

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, November 14, 2007
Time: 5:30 PM to 7:00 PM (Open Session)
7:00 PM to 7:30 PM (Closed 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	Paula Dugan	2 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

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

Item No.	Subject	Presenter	Time
8.	Open Public Comment		30 Min Max
9.	Financial Report Vote on Revised Financial Policy & Procedure		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 Committee Reports	Each Board Member	30 Min
14.	Adjourn to Closed Session		1 Min
15.	Closed Session	Paula Dugan	30 Min
16.	Adjournment from board meeting		

Minutes

Agenda Item No.	Main Points, Conclusions/Discussions, Decisions, Next Steps
1	Quorum call at 5:33, there is a quorum. Iain arrived at 5:38. Paula called for approval of the minutes from last time. Adam motioned for approval and Michael seconded them. All were in favor. None opposed.
2	Terryl introduced the agenda.
3	Student Government Report: David Amsel stood up and introduced himself as the New Vice President. He reported the following as the new officers: President – Jason Adams, Vice President- David Amsel, Senior Senators – Tiffany Vlahos and Joel Linford; Junior Senators – Stirling Miller and Sarah Harris; Sophomore Senators – Kevin Massey and Jeremy Graves; and Freshman Senators – Ozzie Rodriguez and Jayden Hyme. Eric A. asked David when the board would be getting a report on off-campus lunch statistics and he did not know but stated that he would take it to the counsel.
4	PTSO Report: Larry Freeze: Larry reported that the spaghetti dinner made \$3,000.00 and the cookie fundraiser made approximately \$3,000.00 as well. The turkey trot is this Saturday and they have a \$500 sponsor and a \$250 sponsor. As they did not get any suggestions from the questionnaire they sent out to the students, they would like to know if the board has any suggestions for the funds raised. It was agreed that maybe they should go to the Director, Jessie Kidd, to ask her for suggestions and then take them back to the PTSO and have them vote on which they would like to do.
5	Technology Report: Garen Kidd: The e-mail is back up. They are working on a website portal

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 Item No.	Main Points, Conclusions/Discussions, Decisions, Next Steps
	for the board to use like the teachers can use. The board will be able to use this for discussions, to ask questions, and to raise issues, but not for decision making or vote taking as it is not accessible by the public.
6	No ombudsman report.
7	No open student comment.
8	No open public comment.
9.	<p>Financial Report: Shanell S.: First she talked about the in-kind donation form that they now have in a binder in the office so that the board can look at it. She was asked to use a form similar to this for the in-kind donation information from the PTSO. Also in this binder there is a sign-in form for volunteer hours. It will be brought to the board meeting so that board members can fill in their volunteer hours. She met with the parents and PTSO to decide on Title I funding. They proposed the following: Title 1A – \$20,067.00 to go to computers, \$5,000 to Nora’s salary for providing alternative language for the Hispanic community, Nicole Scadlock’s salary, Saturday School stipends, and Megan’s salary for attendance secretary. Title IIA – 10,063.00 to Brenda Raccuia’s prep period stipend, Maggie H. stipend for mentorship leader of teachers and to keep track of all the teachers to insure that they are all highly qualified and when to update their license. To hire an additional math teacher for 1 period a day (Wes Riches; able to teach 1 math period a day referred by Carolyn), possible PT English teacher, highly qualified art teacher. Title IID – \$227.00 for 25% for Garen on Professional Development which equals to around \$55.00. The rest to be spent on technology \$172.00 on Live One Care. They will talk to Garen to see what he needs. Title IVA - \$704.00 to help Kelly implement a Smoking and Alcohol Program to aid in a Drug Free Environment. Title SSA - \$205.00 for supplies to supplement the smoking and alcohol program, to show goals and assessment, to take surveys at the beginning of the year and the end of the year and to show valid or invalid results. These assessments will also be assigned to the assessment team and Eric A. will take care of it. Tital VA - \$406.00 for library, classroom books, etc. Any supplies that the economically disadvantaged students need that they would otherwise not be able to afford, and can be available to check out at the library, including possibly a printer and paper and ink.</p> <p>Terryl Motion to accept the spending of the QSAP-Title 1 money as requested and Helen seconded it. Discussion was had and Eric A. mentioned that it was very thoughtfully done, Iain felt it was good as well. All were in favor and none were opposed.</p> <p>Shanell then talked to the Financial Policy and that the financial committee had their annual review and has made the changes. All the board were given a copy to refer to as she went through the changes marked. All the changes did go through the financial committee as a whole. The changes are as follows:</p> <ol style="list-style-type: none"> 1) Section 1.3 which now reads “Financial duties will be detailed in current job descriptions for all employees and Executive Committee board members who have fiscal responsibilities. 2) Section 2.4, the last sentence now reads “The receipts should be turned in at the end of the day to the Assistant Business Manager with no receipts missing and the funds matching the total of the recipes with an attached balance sheet.” This gives the double balance/check necessary for auditing purposes. 3) Section 3.4a states “Approved invoices will be entered in to QuickBooks by the Assistant Business Manager. The Assistant Business Manager will also indicate approval by initialing the invoice.” The rest stayed the same. 4) Section 3.2c states “The Treasurer of the DASA Board will open, then review and initial the monthly bank reconciliation.”

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 Item No.	Main Points, Conclusions/Discussions, Decisions, Next Steps
	<p>5) Section 4.6, the last sentence states “A parent or guardian may request reimbursement by filling out a “Yearbooks, class fees and graduation fees are non-reimbursable. The remainder of fees will be pro-rated.”</p> <p>6) Section 5.1d was added straight from the State. “Licensed full time teachers who are employed for an entire contract period are eligible for reimbursement for school materials and supplies and field trips. The funds will be distributed according to Rule 277-459. If a teacher has not spent or committed to spend the individual allocation by April 1, DaVinci may make the excess funds available to other teachers or may reserve the money for use by eligible teachers the following year. Teachers will still need to follow the purchase order system in order to be reimbursed. The funds and supplies purchased with the funds are the property of DaVinci. Employees do not personally own materials purchased with designated public funds.”</p> <p>7) Section D, Educator Salary Adjustments, 6.1d was added as follows: “All Utah State licensed employees who have a current satisfactory job performance rating are eligible for an educator salary adjustment. DaVinci Academy will distribute the adjustments per Title 53A-17a-153. DaVinci will ensure that part time employees will receive a proportionate salary adjustment. The adjustments will be distributed starting on the December 1st payroll check and pro-rated over the remaining months in the contract period.”</p> <p>8) Section E, Educator and Classified Employee Bonuses, 6.1e was added as follows: “The bonuses shall be a one time distribution for the 2007-2008 fiscal year. The amount of the bonus shall be the same for each full-time equivalent classified or licensed position. A person who is not a full-time employee shall receive a partial bonus based on the number of hours the person works. Bonuses may be awarded only to employees who have received a satisfactory job rating or above on their most recent evaluation.”</p> <p>9) The rest of the document stayed the same.</p> <p>Michael Motioned to accept these amendments to the financial policy, Eric A. seconded it. All were in favor, none opposed.</p> <p>Shanell then asked what the board would like as a financial report. A discussion was had and most felt that information on monetary donations, a profit and loss statement (very generalized categories) in a spreadsheet with each category heading and a total. If we wanted to ask any specific questions we could. Also, if there were any drastic changes in expenses that that would also be detailed out for the board. Michael asked about “notes to financials” and that this usually keeps the board very informed. It should be presented in a report at board meeting as well. Shanell will look in to these.</p>
10	<p>Presidents Report: Paula Dugan: She is working on the report/presentation for her outreach plan. We are hoping to get funding and help from the Ogden Foundation as well as from different business contacts. This presentation will include our revised vision statement and then a 5-10 page presentation on DaVinci. Once someone has committed money to partner with DaVinci, we also want to be able to give them feedback and to show them how their money was used. Paula is putting together a group to do this. Mark Johnson with the Ogden Foundation has offered to help with this once it is done to listen to it and suggest changes to best market DaVinci. Iain volunteered to help on it as well as Eric A.</p>
11	<p>Director’s Report: Jessie Kidd: The teacher’s first work day was very successful. The student’s final term grades will be mailed out Friday, November 16th. We still need some math tutors and that is our #1 priority right now. Please contact Drew if you can help. We are providing another algebra class this trimester for our students because they need it. There will be no school from November 21st to the 25th for Thanksgiving break. Saturday School is working</p>

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 Item No.	Main Points, Conclusions/Discussions, Decisions, Next Steps
	<p>very well now. On December 1st from 8-12 there is Saturday School for Citizenship make up. You pay the fees from the fee schedule and then come to Saturday school for makeup time. If the students cannot afford to pay then they will be able to do community service to make this up. Chad and Carolyn are working on a procedure for bettering their citizenship attitude during that four hour time so that it will not be just wasted time. Eric A. is concerned and feels that an outline is needed for the board to look at and approve before that is done.</p> <p>Our next monthly open house is on December 12th. We have 9 new students coming in tomorrow. They either have a friend here or they have heard about it and it sounds good.</p> <p>Jessie gave the board a copy of the focus groups and asked that they look at it and let Jessie know if they still want to be on that focus group. She also has the job descriptions for the Department Heads and Team Leaders done. This lists the expectations for the teachers before they even take roll in the morning. She feels this will help the teachers be unified and help the students know there is uniformity among the teaching and administrative staff. She has also asked the teachers to post their office times on their doors.</p> <p>Eric A. asked if there was a way that we can use the energy of all the parents who are concerned about their students and their grades to benefit the DaVinci community.</p>
12	<p>Old Business: Eric A. talked to the fact that he had a quick but helpful meeting with Sonia, who is the CFO of Midtown Community Health Center, in regards to insurance. They discussed who we can contact for Director's and Officer's Insurance or Errors and Omissions Insurance, to hopefully find an umbrella plan that can cover a variety of nasty things. He talked to American Insurance in SLC and they said we should talk to our own insurance company about adding this piece to what we currently have. He then talked to the school and was informed that we are insured by Risk Management. He was given Ron Ball's name as the person in Ogden to contact for Risk Management. Eric A. will contact him about this and see what the costs are and how we go about getting it. Paula asked Shanell or Jessie to look at our original information to see if we have a copy of the original policy in our records. If we do not, she asked that Shanell get a copy of our policy from Dick Scott.</p> <p>The final draft of the attendance policy and assessment policy will be at the next board meeting.</p>
13.	<p>New Business: Committee Reports: Strategic Planning: Eric A.: They had a small but very effective meeting and kicked around a revised vision statement. Our original mission statement is a little problematic as you cannot "inspire potential" but you realize potential. They also talked about the fact that being in a safe and supportive environment is important but very generic. They have the beginnings of a new vision statement which is "DASA is uniquely dedicated to developing innovators in the arts and sciences." It is not final yet but they are working on it. It still needs to be run past student government, students, PTSO, teachers, etc. Another thing are the DRSLs. They are supposed to be coming from a set of beliefs that give rise to the DRSLs. Where are the belief statements? At the spaghetti dinner we got 35 responses in regards to our DRSLs. It was very clear to the committee that a number of beliefs were centered around a few things. Culture and social environment, teachers, and curriculum to engage students and promote intellectual autonomy. He will take them and begin to work with Jessie and then the teachers and then the student government, then the teachers and the students to refine these. He hopes to have this done soon and he feels the wait has been worth the time. He feels it is going well and he is seeing the connection between what we have always wanted and what it will be.</p> <p>Curriculum Committee: Adam: They had a meeting and talked about the Capstone classes. They want to use 2 of the 3 trimesters for the 11th and 12th grades for English and then turn the 3rd trimester in to the capstone class to fit it in. His committee is working on charter changes with a</p>

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 Item No.	Main Points, Conclusions/Discussions, Decisions, Next Steps
	<p>few suggestions from some teachers. He wants the charter to reflect what is actually going on. If we have any suggestions on curriculum charter changes we should send them to Adam.</p> <p>Financial Committee: Helen: The committee met last week and finalized the addendums to the policy. They also use that meeting to go over teacher requests and requests for land grant money and QSAP. Requests were put to where they should be spent. This committee is now really an oversight committee as it should be.</p> <p>PR and Marketing: He reminded the board of the Christmas Light Parade on November 24th at 5:30 PM. They will be meeting at the school at noon to decorate the trailer with lights. They will be handing out candy canes with a note on them saying Here is a gift from DaVinci. The largest task the committee is working on is the marketing plan. He will have that completed for the next meeting with accurate dates. The open houses are still brining in 4 or 5 families. They are still working on fixing things in the school with painting, lights, etc.</p> <p>Internships and Mentoring: He spoke to Drew who will organize a survey for the Srs of what kind of internships they would like. He has a list of opportunities and he is hopeful that some of them will match. In regards to the Goode building for use by Davinci: He talked to the his old boss and asked if they will share the space but they would rather not. They have 2 churches who are interested in using the building. The cost is 7,000 per month. They aren't willing to wait for us to get our plan in place. Jessie will put together a summary business plan. Mike Dows from AmerSports wants us to succeed in this as it will benefit his company as well.</p> <p>Personnel and Policy: They are working on the attendance and assessment policy and this should be completed by next board meeting. The proposed Valedictorian/Salutatorian policy will hopefully be ready to give to the board to pass at the next meeting as well.</p>
14	<p>Motion to adjourn the meeting by Terryl and this was seconded by Adam. All were in favor. None were opposed.</p>

Action Items

Item No.	Open Date	Description	Assigned To	Target Date	Date Closed
AI-1	10-24-07	Final Draft of Attendance Policy for Board Vote	Jessie Kidd	11-28-07	
AI-2	10-24-07	Draft of Assessment Policy	Jessie Kidd	11-28-07	
AI-3	11-14-07	Valedictorian/Salutatorian Policy	Terryl Miller	11-28-07	
AI-4	10-24-07	Additional Board Insurance	Eric Amsel	11-28-07	
AI-5	11-14-07	Outreach Plan	Paula Dugan	11-28-07	
AI-6	11-14-07	Citizenship Plan Outline for Saturday Make Up	Carolyn Taylor And Jessie Kidd	11-28-07	
AI-7	11-14-07	Revision to Curriculum Information for Charter	Adam Johnston	11-28-07	
AI-8	11-14-07	Marketing Plan	Michael Burton	11-28-07	
AI-9	11-14-07	Survey for Internships	Drew Johnson and Iain Hueton	11-28-07	

Decision Log

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

Date	Decision/Description	Pass/Failed

Next Meeting Agenda Topics

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

PUBLIC INFORMATION:

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

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

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