



**Da Vinci Schools Board of Trustees
Meeting Minutes
August 19, 2013**

Board Members Present:	Staff Present:
Chet Pipkin, President <i>via conference call</i>	Matthew Wunder, Executive Director, Da Vinci Schools
Don Brann, Vice President	Chris Jones, Director of Curriculum, Instruction & Technology, WSD
Cheryl Cook, Secretary	Tom Cox, Chief Financial Officer, Da Vinci Schools
Israel Mora, Trustee	Tom Johnstone, Superintendent, Wiseburn School District
Jennifer Morgan, Trustee	David Wilson, Director of Budget & Accounting, Wiseburn School District
Art Lofton, Trustee <i>via conference call</i>	Yolanda Saldana-Bautista, Business Manager, Da Vinci Schools
	Nathan Barrymore, Principal, Da Vinci Communication
	Kate Parson, Principal, Da Vinci Design
	Megan Anderson, Asst. Principal, Da Vinci Design
	Michelle Rainey, Principal, Da Vinci Innovation Academy
	Steve Wallis, Principal, Da Vinci Science
	Erin D'Souza, Asst. Principal, Da Vinci Science
	Carla Levenson, Enrollment, Da Vinci Schools
	Jhezrel Valentine, Executive Assistant, Da Vinci Schools

Call to Order

Meeting was called to order at 5:33 P.M. by Dr. Don Brann.

Approval of Minutes

June 25, 2013 revised Minutes approved.

First: Israel Mora; Second: Art Lofton; Motion carries 6 - 0

From the Board

Ms. Cook emphatically and energetically stated how proud she was to be a part of the board and as a Da Vinci parent how enthused she was that her son graduated and is on to bigger and better things. Also noting how happy she is to be at the meeting and eager to move things forward.



Ms. Morgan spoke about how happy she was to have the opportunity to attend All Da Vinci Schools meeting, held August 12th. She really enjoyed the information shared by Matt Wunder. It was nice having an opportunity to hear about the goals for Da Vinci Schools.

Dr. Brann wanted to share that this is the start of our fifth year and how far we have come. How amazing graduation was on June 6th and how tough it was to see the students go out the door to 100+ different places, but also acknowledging that new students came in the door and how exciting it is to see them enter into the four year cycle. Also acknowledging that five years have gone by really fast and that it has been marked by almost constant success. Dr. Brann states it's really nice to be a part of this experience.

Mr. Mora shared that he's starting to see some design work coming out of the high school and it is very exciting, noting that we are getting to a point where we are able to see things take shape and that an effort needs to be made to bring some of that to the board meetings.

Mr. Lofton has been working in coordination with Matt (could not make it out – has a site visit set up with VP of Human Resources, Heidi Hendricks, who is newly appointed). He wants to give her an opportunity to visit as well. Finally, stating that he's looking forward to doing great things this year.

Mr. Pipkin shared that he is honored and delighted to be a part of this great undertaking.

Dr. Brann then called upon the public for remarks, of which there were none.

Discussion Items

1. Financial Report (Tom and Dave)

- *Da Vinci Communications School and Next Generation Funding:*

Tom explained it's important to understand this year's financials and what will be taking place next year. Currently, we have collected \$877,000 to start up the new school program. Of that \$877,000 we got some money last year, but most is coming in this year. The first \$777,000 was directly with the grant, then an additional \$100,000 that has come in. Matt and Yolanda have gone through all the records and identified about \$400,000 that was spent in the 2012-13 year that should be charged against the \$877,000. Of that, things were written into the grant, and a number of those items were expenditures that were written for ongoing personnel. People who were spending time on the grant were allowed to charge against the grant. Yolanda will be working with Dave making journal entries before we close the records this year. That way Sharon will have a report enabling us to determine how we used the money this fiscal year. We're going to carry forward about \$477,000 that can be spent this next fiscal year for that start



up school. Next year you might see that our balances go down \$500,000. It will be planned expenditures because money is being held in reserve for this purpose. Dr. Brann notes how advantageous it is having \$877,000 as a start up, noting that the other schools had less. Tom continues stating that this year we'll also be generating revenue from the students which will help with ongoing expenditures and as we need *one-time* type expenses. Tom ended stating that we are in very good shape.

- *Review of Ending Balances:*

Tom states that we still have a bit more to closing and fine tuning with Dave and Yolanda working on a couple more items. Starting with where we were in 2011 as a background and history. With that, our goal for each year is to operate on a *break even* basis. Some years may be more and some less, but overall we'd like to break even. Adding that sometimes there will be one-time monies to help us build our reserves, but because of state funding, we have to be really careful with our reserves. Looking at July 1, 2011 – we had a balance; overall, of \$1,864,792 – otherwise known as a balance of *unaudited actual*, or what the state calls the Alternative Form. Looking at 2011-12's revenues and expenditures, we went up \$188,368. Of that, \$150,000 was prepaid to us for the new school, which was held in reserve. Taking away that \$150,000 means we were operating at \$38,000+ making it a *breakeven* year – noting that the \$150,000 was made possible by the Next Generation grant.

This year we're operating a little better than breakeven. We believe our estimated change in our ending balance is going to be about \$800,000. Of that, \$477,000 is restricted for the grant. There's about \$210,000 of ongoing expenditures (salaries, etc.) that we were allowed to charge against the grant. Next year we won't be able to do so. The remaining \$113,000 is due to fundraising, a few income items went up, of which, some is also restricted. Maybe \$20,000 - \$25,000 may be restricted to our clubs. Tom, states that we've operated this year at approximately \$100,000+. It was a good year.

- *Review of the Current Year:*

Tom continues, stating that it's going to be interesting to figure out what new funding we'll get from this new Local Control Funding Formula. We know for sure that from a cash basis, we're going to be funded this year until February 28th based on last year's formulas. Even though the law has been passed, we are currently, still being funded based on the old formula. The State still needs the time to calculate exactly what everyone is going to get. We do know it's going to be more money. We also have pretty good estimates based on what we think it's going to be. The State is waiting until it collects everyone's Unaudited Actuals in October. Although, one thing that School Services has warned against is that one of the unfortunate aspects of the new funding formula is that it has no automatic formula for future years. Now, it's up to the state



each year to decide if it wants to fund education and at what level, which is unfortunate. Although they've made a commitment that by the year 2021 we will be at a certain level. We expect to know that level this year – further stating that although there is a lot of uncertainty, we do think that we are going to do well with a good addition of funding.

2. Strategic and Operational Goals (Matt, Adam, Carla)

▪ *Strategic Goals:*

Matt presents a PowerPoint presentation outlining Da Vinci's Strategic and Operational Goals. He first makes mention of the extraordinary new facility site at 201 S. Douglas Street. Noting that it is all made possible with the help of Wiseburn School District.

Moving on to strategic goals for Da Vinci Schools, Matt notes that this has been more of an organic process that has grown thanks to our meetings at Belkin. Through these meetings, it was determined that we wanted to set real sustainable goals – not wanting goals to change year after year. Realizing that strategic goals are 13 – 60 months; then there are operational goals.

CMO Home Office Operational Goals for Da Vinci Schools:

- Model excellence in teaching and achievement through Project Based Learning
- Ensure college completion and career readiness
- Grow organizational vitality
- Expand community and industry partnerships around projects and signature practices

Matt notes that the school sites each shared their goals, which all flow into one of the four strategic goals for Da Vinci Schools.

Noting that as members of the education community we will have a set of goals; each school site principal will also have additional goals; and each school would have operational goals with everyone growing in the same direction, flowing into the strategic goals for Da Vinci Schools.

Carla picks up to further explain one of Da Vinci's strategic goals, which is to “expand community and industry partnerships around projects and signature practices.”

Carla states that going back to two of our strategic goals, 1) Ensuring college completion and career readiness, and 2) Expanding community and industry partnerships around projects and signature practices: We created an expertise database to help connect Da Vinci teachers with industry experts and other working professionals. Carla explains that we are in the infancy stages without a lot of experts registered. However, the experts listed have been prescreened and have volunteered to help Da Vinci in a number of various ways, including: project planning, mentoring, hosting a field trip, and guest lecturing to name a few. Carla further explains that it is



a searchable database, indicating that the user would enter key words that describe their field of expertise. The intake process will allow, for example, the expert to put into the database their field of study, expertise, availability, may also include links to their bios, photos, additional Websites. Carla explains that it is a forward facing Website, meaning anybody may look at the Website.

Carla notes another important feature to the site is the ability for a teacher to “request an expert.” Explaining you can use the form for a teacher to do just that.

📌 Dr. Brann requested that Carla report on this in the beginning of the new calendar year, January or February, so that we may check the progress after a semester.

▪ *Compensation Structure:*

Matt states that compensation is critical and a key element to what we are doing. Adding we want to make sure our compensation structure is fair, equitable and really valuing people. Also noting that it is indeed a complex task – asserting that one well-intended adjustment can lead to things that we don’t anticipate. From there it was determined that a compensation committee, lead by teachers, were best placed to lead this charge.

Adam picks up and reports that the current compensation matrix has not been disregarded, that it simply needed to be worked on. Further stating that what’s being presented today is a work in progress and only meant report progress. The process started in the summer with the compensation committee meetings. Adam admits that they quickly realized it is a complex process, but states that teachers are very optimistic. Teachers really enjoy the Da Vinci environment and culture and would not want to leave or feel it necessary to leave due to salaries. But explains with current compensation matrix, as some teachers get older and have families, they may feel that they have to leave for better pay or experienced teachers looking at the current salary capacity may feel the same – leading to the question: How do we keep them from leaving? Adam states the challenge was to come up with a way that serves the teachers and their loyalty without breaking the bank. How do we stay sustainable?

Adam closes by stating we still have a lot of work to do but are very excited and appreciative that they’ve been given this opportunity to work toward better compensation. Also, they realize it’s not something that can be done quickly.

Matt shares his appreciation for Adam’s hard work and the balanced way the committee, lead by Adam, is working to address teacher compensation.

3. Design Operational Goals and Update (Kate and Megan)



- *Opening the Year*
 - a. Staff PD was positive and productive
 - b. First Week – campus was full of energy
- *Freshman Overnighter – 8/28*
 - a. New location – Camp Conrad Chinnock
 - b. Both Design and Communications Academy will use this new facility
 - c. Builds culture and community with our new 9th grade students and the staff – essential to the Da Vinci programs
- *Da Vinci Design – Goals for the Year*
 - a. Real World Learning – Teachers and students will participate in at least one project which involves industry partners and/or the surrounding community.
 - b. Design Process – Students and teachers will be able to fluently communicate and solve problems with our signature Design Process.
 - c. Student-Centered Learning – Teachers will regularly implement student-centered learning in their classrooms.
 - d. School Culture – Maintain and enhance school culture through teacher-driven advisory lessons and student-driven community dialogue meetings.

4 C's Of Design

Care → Conceptualize → Create → Critique

- *Design Industry & Professional*
 - a. Signature Design Process
 - i. Created by our teachers and reviewed by design partners
 - b. Design Consultants
 - i. Andrew Hall – Design curriculum consultant; works with teachers in ALL content areas to increase the integration of true design thinking
 - c. Design Pathways
 - i. Product Design
 - ii. Graphic Design
 - iii. Architecture
 - d. X-Prize
 - i. A small group of our students worked with X-Prize last week to help with the launch of their next prize, set to be launched on September 8th, 2013
 - e. Design Camp (Tentative – summer of 2014)
- *New Math Program – Carnegie Learning*



- a. Online blended learning curriculum (60/40)
- b. Curriculum is aligned with CCSS
- c. Integrated Math program – why?
 - i. Self-paced and provides for extensive differentiation
 - ii. Covers content strands of multiple levels of Algebra/Geometry throughout both years to aid in increasing retention
- *ATLAS Program*
 - a. Students work in teams to research an area of the world where they may be eventually traveling
 - b. Currently there are 4 “teams”
 - i. Eastern Europe
 - ii. Haiti
 - iii. Ecuador
 - iv. Team LA (local)
 - c. This year the focus is “Homelessness”; students need to design a product, campaign, etc. for those in need based on the environment of the country, its resources, etc.
 - d. The goal is to bring greater awareness of both domestic and international issues to our immediate school community and the community around us.
- *Working together for a greater organization*
 - a. Leadership Retreat @ Belkin on 7/29
 - b. “Job Alike” meetings – planned throughout year
 - c. Authentic and genuine effort by all school leaders to work toward common organizational goals
 - d. Da Vinci Conferences (our teachers leading PBL workshops) – Winter and Summer 2014
 - e. Collegial Coaching
 - i. Goal: to get our staff into other classrooms at both our own site and at other district schools to enhance our professional practice
 - f. Connecting with the K-8 schools in our district
 - i. Summer Design Camp
 - ii. Traffic Improvement Plan
 - iii. ASL

4. Enrollment (Carla)

- Carla reports our enrollment numbers as follows:

<u>2012 – 13</u>	<u>2013 – 14</u>	
60%	80%	Percentage of Dana 8 th grade residents who applied to DV
35%	62%	Percentage of Dana 8 th grade residents who enrolled in DV



23% → 21% → Percentage of Dana permit students who enrolled
1100 applied 1583 applied → we've received 1583 total applications, to date, for K-12

- ✓ Of the 1583 → 1072 high school, 511 DVIA
- ✓ 860 wait listed, of that, about 400 are 9th grade
- ✓ 18 Wiseburn residents returned to the district, 9 of them were 9th grade
- ✓ Small 12th grade class → 105 DVS
- ✓ DVIA → 281
- ✓ COMM → 66
- ✓ Design → 506
- ✓ DVS → 515
- ✓ **Total Enrollment as of 8/19/13: 1087**

Closed Session

Entered into Closed Session at 6:50 P.M.

Open Session

Returned to Open Session at 7:15 P.M.

Adjournment

Meeting adjourned at 7:15 P.M.

 **DENOTES ACTION ITEM**