

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, December 12, 2007
Time: 5:30 PM to 8:30 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) | * | Michael Burton |
| * | Terryl Miller (TM) | * | Adam Johnston (AJ) |
| #& | Helen Wecker (HW) | * | Eric Matheson |
| | | # | Mark DeCaria |
| | | | |

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 Last Board Meeting | Paula Dugan | 3 Min |
| 2. | Introduction and Agenda Review | Terryl Miller | 3 Min |
| 3. | Student Government Report | Student Government | 10 Min |
| 4. | PTSO Report | PTSO Presidency | 5 Min |
| 5. | Technology Report | Garen Kidd | 5 Min |
| 6. | Ombudsman | Maria Schwarz | __ Min |
| 7. | Open Student Comment | | 30 Min Max |

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| 8. | Open Public Comment | | 30 Min Max |
| 9. | Financial Report | Alexis Hicks | 10 Min |
| 10. | President's Report | Paula Dugan | 10 Min |
| 11. | Director Report | Jessie Kidd | 15 Min |
| 12. | Old Business – Action Items | Terryl Miller | 5 Min |
| 13. | New Business | | |
| | Review and Vote on Charter Change Recommendations | Eric Amsel | 30 Min |
| | Vote on Valedictorian Policy | Terryl Miller | 5 Min |
| | Board Nominations | Paula Dugan | 10 Min |
| | Outreach Plan | Paula Dugan | 30 Min |
| | Committee Reports | Each Board Member | 30 Min |
| 14. | Adjournment from board meeting | | |

Minutes

| Agenda Item No. | Main Points, Conclusions/Discussions, Decisions, Next Steps |
|-----------------|---|
| 1 | Quorum was called at 5:35. Paula welcomed the guests and asked the board to review the minutes. Eric A. motioned to approve the minutes from the last board meeting and Adam seconded it. All were in favor, none opposed. |
| 2 | No introduction was done. |
| 3 | <u>Student Government Report:</u> David A., VP and Joel L., Sr. Senator: The policy for off-campus lunch was handed to the board to remind them what was passed last year. They reviewed the data that was collected from the off-campus lunch and it was positive. They asked for a vote on the off-campus lunch. Helen voiced a concern regarding whether the parents had knowledge that we had off-campus lunch. They responded that it was in the hand book but that they would also be sending a waiver to all the parents to have them sign it again. Those parents who sign that they do not want their child to have off-campus lunch will be on a list and will need to check in with the office. The concerns raised were that we need to know where they go for lunch either using a sign out, monitoring of some kind, or possibly a pre-printed form for them to check off as they leave. The student government will work on a way to monitor this and report back at the next meeting. <u>Upcoming Events:</u> We have an open house tonight. Tomorrow we are having a drug awareness and abuse assembly and have a special speaker coming in to speak to the students as |

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| | well as some of the student government will be speaking and a few students. This Saturday the Yule Ball will be held. We are planning a Guitar Hero tournament fund raiser in January. The student government then asked to be excused so they could go handle the open house. |
| 4 | No PTSO Report |
| 5 | No Technology Report |
| 6 | No ombudsmen report. |
| 7 | No open student comments. |
| 8 | No open public comments. |
| 9 | No financial report. |
| 10 | <p>President's Report: Paula Dugan: Last time the board voted to go ahead and try for the 300,000 low-interest loan. We found out more information and the loan has to be used for building or expansion. It is also only a 5-year loan so she recommends that we pass on it this year and try for it again next year. Competitive bids will be obtained for building classrooms. The board agrees. Alexis has looked at the budge and we do have enough to proceed with the contract with Gold's Gym. Iain will set up a meeting next week. Once concern raised was that they may need to wear uniforms. Michael offered to bring in his wholesale shirt, shorts and shoes catalog and work with Chad Clark to find something reasonably priced for our students. If PE stays here in our building we can only have 325 students but with PE at Gold's Gym, we can have 350 students as long as we have more classes as well. The increased enrollment will possibly offset the payment. Paula then stated that she is waiting for a few last pieces of information to finalize grant proposal to Ogden City. She plans to prioritize the budget short falls and let them know what we need. These are the budget short falls that she feels need to be addressed: 1) Deputy Director: \$50,000 for salary and \$25,000 for a marketing budget. 2) Physical education classroom: would like to work on a multi-year contract with Gold's Gym: \$32,000. 3) Lower level math teacher and remedial math training: \$30,000 for teacher and \$5,000 for supplies and materials. 4) Language Arts, foreign language courses: \$30,000 for salary and \$5,000 for supplies. It is good to have our students learn a second language and if we can offer Chinese or a language like it it may be our niche to pull in students. Students need it for college because a lot of colleges either require it or it is preferred. 5) Science Laboratory, missing things still not acquired from the last grant: \$20,000 to \$30,000 approximately but the exact list of needs is not quite completed. We need to expand this program as well. We want to show them where the \$20,000 they gave us before has been used and how more money will benefit us and help us to offer unique science classes. 6) Art Program: \$30,000 to \$35,000 for supplies, instructor and infrastructure. This program also needs to be expanded. Eric complimented Paula on her forward thinking. He expressed how thrilled he was at this kind of a conversation finally and Eric M. agreed.</p> <p>Paula then stated she included in the DaVinci profile some long-term goals such as: Purchasing the American Can Building for 2,000,000; purchase of the old Gold's Gym for 2,200,000; an adequate science lab for 500,000; an enhanced art department for 150,000. She plans to mail this to the Ogden City Foundation to have them invite us to come talk to them about our presentation. We will then use the results to go further out to the community to larger businesses who have philanthropic motivation to help schools or the community. We hope to have this done and in the mail by next week. Eric would like to see what has been spent on science stuff so far and Jessie will have this by the next board meeting.</p> <p>Paula then informed the board that we lost our assistant business manager. She resigned. We will hire another with a salary in the 25,000 range with an option to move up when we get more</p> |

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| | money. Terryl will e-mail the job descriptions to Jessie. Alexis will help us out until we get someone in and will train the new person. |
| 11 | <p><u>Director's Report:</u> Drew Johnson: He is working on a school DCFS policy. He previously worked for DCFS for 10 years. He proposed a policy to work with DCFS (please refer to policy). A discussion was held regarding this proposed policy. Concerns were expressed regarding confidentiality. Drew will contact Carol Lehr about what we should legally do. Paula is concerned that the check in form makes us vulnerable. He will check with Carol Lehr about this also.</p> <p>Jessie Kidd: She gave thanks to all the board for their service. Paul asked Jessie what we are doing to show appreciation for our staff for the holidays. Jessie replied that they were working on a gift for everyone and she will report on it at the next board meeting. She then turned to the assessment policy. A discussion was held with the faculty regarding the grading system that some have not been following. The teachers discussed having no late work accepted unless you attend Saturday school. They discussed academic probation. She asked for suggestions to be sent to her and she would like to discuss this at the next board meeting.</p> <p>Jessie announced that the faculty party is next Thursday at the Kidds. She also reported that all but one teacher evaluation is completed.</p> |
| 12 | <u>Old Business:</u> Completed. |
| 13 | <p><u>New Business: Board Nominations:</u> Eric A. brings forward Carl Porter as a potential board member. He highly recommends him to the board. Adam also speaks to Carl being a valuable asset. He is a renaissance man and a great asset to the school. Carl then spoke and stated that he was flattered by their words. He is trying to develop outreach for college students. He is aware of what he is in for and is committed to the time. Michael asked him about his time commitments. Carl stated that he would like to be involved more than just board meeting a month. Eric talked about his obligation to duty and commitment when he makes a commitment. Jessie then talked to mentoring and the benefit he would bring to DaVinci. The board will review his letter of interest and resume and will vote at the next board meeting.</p> <p><u>Board Terms:</u> Paula discussed the board terms. Paula asked the board to agree that those board members nominated by the PTSO come before the board to be reelected without having to go back to the PTSO, but we will let the PTSO know they are welcome to come and say they don't want it and let them know they have 2 spots to fill and could they possibly fill at least one in January or as soon in the new year as possible. Up for reelection are: Adam, Eric A., Helen and Iain.</p> <p><u>Personnel and Policy Committee:</u> Terryl: Asked for vote on valedictorian/salutatorian and DaVincian award policy. Everyone liked the policy. Michael motioned to accept the policy. This was seconded by Adam. All were in favor, none were opposed.</p> <p><u>Strategic Planning:</u> Eric A.: A discussion on the Charter revisions was held. Please refer to the charter changes. A vote was called on the changes to the charter. Michael motioned to approve the charter with the discussed changes. This was seconded by Adam. All were in favor, none were opposed. During the discussion it was stated that we need to remember to change all the references to "contracts" to the word "agreements." Most of the changes were for continuity, updating and some changing of the name of the school. Eric reviewed DRSL Beliefs and the new proposed vision and mission statement. Please refer to the DRSL Beliefs paper attached and the old version and new proposal for the vision and mission statements attached.</p> <p><u>Outreach Plan:</u> This discussion was held during the President's Report.</p> <p><u>Marketing and PR:</u> Michael: We have created a marketing plan with a 4-fold direction.</p> |

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| | <p>1) Educate the population about what DaVinci is. This will include school information booths at community events; open houses; advertising including radio announcements, newspaper advertising, school newspaper, etc. 2) Recruitment and Retention: We are working on doing this earlier in the year so that we can get our numbers sooner. We are working on teacher recruitment as well. The new teacher agreements will be done by April 15th. We have many plans in the works for teacher retention. 3) Fundraising. We set a yearly goal of 50,000 and feel that that is attainable. We have our benefit in March as well as the annual PTSO-sponsored fund raisers, the spaghetti dinner and cookie dough fund raiser. We are planning a performing arts holiday cafe which will be held December 19th. We are planning on trying to get some community partnerships as well as working on the Friends of DaVinci program for long-term sustainable financial support. We are looking to get a paypal subscription for donations. We are planning on the Raptors Baseball Game night in June again as well. 4) Volunteerism. We are working on getting a volunteer coordinator to help up our volunteer hours because every volunteer hour is a savings to the school.</p> <p>Discussion was held regarding the marketing plan and whether it was detailed enough. Discussion was also held regarding the benefit in March. A debate was held as to whether to hold it at the school or somewhere else. Michael will work on finding somewhere else and report back to the board at the next meeting.</p> |
| 14 | Terryl motioned to adjourn the meeting and Adam seconded it. All approved, none opposed. The next board meeting will be January 9, 2008. |

Action Items

| Item No. | Open Date | Description | Assigned To | Target Date | Date Closed |
|----------|-----------|--|--------------------|-------------|-------------|
| AI-1 | 12-12-07 | Student government will report on monitoring modality for off-campus lunch. | Student Government | 01-09-08 | |
| AI-2 | 12-12-07 | Jessie will have the list of what was purchased for the science department with the last donation from Ogden City Foundation for the board to see | Jessie Kidd | 01-09-08 | |
| AI-3 | 12-12-07 | Terryl will e-mail the job descriptions to Jessie. | Terryl Miller | 01-09-08 | |
| AI-4 | 12-12-07 | Drew will contact Carol Lehr for legal responsibilities with regards to DCFS. | Drew Johnson | 01-09-08 | |
| AI-5 | 12-12-07 | Jessie will report on appreciation gifts for the faculty and staff. | Jessie Kidd | 01-09-08 | |
| AI-6 | 12-12-07 | The board needs to send suggestions for changes to the Assessment Policy to Jessie before the next meeting. | All the board | 01-09-08 | |

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| AI-7 | 12-12-07 | Michael will find venue for March 22 benefit | Michael Burton | 01-09-08 | |

Decision Log

| Date | Decision/Description | Pass/Failed |
|------|----------------------|-------------|
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Next Meeting Agenda Topics

| Item No. | Subject | Presenter | Time |
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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.