



Da Vinci Board of Trustees Meeting

Monday, December 18, 2017

Minutes

Call to Order

The Regular Da Vinci Board of Trustees Meeting was called to order at 6:01 p.m. by Mr. Chet Pipkin, President of the Board of Trustees.

Attendance

Members present:

Mr. Chet Pipkin, Dr. Donald Brann, Ms. Jennifer Morgan, Mr. Roger Bañuelos, Mr. Brian Meath (via telephone)

Administrators present:

Dr. Matthew Wunder, Chief Executive Officer, Da Vinci Schools
Dr. Chris Jones, Chief Operating Officer, Da Vinci Schools
Marshall Mayotte, Chief Financial Officer, Da Vinci Schools
Dr. Scott Weatherford, Principal, Da Vinci Communications
Kate Parsons, Principal, Da Vinci Design
Steve Wallis, Principal, Da Vinci Science
Michelle Rainey, Principal, Da Vinci Innovation Academy
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

Public Comments

No comments.

From the Board

Mr. Bañuelos spoke about attending DVIA's Exhibition night, and speaking to a Kindergarten student who discussed bridge design with him. He also watched a first grade student make a presentation about Frida Kahlo and Diego Rivera. Mr. Bañuelos was impressed by the young students speaking with such confidence. He encouraged everyone to take a moment to visit DVIA's next Exhibition.

Dr. Brann spoke about wanting to discover the sales impact on El Segundo businesses that the high schools are creating in the late afternoon. He also spoke about the way that the L.A. Air Force base has altered their employees' exit time and methods.

Ms. Morgan spoke about POLs and the end of the semester excitement.

Mr. Bañuelos thanked Ms. Natasha Morse for her work as the Director of Real World Learning, connecting students with internships. He also added that Ms. JoAnne Kaneda was elected the President of the Wiseburn USD Board, and that he himself will be the Board's Vice President. Mr. Meath asked whether or not this change would impact the composition of the Da Vinci Board. It will not. Brief discussion of Da Vinci Board terms followed.

Dr. Brann thanked Ms. Carla Levenson for her work for so many divisions of the schools, her responsiveness and her many contributions to the schools.

From the CEO

No comments.

Presentation: Strategic Communications Project

Ms. Deepti Immaraju, Strategic Communications teacher at Da Vinci Communications, introduced the Strategic Communications students Jane Earle, Destiny Feyijimi, Zoe Fontenot, Shanacey Reyes, and the project created in conjunction with 72andSunny. The students developed a marketing campaign for the city of L.A.'s "Hire L.A.'s Youth" program. They talked about creating four campaigns (two youth-facing, two employer-facing), starting with jam sessions to generate ideas. The second step in the process was creating a strategic brief, articulating the opportunity, target audience, insight, and strategic delivery ideas. Step three was creating two different visual directions. Step four was presenting the campaigns to the mayor's office. The first employer-facing campaign was titled "Find Your Hidden Gem." The mayor's office was enthusiastic about the media placement idea using wallscapes and bus/train boards. The second campaign was "Meet Gen 2.0 at the Pop-Up Job Fair." Candidates would deliver elevator pitches at the job fair, and create video resumes (elevator pitches) meant to engage the audience through an internet browser.

The student-facing campaigns involved rebranding job titles to make entry-level jobs more appealing to youths, and using Snapchat codes to direct youths to the Hire L.A. website. The second campaign was titled "#StartedFromTheBottom," and used celebrity influencers to encourage teens to start at an entry-level job and work upward.

The students also revamped the client's logo, taking inspiration from 72AndSunny's previous project.

The students spoke about using new software, conceiving and creating the work, presenting to the Mayor's office, and learning to receive both positive and negative feedback.

Mr. Pipkin said that he sees this type of presentation regularly in his work, and that this was a professional-level project. Mr. Bañuelos commended the students for their work, their poise and their confidence in presenting. Dr. Brann also commented, saying that he studied marketing and advertising in college, but didn't present anything on the level of the Strategic Communications students. Ms. Morgan asked about the term, "Jam Session." The term came from 72andSunny. The students are currently waiting for the mayor's office to come to them with next steps.

Financial Update (The Trustees unanimously agreed to change the order of the agenda to hear the Financial Update before the Independent Study Board Policy presentation.)

Mr. Mayotte spoke about personnel updates regarding the speech pathologist, technology & building supervisors, custodial staff, and academic coach, home hospital instructors, and yoga teacher. He spoke about use of Educator Effectiveness funds and CTEIG funds. Dr. Brann asked about a funding deadline for the CTEIG funds; Mr. Mayotte said he would check on this. Dr. Brann asked about the CTE Facilities grant application. Ms. Levenson said that in February, Da Vinci would get a score, and find out the final results in June or July.

Mr. Mayotte talked about the audit report, the balance sheet, and income statement. Revenue \$16.5MM, Expenses \$20MM (furniture was 1.7MM of this).

Mr. Mayotte spoke about scheduling training in order to clear the finding that the auditor described regarding not having enough supporting documentation for FARL and EL students.

He also spoke about revenue and Per Student funding changes, saying that LCFF is almost fully funded. Revenue has been expanding rapidly over time (6 – 13%). The growth will be much slower (2-3%/year) in the future.

Presentation: Independent Study Board Policy – Classroom-Based Schools

Dr. Mary Ring and Dr. Scott Weatherford presented the Independent Study policy that would cover students who are out of class for at least five days. This policy would formalize the protocol, and the schools would be able to collect Average Daily Attendance funds if students submit the assigned work. This policy would also, at the discretion of the administrator, add a credit recovery component for those students who need to complete a single course. This policy would only cover classroom-based schools, not RISE High or Da Vinci Innovation Academy.

Mr. Bañuelos asked for clarification on the term “one year” indicated in the policy. Dr. Ring explained that there is a limit of one year for independent study in these cases, and that the students could take one course for up to one year.

Dr. Brann asked if the policy would be audited by Christy White. He said that in the past such policies were abused by other agencies. Mr. Pipkin asked about the level of confidence Drs. Ring and Weatherford have in the policy. They responded that they worked from the California Charter Schools Association and other school district policies and feel that the wording on this policy is appropriate.

Dr. Brann made a motion (subsequently withdrawn as the item was not on the agenda for approval) to approve the policy, which was seconded by Mr. Meath (subsequently withdrawn).

Dr. Brann then made a motion to add the policy to the agenda action items for approval, which was seconded by Mr. Meath.

The Independent Study Board Policy was added to the agenda as Item #4 for approval as follows:

Motion to Approve: Dr. Brann Seconded: Ms. Morgan Vote: 5-0-0

Facilities Update

Dr. Jones said that the building held up to the number of visitors at the Grand Opening, and he spoke about POLs and seeing rooms used for different purposes, and how great it was to see the various uses. He spoke about the complexity of the building; alarm systems, lighting systems, sound systems, technology all have different sub-contractors and it will all be figured out with time and training. He thanked the administrators for their assistance with dismissal and getting students safely off the campus. He said that the afternoon dismissal has been greatly improved by the fact that the Air Force Base has changed their system so that their employees are not allowed to turn left out of their driveway for one hour each afternoon.

Dr. Wunder talked about how DVIA has more space, having spread out to a bit more of the 13500 Aviation campus. RISE and DVX seem to be happier in a space that is more like a school. He went on to describe the backlog of technology and facilities work that is being created due to the moves. For example, the Facilities staff is busy disconnecting portable units at the old sites so that the schools can stop paying rent on them. This impacts the other work that is consequently deferred. This will probably result in the need for more funds in order to get the work done during the break. Dr. Wunder asked about the possibility of a refund from Balfour Beatty. Ms. Morgan asked for clarification on the internet issue. Dr. Wunder responded that there is spotty cell phone service, and that IT Director Jesse Corral is working on a solution to that issue, as well as others. Dr. Brann praised Dr. Jones for the logistical solutions. Ms. Morgan asked about whether or not DVX was going to be holding classes in the new facility at night. Dr. Jones said that no, there is no plan for that while the current programs are settling in.

Mr. Pipkin asked the administrators for their thoughts on the new building. Design Principal Kate Parsons said the students are using the spaces responsibly, adding that all are looking forward to January reset. Science Principal Steve Wallis said the principals thought the facility might be crowded, but find that it doesn't feel overcrowded, even with lunchtime overlap. The students' behavior has facilitated that. Real World Learning Director Natasha Morse mentioned that, considering all the open spaces, the building is really quiet. She also appreciates the many displays for student work and being able to see it all.

Dr. Brann talked about project architect Nathan Kim being thrilled that the building was quiet. He asked if the students at the different schools are ever all together. Ms. Parsons said that there is a ten-minute overlap with DVD and DVC. Dr. Jones said that over time, the non-formalized times will deepen. For example, on Friday mornings, there are students from all three schools on campus early morning, mingling together. The clubs are now trying to figure out how to blend the schools. Sports are the same: when the sports facilities are completed, the blending will occur more naturally, rather than having the students go to different sports facilities off campus. Dr. Wunder said that keeping the schools small in feeling is important, and that any blending will be done carefully.

Approval of Minutes

The minutes of the Regular November 27, 2017 meeting were approved as follows.

Motion to Approve: Ms. Morgan Seconded: Dr. Brann Vote: 3-0-2 (Pipkin and Meath abstaining)

Approvals

Dr. Brann moved to add Item #4, Independent Study Policy – Classroom-Based Schools to the Approvals list, Mr. Meath seconded. Vote: 5-0-0

Item #3 was pulled for further discussion.

Items # 1 and 2 were approved as follows:

Motion to Approve: Dr. Brann Seconded: Ms. Morgan Vote: 5-0-0

Item #3

Mr. Bañuelos asked for clarification. Ms. Saldaña-Bautista said that a specific teacher is teaching an art class as well as her specialty. The school asked the teacher to take on the extra class; the stipend would allow her to get a supplemental credential and become highly qualified in art, as opposed to hiring another teacher for just one class. Dr. Brann asked if small rural charters could do the same.

Discussion ensued regarding avoiding a blanket stipend incentive where there is a case-by-case intent. Decision was made to approve Item #3 as amended:

“Approve the change of the teacher stipend incentive on a case-by-case basis from only the CTE credential to the following:

- a. Any class that Da Vinci provides or plans to provide (e.g. CTE and certain electives).
- b. Credential program must be pre-approved by their administrator.
- c. Stipend does not include initial teaching credential.”

Motion: Mr. Bañuelos Seconded: Ms. Morgan Vote: 5-0-0

Item #4

Approve the Independent Study Board Policy – Classroom-Based Schools BP 6158.1 and the Administrative Regulation AR 6158.1. The policy will be reviewed in one year, after the audit.

Item #4 was approved as follows:

Motion to Approve: Dr. Brann Seconded: Mr. Meath Vote: 5-0-0

Board Composition Discussion

Dr. Wunder discussed the legal counsel’s recommendation on the composition of the Board of the proposed Da Vinci Schools Fund. The recommendation was that a minority of the Da Vinci Board serve on the Fund board, keeping the entities separate in order to avoid complications. The final number of Fund board members is yet to be determined. The Trustees will formalize the establishment of the Fund and its Board at a later date. Mr. Pipkin, Ms. Morgan, and Mr. Mora will serve on the new Board. The Trustees lent their support to seating Mr. Gary Wayland and Ms. Cindy Smet on the new Board.

Closed Session

Closed Session was entered at 7:37 p.m.

1. Anticipated Litigation

Significant Exposure to litigation pursuant to Gov. Code §54956.9(d.2 and 3.1):

Public Session reconvened at 8:40 p.m.

Closed Session Reporting

Mr. Pipkin reported that no action was taken in Closed Session.

Adjournment

The meeting was adjourned at 8:40 p.m.

The next Regular meeting of the Board of Trustees will be on Monday, December 18, 2017 at 6:00 p.m.



Board of Trustees Meeting
Monday, December 18, 2017
6:00 PM
Board Room
201 N. Douglas Street, El Segundo, CA 90245

Board Approvals - VOTED

Dr. Brann moved to add Item #4, "Independent Study Policy – Classroom-Based Schools" to the agenda, Mr. Meath seconded the motion. Vote: 5-0-0, motion carried.

1. Approve the Agreement with Engineering for Kids Beach Cities L.A. to provide Da Vinci Innovation Academy enrichment classes between January and April 2018, at a rate of \$80 per student; with a maximum total of \$3,040.

Approval: Yes Motion: 1st Dr. Brann 2nd Ms. Morgan Vote 5-0-0

2. Approve the acceptance of Da Vinci Schools' 2016-2017 audited financial statements as presented by management.

Approval: Yes Motion: 1st Dr. Brann 2nd Ms. Morgan Vote 5-0-0

3. **This item was approved as amended; amended language is in italics.**
Approve the change of the teacher stipend incentive *on a case-by-case basis* from only the CTE credential to the following:
 - a. Any class that Da Vinci provides or plans to provide (e.g. CTE and certain electives).
 - b. Credential program must be pre-approved by their administrator.
 - c. Stipend does not include initial teaching credential.

Approval: Yes Motion: 1st Mr. Bañuelos 2nd Ms. Morgan Vote 5-0-0

4. Approve the Independent Study Board Policy – Classroom-Based Schools BP 6158.1 and the Administrative Regulation AR 6158.1. The policy will be reviewed in one year, after the year-end audit.

Approval: Yes Motion: 1st Dr. Brann 2nd Mr. Meath Vote 5-0-0