNTEER HOURS:** unavailable for June but I will present a year summary of volunteer hours at the August meeting when our coordinator returns for the school year.
- **EMPLOYEE RETENTION TAX CREDIT:** We received a check for \$637,584.07 in Federal funds as the first installment of our Employee Retention Tax Credit. That included \$71,252.23 in interest over 313 days. This was for quarter 2 of 2020. The next installment should be for \$878,478.80 which would represent credit for the third quarter of 2021. Feeling VERY thankful that we went forward with that application.
- **DATA DRIVEN INSTRUCTION:** 10 teachers and 6 members of the instructional leadership team attended a 2 day training sponsored by Friends of Education this week. This was a great opportunity for us to re-ignite our commitment to Data Driven Instruction which is something that our school was actively engaged in prior to the pandemic. The leadership team will work this summer on creating a plan for training teachers who haven't previously used this method of tracking data and using standards to align assessments to learning in a very specific way. The whole team was energized to get back on board with this practice.
- We have a whole new PTO board of directors who have already been in conversation with the school about fundraising and solidifying a coordination of efforts in a more meaningful way in order to engage more parents and teachers in the committee. We are very excited to partner together and address some of the concerns raised by the outgoing board members that have to do with communication and collaboration

10. Academic Update: Halverson 15 minutes

Introduction of Amy Erendu as new Academic Director. Amy will introduce herself and provide some of her background information and her goals for the school for the 2023-2024 school year.

- We are looking to change the benchmark testing from Fastbridge to NWEA. NWEA has made positive changes that could be beneficial for teachers and families.
- We are applying for a grant that would cover half of the cost related to student support. We used to have that grant but since we haven't applied for it in years, we are applying for a \$172,000 grant to cover costs. The school has to provide half of that funding.
- Andrea Halverson's last day will be Friday June 30 and Amy Erendu is taking over the Academic Director position.

11. Committee Updates and Review Committee Minutes 30 minutes

COMMITTEE

MEETING DATE

11.1 Finance Committee & Treasurer's Update:
Review monthly financial report

June 21, 2023

11.2 HR/Compensation Committee:

Did Not Meet

11.3 School Development Committee:

June 14, 2023

****Dan to do a review of fundraising and status of rebranding****

Julie Schriber- 5 year financial plans- we would be solid if we reached our 2% fundraising goal of \$250,000. Discuss the fundraising goal. Other schools of our size have the ability to meet this amount. Discuss how to assist the PTO and communicate that the PTO is the place for teachers to go for their asks for teacher items and needs. Making it intentional that we want to raise \$250,000 in fundraising.

- 22/23 total funds raised after expenses: \$76,620 (26% increase over the last two years)

11.4 Policy Committee:

Did not meet

12. Old Business

12.1 Review and Approval of Policies presented at May 22, 2023 meeting Kresh 15 minutes

Review of the following policies and modifications presented for consideration and approval by the Board at the May 2023 Board meeting:

- Revisions - 515 Protection and Privacy of Pupil Records
 - Revisions - 516 Student Medication
 - Revisions - 520 Student Surveys
 - Revisions - 526 Hazing Prohibition
 - Abolish - 527 Data Practices
 - Revisions (including renumbering) - 210.1 Conflict of Interest - Charter School Board Members
 - Abolish - 215F Conflict of Interest Policy Disclosure Form
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- Motion to approve policy 515 Protection and Privacy of Pupil Records as revised by Emily, seconded by Jake, it passes.
 - Motion to approve policy 516 Student Medication as revised by Emily, seconded by Sana, it passes.
 - Motion to approve policy 520 Student Surveys as revised by Durowaa, seconded by Emily, it passes.
 - Motion to approve policy 526 Hazing Prohibition as revised by Emily, seconded by Sana, it passes.
 - Motion to abolish policy 527 Data Practices by Durowaa, seconded by Jake, it passes.
 - Motion to change the numbering of policy 215 Conflict of Interest - Charter School Board Members to policy 210.1 by Emily, seconded by Melanie, it passes.
 - Motion to abolish policy 215F Conflict of Interest Policy Disclosure Form by Melanie, seconded by Jake, it passes.

13. New Business – Discussion/Action items

13.1 Seating of newly elected directors Board 2 minutes

Seat F Parent position: Sana Soussi



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13.2 Board Officer Elections

Board

20 minutes

The election for president, vice-president, treasurer, and secretary will occur. The Board will also appoint committee chairs and vice-chairs and discuss meeting scheduling & expectations .

Vote for president, vice-president, treasurer, and secretary.

*President:

Emily moves to nominate Melanie for President, seconded by Durowaa, it passes.

*Vice-President:

Lenny moves to nominate Idara to Vice-President, seconded by Durowaa, it passes.

*Treasurer:

Durowaa moves to nominate Emily to treasurer by Durowaa, seconded by Melanie, it passed.

*Secretary:

Lenny moves to nominate Durowaa, seconded by Sana, it passes.

13.3 Committee leadership

Board

15 minutes

Appoint committee chairs and vice-chairs, discuss meeting scheduling & expectations.

*Finance Chair: Emily Uhl

Vice: Saurabh Bokil

*Policy Chair: Julie Kresh

Vice: Emily Uhl

*School Dev. Chair: *Possibly* Dan Rhinhart

Vice: Jake Stith

*HR Chair: Brenda Maulik

Vice: Lenny Ulloa

**New chairs will update monthly meeting times. Secretary to update schedule virtually by July meeting:*

Finance: Monday before Board meeting, monthly @ _____ p.m. ** Does the Finance Committee need to meet twice a month or limit meeting to summary of all monthly meetings held by Administration and Finance Partners*

**School Development: second _____, monthly @ _____ p.m.*

**Policy: _____, monthly @ _____ p.m.*

HR: _____, monthly @ _____ p.m. ** continue to create evaluation rubrics, salary and whether/how to continue a bonus structure*

*** Committee Meeting Minutes due in time for Monthly Board meeting (Finance and School Dev. and Policy)*

- Meeting scheduling is moving to the July meeting.

13.4 Board training discipline and implementation

Secretary

10 minutes

Discuss training obligations and provide MACS Charter School Calendar of Events and Trainings.

**New members get 1 calendar year to complete 3 trainings:*

(Board Governance, Finance, & Employment)

**Returning members must refresh one of the 3 trainings once each year. Secretary to adjust our training schedule to match, will bring info to the June meeting.*

**New members should review the policy regarding bylaws and training.*

**Discussion Regarding Expectations regarding social media and roles and responsibilities and schedule meeting with Board Chair and Executive Director in advance of June seating.*

*** Sign Conflict of Interest Forms***

13.5 Summer Retreat

Board

15 minutes

Start discussions on the scheduling of the summer offsite retreat. Request dates and agenda items.



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13.6 Continuation of the Executive Director Evaluation **Board** **30 minutes**

The Board will close the meeting pursuant to Minn. Stat. 13D.05, subd. 3, which permits the Board to close the meeting to evaluate the performance of an individual who is subject to its authority. Ms. Holly Fischer, the Executive Director, is evaluated on an annual basis. The Board will summarize its conclusions of the evaluation, which will take place over the next 2-3 months, at the next open meeting. The Executive Director has the option to have all evaluation meetings open to the public. The Board Chair inquired of the ED whether she approved the Board closing the meeting to discuss her evaluation; as she does have the option to remain, and she approved the closing of the meeting.

- Meeting was closed and reopened at 10:25pm.
- Motion to increase the Executive Director's salary by 5% from \$120,000 to \$126,000 by Melanie, seconded by Sana, it passes.

14. Meeting Assessment and Closing Thoughts **President** **2 minutes**

Did we spend our time effectively today? What could we do better?
What do we, as a board, need to be focusing on for the next meeting?

15. Adjourn Meeting

Estimated end time:
Actual time:

9:30 pm
10:30pm

- Motion to adjourn the meeting by Lenny, seconded by Emily, it passes.