



## Da Vinci Board of Trustees Meeting

Monday, August 28, 2017

### Minutes

#### **Call to Order**

The Regular Da Vinci Board of Trustees Meeting was called to order at 6:36 p.m. by Dr. Donald Brann, Vice President.

#### **Attendance**

##### **Members present:**

Dr. Donald Brann, Brian Meath (via phone), Jennifer Morgan, Roger Bañuelos

##### **Administrators present:**

Dr. Matthew Wunder, Chief Executive Officer, Da Vinci Schools

Dr. Chris Jones, Chief Operating Officer, Da Vinci Schools and Deputy Superintendent, Wiseburn Unified School District

Marshall Mayotte, Chief Financial Officer, Da Vinci Schools

Dr. Mary Ring, Chief of Student Services, Da Vinci Schools

Dr. Scott Weatherford, Principal, Da Vinci Communications

Kate Parsons, Principal, Da Vinci Design

Michelle Rainey, Principal, Da Vinci Innovation Academy

Steve Wallis, Principal, Da Vinci Science

Yolanda Saldaña-Bautista, Director of Employee Support Services, Da Vinci Schools

Carla Levenson, Managing Director of External Relations, Da Vinci Schools

Natasha Morse, Director of Real World Learning, Da Vinci Schools

Alison Wohlwerth, Administrative Manager, Da Vinci Schools

Tom Johnstone, Superintendent, Wiseburn Unified School District

#### **Public Comments**

No comments.

#### **From the Board**

Ms. Morgan described her visit to the new Da Vinci Extension campus. Mr. Bañuelos thanked everyone for a great start to the school year; he now has two students at Da Vinci Science. Mr. Meath is also looking forward to the new school year. Dr. Brann attended the opening day of Da Vinci Science and said that it was another incredible kickoff. He's sure the other sites had great openings as well. Dr. Brann mentioned the lasting, memorable impact on the students and staff the eventual relocation to the new campus will create.

#### **From the CEO**

Dr. Wunder thanked Dr. Chris Jones, Kate Parsons, Scott Weatherford, John Fernandez and other staff for their work on traffic safety at the Da Vinci Design and Da Vinci Communications sites. He would like to get a signed photo for Continental Development to thank them for their assistance.

Dr. Wunder mentioned that the president of Southern New Hampshire University Paul LeBlanc visited. They met with Chief Financial Officer Marshall Mayotte to discuss ways in which SNHU can work with Da

Vinci to help fund the development of the Sandbox. Also this year, Da Vinci will focus on important policies that will serve the schools' culture. A consultant will help support that effort, and the Board of Trustees will be kept informed of the efforts and will be presented with the policies for approval.

Dr. Wunder expressed appreciation for Facilities Director John Fernandez, who keeps the older facilities running while bringing the temporary and new sites up to speed with his values, attitude, and incredible work ethic.

### **Financial Update**

Mr. Mayotte presented his goals for Da Vinci Schools, such as attracting and retaining talent; improving benefits; reducing reliance on non-government-sourced revenue; and having Da Vinci Schools become not only an academic model, but an operational and financial model, as well.

Mr. Mayotte compared government-sourced revenue and expenditures. Included in variable costs are the teachers (increasing enrollment requires hiring of more teachers). Included in fixed costs are principals (increasing enrollment does not usually require hiring of more principals). The only area in which he sees economies of scale are in non-academic professional services. Certificated, clerical, administrative and supplies costs are higher than he expected. Mr. Mayotte is unsure if he's not seeing economies of scale due to lack of training. His forecasting results in a 22 percent deficit by 2021-22.

Mr. Mayotte believes that to fix the situation, Da Vinci Schools should consider several options. Examples are: increasing class size, identifying unusual costs, shifting expenditures to meet requirements (NPS, IS and SPED), reducing inefficient spending, factoring in extra costs associated with grants, and streamlining accounting work to avoid extra work and misallocation errors. Mr. Mayotte feels that providing better tools to staff and simplifying accounting to prevent errors would help keep administrative costs flat and possibly result in up to a million dollars in savings. He also believes that finding additional revenue would help, perhaps by using an international student program to backfill student attrition in second semester. All of these factors could save money and result in a 5% deficit instead of 22% by 2021 without affecting the academic program except for increasing class size by one. Centralizing certain roles, finding advantages and synergies, and improving purchasing to support equipment replacement could also help. As a last resort, changes to the academic programs could be made, but only if other methods have been exhausted.

Maintaining our academic programs means that we must find economies of scale, even in the face of increasing STRS costs.

Dr. Wunder asked about Special Education costs, which are increasing exponentially. Mr. Mayotte says that Da Vinci Schools has gone from spending about \$400,000 on such costs to close to \$1.1 million for this school year. Mr. Mayotte and Dr. Mary Ring discussed the significant increase in SPED by 2021-22, saying that reducing non-public school costs is hampered by not having local options. We need to retain special education teachers and train them in order to create and maintain local capacity. We need to balance the needs of the students with the schools' offerings and ability to provide solutions – should we contract out the work or hire our own staff and grow? Dr. Ring has been working on this issue with Mr. Mayotte, and would like to make a presentation to the Board on a strategy.

Ms. Morgan asked about accessing funds in CharterSafe insurance. Dr. Ring said that there are rules around using this pot of funds, although in the past it was not accessed due to a lack of communication.

Mr. Mayotte says that he tends to be more conservative in his work, and always looks at the way organizations operate. He is optimistic, based on his experience with other schools, and thinks that in the long run, Da Vinci Schools will get out of this just fine. Dr. Wunder feels that the staff works well together and requires significantly improved financial tracking.

### **Facilities Update**

Dr. Chris Jones talked about the huge number of moving parts required to start this school year. Being able to move to 14500 Aviation was key to the successful start. John Fernandez has been doing great work, and Jesse Corral has been simultaneously working with the original facilities and the new campus.

The large increase in number of students at the Del Aire site has required creative shifting of labs, food service, and classrooms. Parking has improved, because Da Vinci Extension and Da Vinci RISE High have been replaced by non-driving 9<sup>th</sup> graders. However, the traffic situation is more difficult there this year. We are utilizing the security company that will be used at 201 N. Douglas to control parking. Traffic had gotten immeasurably better by day five, thanks to the both the Security and Da Vinci staff teams.

Air conditioning is fully functioning at the Del Aire site. Dr. Wunder added that all of the principals did a great job in working with their staffs regarding the non-move. He credited the school culture with having a positive impact on the issue.

### **Website/Trumba/Enrollment Update**

Ms. Carla Levenson presented an enrollment update. Enrollment changes daily, as is evidenced by the fact that Da Vinci RISE High has 50 students as of today. Da Vinci Extension now has 122 students. DVIA has 425. The schools are over-enrolled by design for expected attrition although we are leaving a few spaces at Da Vinci Communications for Wiseburn Unified School District residents who pop up. Da Vinci Science, Design, and Communications have a balanced 9<sup>th</sup> grade demand.

The percentage of Wiseburn residents at Dana enrolling at Da Vinci is 79%. Enrollment priorities resulted in 71% of permit students from Dana Middle School being enrolled at Da Vinci. Three students from El Segundo enrolled at Da Vinci, all of whom had enrollment priorities, including one who we previously thought won the lottery outright, but who actually had a sibling priority.

Ms. Levenson also presented a website update, showing the Trustees the new Da Vinci Schools website, which is due to launch soon. The website team includes staff, consultants and outside help, Da Vinci Communications students, Da Vinci Science and Design teachers, Da Vinci IT, and Wiseburn Unified IT.

The final update Ms. Levenson presented was on Trumba, the online web-based calendar for Da Vinci Schools and Wiseburn Unified. You can subscribe to the calendars and view them on mobile devices. You can also follow just one event. You can ask for notifications for those events and calendars via text or email. The Trumba calendars are accessible through the new Da Vinci website and the Wiseburn Unified School District website.

### **Approval of Minutes**

The minutes of the Regular July 17, 2017 meeting were approved as follows.

Motion to Approve: Mr. Meath

Seconded: Ms. Morgan

Vote: 4-0-0

## **Approvals**

Items #7 and 16 were pulled for further discussion.

**Items #1, 2, 3, 4, 5, 6, 8, 9, 10, 11, 12, 13, 14, and 15** were approved as follows:

Motion to Approve: Ms. Morgan                      Seconded: Mr. Bañuelos                      Vote: 4-0-0

### **Item #7**

Reimbursement of mileage between Da Vinci School sites was discussed. This item approves the budget for those employees who wish to file a claim for mileage reimbursement. These employees regularly travel between school sites. It is anticipated that only those employees who travel several times per week and/or at great distances will ask for reimbursement.

Item #7 approved as follows:

Motion to Approve: Mr. Bañuelos                      Seconded: Ms. Morgan                      Vote: 4-0-0

### **Item #16**

Approval of a consultant proposal to codify Da Vinci Schools' signature programs and practices for dissemination. Da Vinci supporter and benefactor Ms. Cindy Smet wants to disseminate Da Vinci practices to other schools. Dr. Scott Weatherford will continue to support Da Vinci Institute; he will develop the Institute's conferences. Frank Solis is also supporting the Da Vinci Institute. Meghan Mackay, the consultant, has done similar work for Success Academies in New York, and is highly recommended by Schools That Can.

Dr. Wunder explained that the end result will be a playbook for other organizations that want to create their own schools like Da Vinci's. Discussion about the possibility of monetizing the playbook ensued.

Dr. Weatherford said that when educators visit Da Vinci Schools through Da Vinci Institute, they always want more information, therefore a book of the type the consultant would produce would be helpful. Dr. Wunder added that Kim Merritt, Director of Da Vinci Extension, and Ms. Smet have been discussing this together. The Smets are impressed with the Da Vinci Extension model, want to see it utilized by other schools and know that a written format is the first step toward getting that done.

Mr. Bañuelos asked if there is a rush to do this now, as he would rather wait until funding is obtained. Ms. Morgan said that she hears about other schools with similar programs, and does not want to see Intellectual Property given away. To the amusement of all, Mr. Mayotte informed the Trustees that he has told Dr. Wunder not to give away stuff for free. Dr. Brann wants to be mindful of the end result and have a plan for the day when the consultant's work is done.

### **Item #16 motion failed:**

Motion to Approve: Mr. Meath                      Seconded: Dr. Brann                      Vote: 2-2-0; Motion failed; Mr. Bañuelos and Ms. Morgan voting against.

## **Closed Session**

Closed Session was entered at 8:16 p.m.

1. Conference with Legal Counsel –  
Anticipated Litigation

Significant Exposure to litigation pursuant to Gov. Code §54956.9(b):

Public Session reconvened at 8:50 p.m.

**Closed Session Reporting**

Dr. Brann reported that no action was taken in Closed Session.

**Adjournment**

The meeting was adjourned at 8:50 p.m.

The next Regular meeting of the Board of Trustees will be on Monday, September 18, 2017 at 6:20 p.m.

APPROVED



**Da Vinci Schools Board of Trustees Meeting  
Monday, August 28, 2017**

Wiseburn Unified School District Board Room  
13530 Aviation Boulevard, Hawthorne CA 90250

## Board Approvals

1. Approve resignation of Karen Grace-Baker as Counselor of Da Vinci Design effective June 30, 2017.

Approval: Yes      Motion: 1<sup>st</sup> Ms. Morgan      2<sup>nd</sup> Mr. Bañuelos      Vote 4-0-0

2. Approve resignation of Deyadra Blye as Academic Coach of Da Vinci Extension effective March 1, 2017.

Approval: Yes      Motion: 1<sup>st</sup> Ms. Morgan      2<sup>nd</sup> Mr. Bañuelos      Vote 4-0-0

3. Approve terminations of the following employees not returning to Da Vinci, effective June 30, 2017:

Employee:	Site:	Position:
Tyler Elliott	DVD	Academic Coach
Jason McKenzie	DVD	Academic Coach
<u>Z'Andre Moody</u>	DVD	Academic Coach
<u>Kiahna Sabato</u>	DVD	Academic Coach

Approval: Yes      Motion: 1<sup>st</sup> Ms. Morgan      2<sup>nd</sup> Mr. Bañuelos      Vote 4-0-0

4. Approve increase of assignment for School Counselor Kené Washington from 75% to full-time (100%), effective August 28, 2017. Mr. Washington will work 80% at DVIA and 20% at DVX. Increased cost of \$25,000. To be paid out of DVIA/DVX: General Budget: Certification Salaries.

Approval: Yes      Motion: 1<sup>st</sup> Ms. Morgan      2<sup>nd</sup> Mr. Bañuelos      Vote 4-0-0

5. Approve 2017-2018 staff stipends per Appendix A.

Approval: Yes      Motion: 1<sup>st</sup> Ms. Morgan      2<sup>nd</sup> Mr. Bañuelos      Vote 4-0-0

6. Approve the following new hires for the 2017-2018 school year:

Employee:	Position:	Level/compensation	Site:
Pamela Baker	Counselor	6	DVD
<u>Gurleen Bal</u>	Part-time Teacher	\$9,000 total	DVD
Faith Foss	Academic Coach	4	DVD
Rachel Fusco	Counselor	10 (w/ masters)	DVD
April Strawn	Teacher	7 (w/ masters)	DVD
Wendell <u>Pitpit</u>	Head Basketball Coach	\$2,800 season	ATH
Noah Anderson	Academic Coach	1	DVS
Catherin <u>Noguera</u>	Academic Coach	1	DVS
Sergio Cisneros	Academic Coach	1	DVC
Stacey <u>España</u>	Academic Coach	1	DVC
Maria <u>Magdalany</u>	Academic Coach	1	DVC

Approval: Yes                      Motion: 1<sup>st</sup> Ms. Morgan                      2<sup>nd</sup> Mr. Bañuelos                      Vote 4-0-0

7. Approve employee mileage reimbursement claims for travel between school sites at standard Internal Revenue Service mileage reimbursement rate. Total amount estimated to be no more than \$6,000.

Approval: Yes                      Motion: 1<sup>st</sup> Ms. Bañuelos                      2<sup>nd</sup> Ms. Morgan                      Vote 4-0-0

8. Approve up to \$127,000 budget for expenditures caused by Balfour Beatty construction delays. Reimbursement by Balfour is expected, but not guaranteed. These costs include the following:

- 1) 3 months of 14500 Aviation rental (~\$22,000)
- 2) 3 months of 14500 Aviation utilities and custodial costs (~\$22,000)
- 3) 3 months of additional Mobile Modular rentals (~\$58,000)
- 4) Miscellaneous costs allocated to the school and principals' budgets (~\$10,000)
- 5) Additional technology and supply costs (~\$15,000).

Additional costs will likely be introduced at the September 18 Board meeting.

Approval: Yes                      Motion: 1<sup>st</sup> Ms. Morgan                      2<sup>nd</sup> Mr. Bañuelos                      Vote 4-0-0

9. Approve 2017-2018 consultant agreements per Appendix B.

Approval: Yes                      Motion: 1<sup>st</sup> Ms. Morgan                      2<sup>nd</sup> Mr. Bañuelos                      Vote 4-0-0

10. Approve A PLUS+ Consultation Services Proposal for assistance with long term strategic planning for Independent Study (possible opportunities to collect higher per student revenues) at a rate of \$150 per hour, plus relevant travel expenses. Estimated total fee \$3,000.

Approval: Yes                      Motion: 1<sup>st</sup> Ms. Morgan                      2<sup>nd</sup> Mr. Bañuelos                      Vote 4-0-0

11. Approve revised Memorandum of Understanding with Loyola Marymount University for the Intern Teaching Program. The agreement is ongoing with no expiration date; however, general terms have been revised.

Approval: Yes                      Motion: 1<sup>st</sup> Ms. Morgan                      2<sup>nd</sup> Mr. Bañuelos                      Vote 4-0-0

12. Approve Memorandum of Understanding for Da Vinci Communications with Riverside County Superintendent of Schools for participation in the CTI Teacher Induction Program for 2017-18. Cost of the program is \$2,000 per participant. Participants will reimburse \$500 of the annual cost. Da Vinci costs to be paid out of Educator Effectiveness funds.

Approval: Yes                      Motion: 1<sup>st</sup> Ms. Morgan                      2<sup>nd</sup> Mr. Bañuelos                      Vote 4-0-0

13. Approve Memorandum of Understanding for Da Vinci Design with Riverside County Superintendent of Schools for participation in the CTI Teacher Induction Program for 2017-18. Cost of the program is \$2,000 per participant. Participants will reimburse \$500 of the annual cost. Da Vinci costs to be paid out of Educator Effectiveness funds.

Approval: Yes                      Motion: 1<sup>st</sup> Ms. Morgan                      2<sup>nd</sup> Mr. Bañuelos                      Vote 4-0-0

14. Approve Memorandum of Understanding for Da Vinci Innovation Academy with Riverside County Superintendent of Schools for participation in the CTI Teacher Induction Program for 2017-18. Cost of the program is \$2,000 per participant. Participants will reimburse \$500 of the annual cost. Da Vinci costs to be paid out of Educator Effectiveness funds.

Approval: Yes                      Motion: 1<sup>st</sup> Ms. Morgan                      2<sup>nd</sup> Mr. Bañuelos                      Vote 4-0-0

15. Approve Memorandum of Understanding for Da Vinci Science with Riverside County Superintendent of Schools for participation in the CTI Teacher Induction Program for 2017-18. Cost of the program is \$2,000 per participant. Participants will reimburse \$500 of the annual cost. Da Vinci costs to be paid out of Educator Effectiveness funds.

Approval: Yes                      Motion: 1<sup>st</sup> Ms. Morgan                      2<sup>nd</sup> Mr. Bañuelos                      Vote 4-0-0

16. Approve Consultation Services Proposal for Meghan Mackay to help develop a Da Vinci Playbook and digital platform to codify Da Vinci signature programs and practices at a cost of \$85 per hour. Total cost not to exceed \$25,000. To be paid out of General Budget: Consultants.

Approval: NO                      Motion: 1<sup>st</sup> Mr. Meath                      2<sup>nd</sup> Dr. Brann                      Vote: 2-2-0;  
Motion Failed, Ms. Morgan and Mr. Bañuelos voting against.

APPROVED