

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: Thursday, September 6, 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
#	Dan Early (DE)		

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	Paula Dugan	3 Min
3.	Student Government Report	Student Government	10 Min
4.	Ombudsman	Maria Schwarz	__ Min
5.	Open Student Comment		30 Min Max
6.	Open Public Comment		30 Min Max
7.	President's Report	Paula Dugan	15 Min

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.	Director Report	Jessie Kidd	30 Min
9.	Old Business	Paula Dugan	5 Min
10.	New Business Committee Reports Board Member status and nomination Discussion and vote on Board E-Mail Policy to include a retainment policy and policy for minutes in our closed board sessions Errors and Omissions Insurance Figures	Each Board Member Michael Burton Paula Dugan Eric Amsel	15 Min 20 Min 20 Min
11.	Adjournment to closed session	Paula Dugan	
12.	Closed Session	Paula Dugan	
13.	Adjournment		

Minutes

Agenda Item No.	Main Points, Conclusions/Discussions, Decisions, Next Steps
1	A quorum was called at 5:35.
2	Paula reviewed the agenda.
3	No student government report.
4	No ombudsmen report.
5	No student comment.
6	No public comment.
7	Presidents Report: Total students are just under 300. 277 students and we still need 23 more but financially we are okay and we do not plan on cutting any teachers. The financial report will be given at our next meeting after our grant writing meeting and financial committee meeting. There will be a Charter School Board Field visit this month. It is more of an information-gathering visit and they will also look at our charter. Paula asked the Curriculum Committee to please look at the charter and edit the parts that have to do with the curriculum. The goal is to have this done about 1-1/2 weeks before the next meeting. Paula stated that she would like to hold a State of DaVinci address twice a year instead of only at the end of the year. Everyone thought that was a great idea. Michael asked if the power point presentation used at the last one could be e-mailed to everyone so they could help update it to

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>current.</p> <p>Paula then asked to amend the agenda to add a short closed session at the end to discuss some legal issues. Terry seconded this. A vote was taken and all were in favor.</p>
8	<p>Director Report: Jessie Kidd: She reiterated the student numbers that Paula gave but also stated that she is very happy with the caliber of students that we have this year. They are still looking for a PT art teacher as well as an ISS Assistant/Volunteer Coordinator to help Kelly Freeze.</p> <p>She informed us that there will be a Jr and Sr night on September 11, 2007, the Jrs from 6-7 and the Srs from 7-8 in regards to college and scholarship information.</p> <p>In regards to recruitment, they have planned an open house once a month with the student government in charge of these. These will be held on the 2nd Wednesday of each month to coincide with the night of the board meetings. They want to actively recruit students for next year during these open houses. She did state that the 9th grade is full and in fact they opened another class to allow for more Freshmen. Last Sunday's newspaper advertisement was beneficial and people came to the open house who had seen that advertisement. They are planning on going to the Farmer's Market again on Saturday to try to recruit, especially to target parents with kids.</p> <p>She then talked about three board committees that she has been working with. The Finance Committee on their reworking some of the policies and getting that under control. The Grant Writing Committee: She stated they have received the language grant and their account is set up. She informed the board that Celia Larson received a History Grant for use in her history class. They are still working on a few more grants that target specifically the art program. The Strategic Planning Committee: They are working on being able to assess the goals and are working on the descriptions.</p> <p>She informed the board that she will be going to Risk Management Training on September 11th and that she is working on the Safe and Drug Free School Report. She also reminded us again of the State Charter Board Authorizing Visit to be held Tuesday, September 25th.</p> <p>Lastly, she informed us that homecoming is next week. There is a powderpuff game on Friday and many events all week long. The PTSO is kicking off their cookie dough fund raiser next Wednesday as well and plan on holding their Spaghetti dinner on the 25th of October. She asked for silent auction items and donations.</p> <p>Jessie then introduced Shanell as the new Business Manager and turned the time over to her. Shanell let the board know that there will be a binder in the office with all the financial reports in it so the board can go in and look at it. She let Michael know that he had been invited to Quick Books. There was a discussion held about WPU's and whether they were the same or not and it was finally understood by everyone that WPU's can change and we just have to wait until the State lets us know how much we get per student. She encouraged us to try to help hit our recruitment numbers. Also, she talked about the decision the financial committee made to wait until November 1st to distribute the extra money funded from the government for our teachers so that we can make sure everyone is qualified for it.</p>
9	<p>Old Business: Eric Amsel talked about errors and omissions insurance. He stated that after talking to some people he feels that maybe it is Directors and Officer's insurance that we need instead but that he is pursuing more information and knowledge about this and will get back to us at the next meeting.</p>
10	<p>New Business: Committee Reports:</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><u>Strategic Planning:</u> Eric Amsel says he has nothing to update us about but that he will hold a meeting to finalize the mission and vision statement soon. His meetings will be held on the 2nd and 4th Tuesday of every month. He also stated that during the State of DaVinci address it may be a good time to recruit new committee members.</p> <p>Paula inserted in here that she wanted to make sure all the committee chairs informed the Standard and the school web site when their meetings, date and time, were to be held.</p> <p><u>Curriculum:</u> Adam has nothing new to report.</p> <p><u>Marketing & PR:</u> Michael informed us that their next goal is to work on the donation puzzle to be put up in the school so that people who want to donate, but only have so much, can choose something within their budget to donate. His committee meetings are on the 1st and 3rd Wednesday of each month at 4:00 PM. He talked about the Farmer’s Market this Saturday at 5:30 AM and invited all who wanted to to come and help. Art Stop will begin again in October on the first Friday of the month, and we will be participating in that and hope to be involved in the Harvest Moon Festival as well. He also let Paula know that he had heard many nice comments from teacher’s on the letter Paula sent out on behalf of the board to all of the teachers. He talked to Greg Montgomery in City Planning about having a school zone in front of the school to help slow down the traffic. They are working on it. He also let us know that the 4 bike racks donated from Solomon will be coming in about 3 weeks.</p> <p>Paula asked Michael if he would be over the new subcommittee for Facilities underneath the current Financial Committee and he agreed.</p> <p>Michael stated they were working on about 42,000 worth of grants for January. The Grant Committee Meeting is going to be held on Wednesday, September 26th, before the board meeting.</p> <p>He also let us know they are working on the Community School idea to be held through October and November here at the school in the evenings.</p> <p><u>Partnerships & Mentoring:</u> Iain will be working with Drew on mentoring and partnerships. He will also talk to the PTSO for some volunteers to help them. Paula asked for an updated report on this by the Charter School Board visit as this is very prominent in our charter. He asked if anyone is aware of an internship opportunity to please let him know. Eric let him know there are some opportunities at the TreeHouse Museum. He then informed us that he has been serving on the City Youth Council, but that he is having a hard time making the meetings. They are Thursday evenings and he was wondering if there was another board member who might be interested in attending those. He also said it may be an option to have a parent from PTSO attend. We also need to have a student attending and he will work with Jessie on finding a student for this.</p> <p><u>Eric Matheson:</u> Paula asked him which committee he would like to be on. He stated that he would like to be involved with strategic planning and curriculum. He also stated that he would be willing to do the Youth Council meetings.</p> <p><u>Personnel and Policy Committee:</u> Terryl gave everyone a copy of the Overtime policy that the committee has put together and requested that they all review it and be ready to discuss it and vote on it at the next meeting. She also stated she would be going through the policies that needed to be updated or written and have them to assign to different committees for the next meeting.</p> <p><u>Board Member Nomination:</u> Terryl let everyone know that Gary Simonson, a parent, has agreed to come before the board to be voted on by the board to become a new PTSO member. This will be done at the next board meeting. When she receives his bio she will send it out to all to look at before the next meeting.</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>Eric Amsel introduced Mark DeCaria and talked to Mark's strengths and the benefit he would be to the board. Mark introduced himself a little and informed us that he wants to contribute to the betterment of the school and the City of Ogden, and that he is interested in education in general. He talked a little bit about his school history and the fact that he went to private school. Michael asked him about the fact that he is on 5 boards. He stated that 2 of them only meet 3 times a year and they are out of town. The rest of them meet during the day. He is fully prepared to come to our board meetings.</p> <p>Paula then asked for a motion for Mark DeCaria to be placed on the board, which Eric Amsel did and was seconded by Paula. All were in favor and none were opposed.</p> <p>Paula then went on to talk about the e-mail policy. She informed us that after working on this GRAMMA request with the attorney, and that we need to change our e-mail policy. We need to consider all e-mail to be public documents and that we should not put anything in an e-mail that couldn't be read in the newspaper. She let us know that the DaVinci IT manager will keep all e-mails for 5 years and she asked the board to use their DaVinci e-mail addresses for all correspondence to do with the board. She also stated that we cannot use e-mail correspondence in lieu of having a public meeting. Also, there can be absolutely no reference to discussions held in closed sessions as that makes them open. She asked us to keep public board e-mails and private mails separate. A discussion was had that we all felt like we did not know enough about e-mail protocol and etiquette and Mark stated that he would be willing to find someone who could come speak to the board regarding e-mail policy hopefully by next board meeting.</p>
11	Adjourned to closed session: Eric motion that we go to closed session now and Adam Seconded it. All were in favor.
12	Closed Session
13	Adjournment: Terry motion to adjourn the open meeting, Eric seconded it and all were in favor.

Action Items

Item No.	Open Date	Description	Assigned To	Target Date	Date Closed
AI-1	09/06/07	Financial Report for Next Meeting	Financial Committee	09/26/07	
AI-2	09/06/07	Paula will send the power point presentation out to the board to edit for State of DaVinci Address	Paula Dugan	09/26/07	
AI-3	09/06/07	State Charter Board Visit	Jessie Kidd	09/25/07	
AI-4	09/06/07	Distribution of Government Money for Teachers	Financial Committee	11/01/07	
AI-5	09/06/07	Discussion and vote on extra insurance for board	Eric Amsel	09/26/07	

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.	Open Date	Description	Assigned To	Target Date	Date Closed
AI-6	09/06/07	Committee's to set date and time of meetings and send notice to the Standard and the school web site	All committee chairs	As soon as possible	
AI-7	09/06/07	Curriculum Committee Review of Charter	Adam Johnson	09/17/07	
AI-8	09/06/07	Donation Puzzle up and going	Michael Burton	09/26/07	
AI-9	09/06/07	School Safety Zone in front of school	Michael Burton	09/26/07	
AI-10	09/06/07	Community School	Michael Burton	09/26/07	
AI-11	09/06/07	Get PTSO member and student to attend City Youth Council	Iain Hueton	09/26/07	
AI-12	09/06/07	Discussion and vote on Overtime policy	Terryl Miller	09/26/07	
AI-13	09/06/07	Review of current policies needed and division to committees	Terryl Miller	09/26/07	
AI-14	09/06/07	Obtain Gary Simonson's bio and send to board to look at before next meeting	Terryl Miller	09/26/07	
AI-15	09/06/07	Obtain a speaker to talk to the board on e-mail protocol and etiquette	Mark DeCaria	09/26/07	

Decision Log

Date	Decision/Description	Pass/Failed

Next Meeting Agenda Topics

Item No.	Subject	Presenter	Time
1.			

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
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.