



**Meeting of the Board
Board of Trustees Meeting
Meeting Minutes
Wednesday, December 14, 2016**

Chet Pipkin, President	Matthew Wunder, Chief Executive Officer, Da Vinci Schools
Brian Meath, Treasurer	Steve Wallis, Principal, Da Vinci Science
Jennifer Morgan, Secretary	Yolanda Saldaña-Bautista, Director of Employee Support Services, Da Vinci Schools
Art Lofton, Trustee	Carla Levenson, Director of External Relations, Da Vinci Schools
Roger Bañuelos, Trustee	Tom Cox, Chief Financial Officer, Da Vinci Schools
	Steve Rabas, Director of Fiscal Services, Da Vinci Schools
	Alison Wohlwerth, Executive Assistant, Da Vinci Schools
	Tom Johnstone, Superintendent, Wiseburn Unified School District
	Chris Jones, Deputy Superintendent, Wiseburn Unified School District

Call to Order

Meeting was called to order at 7:07 AM by Mr. Pipkin.

From the Public

No comments.

From the Board

Mr. Pipkin shared that Trustee Mr. Mora's mother had passed away this week, and that thoughts and prayers go to him and his family.

Mr. Bañuelos shared that he attended a California School Boards Association (CSBA) conference earlier this month, and expressed his pride in the relationship between Wiseburn Unified School District and Da Vinci Schools. He went on to express his appreciation for everyone on the Wiseburn and Da Vinci Boards, and that he looks forward to continuing the partnership.

Mr. Lofton shared that he appreciates everyone accommodating the early schedule, and that he was happy to be there in person. He reiterated Mr. Bañuelos' comments about the model partnership that Da Vinci and Wiseburn hold up to the world.

Ms. Morgan gave the viewpoint of a Da Vinci Schools parent, saying that Presentations of Learning (POLs) have been going on this week, and that it is gratifying to see the hard work that students have been putting in. She shared her appreciation for the growth of her own daughter, whose self-

confidence, leadership and presentation skills have grown. She is grateful for the effort of the teachers, Dr. Wunder and Principal Steve Wallis.

Mr. Pipkin thanked everyone for their hard work. He said that he hears about Da Vinci Schools' great work everywhere, and that he is honored to serve on the Board.

From the CEO

Da Vinci Design Principal Kate Parsons has led the process for Master Program Planning that will transition into Master Facility Planning. As the high schools move into the new building, new programs will be put in place at the new site and the Del Aire campus. Faculty and staff began a discussion on types of programs. Da Vinci will also discuss with Wiseburn. It was a very collaborative process where people shared their needs and wants, not just for themselves, but in a holistic manner. Dr. Wunder is very proud of everyone and how they're working together. A smaller group is working on a draft plan that will be presented to the Board at a later date.

Dr. Jones will lead a 5-year plan for athletics. The method is to look at what athletics should be 5 years into the future and work backward to see what is needed now for facilities and equipment to get to that point.

Dr. Wunder spoke about the Board of Regents meeting on December 13, where the funding gap was discussed. The Regents' energy and enthusiasm as they talked about possible funding solutions was gratifying. Dr. Wunder also shared that The John and Cindy Smet Foundation has made a \$50,000 contribution for the Capital Campaign. Appreciation for the Smets and their generosity was voiced by all. The cost of furniture is being considered; two vendors have been selected, and their proposals will be presented. Mr. Lofton discussed the fact that the vendors should take the long view, considering strategic partnership over a simple vendor solution, in light of the visibility and marketing opportunity. Further discussion of the funding gap ensued.

In anticipation of the 2017-18 school year, a comparative salary analysis will be presented to the Board in the next couple of months.

Dr. Wunder yielded the floor to Steve Wallis, Da Vinci Science Principal, who spoke to the Board about a Science alumnus (2014 graduate) who recently committed suicide. The student's 23-year-old brother, who as his guardian, bore the sole responsibility for final arrangements and expenses, asked Mr. Wallis if he could hold a memorial service at the Forum at Da Vinci Science on December 17 at 1 PM. The student had been an El Camino College student, but did not receive the kind of counseling support there that he had at Da Vinci Science. Mr. Wallis expressed his gratitude for the work of the Da Vinci counseling staff.

Approval of Minutes

Minutes from November 14, 2016 were approved with no changes.

First: Mr. Meath

Second: Ms. Morgan

Motion carries: 4-0, with 1 abstention

Financial Update

The 1st interim report is one of the Approval items for this meeting. Ms. Morgan asked questions that began a discussion regarding the differentiation between Career Technical Education (CTE) credentialing and Beginning Teacher Support & Assessment (BTSA) programs. CTE Incentive Grant requires CTE credentialing, which is different from the BTSA program.

Dr. Jones spoke of the plan that will be presented to the Board in preparation for the State's College Readiness Grant, which is \$75,000 per school. Mr. Cox discussed the need to be mindful of the state reporting requirement, and keeping it clean and simple. Mr. Cox also discussed the Annual Giving Campaign General Fund donations, and that he believes we are still on target, despite the additional, possibly competitive fundraising going on for the Capital Campaign.

Mr. Cox discussed the cushion being held in anticipation of rising costs and projected expenses. Funds are being set aside in anticipation of next year's increasing operating and STRS expenses.

Mr. Cox discussed the audit, which will go to the State on Thursday, December 15. We are reporting to our auditors as a private non-profit, not as a school district. There are no changes to the financials previously reported to the Board. Dr. Jones is working on English Language Learning CALPADS reporting solutions, which the auditor noted as an area of growth.

Mr. Pipkin spoke of the options that the Board enjoys due to good financial management.

Mr. Cox thanked Ms. Saldaña-Bautista, Ms. Chelly Fernandez, Ms. Carla Levenson and Mr. Steve Rabas for their assistance.

Mr. Cox mentioned that RISE financials will be separate, although there will be some reimbursements to Da Vinci from RISE, once the RISE bank account is set up. Mr. Cox used the Wiseburn/Da Vinci partnership as an example, saying that there are currently some employees who are paid for in part by Wiseburn, and in part by Da Vinci. Similar agreements will be put in place for RISE and Da Vinci, which are currently being worked on by RISE and Da Vinci staff and legal counsel.

Several Board members expressed appreciation for Mr. Cox and his expertise.

Board Approvals Removed

Item # 14; #15 (for possible presentation later in January)

Board Approval

Items # 1-12

Approved as follows:

First: Ms. Morgan Second: Mr. Lofton Motion carries: 5-0

Board Approvals Pulled

Item # 13

Item #13

Mr. Cox, Dr. Johnstone, Dr. Wunder, Ms. Saldaña-Bautista and the Board members discussed Cost of Living salary increases. Mr. Pipkin requested a motion to approve a 2.5% increase effective January 1, 2017.

Approved as follows:

First: Mr. Bañuelos Second: Mr. Meath Motion carries: 5-0

Presentations

CFO Search Update

The search is ongoing.

XQ Funding and RISE Update

RISE is working with A Place Called Home (APCH) for wraparound services. Mr. Mora and Dr. Johnstone attended an APCH Board meeting. APCH is now performing a due diligence process that will continue next week.

New Building Update

Mr. Wallis shared that the 201 Team is continuing to meet every other week. They are working on bell schedules and start times; parking lot logistics; courtesy to the L.A. Air Force Base and other neighbors; continuing communication to staff to help them feel a part of the transition process. The team is also looking at furniture needs, going floor by floor, and additional staffing requirements in the new building. Currently, staff provides security for each school, but the new building will have a lobby that will need to be staffed. Logistical issues such as who unlocks the doors, turns on lights, etc. for the whole building need to be addressed.

Mr. Lofton mentioned cost crossover between technology and services. Initial hardware costs are relatively minimal compared to ongoing maintenance and consumables. He encouraged a look at aggregate technology requirements so that his staff can assist by offering recommendations. Mr. Wallis will add this to the 201 Team meeting agenda.

Mr. Wallis also discussed keeping the staff updated after every 201 Team Meeting. Parent Q&A meetings will begin in second semester. Students will begin preparing for cultural changes in second semester. For example, Mr. Wallis and Ms. D'Souza created a video to show the students the safest routes to walk to the new school. Students will also work on courtesy to neighboring businesses, staying off their property, etc. Dr. Jones will be working with the cities of El Segundo and Hawthorne on traffic safety, drop-off & pick-up, campus-wide security, supervision, and staffing issues, especially after school.

Joint Meeting with Wiseburn Unified School District

Saturday, January 21, 2017 from 8 to 10 AM, prior to the Community Open House at the new building.

Closed Session

Meeting entered into Closed Session at **8:37 A.M.** to discuss personnel and employee compensation.

Adjournment

Meeting reconvened from Closed Session at **9:06 A.M.**

The meeting was adjourned at **9:07 A.M.**

APPROVED