



Da Vinci Schools Board of Directors - **APPROVED**

Proposed Special Meeting Minutes

Date: August 28, 2025

Time: 5:30 pm

Location: daVinci MS/HS
2985 Springport Rd

The Board Meeting is a meeting of the members of the board to discuss and make decisions on financial matters, governance and goals. As a Public Board Meeting, the public is welcome, and attendees have the right to speak at the public comment portion of the meeting. Public comment can be restricted to three minutes, and can be limited based on the number of people requesting to speak.

VISION:

Students Empowered for Personal Success

MISSION:

Fostering a community that will empower every student to realize their potential.

1. Call to Order: Time: 5:31pm

Board Members Present (LIST):

Elaine Themm-Present

Christa Lavan- ABSENT

Kim Haynes- Present

Mike Jones- Present

Cayla Upham- Present

Curtis Watson- Present

2. Public Comment:

This is an opportunity for any citizen present to address the Board.

Shane Menard 3809 Kirkland, Jackson, MI 49201: Encouraged the district to find its niche.

Cory Merante- Introduced Jeff Ichesco is the newest member at The Center.

3. Annual Meeting Resolutions

o Election of Officers

President- Elaine Themm

Motion	Kim Haynes	
Support	Cayla Upham	
Vote	Ayes	Nays
	5	0

A copy of the meeting minutes are available for public inspection at the Academy, at the Academy Address listed above within 8 business days for proposed minutes and within 5 business days of approval for approved minutes.

The Academy shall comply with subtitle A of Title II of the Americans with Disabilities Act of 1990, Public Law 101-336, 42 USC § 12101 et seq or any successor law. Should you require specific accommodation(s) please contact Sandy Maxon at (517) 796-0031 prior to the meeting.

Vice President- Kim Haynes

Motion	Elaine Themm	
Support	Curtis Watson	
Vote	Ayes	Nays
	5	0

Secretary- Cayla Upham

Motion	Elaine Themm	
Support	Kim Haynes	
Vote	Ayes	Nays
	5	0

Treasurer- Christa Lavan

Motion	Elaine Themm	
Support	Kim Haynes	
Vote	Ayes	Nays
	5	0

- **Public places to post calendar and individual meeting notices of regularly scheduled meeting dates for the Board:** Front entrance of each school and board corresponding agent.
- **Depository for Board funds:** County National Bank
- **Principal print media sources:** Jackson MLive
- **Board members and personnel eligible to sign checks:** Krisi Neelis and Elaine Themm
- **Adoption of School year calendar:** Done at May meeting
- **Title IX Coordinator:** Michael Calderone
- **Freedom of Information Coordinator:** Lana Broughman
- **Civil right Coordinator:** Mike Jones
- **Legal Council:** Abbott, Thomson, Mauldin, Parker, Beer & Rick, PLC
- **External Auditor:** Willis and Jurasek, P.C.
- **Board Corresponding Agent:** Erika Samons
- **McKinney-Vento Homeless Liaison:** Aubree Bailey
- **Budget Timeline**
- **Chief Administrative Officer:** Kristi Neelis

- **School Safety Liaison: Shane Menard**

Motion	Elaine Themm	
Support	Cayla Upham	
Vote	Ayes	Nays
	5	0

4. **Approval of June 2025 Meeting Minutes**

 June 2025 Meeting Proposed Minutes

Motion	Mike Jones	
Support	Elaine Themm	
Vote	Ayes	Nays
	5	0

5. **Approval of Spring 2025 Board Policy Updates**

 daVinci Schools BP updates for Board Approval - SP25.docx

Motion	Elaine Themm	
Support	Kim Haynes	
Vote	Ayes	Nays
	5	0

6. **Approval of Student/Parent Handbook**

[Student/Parent Handbook](#)

Discussion held with trustees and the administration.

Motion	Mike Jones	
Support	Kim Haynes	
Vote	Ayes	Nays
	5	0

7. **Approval of District Credit Card Holders**

[Credit Card Positions/Limits](#)

Motion	Elaine Themm	
Support	Mike Jones	
Vote	Ayes	Nays

	5	0
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8. Update to County National Bank files on communication with daVinci Schools

Update: Remove Sandy Maxon and Lucas need to be removed, continue with Elaine Themm and add Krisit Neelis.

Motion	Elaine Themm	
Support	Kim Haynes	
Vote	Ayes	Nays
	5	0

9. Committee Recommendation on Reinstatement Request for Student

Parent requested reinstatement. A lot of questions could not be answered. Student appeared eager to return. Recommendation: Reinstate to the virtual program only.

Motion	Curtis Watson	
Support	Elaine Themm	
Vote	Ayes	Nays
	5	0

10. Committee Reports:

Board of Education to discuss

a. Finance Committee: Christa Lavan, Chair

i. [Finance Committee Rolling Agenda/Minutes](#)

1. Did not meet. Nothing stood out on the check register. Audit went well.

b. Academic Committee: Kim Haynes, Chair

i. 23-24Academic Committee Rolling Minutes

1. Did not meet.

c. Governance Committee: Mike Jones, Chair

i. 22/23 Governance Committee Rolling Agenda/Minutes *****

1. Did not meet.

d. Facilities Committee: Chair

i. [Facilities Committee Rolling Agenda/Minutes](#)

1. Did not meet.

11. Administrator Reports:

Board of Education to discuss

a. [Enrollment](#)

b. [Attendance](#)

c. Current Staffing

d. Upcoming da Vinci Events

Notes: Primary school was 100% full with a waitlist. Preschool is already full. Middle school and high school the numbers are in limbo. Two primary para openings, bus driver, foreign language teacher. Update on state budget. Consumers: signed agreement for an easement for consumers. Will be without power for 1-2 days.

12. **CMU Report:** Cory Merante, School Lead, CMU Center for Charters

Events can be found at: <https://www.thecenterforcharters.org/view-all-upcoming-events/>

NWEA Data Presentation - 10-15 minutes

Updates: Annual conference was a success.

13. **New Business:**

Board of Education to discuss

Superintendent Evaluation Timeline: Use MASB. October informal update, December formal update, informal February, March evaluation.

Strategic Planning Meeting: 5-8 October 2, 2025

Audit Letter: letter received and the audit was completed.

October Meeting Date: Moved to October 16, 2025

14. **Calendar of Upcoming Events**

JCSBA dates- 9/23/25 dinner

15. **Adjournment:**

Motion	Elaine Themm	
Support	Kim Haynes	
Vote	Ayes	Nays
	5	0

Minutes Certification

Proposed Minutes respectfully submitted by:

Cayla Upham

8/28/2025

Cayla Upham, Board Secretary

Date:

Next Meeting: September 25, 2025