

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: Eric Amsel – President interim
Date: Wednesday, January 10, 2007
Time: 5:00 PM to 9:00 PM
Location: 2033 Grant Avenue, Ogden, UT 84401

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

*	Terryl Miller (TM)	*	Iain Hueton (IH)
*	Eric Amsel (EA)	*	Eric Matheson (EM)
*	Paula Dugan (PD)	*	Adam Johnston (AJ)
#&	Joe Oliva (JO)	#	Robert Evans (RE)
Phone	Dan Early (DE)		
*	Lewis Reese (LR)		

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	Eric Amsel	2 Min
2.	Closed Session	Eric Amsel	60 Min.
3.	Introduction and Agenda Review	Terryl Miller	5 Min
4.	Welcome of Guests, Approval of Minutes from 12-6-06 meeting	Eric Amsel	5 Min
5.	Student Government Report	Student Government	10 Min
6.	Open Student Comment		30 Min Max
7.	Open Public Comment		30 Min Max

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Item No.	Subject	Presenter	Time
8.	Director of Academic Services (DAS) Report	Lewis Reese	20 Min
9.	Financial Report	Alexis Hicks	10 Min
10.	Accreditation Report Status	Jessie Kidd	10 Min
11.	President's Report	Eric Amsel	30 Min
12.	Old Business Review of Action Items from Last Board Meeting	Terryl Miller	10 Min
13.	New Business Election of New Board Member(s) Election of New Board President Ombudsmen Confidentiality Policies and Agreement	Eric Amsel Eric Amsel Terryl Miller Terryl Miller	10 Min 10 Min 10 Min 30 Min
14.	Adjournment		

Minutes

Agenda Item No.	Main Points, Conclusions/Discussions, Decisions, Next Steps
1	Quorum is called.
2	Closed Session.
3	Back in open session. Agenda review is done by Terryl.
4	Eric A. asked for a formal approval of this agenda from the board because of the sequence of events which wasn't the sequence of events for the election last year. Last year we elected the new board president and then elected board members, which was a little bit surprising to him, but by electing the new board members, Eric will formally be off and not be involved in the election of the new president but the new people will. Terryl expressed the fact she was worried that Mr. Evans did not get her e-mail as he was not present. She will contact him. Adam moves to accept the agenda and Iain seconded it. All in favor: Unanimous. Eric A. welcomed all of the guests and thanked them for coming. It was motioned by Terryl to approve the minutes from the last board meeting of 12-6-06. It was seconded by Paula. No discussion was had. The minutes were approved unanimously from 12-6-06. Terryl will e-mail the pdf file to Garen to be put on the web site.
5	Scott V. reported that: They have been working to put the new student counsel together and also to develop the new constitution. Eric A. asked if they needed anything from the board and he replied no. Eric A. did let them know that the Treehouse was not available for graduation as he had checked.

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6	<u>Open Student Comment:</u> Nobody wanted to speak
7	<u>Open Public Comment:</u> Nobody wanted to speak.
8	<p><u>DAS Report:</u> Lewis R.: He stated that we hit the ground running for second semester. We have a lot of new staff members. We have partnered with the ATC on many things to give some of our teachers a little bit of a break. We have now built in a period where the teachers will be allowed to, they have to initially assist with taking of the roll of the class but the rest of the time they can use for prep or collaboration. They have a regular prep period as well. We have made a lot of changes to alleviate some of those over-burdened processes that happened last semester. Iain asked if the teachers were happy with this arrangement and Lewis replied yes because they get a prep period. This was all worked out with them prior to. Jessie and Adria and Chris Curry and I have all collaborated on this. I did put most of it in to Jessie's hands as she has been very instrumental in that process. We hired several new teachers and a paraprofessional. In the Special Education department we hired a gentleman by the name of Charlie Treft who is a licensed special educator and he also is going to be teaching one sociology class but he will be here to assist with the state requirements of our special education. Mrs. Jones has been accepted and we are in the process of getting her totally in to the SUU program for the SEAL program for alternative licensure. She has been accepted to that program and she meets that criteria as well because she has been accepted to that program. Lyndsey Paskins, who has been hired in our health and PE department. She is extremely positive. If you could take Chris Jochler and make her an assertive and outgoing person you have Lyndsey. She is very forceful in a positive way and the kids have responded extremely well to her. I sat through her class today and she is using the cafeteria, she did a circuit training exercise and it was awesome how she had put it together. She and I had dialogued on these kind of things and she just kind of did a wonderful job. The kids are accepting her and participating for her. We have a gentleman by the name of Walt Hackford, who was hired in the social sciences department to replace Jessie in the classroom, because noone can replace Jessie. Walt actually has a myriad of experience. He has also been in administration. He is currently waiting for a position that he will be taking in the fall and he wanted to get back in to the classroom for a semester prior to going to take that administrative position. He will be with a charter school down in Price. So he was very excited about coming and being in our classroom for that period prior to taking that job in Price. Another individual we hired is Elaine Witt. She is our band/orchestra teacher. She is a professional performer and she has a web site that you can actually go on to hear the music of her trio perform. She plays stringed instruments. The kids are responsive to her. She has a lot of great ideas. She actually has a program that she is working with with Weber State that is about visual learning for musical instrumentation and she wants to implement that with our kids and we will see how that works. Kathy Carver comes to us in the theater arts. She is going to be in the ARL program. She has choreographed for Disney and has done a lot of really wonderful things. She has a great dance background. Her degree is in Theater Arts, performing arts, and she is exceptionally excited about this and if you guys have ever been in our rooms before, and gone back to see what it was like when Mr. White was here or Mr. Betzel, I challenge you to go back and have a look in the room now. You will see something that amazes you. It is amazing what she has done with that room. She shares that room with Elaine Witt on opposite times. We have also hired a paraprofessional. She actually was our intern from Weber State last term, Michelle Allen, and she will be working specifically with the special education and the comprehensive counseling program that Adria is working on and she is currently involved in a counseling masters program so she is looking to get her counseling licensing as well and once our comprehensive counseling</p>

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	<p>program is up and running, we will need two certified counselors, so this will work in to a good position for us. She is currently helping with our visit that we will have from the state on special education in February. She is helping to make sure we have all the criteria for that taken care of. We are actually going to be overstaffed in that area but it is going to be a good thing when the state comes in and sees that we have been responsive to the December audit that we just had. With that, Mr. Biggler and Mr. Neptali Chang who are both currently on our staff, have been elevated from part time to full time, so Mr. Biggler is full time in the English department and Mr. Chang has been elevated to full time in the Foreign Language department and he has one soccer class as he is eminently qualified to teach that as he was a professional soccer player in South America for ten years and he has connections. Those are the new staff. Things seem to be going very smoothly. There are some changes that are happening with schedules. We started the new process and Adria was involved in that very detail-oriented type. We had a few mistakes that were made but Jessie and she have been able to handle the small things that have come up. We just put out an announcement that they only have through tomorrow to make any changes to their class schedule. In the past we have had a lot of difficulty with kids having a week left and coming and saying they want to change or drop classes and we can't do that. We put that out. Unless you have any questions, that is the end of my report this evening. Eric M. asked how many students we have enrolled currently. Lewis replied that he did not know the total number and asked Alexis if she knew. She replied that we have had a lot of kids withdraw. Iain asked if she had any idea of how many. She replied about 30. Iain asked if we had any idea of the details of why they left. Alexis replied that she is not in the front office anymore but that Angie could put a list together. Eric A. asked for that list but Iain also felt it was more important to have not only the list but the reasons why. He asked if we were doing any kind of an exit interview process. Lewis replied that when they go through they ask them to explain why they are leaving. Terryll asked if that was documented anywhere other than just verbally. Lewis and Alexis both replied no. Eric A. stated that we do have contact information for those that are leaving, right. Alexis replied yes. He suggested maybe we send a mailing out to ask them why they left. Eric A. asked Alexis to draft a letter and send it to the executive committee to approve it. Terryll and Paula both felt like it would be good to know why they were leaving. If they are already gone Terryll did not feel that they are going to care to fill out a card with the reason they left. We need to catch them as they are checking out. Terryll did state it would be nice to know why they were leaving because some could just be moving and have no choice while others may be unhappy with the school. Alexis suggested maybe putting that on the back of the withdrawal form for them to state a reason for leaving. Eric A. stated he did not mind sending a mailing out to get them to think about it but Eric M. did state that he felt that people are going to be less likely to respond to something they get in the mail than to fill out something as they are leaving. Even if you send a self-addressed, stamped envelope for them to send it back in, most people won't do it and that would be a waste. Iain then stated that a lot of companies have found the best new employees are those that were old employees because they know what they are doing and they went out there and found that there wasn't anything better out there. The same is with these students. Maybe the reason they are leaving is something that has already been addressed but they don't know about it. Maybe they were dissatisfied with some policy or something or someone and they may not be in the picture anymore and so a verbal discussion with documentation in hand where you are taking notes as opposed to them not saying much. But having a conversation with them, you can actually elicit a more thorough response, which is an actual exit interview, which is what a lot of companies require. Terryll said that maybe from this point forward we can do that but to get the reasons for those who have already left we would</p>

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	<p>have to send a mailing out and hope that some of them will be answered. Eric A. also would like to know if we are losing students who are doing well here or if they are leaving because they are not doing well. Maybe it is a good decision for them to leave because this is not the right place for them to do well. If they are doing well and they are leaving that would be a greater concern. Lewis replied that he did not have the exact number but the overwhelming majority of them were leaving because they were not doing as well as they might have. We did have one excellent student that left and she was the girlfriend of one of the boys that was expelled last semester. The majority of them are low performers that feel like they might do better somewhere else. Some of them went to Washington High and some went to Two Rivers. Weber State loses 25% of their starting Freshman. Paula asked if we have gained any new students. Lewis replied that we have gained two that have transferred in from out of town and one who was here before and then left and she came back, and he thought there was one other one. Eric A. stated then that we started at 336 and we were down to around 300 before and now we are down to about 270, is that right? Alexis replied yes, something like that. Paula asked if Alexis or Lewis knew how many seniors we have. They were not sure of the exact number.</p>
9	<p>Financial Report: Alexis Hicks: We have good news. We have almost everything paid off. The only big debt we have is on a payment schedule from February to June. All of our big debts are paid off. The server room was paid off. Eric A. asked if the equipment was fixed. Alexis replied that they are going to send somebody out this week to fix the door and the air conditioner. Alexis then stated that we are actually in a very good spot right now. Alexis asked for questions and Terryl made the comment that with our new accounting stuff that we are doing with Quick Books, she wanted to know if we had all the records from the past accountants, CCA, to be able to enter those in to our system? They would not give the records to us until they were paid. The check was signed this afternoon and Alexis will take it to them tomorrow and pick up the records. Paula asked if Alexis did a comparison for the payroll companies. She replied yes. It averaged out to be about \$140 to \$150 for ADP and the quote that they got for Intuit with Quick Books was \$95 a month. So it is a lot cheaper to go with Intuit and from what our accountant said, it is much more compatible with Quick Books. Paula then proposed as the treasurer that we go to Intuit as our payroll if nobody has any objections to that. Eric A. asked for some clarification to understand better what is going on with the accounting stuff. Paula agreed to clarify for him and for the audience. Prior to recently we had an accounting firm that we used. They were fairly expensive for us. In the meantime, we have instituted a Quick Books program that is very comparable to other industries and schools that use this. It is much less expensive. We are doing our own accounting. We do have an accountant who oversees us and advises us and trains us. He will do regular audits and make sure that everything is right. We did our financial policy and procedures so that we would have a great management of our funds so that there was oversight by every member of the board through the Quick Books system and also that the responsibility for financial management and movement of money was not in any one person's hand. It would be divided amongst the staff. We are hoping that the costs that we save by going to the Quick Books system will help us get it up online fully, and will help save us enough money to have paid for the extra office staff that we were able to hire. It is about that much savings. Terryl did state that to vote to change the payroll system it needed to be done in new business so she put it there. Paula was fine with that. The explanation can be here but the vote needs to be there. We have trained who needs to be trained and we are still in the process of uploading past information, hopefully that will be done soon. The other part of our financial management was the payroll that was being handled by ADP before at a higher cost and now the Quick Books and the payroll system by Intuit have an interphase that is going to be easier and</p>

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	<p>give us more visibility and is less expensive. Alexis also stated that ADP made errors and had to fix them and this way we will see the errors, if there are any, before the checks are printed and we can correct them first. Terry did state that it will be Alexis' responsibility to make sure that is correct, right, and Alexis replied yes. Paula then reiterated that the Quick Books system and new financial policy and procedures are new for us, but they are now easily visible for everybody and hopefully also are going to be much more cost efficient.</p>
10	<p>Accreditation Report: Jessie Kidd: I have the School Improvement plan, the document you are helping contribute to, ready for you to look at. Our accreditation visit is April 19th. I checked it out on line, we weren't listed, but I called and they said we were still good to go. They just didn't have an updated schedule on there. The Northwest Accreditation team will be composed of first and foremost a Northwest Accreditation trained administrator, and other certified and licensed people from other schools. Joe asked if someone would be local and Jessie replied no, that would be a conflict of interest. They cannot be from the same district. At the end of January I am going to Orion Junior High. So that is something that I hope you will all be able to attend. There will be a breakfast in the morning and then throughout the day you will be interviewed. The breakfast is at 7:30. Our visit should be no more than one day. I would not be surprised when we get our paperwork back that they might want to do two days. The state has some lovely rumors and obviously the audits leave a lot of questions, so I wouldn't be surprised if they didn't want more than one day. Usually it is done in a day. Our accreditation team should be no more than two or three members. Terry then asked whether Jessie would like the board there and she replied Yes. Eric A. did state that we will have a schedule and that will be developed, and they want to talk to us as much as we want to talk to them. There will be a specific time for the board. The breakfast will be a time to meet and greet and the faculty and all the community members that are on your focus groups are also invited. It is just a great thing happening. Then we will whisk them away to an administrative discussion. Then they will go through and walk through classes. Talk to students and then they will also want to talk with focus groups. Since our new teacher hires I have changed those groups. Eric A. has worked with me so far on developing the school profile part of the school improvement plan and that is up to 21 pages now and that is before we add any content. That is before anything is added, any details. The questions we need to have answered is 21 pages long. The month of January, by the time you say Happy Valentines Day, I need for your focus group to have answered each of the disaggregated contents of your section. She will e-mail them out to us. Eric A. then stated that some of the question that you are going to be asked and need answered, you may just go it is policy whatever. Someone may know it. Maybe it is talking to some people and maybe it is systematic data collection. That is what you have to decide. Not necessarily to write it, but we are asking you how should these questions be answered, sitting down and figuring that out. Jessie then said remember we are producing product. We need to show the state and Northwest and this visiting team what we are. Eric and I gave you questions that you answered in December, now we need to provide evidence of those questions in a format that says this is what we are and this is how.....you need to provide evidence. I am sending you all out a document and I ask each of you to please read through it. The very first began with our introduction and Jen Thompson wrote this and she has a wonderful way with words and she has written the story of DaVinci. It is a brief, 2-1/2 page, wonderful, sometime tongue in cheek, but the reality versus the dream. It is nonfiction. Jessie stated that when she read through it she did get a little emotional because it is that good. It helped me remember why I am going through all these crazy things like disciplinary, etc. because of this story and it is a story that we need to live to tell. Please take 2 hours to read this and see that this is DaVinci and this is what we are fighting for and what we are putting all this time and energy</p>

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	<p>too. Please be emotional and passionate about this school. I think that the data that we will collect and the accreditation document that we will have will say what DaVinci is. Right now, all that we have that DaVinci is is rumors at the state level. I was getting bread the other day and a girl said under her breath that yeah I was going to go to that Einstein school. I didn't think anything of it because I was trying to think of what Einstein school, but the other bread guy knew what he was talking about and he said no, that is DaVinci, the other genius. It is the kind of reputation that we have out there. I don't want reputation, I want it documented that this is what we are. This is who we are. So please take and invest time in to this document so that we can be what we say we are. As Eric A. pointed out to us. The students are going to show that to us. They are going to be our product when we have our first graduating class. We will have a granted term of accreditation up to 6 years, which we are accredited right now. Provisional just means that we are a new school. NUAMEs is provisionally accredited, Orion is provisionally accredited. We took the initiative to be accredited within our first three years. We had up to six, but we need to put that document out there soon, for our own investment, to know that this is my school. Eric A. also said that it gives us feedback. Weber State went through this and I was at a meeting today talking about what happened at our last accreditation meeting and we have real problems in two particular areas that they are coming back to check up on. We had to do some work to deal with these problems. Getting this feedback was helpful and important and dynamic and part of what we should be about. We are going to get feedback and we are going to have to change some things, and that is going to be a good thing. We are making our school available for _____. So Jessie said she will e-mail it out to us. It also has the focus groups. She needs to know the community members and she will talk to the teachers. Please work with these teachers some time in January. Take the time to figure out how to explain your part. Eric A. then stated that if you are not sure who to ask for community members, it is really important that we get them on the committees. He has a colleague at Weber who he invited on his committee who is Hispanic and who is going to help us with some of the issues we have with trying to get Hispanic students, which our charter suggests we should. I am not suggesting everyone needs to do that, but find someone in the community that you can invite to be part of this. Having them on this panel will be helpful. Second, there are a number of parents who want to be involved, who have asked to be on one. Denise Bingham has asked and I have given that information to you Adam so she can be on your committee. Other parents want to be on committees. We can send out an invitation to interested parties to let the new president know that they want to be involved. We must meet. Paula asked if we are calling them focus groups now as opposed to accreditation committees. Jessie replied Yes. In the document that she is sending out she has everything broken down for us. She asked for us to e-mail our community members so she can add those. Eric A. then said please ask questions if you are not sure. There isn't time to be confused. Jessie also said that we need to be educated. If you don't understand the process, you can only see your tree in the whole forest, you need to know it. When that visiting team comes you need to know it. Paula asked if she could get an outline of how this will go down on the visit. Obviously we have the breakfast. Paula then said she envisioned this to be a series of briefings, but it sounds more like.....Jessie said no, a typical visit will be that they come for breakfast and then meet with administration and then we break up and they will go meet with teachers and students and check out classes, evaluate.....Eric A: Our document, which is our self-study, says who we are and what the hell we are about is in their hands two months before the visit. They are going to be saying that "you said this, lets see it." They are not checking up on us, because they will be coming in and seeing that what we said is what we are in operation to help them clarify the report that they are going to be writing. We have decided very early on that</p>

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	<p>we are not going to play games. We are going to tell them where we are doing well and where we are not doing well, figuring that pretending we are doing well will be fairly transparent. We are not good enough to lie and they are too good to have the wool pulled over their eyes. So this site visit isn't the big deal to be quite honest. But the document and the coherence of that document, and making sure that everything fits together, that coherency carries over to the site visit and the site visit will show this or show that and they will see the connection between things. Terry asked if Jessie wanted us here all day. There are probably going to be some time when they will talk to the teachers, and certainly to students. They will talk to the community folks. Maria asked if Jessie needed anybody to take them touring and she replied no. They will walk around themselves. They will just have a simple, sit-down meeting in a quiet room, talking about this is what you said about curriculum and so, how does that match and how does that align. How many times have you met, who is in your group. Eric A. then stated that sometimes the questions don't seem relevant at all. He was involved at Weber State, not by Northwest Accreditation, but another accreditation service, they sat me down and other people who teach and asked them a bizarre set of questions that did not seem relevant. They are more interested in other things but they went through the motion. So there will be some interviews that don't make sense. Jessie said that if you just plan to be here the whole day, she will tell us when we really have to be there. Don't plan vacations or anything, just give her that day and she will let us know exactly when she wants us, how she wants us. That onsite visit is the touchy good, feely, we really like. They will then send a document to the state and they will evaluate it. We want the document finished no later than the end of February. They will want it a month in advance, so March 19th. Lewis then said he wanted to touch on one last thing. The purpose of accreditation is not to come in and say you are a bad school, you are terrible, it is to say look guys, you are doing some things that are great but here are some things that you should change that will help you. It is about creating the best positive educational environment that you can, so we are going to get some things that we may not see as a problem once they tell us. We will just have to look at it and evaluate it and then we are going to make those recommendations that Jessie talked about that we worked the plan to meet those. It is about developing a plan to go forward to meet those, whenever those come in. If we ignore them then that is when we have difficulties. They are going to find things, I don't care what school you go to they can find things. Eric A.: And that was the point I made about Weber State. Lewis: So the purpose is, they are going to tell us where our weaknesses are, even the one that we perceive to be weaknesses, they may not perceive that way. They might perceive that one of our strengths are actually a weakness or vice versus. That is the purpose of accreditation so that we can create the best, positive educational environment that we can. To this point, Jessie, you are doing a phenomenal job with what has been happening and I want to commend you publically and thank you. I appreciate what you are doing because it is all going to make this a better school, especially with dealing with everybody letting them know they are not doing such a great job. Paula: Just to kind of get the time line here. We want our report done by the end of February because it is two weeks before we have to send it to the accreditation counsel. They will look at it. When can we anticipate hearing whether we have in fact been accredited or not? Jessie: They will give us their recommendation at the end of the visit. They will have all the faculty come together and tell them about our experience and how much they love the school and they will give us their recommendations and the accommodations. Then they will tell us what the term of accreditation they are going to recommend to the state to recommend to Northwest Accreditation. We will have that before they leave our facility. Paula: Is there a time frame going to the state? Jessie: Yeah and then it is online and it is all public. Paula: I am thinking in</p>

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	<p>terms of graduation. Do you think that with this time frame set up that we will have firmly established accreditation status by then. Jessie: It could happen within a month but it depends on what that month looks like for them. Jessie: We give them the time line in our school improvement plan. Lewis: The actual written report usually comes in November. We will have a letter or something that we can put up on the wall. Jessie: Other charter schools are looking at our accreditation right now because they have none. With the exception of Tuocon, we will be the only high school charter school that will have had their onsite accreditation visit. We need to know that eyes are looking on us. Eric A: At the institutional level, just to add a little to Lewis' comment over Jessie's work. At the Institutional level at Weber State they literally have 100's of people working on it and many people who are dedicated to nothing else for the year but accreditation. So it is really remarkable that we are in this position, and we need to not underestimate all the work we still have.</p>
11	<p>President's Report: Eric A. gave this first before the accreditation report. He said: I don't know when a new school becomes an old school. The words "we are a new school" have passed my lips way too often as an excuse and for plea for tolerance and understanding. I am not happy about that. I don't think things are as clear as they could be, any facet of what we do. For a new school to change to an old school has been a very slow process. An old school has history and everyone has expectations about what is going to happen. With a new school, none of that exists. I think something about the transition from a new school to an old school is going to happen by the end of the semester. I think three things are happening to ensure that. One is accreditation, a process that I will talk about in a second. Another is some final audits. Not that there won't be others but these ones are particularly essential ones, our financial audit, which we will put to rest. We understand this was motivated by a number of concerns expressed and we are going to be open and put them to rest. The other is a special ed audit which is a very special part of what we do. We will address it and see exactly where we stand. The third thing that is going to happen this semester is that we are going to graduate our first group of kids with the DaVinci stamp. We are not quite sure what the DaVinci stamp is but we will have a good representation of that in our graduates and I think they will tell us who we are. So, let me talk about some of these issues, particularly in light of where the school is going. The accreditation is maybe the most significant event that is going to happen in this coming semester. It has been very much a process that has been talked about but has not been seen to occur. Accreditation is a process where an accreditation body called Northwest Accreditation, which is a body that accredits Weber State for example and most of the other institutions. They asked us to do a self-study where we reflect on ten or eleven criteria. Each criteria has numerous sub-points that we have to talk about and demonstrate a plan and an organization and a structure and a process that is helping. We have done a lot of preparatory work, but now is the time that we are going to have to do some synthesis and the pulling together and writing up the material. That is as important as almost anything else that we are going to do this semester and I think it will be a defining event for the school, to go through the process of accreditation, to get the accreditation, to get the feedback from external standards about what we are doing, how we are doing, etc. Jessie will talk in much more detail about that. The second issue is on the personnel front. I think what we have been trying to do in an effective way, is to be more responsive, both with trying to find the right teachers for the school. We have been very very lucky to have some wonderful substitutes. Layna Palmer and Shelly Gardner have been very helpful as substitutes as we go through this transition and find teachers for those spots. We have an office staff that is now bifurcated a little bit. We have worked through Alexis' new position as Operations Manager and Angie Brown as Administrative Assistant. As the office goes, so goes the school. I</p>

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	<p>have learned that. I think this work that Paula talked about on the financial processes is also profound. Yes it probably involves some technical changes on how we write checks, but what it does in a deeper, more important way, is to make the process completely visible, completely transparent to anyone who cares. For those who are concerned about this issue, we promised to have a complete transparency, or as much as we can, and I am very pleased at the transition that we went through and the decisions that were made. This new financial policy and procedures has been hard work by a lot of people, particularly Paula as treasurer. There are a couple of other issues as well. Something that Terry is going to be talking about later, about confidentiality policies and agreements, that we tighten up our confidentiality processes in the school, which have not always been as tight as they should be. Not because of malice, but I think out of a little bit of “we’re a new school,” and I think this is a very important step and I just want to talk a little bit about Terry’s work as secretary. As I mentioned with Paula’s work, the transparency of our school owes a lot to Terry’s work as secretary. It is a little scary to get every word that you said in meetings transcribed, but I think it is important. I appreciate and the school appreciates the level of work. I just want everyone to know publically what the executive committee, Paula, Terry and I have gone through. There are a couple of other issues and then I will stop. Maria. Thank you for stepping up and being the ombudsman. It is probably thankless. You are probably already regretting it, but in the spirit of transparency and openness, we need someone who can keep a secret if asked to, and to act for and in the service of people who don’t have a voice, or who don’t feel they have a voice, or for any other reason need to come to you. I want to make it public that you are available and how much we value your willingness to do this. One last thing, in October we went through a very long, 2-day fact finding mission. I want you to know what the status of that is. Generally, what we are doing, is taking each comment and trying to identify the policy implications. Not personnel implications, but policy implications, and trying to work through changes in policy. We try to see if it is a policy issue, is there a procedure issue, is there an execution of procedure issue, that is being referred to implicitly or explicitly. It has taken a long time. I hope that we get it done in the next few weeks. It is still ongoing. The comments you gave have been taken to heart. In many ways there are changes already from those comments that we heard, but I know that it doesn’t look like anything has been done, but we are studying and identifying implications and will act on them as soon as we get a chance. I think very much that is the process of going from a new school to an old school. I hope the transition will be over soon. I am happy to take questions on any of what I said. No questions.</p>
12	<p>Old Business: Terry: 1. Lewis was going to get samples of teacher contracts from other high schools. He got Hollywood High but nobody else was willing to give him any. Eric A: Have they said no? Lewis: No, just a nebulousness of I’m not sure I want you to know what we do type thing. Eric A.: Would it be helpful to go from board president to board president? Lewis: I’m sure it would. Eric A: Terry, please put that as an action item for the new board president. 2. Terry was to send all the newly formatted policies to Garen. They are all formatted. The volunteer one has a couple of places for information to go in. That is done. 3. Terry was to write something about moving the public and student comment section to the beginning of the board meeting to be sent out by Alexis and that was done and it went out. 4. This was to be done by board committee, but Eric was to be in charge of it, the letter to RTMP and Ogden City in regards to the ADA audit. Eric A. said it will be taken care of by next board meeting.</p>
13	<p>New Business: Election of New Board Members: Eric A. stated that he is hesitant to elect a new board member who is not here. Eric M: Can I bring up something just before I am no longer on the board. This should be uncontroversial. Yesterday at the dinner table, Zachary</p>

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	<p>asked me if I wanted to give him 250 bucks and I asked what for. He said, it was to go to San Francisco some time in February. I said well when do you need to know and he said by tomorrow. I had seen nothing printed on this and I don't remember anything coming home about it. There could have been but my memory is sometimes selective. The new business is, I would like to request to Lewis that if this is in fact something that is happening and there are multiple groups doing things, could you maybe get on the teachers or something to send out some information to the parents about what the details for those are. Lewis: I assure you that this is something that Jessie is over. We have been working on that diligently since November about getting the information on those winterims and those kind of things. I think this trip with Mr. Stohel was relatively new. Your point is well taken, I will talk to the teachers. Eric M: I don't know what the deadlines are or when they are going but how it came across to me was I need to know tonight so that I can say tomorrow because tomorrow is the deadline. So I said, if that is all the information I get, is your verbal announcement then the answer is no because I want to see something in print or via e-mail.</p> <p>Paula: One other quickie new business is the change payroll. Terryl and Eric A: Yeah, but we will do that after the elections.</p> <p><u>Election of New Board Members continued:</u></p> <p>Eric A: Helen Wecker has asked to join the board, she's been nominated.... Terryl: No, she is asking to be considered. Eric A: PTSO would be happy for her to be on our board. I guess it would be appropriate.....she has written a bio for us and it would be appropriate, I think, for her to share a little bit about what it says here. Helen W: Would you like me to read it? Terryl: I did send it out to all the board to read it, but yes you are welcome to read it. Eric A: You can summarize it, you can read it, you can withdraw it or whatever you want to do. Helen W: I am a parent and I have helped with the PTSO and I feel that would like to get more involved with helping DaVinci move forward, so I would like to be nominated to the board. Eric A: It says in your bio that you had a curious high school experience that does not normally occur. I think it shows that you would appreciate what we are trying to do here and I think your background would make her a great addition to our board. It is always an awkward moment here to do this formally. Let's move the nomination and have a discussion. Terryl: We have to move to allow to chose to appoint because this is not....Eric A: There is a 2-step process here. The first step is should we expand the board out of the supposed 50/50 parent/non-parent relationship here to an imbalance with more parents than community members. So, do we want to expand the board, yes or no, that is the motion. Do I have a second? Terryl seconded it. Discussion: Eric M.: Kind of a question. At the last board meeting or a previous one, we took some vote to set the board at 12 members. Now, did we specify or did it go without saying that that was 6 parents and 6 non-parents? Terryl: It went without saying because that is what it has been and it is what it is meant to be. We have to choose to change that. That is why we have to motion. Eric A: So, the 12 is not at issue. Terryl: It is the parent to community member ratio. Debbie Legge brought up that fact. Eric A: Right. Eric M: Okay. And a follow up to that which just kind of concerns me as well. In the PTSO election as you recall, there were certainly three 2-year positions up for election. Those were chosen, elected to be you- pointing to Paula, you-pointing to Terryl and Mr. Evans. The PTSO at the time thought they could also vote on the two other positions that are 1-year terms. Terryl: But we were unsure at the time if you remember. Even in that meeting we didn't know if the PTSO had the right to elect those two other, 1-year term positions. Eric M: Yeah. Terryl: Remember we brought it back to the board the next meeting. Eric M: Yeah. She was elected then, for one of those slots, from the PTSO, as well as I was. If we expand the board to an imbalance, is she already automatically in from the PTSO or is that</p>

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	<p>not right and how does that effect me? Terry: No. I don't think that is the case. I think that we voted to allow it to be up to 12 people on the board. In the by-laws and articles it states that it would be a balanced group. What we are trying to do now is to choose....if we appoint her now, we are fine. We can appoint her to the board because we are allowed to appoint however many people we want to the board up to 12 people, but she does change the balance of the board because she is a parent. So that is why I think we are motioning to change that balance, because, right now, the by-laws state that we can't have more than 50% of each. Isn't that right? Eric A: That is my understanding. Paula: Right now we have Terry, Eric, myself and right now Eric M. who are parents. We also have four community members, Joe, Dan, Iain and Adam. So right now we are at a balance. So adding Helen.....Eric A: So technically, Robert is taking Eric's spot so that keeps us balanced. No if Helen comes on under the 12, that isn't a problem, but the imbalance occurs. Paula: It is just a temporary imbalance because that only puts us up to 9 people and we have the ability to have 12. So, I don't see it as an imbalance, just a temporary situation. Terry: So maybe we don't need a motion to do that? Eric A: All those in favor of not needing a motion to have an imbalance? (Laughing all around). So another way of putting it is we need to find another community member and we will vote on a community member at the point that we have someone who wants to join us at that time. So, I withdraw the motion. So, let me motion that Helen join the DaVinci board and open that for discussion. Paula seconded it. Terry: Be appointed to the board. Eric A: Is that agreeable to everyone. All agreed. Iain: So where did you go to school. Helen W: Ogden High. Terry: Any questions of Helen herself? Do you realize how long our board meetings go? Any discussions at all. Eric A: All those in favor. Everyone in agreement. Opposed say nay. Abstentions none. Terry and Eric A: Helen, come joint us on the board and thank you for being willing to serve. Eric A: Technically Eric you are formally off now and you are welcome to stay here but you will not be voting for president. Eric M: Okay. I am thinking that this actually completes my term. A round of applause was given. Terry: Helen, just so you now, you are appointed to a one-year term and so next December your appointment will need to be done again. Paula; I do have a question about the one nominated by the PTSO. Have we gotten....was he there at the meeting. Have we got confirmation that he wants to serve? Terry: He said he would do it and he said yes and I told him I would send him an e-mail but I did not get a response back. Paula: Because what I am wondering is does he realize, or is he really serious about this. Terry: The PTSO voted him on. So, I will personally contact him and speak to him. Eric A: We have retained the right to vote him on to the board. Paula: So he is not actually a board member right now. Terry: So you are saying technically Eric really isn't done because Robert is taking Eric's place? Am I clarifying that correctly? Eric A: But your term is over so it doesn't matter. The PTSO would have to decide what to do next if he does not want to be involved. Eric M: As a point of clarification. It appears to me that I was under the impression that the consensus of the board was to accept the elected members from the PTSO and not vote on them, because the way it appears isTerry: That is very true. That is correct. You are right. Eric A: We voted on accepting those voted on by the PTSO? Terry: Correct. Eric A: So technically, Robert Evans is on the board because the PTSO elected him to it. Lewis: So, you vote to accept him and then contact him and get a commitment. If you don't get a commitment then the next time you come in you vote to remove him and return to the PTSO for another elected person. Eric A: So lets try and get ahold of Mr. Evans. Terry: Yes. I will do that before the next meeting. To speak to him not just through e-mail.</p> <p><u>Election of New Board President:</u> Eric A: We are at a point in time that we need to elect a new board president. I think the appropriate way to do this is to ask for nominations. Does</p>

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	<p>anyone want to nominate anyone for president. Iain: I would like to nominate Paula Dugan. Eric A: Do you want to speak on her behalf? Iain: I think she has a great grasp of significant issues, a willingness to speak out in support of her own arguments and has strong leadership skills that we are going to need in the next couple of years. Adam seconds the nomination. Eric A: I am going to nominate Terryl Miller. For many of the same reasons. I think she has an interest in the school and commitment to what I think is important in what the school needs in transparency and working hard to make that happen. Terryl seconds the nomination. Eric A: Anyone else? So we can move to close. Dan? Dan: Can you tell me who those were again. Eric A: Paula and Terryl. Dan: Okay. Eric A: I move to close the nominations. All those in favor. All in favor. Eric A: Do you guys want to speak. Terryl: No. Can we say no. Paula: I don't think we need to unless our new board member would like us to speak. We have all worked together and know each other. Helen W: Yeah, I would like to hear you speak. Terryl and Paula: Thanks Helen. Terryl: Paula, you speak first. Iain: I have to say, this is first time I have seen such reticence. Paula: I think we both just know what we would be getting in to. This is a pretty.....well, first of all, thank you for your confidence and your vote, I appreciate that. But I think both of us, not that I want to speak for Terryl.....Terryl: You're welcome to speak for me! Paula: I think I would be very honored to be able to help take DaVinci and help work with the community of DaVinci and that includes the board and the parents and the students and the teachers and the staff, and help move it forward. I have some ideas of where I would like to see it go. I have tried to work in my capacity on the board as treasurer to do so. I do have experience in management. I have been fortunate enough recently to be a stay-at-home mom for the last few years and that has been great, but I have had a lot of management experience in the past, both with smaller organizations like DaVinci and much larger ones, as well as with the military which is a whole different range of experience. I think that I bring some skills to the table that would help us. I will just leave it at that. By the way, Terryl would make a great president but I can't see anyone who would make a better secretary. Terryl: What do I say? I came on the board of DaVinci because I have a son here and I have children coming up who I want to be able to come here. I cared about it and put a lot of time in to it as well as a lot of time on the side, just like everybody else on this board does. I have really enjoyed how the executive board has been working together lately. I don't feel that a president should work by themselves. I feel that it is much easier to make decisions and to stand behind them when you have other people beside you. I do have a lot of experience in management as I have owned my own business for 19 years and have 18 people who work for me, so I have a lot of experience with people and with management, but yes, my skills are really secretarial. Honestly, 145 words a minute, not many people do. So.....Eric A: And spelled all right. Terryl: You know, to me, I think that our board has come a long way and I feel like it is going in the right direction so honestly I don't think it would matter who was president right now. I think that as an executive board and as a full board, I think we are starting to work together, which is a big deal to me. Which is very important. Like I said, if I was voted on as president, it wouldn't be much different for me. It would still be as an executive committee that I would run things. I don't want glory, and there sure is no glory in it and there are only headaches involved in it, so it is kind of one of those things that, yeah, I would do it, but, I know and Paula know what we are getting in to exactly. Eric A: Okay. Should we put this to a vote. How should we do this? Dan do you want to start? Dan: Sure, then it's not going to be closed ballot then? Terryl: Did you want it to be a closed ballot? Dan: Oh now. It probably doesn't matter. I can toss a coin right here. I vote for Terryl. Adam: Paula. Iain: Paula. Eric A: Terryl. Helen: Paula. Terryl: Terryl. Eric A: Dan, you should know that Paula has counted and realized that her vote is the</p>

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	<p>decider. Terry: She did say herself. Eric A: The official result is that Paula will be the next Board President. Congratulations. Terry: Which means that I can stay as secretary, correct? Paula: Yes, please do. Eric A: We are going to have figure something out about a new treasurer. We probably should decide now. Can we go with a president who is also the treasurer for a month? Terry: We have our audit in February. Eric A: That is what I am thinking about. Lewis: I don't think you can do that. I think there is probably something in the bylaws that says you can't do that. Terry: So we do have to have one. Eric A: I am taking nominations for the treasurer. Terry: I want to nominate Helen. Paula: I would like to second that. Terry: After reading your bio and some of the points that you made about your experience.....Helen: I have only been on the board for about 5 minutes. Terry: That is okay. It is something you have to learn totally anyway. Any one of us would have to learn it from scratch anyway. Paula: Besides, you have Alexis, who is very knowledgeable and she will bring you up to speed in no time. Terry: You are being baptized by fire. Paula: By what is here in your bio, you will probably learn it quicker than I learned it. Eric A: Before we twist any further, are there any other nominations? No pressure. I nominate Dan. Dan: NO, no no no. Eric A: Come on, it is all electronic, you can do it at a distance. Helen: Can I ask Paula questions about it first? What kind of time commitment is there. Paula: Well, that is changing as it goes to Quick Books. Eric A: I think it is fair to say that the job is steep at first and then quite shallow later. You are on the executive board and that may put you in the position of having lots of discussions, more so than just the regular board meeting. Paula: It is a lot less time.....and I think that once Quick Books is on board and actually the part of treasurer is pretty much done. You will have to get familiar with this and Fred Wolfe, our accountant, can do that for you, at the same time as Angie and Jessie. It is going to be a system that is visible to everybody on the board, so the reports are going to be generated through the fiscal system so it is not going to require a lot of effort on your part. Alexis does most of the work as the business person and Jessie has some oversight with that and of course Lewis has the ultimate responsibility. So you are pretty much just as the board oversight. You will have to sign checks. With the Quick Books system we have actually put the authority, initiated by whoever needs it, approved through the CEO, which is Mr. Reese, and then signed by any one, preferably the treasurer, but any one of the executive board can sign checks. Other than that, just kind of keeping an eye on it. There will be some more....we still have some work to do on trying to find out the status of our foundation, which is a separate entity, but it may be something you get involved with, and I was going to start a financial committee to look at some budget issues. So, it is as much work as you want to put in to it. There are a lot of things that still need to be done. Eric A: I think one thing that has happened in the last month is that the executive committee has been acting pretty much in concert, working out policy and everything, so you are not alone. Paula: Then as we start the financial committee, aligned with the accreditation focus group, you will have others that can help you as well. You would have oversight over grant writing and some of the fund raising and those types of things, but you can get your committee together and help get other people assigned to help with those tasks to work with you. Helen: Okay. Paula: I can't give you an hourly amount because it is all how you want to approach it, how far you want to go. Eric A: I want to move to close nominations. All in favor. All. Now, let us vote. Terry: Let's make sure she is willing to accept it. Helen: Yes, I am. Eric A: We really appreciate it. Paula: We really do, especially just coming up here and then 5 minutes late. Eric A: All those in favor of having Helen W. be treasurer, say aye. All in favor, none opposed. Adam: I want to publically thank the previous three executive board members for holding those positions and for really moving us forward. Terry: And by the way, Eric does stay as vice president. Paula: Absolutely. And for all the</p>

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	<p>time that he was wearing the two hats, president and vice president, you did a fantastic job. Terry: Yes, thank you. Eric A: I appreciate it. Let's do the ombudsmen and the confidentiality and then we will do the change in the financial issues and then be done.</p> <p>Ombudsmen: Terry: I want to introduce our new ombudsmen. Maria Schwarz. She is a our new ombudsmen. I printed out for people to know what is an ombudsman because some people are really clueless. They don't understand what it entails. There is a board policy. It is 502. It is on the web site so that you can go and actually read about it. What an ombudsmen does. But they are:</p> <p style="text-align: center;">What Is An Ombudsman?</p> <p>An ombudsman is a designated neutral who provides confidential and informal assistance for resolving school-related concerns. The ombudsman is independent of the school's formal administrative structure and will consider all sides of an issue in an impartial and objective manner. The ombudsman cannot impose solutions, but will identify options and strategies for resolution.</p> <p>The ombudsman can advise you of your rights and responsibilities within the school. He/she cannot provide legal advice. The ombudsman does not advocate for any side in a conflict and may not participate in any formal investigation, hearing, or process.</p> <p style="text-align: center;">Who Can Contact The Ombudsman?</p> <p>The services of the Office of the Ombudsman are available to all members of the DaVinci Academy of Science and the Arts (DASA) community equally: students, staff, faculty, administrators, alumni, parents, family members and others.</p> <p>If any of the following statements apply to your situation, we invite you to consult with the ombudsman.</p> <ul style="list-style-type: none"> * If you are uncertain about which school policy, procedure, or regulation applies to your situation. * If you feel that you have been unfairly or inequitably treated by a school employee or that any school policy, procedure, or regulation has been applied unfairly or erroneously, or is itself fundamentally unfair. * If you have a problem that requires someone to help negotiate a solution, or to help facilitate your communication with faculty, staff, or others. * If you would like to find out who has the authority to make an exception to a rule or policy. * If you want to know the right person or office to whom to direct a formal complaint or grievance. <p style="text-align: center;">What The DASA Ombudsman Can Do</p> <p>The ombudsman provides an opportunity for informal discussion of problems outside formal channels. The ombudsman listens, discusses, answers questions, provides information, and helps develop options for resolving a situation. The office provides a means of conflict resolution that is non-confrontational, impartial, informal, and confidential. The ombudsman cannot impose</p>

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	<p>solutions, but identifies options and strategies for resolution. Contacting the ombudsman does not constitute official notice to the school.</p> <p style="text-align: center;">The Ombudsman Will....</p> <ul style="list-style-type: none"> * Listen to you * Answer your questions * Analyze your situation * Explain school policies and procedures * Provide information and advice * Develop options * Help untangle bureaucratic red tape * Suggest appropriate referrals * Assist you in pursuing a resolution * Apprise administration of significant trends * Recommend change in policies and procedures <p style="text-align: center;">The Ombudsman Does Not</p> <ul style="list-style-type: none"> * Conduct formal investigations * Change rules, policies, or procedures * Participate in any formal hearing or grievance process * Supersede the authority of other school officials * Disclose and may not be required to disclose information provided in confidence, except to address an imminent risk of serious harm where there is no other responsible option * Engage in any activity that might be perceived by others as advocacy for any individual or group <p>This is pretty self-explanatory. Eric A: I think one thing not mentioned, but which I feel is part of the job, and correct me if I am wrong, is that you can ask for board time. Terry: If you have concerns, like if you are seeing a trend or if you are seeing more people involved in something, then you can ask for board time. Eric A: You can recommend change in policy. Terry: Right. Eric A: You can ask for time on the agenda, particularly if this is a representation of someone coming forward. So, you may have a lot of face time with the board if you think it is necessary. Adam: If it is a procedural issue, does that need to be requested in advance or is there a time we should just have slotted on the agenda like we did for student government. Maria: I would never just show up, I would let you know. Terry: You mean, Adam, that we just add it to the agenda. Adam: I was just thinking if there was a last minute thing....Terry: Yeah, because we have to post our agenda up 24 hours in advance. Iain: Would the details of that item have to be listed? Terry: No. Just discussion, new business. Eric A: We can vote on adding if it is a last minute thing, then we can vote on adding it to the agenda. Maria: Do you need all of my contact information. Just know that my son is having surgery the week of the 22nd so that week I will be very hard to get a hold of. Terry then asked everybody to make sure they verify their contact information on the sheet she passed around and asked Helen to add hers.</p>

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	<p>Confidentiality Policies and Agreement: Terry: We sat down and decided that we needed to put in to place some policies about confidentiality and as I was researching, I realized that we have to deal with confidentiality in two different ways. One for the students and one for the staff. So, instead of just coming up with one policy we came up with two. One is for student record confidentiality and one is for personal and confidential information to do with staff. I went through about five universities and schools and took their policies and looked at them. Three of them were almost identical. I think they went to the same place and grabbed them themselves. These are what I have come up with. We don't have to pass them tonight. I just want you to look at them, take some time and proof them and make sure that you understand them. I would like you to take them away and vote on them next time. I just feel really strongly about confidential stuff, part of it is because I work in the medical field and medical records are so confidential anyway. Well, student records should be just as confidential and so should staff records. I also have two confidentiality agreements that I came up with. One is one page and one is multiple pages, but, after talking to some people I think that we almost need to use both and tie them together a little bit so that this kind of states it a little plainer and this goes in to a little more detail, the two different confidentiality agreements. Just to cover ourselves, and every single staff member, every single faculty member needs to sign this. Volunteers come under a little bit different confidentiality agreement, maybe just a basic one. But the others are...I think every single person who works in this school has to sign one. Every single board member has to sign one because they would be kept in the records and if there is ever any question about anybody breaking confidentiality, the school is covered, the board is covered, the person who breaks the confidentiality is the one who would be in trouble. So, just take them and look at them. I know there is quite a bit of paper. It took quite a bit of time to put it together, but I feel pretty strongly about it and that is why I did it. Dan: Will you e-mail it to me? Terry: Yes, I will e-mail it to you Dan.</p> <p>Change of Payroll Service: It is mainly to move our payroll service from ADP to Intuit. This would be cost saving. Plus, the fact that the interphase that Intuit has with Quick Books would allow us more flexibility over payroll. Eric A: So, the motion is to change our payroll service from ADP to Intuit. Adam seconded it. Iain: Are there any drawbacks? Paula: It was recommended by our accountant and also. The only drawback is there is a little minor one and that is because we are changing after the beginning of the year, the payroll records of course go from January to January, our school year is different but the payroll is January to January, so there will be a little bit of information gathering for W2, etc. because we will be changing one month in to the new year. That is the only drawback and it is minor. Adam: The only time you avoid that drawback is if you change December 31st. Eric A: There is no consequence to not going with Key Bank? Paula: Alexis did hear back from the person at Key Bank. We do need to inform them. At one point, there had been a decision to go to Key Bank but we discovered later that there was some timing problems and that the information, the funding from the state and the time frame that Key Bank needed the information, there was going to be a lapse of time when our staff wouldn't get their payroll as they have been getting it on a certain day. With that time highlighted, we went back to Key Bank and asked them if we had any formal agreement or any commitments to them and it was just a verbal one and as long as we indicate to them we are no longer going with them, preferably in writing, that there should be no fee or fine. Eric A: Just to put this in to the record. Do we have any other relationship with Key Bank? Paula: Our banking accounts and I believe the foundation account. Iain: One question I would have in the financial policy in 2.4 it says, that we would make deposits daily to Key Bank. Shouldn't it just say the bank that we use. Paula: This is a whole separate thing from that. The bank itself has</p>

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	not changed. We had a different person doing payroll, a different one doing accounting, a different one writing checks, so now we are just trying to clean it up and make it a little bit more cost effective and efficient. All in favor: All say aye. None opposed. Terryl moved to adjourn. Seconded by Eric. All in favor: All say aye. None opposed.

Action Items

Item No.	Open Date	Description	Assigned To	Target Date	Date Closed
AI-1	1-10-07	Retrieve records from CCA	Alexis Hicks	1-12-07	
AI-2	1-10-07	Entering of CCA records	Alexis Hicks	1-31-07	
AI-3	1-10-07	Contacting other charter schools for copies of teacher contracts	Board President	1-31-07	
AI-4	12-6-06	Letter written to RTMP about ADA audit	Eric Amsel	1-31-07	
AI-5	1-10-07	E-mail confidentiality policies and agreements to Dan and Joe	Terryl Miller	1-31-07	1-31-07
AI-6	1-10-07	Letter to Key Bank about not going with their payroll service	Paula Dugan	1-31-07	

Decision Log

Date	Decision/Description	Pass/Failed

Next Meeting Agenda Topics

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

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Item No.	Subject	Presenter	Time
7.			

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