

1. Call to order @6:03PM

2. Roll Call

Present	Chair	Board Members
X	G	Melanie Persellin - President
	C	Community Member Seat
X	I	Idara Uko - Vice-Chair
X	A	Sara Sweeney
X	B	Brenda Maulik
X	F	Sana Soussi
X	E	Durowaa Agyeman - Secretary
X	D	Jacob Stiith
X	H	Emily Uhl - Treasurer

Guests
Holly Fischer - Exofficio
Julie Kresh - Policy Chair
Amy Erendu - Academic Director
Lenny Ulloa Silva
Chrissy Rosenberg
Brittani Qassem
Nora Qassem
Stephanie Severson
Emily Tinawi-Hawkins

Guests	Guests	Guests
Abby Marta	Dan Marta	Revie Kisrow
Michelle	Nicole Thy	Ahmed Soussi
Jim Eichten	Slah Mkhinini	Amna Soussi

3. Reading of Mission Statement and Real Life Examples

1 minute

DaVinci Academy of Arts and Science will cultivate a passion for learning through an enriched and individualized approach to education. The DaVinci community will work together to ensure positive character development and build a strong foundation for continuous learning.

- Jake attended the Battle of the Books and had an amazing time. The students did great and it was a very energizing event.
- Sara filled in for Ms. Baker for the LEAD program and was very impressed with the students' creative writing and hard work.

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. I invite you to review DVA policy 206 in regard to the procedure followed to assure open and orderly public discussion as well as to protect the due process and privacy rights of individuals under the law. Similarly, per DVA policy 206 except as determined by the School board to be necessary or in an emergency, the school board will not take action at the same meeting on an item raised for the first time by the public. There is a countdown clock/timer that will be in place and used to provide each individual permitted to speak with a visual of their permissible time.

Thank you for coming.

- No comments.

5. Adoption of Agenda and Addendums

2 minutes

Motion to approve the January 22nd, 2023 meeting agenda as amended by Brenda, seconded by Sara, it passes.

6. Consent Agenda

6.1 DONATIONS

Unrestricted donations: available for viewing in the office

Restricted donations: None

6.2 BOARD MEETING MINUTES

December 18, 2023 Board Meeting

Motion to approve the December 18th meeting minutes by Durowaa, seconded by Jake, it passes.

7. Discussion- Administration Updates: Fischer 15 minutes

Update regarding enrollment, activities and events at school, open positions for employment, and community involvement.

- Board members should log time spent on Board commitments as volunteer hours. Members can contact Lindsey Gable to update their volunteer hours for this school year.
- 16 students started on Monday and 2 students started today.
- The tickets for the gala event on March 2nd, 2024 at 5:00pm have opened up. Advertising for businesses and silent auction donations is ongoing, volunteers are still needed.
- A letter from the Board was sent to the community this week, and Paula Forbes and Robin Francis will be facilitating the Whole Community Healing Conversation on February 15th, 2024 at 6:30pm.

8. Academic Update: Erendu 15 minutes

NWEA MAP Winter Scores and Action Plan

- We are currently taking our first rounds of Interim Assessments to see which standards students already know and what needs to be worked on.
- Data meetings will take place by February 16th for all teachers who teach reading and math.
- We are continuing to work on our vertical alignment process and next year we will draft standards-alignments.
- At a Professional Development meeting in February, the recommendations for the science curriculum will be presented to the Board for approval.
- We will begin to look at language arts curriculum samples and there will be a required reading training in 2024-2025. All K-3 teachers who teach reading will need this 40-50 hour training next year, and this will be our next big Professional Development focus.

9. PTO Update: Rosenberg 5 minutes

The PTO would like to give a quick update regarding a few of the upcoming community events it is working on, including the middle school party, and an end-of-year carnival.

- Chrissy Rosenberg with the PTO
 - Middle School Party: May 10th
 - There will be no fee for students and will be held at the school.
 - Glow Party
 - End of the Year Carnival and Book Fair: June 7th
 - They have been able to fill 20 classrooms and teachers should put in their requests.
 - PTO will consider doing a Career Day as the Board has discussed in their off-site meeting.

- Next PTO meeting will be on February 19th.

10. Summary of January 20, 2024 Off-site Working Session Persellin 15 minutes

Provide update to the community of working session and items addressed.

The Board accomplished two main things during the off-site meeting on January 20th, 2024.

1. To turn the page on the community/Board fracture that has occurred these past 5 months and heal these divisions.
2. Look forward to making the school a greater school with a strong focus on academic excellence.

11. Review of the Revised Budget Schreiber 15 minutes

- There is around \$400,000 of ERC funds that we are yet to receive, however, the \$637,584.07 that we have received already may have to be returned.
- If the ERC funds must be returned, the fund balance will dip to 18.82% since the ERC funds are largely sitting in the fund balance. However, if the ERC funds can be kept, our fund balance will remain above the 25% target (projected around 26.27%).
- Even without the ERC funds we are currently able to meet the requirement of covering 45 days of expenditures.

Motion to approve the revised budget for 2023-2024 by Emily, seconded by Sara, it passes unanimously.

12. Committee Updates and Review Committee Minutes Board 20 minutes

Annual recognition of Board Committees. These are committees that report to the Board pursuant to Article IV, Section 11(d) of the DVA Bylaws. In reviewing the Bylaws, it is clear that these committee meetings are open to the public, shall keep regular minutes and shall report to the Board- and they do every month as indicated on the Board Agenda. Section 11(d) lists the Committees of the Board of Directors as follows:

- (d) Committee Establishment. Committees of the Board of Directors shall include: a Policy, Finance, School Development; and an HR/Compensation Committee. The Board may establish other committees by majority vote of Board membership.

Please do not confuse the Board committees or their functions with any other school committees or working groups that do not report to the Board.

BOARD COMMITTEE

MEETING DATE

12.1 Finance Committee & Treasurer’s Update:
 Review monthly financial report.

January , 2024

- The fund balance as of December was at 26.32% which remains above our 25% target.
- The audit is complete and will be presented to the Board. There was a material finding relating to internal controls, so we will have a conversation pertaining to prevention of this happening again in the future.
- Julie will present a revised budget reflecting the change in ERC funds and difference in enrollment from the original 1046 student budgeting target.

Motion to approve the December financial reports by Emily, seconded by Idara, it passes unanimously.

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- 12.2 HR/Compensation Committee: January 17, 2024
Discuss schedule for next staff engagement survey
- The staff engagement survey will be shortened to focus on staff safety, retention, and satisfaction.
 - The next HR meeting will be February 7th to finalize the survey questions and will give the survey to the staff on February 13th.
- 12.3 School Development Committee: Did Not Meet
- 12.4 Policy Committee: January 12, 2024

The next policy committee will be on March 8th.

13. Old Business

13.1 **Second Review of School Board Policies** **Kresh** **30 minutes**

The following policies were presented to the Board for review at the December 18, 2023 Board meeting and are up for approval:

- Review 515F Public Notice and Request for Information
 - Significant revisions
 - School board approval necessary

Motion to approve Policy 515F Public Notice and request for Information as revised by Emily, seconded by Durowaa, it passes unanimously.

- Review 522F Student Report Form
 - Significant revisions
 - School board approval necessary

Motion to approve Policy 522F Student Report Form as revised by Durowaa, seconded by Brenda, it passes unanimously.

- Review policy 606 Textbooks, Instructional Materials, or Library Materials
 - Significant revisions, including incorporation of 606.5 Library Materials
 - School board approval necessary

Motion to approve Policy 606 Textbooks, Instructional Materials, or Library Materials as revised by Brenda, seconded by Emily, it passes unanimously.

- Review 606.1 Formal Request for Reconsideration of Textbooks and Other Instructional Materials
 - Significant revisions
 - School board approval necessary

Motion to approve Policy 606.1 Formal Request for Reconsideration of Textbooks and Other Instructional Materials by Melanie, seconded by Durowaa, it passes unanimously.

- Review new 606.2 Formal Request for Reconsideration of Specific Library Collection Materials
 - New form
 - School board approval necessary

Motion to approve Policy 606.2 Formal Request for Reconsideration of Specific Library Collection Materials by Emily, seconded by Brenda, it passes unanimously.

- Review policy 720F Fundraising Event Application
 - Recommendation to abolish 720F
 - This form is no longer used

Motion to abolish Policy 720F Fundraising Event Application by Durowaa, seconded by Sana, it passes unanimously.

These policies follow Minnesota Statutes. As set forth in each policy, the supporting law, Federal and Minnesota state law, is referenced in each policy.

14. New Business – Discussion/Action items

14.1. Review of Policies for Consideration at the February, 2024 Board meeting Kresh 10 minutes

- Review policy 410 Family and Medical Leave
 - Minor revisions
 - School board approval not necessary
- Review policy 413 Harassment and Violence
 - Minor revisions
 - School board approval not necessary
- Review new policy 509 Admission and Enrollment
 - School board approval necessary
- Review policy 535 Admissions Policy
 - Renumber to 509 Addendum Admission and Enrollment
 - Significant revisions
 - School board approval necessary
- Review policy 536 Early Admission to Kindergarten
 - Renumber to policy 509.1
 - Significant revisions
 - School board approval necessary

These policies will be presented for initial review. The Board will consider the adoption of the revisions at the February 2024 Board meeting or thereafter.

14.2 Review of 2023 Audit Jim Eichten 30 minutes

Jim Eichten from MMKR will present the Board with the 2023 Audit Report.

- We were issued a clean audit with one deficiency regarding internal control over financial reporting.
- The auditor found no instances of noncompliance required to be reported.
- Last year we had a finding regarding federal programs and collateral, and these were not found this year due to corrective action.
- There is a declining fund balance but DVA is doing the necessary next steps to budget and determine additions to increase the fund balance.
- Financial results reflect adherence to the budget.
- The auditor has determined that DVA is dedicated to the audit process.
- SMS will do a peer review of the journal entries as part of the corrective action plan as well as understand the expectations of the auditor before the audit process starts.

Motion to approve the audit report for year end of June 30th, 2023 by Emily, seconded by Idara, it passes unanimously.

14.3 Review 2024-2025 Academic Calendar Fischer 20 minutes

The Board will be presented with the DRAFT calendar for the 2024-2025 academic school year. The Board will vote and approve the final calendar at the February 2024 Board meeting.

- Concerns were raised last year about the frequency of electives, specifically taking Spanish only once per semester, and Holly will follow up on how this is going.
 - Holly will also review how this schedule affects 8th graders placing in language classes in high school.

14.4 Appointment of Seat C: Community Board Member Seat Persellin 20 minutes

Seat C is vacant due to the community member becoming a parent of a student at DaVinci. Thus, pursuant to Section 7, the Board will provide to fill the vacant community member seat by appointment, pursuant to Minnesota Statutes, Section 317A.227. Vacancies on the Board of Directors caused by death, disqualification, resignation, disability, removal or such other cause may be filled by appointment of a new director by the affirmative vote of a majority of the remaining directors, even if less than a quorum. A director filling a vacancy shall hold office until the term of the replaced Director expires, or until his or her successor has been duly elected and qualified, subject to his or her earlier death, disqualification, resignation or removal.

Applications will be due no later than February 16, 2024 at 4:00 p.m. Applications submitted after February 16, 2024 will NOT be considered.

15. Meeting Assessment and Closing Thoughts Persellin 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?

16. Adjourn Meeting

Motion to adjourn the January meeting at 8:29pm by Sana, seconded by Emily, it passes.

Estimated end time: 9:30 pm

Actual end time: 8:29 pm