

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

Agenda/Minutes

Meeting Name: DASA Governing Board Meeting
Time keeper: Terryl Miller
Scribe: Terryl Miller – Secretary
Facilitator: Paula Dugan – President
Date: Wednesday, June 25, 2008
Time: 5:30 PM to 7:30 PM (Open Session)
Location: 2033 Grant Avenue, Ogden, UT 84401

Invitees/Attendees * in attendance, # absent, & excused (may call in)

*	Paula Dugan, (PD)	#	Iain Hueton (IH)
*	Eric Amsel (EA)	#	Mark DeCaria (MD)
*	Terryl Miller (TM)	*	Adam Johnston (AJ)
*	Carl Porter (CP)	#	Eric Matheson (EM)
*	Steve Reaves (SR)	#&	Jessie Kidd

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 Welcome of Guests, Approval of Minutes from the Last Two Board Meetings	Paula Dugan	2 Min
2.	Introduction and Agenda Review	Terryl Miller	3 Min
3.	Student Government Report	Student Government	15 Min
4.	PTSO Report	PTSO Presidency	5 Min
5.	Finance Report	Debbie Stark	10 Min
6.	Technology Report	Garen Kidd	5 Min
7.	Ombudsman	Maria Schwarz	__ Min

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8.	Open Public Comment		30 Min Max
9.	Open Student Comment		30 Min Max
10.	Director Report	Read by Terryl Miller	15 Min
11.	President's Report	Paula Dugan	15 Min
12.	Old Business – Action Items	Terryl Miller	5 Min
13.	New Business Committee Reports	Each Board Member	30 Min
14.	Adjournment		

Minutes

Agenda Item No.	Main Points, Conclusions/Discussions, Decisions, Next Steps
1	Quorum is called at 5:37 PM. Approval of Minutes from 05-07-08: Motion to approve from Adam, seconded by Terryl. All in favor, none opposed. Approval of Minutes from 05-21-08: Motion to approve from Adam, seconded by Terryl. All in favor, none opposed. Terryl motioned to add financial report to agenda, Steve seconded it. All were in favor, none opposed.
2	Introduction and agenda review done by Terryl
3	No student government report.
4	No PTSO report.
5	Finance Report: Debbie Stark: Through May 2008, see attached Profit and Loss Statement. Debbie informed the board that she would have DASA's money divided in to a couple of banks soon. Eric A. asked if we can get a breakout of revenue and cost for the lunch program, to know if we broke even, went under, went over, etc. since we took over. Debbie: I did that for Paula including the entire year (before and after we took it over ourselves). We have been working on a budget with Kelly and she will be handling her own records now. She will be accepting the lunch money and logging it in the computer. Paula: On the counseling line, does that really mean he didn't spend his money? Debbie: Correct. Eric A.: What was the budget for counseling? Debbie: Approximately 200 to 300. Steve: Are we over anywhere? Debbie: No, but I can do a last year to this year comparison for the board if you would like. Paula: Have you had a chance to meet with Fred Wolfe? Debbie: Yes, we met. He was great and he said I was doing great and he showed me some tricks for Quick Books. He did suggest moving our payroll from Intuit to in-house. He feels this may be more cost effective. We also need to move the company rights from Alexis to Debbie. Steve: What about the graduation fees? What does that include? Debbie: Caps and gowns and the party. I can e-mail you a breakdown of it. Paula: When you get back in two weeks that will be soon enough.

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6	<p><u>Technology Report:</u> Garen Kidd: He is in the middle of tearing down and rebuilding the network to address security. We get our service from UEN and they saw that we had 4,000 open ports (which is not good) so we are cleaning that up. The password policy will be stronger and there will be software restrictions for the teachers so they cannot just add a bunch of stuff to the system. I will be getting my list of goals for the new year to you soon. Eric A: You have done a great job. I don't know anywhere else where the students have such great technology for their use. Garen: We are turning over the web site again. We are automating processes as well. Everyone will be on a domain next year and that will be great. We are looking at a Portal Site called Moodle. It is free and it is the highest rated. Paula: Will the system be down or will people still be able to get information if they are interested in the school? Garen: The system will still be accessible by people who are seeking information on our school.</p>
7	<p><u>Ombudsmen Report:</u> None.</p>
8	<p><u>Open Public Comment:</u> None.</p>
9	<p><u>Open Student Comment:</u> None.</p>
10	<p><u>Director's Report:</u> Read by Terry: Recruitment: We have 120 students returning and committed. 19 students are a maybe. We have 80 students uncommitted. We have 65 new student applicants. 37 administrative interviews have been conducted and these students are awesome. 95 students are needed to achieve our student recruitment goal of 300. That is 1 student a day between now and October 1st. WE ALL need to tell someone about this school! Let's all be able to say, "I brought him...I brought her!" I have interviewed for math and geography teachers. We still need a Part-Time Dance teacher, Part-Time Technology teacher and a registrar for the counseling center. I am working on the assistant director position. I have interviewed the top two candidates. For our advertising campaign: We have wrapped 2 UTA buses with the DaVinci logo. We advertise monthly in the Sunday Standard Examiner. We have ads in the Val-Pac thanks to Steve's referral. We have 2 Regan Billboards up. We are waiting to hear back from the Hilltop Times. Hopefully Adam is working on the posters for the Lecture Series? Adam: Yes. Jessie: Report on State and National Chart School Conferences: The State conference was held at the UVU campus in Orem. There was a great DaVinci presence at the conference – 10 employees and Eric A. were able to attend. We received the State Charter School of the Year 2008! YAY! Thanks to Paula, Eric, Kelly and Carolyn for the application. The National conference was held at the Moriel Convention Center in New Orleans, Louisiana. Jessie and Jenn attended and investigated improved methods of integrating PBL, curriculum and teacher support services, as well as wonderful training on governance. Utah was highlighted as a state progressive in forwarding the Chart School movement. The Curriculum Committee has met. Adam and Carl have been great. We are strengthening specifics and writing curriculum for the Junior Seminar, Internship, Critical Thinking, and Senior Capstone Classes. We are developing the course plan. The next meeting is July 7th at 9:00 AM. Building Expansion: Please see attached business plan. Proposal for 7-8 grade expansion for 2009-2010 school year: I ask the board to consider expanding our school to 7 and 8 grades: To expand our grades to increase student numbers; to develop a stronger DaVinci preparatory program to enhance student outcomes in 9 and 10 grades, and align students earlier to our project based methods of teaching; Dr. Amsel's research student prepared and shared an intriguing PowerPoint with our faculty regarding risk-taking tendencies of teens emerging in these crucial middle school years – if we can recruit these students in earlier, we could prevent such behaviors by our methods of teaching the whole student and advisory program. Looking Forward: (aka Why 2008-09 will be the best year EVER at DaVinci!)</p>

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	<p>1) Focus on results: senior graduation retention versus a percentage; track seniors from day 1 through May; counseling center to assist in college apps and scholarship process. Teacher evaluation tool twice, Fall and Spring: Self assessment, pre-evaluation meeting with AD and Evaluation, peer evaluation, post-evaluation with ED, ongoing feedback, strategic compensation – transitioning from Merit Pay into a Differentiation model of scale based on student achievement through innovative teaching. Academic Excellence: Social-emotional.</p> <p>2) Grouping teachers into collaborative curriculum teams.</p> <p>3) Team leaders will work hand in hand with the AD to sustain curriculum goals and keep us aligned with the mission and charter of the school.</p> <p>4) PBL: Developed DaVinci model of Project Based Learning; student driven; higher and more relevant student outcomes; and teachers and facilitators and advisors to student-driven process.</p> <p>5) Counseling Center developing program to dedicate ourselves to graduating seniors, and supporting them throughout the graduation and college entrance process.</p> <p>6) PD: Professional development through teacher recommendation, and teacher committee; professional development and every other Wednesday MANDATORY for all teachers as we support and develop our curriculum goals; first week back – teachers are bringing their 180 day curriculum plans collaboration with team, and will walk through DaVinci model of project-based learning.</p> <p>Eric A: I feel that we didn't do enough evaluations this year from a student, teacher or parent perspective. I think we need to be more strategic and get more feedback from our stake-holders.</p>
11	<p>President's Report: Paula Dugan: We will be doing Jessie and Garen's evaluations the end of July. As you recall, the board has given the Executive Committee the authority to do these. If you have any questions on results of the 360 please call. Anyone have any problems with the board doing it before a full report? No one mentioned any problems. Paula: Okay, then we can give you a full report afterwards. The Standard Examiner is running an article on DaVinci being the Charter School of the year so please look for that. Eric: We are going to be closed next week so will there be a message referring people to the web site for information? Paula: Everyone needs to sign board member agreements. We want to have a board offsite meeting either on August 2 or August 9th. Please check those dates. See the attached List of Proposal Topics. We will post the off-site board training on our web site and at the school. We have posted the committee structure on the portal, we will add Terryl to the Finance and Strategic Planning Committee. Please help us spread the word that we are recruiting. I did mention to the Standard Examiner reporter that there are still some misconceptions about our school. I am concerned about recruitment as well so please recruit.</p>
12	<p>Old Business: The Gold's Gym letter was done by Paula. He has put together a contract hopefully for three years. Debbie: Yes it was for three years. Paula: This is the memberships for all the staff and the students who are in PE. Steve was given access to the board portal by Garen.</p>
13	<p>New Business: PR and Marketing- Michael Burton: Juneteenth, we had 10 or 15 people in the booth at all times. Councilman Garcia will be making a resolution at the next City Council for recognition of DaVinci as the Charter School of the Year. Paula: One of the city guys strongly recommended us joining the Chamber of Commerce. Michael Burton: We had talked about joining the Hispanic Chamber of Commerce as well. Our next PR thing is the 24th of July parade. We are doing a chuck wagon breakfast after the parade as a PTSO fundraiser. Grizzly Graphics is doing a sign for the building that says 2008 Charter School of the Year. The Trib and the Desert News did articles on the Charter School of the Year as well. Debbie: The first thing on all the advertising is that we are Tuition Free. Paula: Thank you Michael. Curriculum – Adam: We</p>

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	are very excited that the classes are all coming together, including the Junior capstone. Paula: Will there be a good mechanism for feedback? Will it be built in? Adam: Yes, Jenn Thompson is part of that. Paula: Are you getting any support from parents? Adam: No, but we haven't really pushed that either. We are working on the new Lecture Series. It will be the first Wednesday of each month starting in September. Paula: Will we have refreshments at it? Adam: Yes. Strategic Planning/Financial – Eric A: We will discuss this in the training session. Personnel and Policy – Terry: We have been working on job descriptions for all the staff in the office. We are also working on policies that are not in place that are needed. Paula: Please put them on the portal. Also, please put who needs to do a policy if it falls under someone else's committee.
14	Motion to Adjourn by Terry, Steve seconds the motion. All were in favor, none were opposed.

Action Items

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

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6.			
7.			

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- 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.