

**DaVinci Academy of the Sciences and Arts**  
**Board of Directors**  
**MINUTES**  
**2033 Grant Avenue Ogden, Utah 84401**  
**801.409.0700**  
**davinciacademy.org**

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**Agenda/Minutes**

**Meeting Name:** DASA Governing Board Meeting  
**Time keeper:** Terryl Miller – President  
**Scribe:** Kari Gardner – DASA Administrative Assistant  
**Facilitator:** Terryl Miller – President  
**Date:** Wednesday, April 14, 2010  
**Time:** 5:30 PM to 6:45 PM (Open Session)  
6:45 PM to 7:30 PM (Closed Session)  
7:30 PM to 9:00 PM (Open Session)  
**Location:** 2033 Grant Avenue, Ogden, UT 84401

**Invitees/Attendees** \* in attendance, # absent, & excused (may call in), LOA leave of absence

*	Terryl Miller	*	Jordan Jensen
#&	Adam Johnston	*	Iain Hueton
#&	Eric Amsel	*	Carl Porter
*	Steve Reaves	*	Martin O’Loughlin
*	Lisa Nichols	*	Francis Jensen
*	Jessie Kidd	*	Mark Maxson
		LOA	Stanton Taylor

**Meeting Ground Rules**

- ⌚ Be on Time
- ☺ Everyone is equal
- ⊗ One Conversation at a time
- ☺ Respect the views of others
- ⊗ Keep the discussion relevant

**Agenda**

Item No.	Subject	Presenter	Time
1.	Quorum Call and move to closed session	Terryl Miller	5 Min
2.	Welcome of guests and approval of Minutes from the Last Board Meetings Introduction and Agenda Review	Terryl Miller	5 Min
3.	Student Government Report	Jordan Jensen	5 Min
4.	PTSO Report	Nancy Adams-Leonard	5 Min
5.	Ombudsman Report	Maria Schwarz	5 Min
6.	New Business 1) Review, discussion and vote on new	Iain Hueton	

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<b>Item No.</b>	<b>Subject</b>	<b>Presenter</b>	<b>Time</b>
	organization/reporting structure for board and DaVinci staff/teachers.		45 Min
7.	Closed Session Personnel discussion	Terryl Miller	45 Min
8.	New Business Vote on Administrative Staffing	Terryl Miller	15 Min
9.	Financial Report	Steve Reaves	5 Min
10.	Technology Report	Garen Kidd	5 Min
11.	Open Public Comment		30 Min Max
12.	Open Student Comment		30 Min Max
13.	Director Report	Jessie Kidd	15 Min
14.	President's Report 1) Anti-Nepotism Policy	Terryl Miller	15 Min
15.	Old Business	Terryl Miller	5 Min
16.	New Business Committee Reports	Committee Chairs	3 min/per
17.	Adjournment	Terryl Miller	

**Minutes**

<b>Item No.</b>	<b>Subject</b>	<b>Presenter</b>	<b>Time</b>
1.	Quorum Call and move to closed session Start time is 5:45. Please excuse CP and EA. TM read Adam Johnston's letter of resignation from the board.	Terryl Miller	5 Min
2.	Welcome of guests and approval of Minutes from the Last Board Meetings Introduction and Agenda Review Approval of the last 2 sets of minutes from the previous regular board meetings. SR motioned to approve, MO seconded. All in favor, None opposed.	Terryl Miller	5 Min

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Item No.	Subject	Presenter	Time
3.	<p>Student Government Report</p> <p>GO green, seniors won. 9<sup>th</sup> grade won out of junior high. Next week is elections. Assembly on 19<sup>th</sup> for speeches. Ticket voting for officers then senators. Green team planning to dress as a tree, water pledge to conserve water. Snap dragon moved to May. Student government encouraging students to fill out hero forms, displayed in the hallway.</p>	Jordan Jensen	5 Min
4.	<p>PTSO Report</p> <p>Teacher appreciation week 3-7, luncheon on Friday. Request cakes for graduation, elections received no nominations for PTO, governing board needs to be filled for next year. Dave Trevino and Stacy Howard still willing to help.</p>	Nancy Adams-Leonard	5 Min
5.	<p>Ombudsman Report</p> <p>N/A</p>	Maria Schwarz	5 Min
6.	<p>New Business</p> <p>1) Review, discussion and vote on new organization/reporting structure for board and DaVinci staff/teachers.</p> <p>IH - Challenging year, structure is part of the issue, who does what. Put a structure in place in the fall results were mixed. Committee held weekly meetings. First meeting was a lot of complaining about what didn't work. Not isolated. Stopped bitching, what are we going to do about it. Looked at other structures to get an idea of things that work. SEE Chart. Ideal world we need a larger definition between MS and HS. MS less options, basic courses. HS more options, college track but we cannot be everything to everyone. Must offer high level of what we offer. Determined we must choose areas of expertise and fit teachers to those classes instead of letting teachers teach what they are interested in. Can't change offering to fit the staff. Stability in the staff. Don't anticipate having the funds to suit diagram 1. Diagram 2, more feasible. Budget limits affect structure.</p> <p>JK - Current structure is missing the middle school counselor. We don't want to cut teachers. Looking at bringing in interns in the fall and spring. Supervised by the HS counselor.</p> <p>Streamlining office manager and registrar position. First point of contact. Proposing structure 2.</p> <p>SR – Budget wise, structure 2 is feasible without the middle school counselor. Budgeted on 450 student count.</p> <p>TM – this structure expands easily.</p>	Iain Hueton	45 Min

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	<p>JK – Other two School Secretary over Attendance and School Secretary over Student Services are needed if we go over 450.</p> <p>Anything we can do to recruit an extra 30 students is important.</p> <p>SR – changing structure not just renaming the duck, it affects other issues ex job descriptions.</p> <p>JK – muddy because no chain, difference between internal and external face. Going to meet state charter to report on our outcome.</p> <p>MO – Did you think about who would report to who? Principal dealing with pop up issues, looking to off load a few things ex, facilities. For the ED facilities are intertwined with other bullets. What we’ve done is brilliant. More of a parallel structure 1a and 1b.</p> <p>TM – makes sense to move Office Manager to under ED</p> <p>SR – add kitchen and janitorial</p> <p>MO – a lot of stuff parents and students are unhappy about. Communication, lunches, who to call. That should fit</p> <p>MO - Motion to accept proposed structure with changes:  Office Manager reports to Executive Director  Contract services to ED(just a bullet)  Registrar to Principal  Attendance Secretary to Principal  Faculty to Principal  Student Services(janitorial, kitchen) to ED  Remove facilities from Principal</p> <p>FJ, second</p> <p>MM – was wondering if we agree to formally review the function of the revised structure right after Christmas break</p> <p>All in favor, none apposed</p> <p>Moved to Closed Session</p>		
7.	<p>Closed Session</p> <p>Personnel discussion</p>	Terryl Miller	45 Min
8.	<p>New Business</p> <p>Vote on Administrative Staffing</p> <p>In closed we clarified roles and responsibilities. Going to have another vote to include minor tweaks. Elevate role of principal, more changes remain, two</p>	Terryl Miller	15 Min

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	<p>equivalent positions, parallel. ED retains as ED, Principal become ED of Education, both positions report to the board</p> <p>MO motion, SR second, all in favor, none apposed</p> <p>TM – discussed putting jobs out to public application, we have offered the ED to JK and ED of Education to Fred Donaldson. Both given a week to accept/decline. SR – motion to offer to Fred Donaldson and Jessie Kidd, FJ second, All in favor, None apposed.</p>		
9.	<p>Financial Report</p> <p>SR – last month we changed the budget, no other changes need to be made. According to Steve Finley we are doing just fine. SEE BUDGET Next year’s budget will be brought to the board next month.</p>	Steve Reaves	5 Min
10.	<p>Technology Report</p> <p>N/A</p>	Garen Kidd	5 Min
11.	<p>Open Public Comment</p> <p>N/A</p>		30 Min Max
12.	<p>Open Student Comment</p> <p>Hunter Brown – study using Deana Froerer’s class to present student opinion. SEE report. Students feel they don’t have a say. Important to take student opinion and conversation into consideration. Student’s voice is important.</p> <p>IH – what does convenience mean?</p> <p>HB – distance.</p> <p>Friends and teachers are important to the students.</p>		30 Min Max
13.	<p>Director Report</p> <p>A lot of action, attached calendar. Interns count in the 1 – 350 counselor/student ratio. List of important bills. SEE REPORT. Raised caps, selected to resubmit. Inviting charter school directors to meet. Jenn to Fred transition has been smooth, Fred feeling strain of assessment. Employment meetings starting tomorrow, Jon Kortman cover Jenn’s classes. Training in PD. One student in failure of not graduating. Kathleen Smith on top of that. Bringing valedictorian and salutatorian to the board in May. SEE Lorie’s numbers.</p> <p>IH – asked to include past numbers for a comparison, trend data</p> <p>MO – What does the yes/no mean?</p> <p>JK – Yes/no if student was in attendance on the first day of school</p> <p>Choc, N talk good discussions. Establish parent communities, project based activities. Excited parents. We did best we could to keep all programs and teachers. Project Lead the Way not in budget but trying to find ways to incorporate. Reasoning behind cuts. Spring out end of May. CRT testing coming up. HAFB donated another \$3000. Gala grossed over 12000. Board need to be at graduation at 6:30. State of the school address has been moved. Asking to form a conversation to discuss time of state of school. Snap dragon 5k</p>	Jessie Kidd	15 Min

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	moved to May 22. Half days the 7+8 <sup>th</sup> of June, teachers there until the 11 <sup>th</sup> .		
14.	<p>President's Report</p> <p>1) Anti-Nepotism Policy</p> <p>In next board closed session to start, Jonie Jones to discuss law suit. 500-630. May 12 June 9<sup>th</sup>, August 11<sup>th</sup> can we move to the 4<sup>th</sup>? Send an email out to see who can do it. Working on dates and times for Garen and Jessie's evaluation. 3 people no longer on board. IH, AJ, ST leaving and CP change in status. We have 5 community positions open. Up for renewal are SR, EA, willing to stay, and MM willing to stay. We need community members. VP is open. Position need filling in June.</p> <p>Sent an anti nepotism policy. In response to events of last year, giving guidance to administration overseeing family members. Do we need it/not need it? Can there be an acceptance?</p> <p>IH – direct supervision is in question  JK – I agree about direct supervision, education supports family.  MO – family should not be a disqualifier. Unless one supervises the other. As long as equivalent positions. Can't advocate for hire. Don't think board should participate in hiring. Doesn't have to talk about the board. Supervision, hiring, evaluation over a relative. If 2 employees end up creating a relationship, DASA resolves the right to terminate and reorganize. Propose to change language to include romantic relationship.  TM – going to make changes, email</p> <p>SR motion to table nepotism policy to next board, IH second</p>	Terryl Miller	15 Min
15.	Old Business	Terryl Miller	5 Min
16.	<p>New Business</p> <p>Committee Reports</p> <p>Strategic plan – half way, refining, quantifiable matrices, objecting to present at May meeting for approval willing to go last, subordinate to the next meeting  Finance – budget for next year, reported in May</p>	Committee Chairs	3 min/per
17.	<p>Adjournment</p> <p>SR motion, FJ second all in favor, None Opposed</p>	Terryl Miller	

**Action Items**

Item No.	Open Date	Description	Assigned To	Target Date	Date Closed
AI-1					
AI-2					

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Item No.	Open Date	Description	Assigned To	Target Date	Date Closed
AI-3					
AI-4					
AI-5					

**Decision Log**

Date	Decision/Description	Pass/Failed

**Next Meeting Agenda Topics**

Item No.	Subject	Presenter	Time
1.			
2.			
3.			
4.			
5.			
6.			
7.			

**PUBLIC INFORMATION:**

In compliance with the Utah Open and Public Meetings Act, not less than 24 hours' public notice of the agenda, date, time and place of each of its meetings will be given by:

- a) Posting written notice at the principal office, or at the building where the meeting is to be held;
- b) Providing notice to the Standard Examiner, the newspaper with general circulation within the geographic jurisdiction of the public body, or to a local media correspondent.
- c) Providing notice on the web site for DaVinci Academy, when operational.

In compliance with the Americans with Disabilities Act, persons needing assistance or auxiliary services for these meetings should call the DASA office giving at least three working days notice.