



**Da Vinci Schools Board of Trustees
Meeting Minutes
January 13, 2011**

Meeting called to order at 7:36 a.m.

Board Members Present:

Chet Pipkin, President
Don Brann, Vice President
Cheryl Cook, Secretary
Gary Wayland, Treasurer
Art Lofton, Member

Staff Present:

Matt Wunder, Executive Director
Nicole Temple, Principal
Steve Wallis, Assistant Principal
Colleen O'Boyle, Academic Dean
Tom Johnstone, Wiseburn Superintendent
Tom Cox, Wiseburn Chief Business Official

Visitors Present:

Yolanda Saldana-Bautista, Stand-in Secretary
Marshall Vallelunga, Da Vinci Parent
Melanie Franko, Da Vinci parent
Dr. Neil Goldman

Action Item: November 19, 2010 minutes unanimously approved.

First: Wayland; Second: Cook; Motion carries.

Information from the Board

Cheryl- Expressed appreciation to all at Da Vinci for their hard work as was evident in the emailed agenda and minutes from last board meeting. Also wished everyone a happy 2011.

Art- Echoed Cheryl's thoughts and wished all a Happy 2011.

Discussion Items

1. Financial Report (Tom C)

Overview on the Governor's Budget proposal as it affects Public Schools:

- The State of California is 25 billion in the hole. Governor Brown proposed tackling the problem ½ by cuts and ½ by extending the current tax structure for another 5 years.
- Also proposed is a higher deferral- 28% may be going up higher. State is still working on the specifics. Overall it's still a good budget for public schools if the tax extension is approved by the voters and education is spared of further cuts

Chet- We (DV Schools) are fortunate that we started when we did. Opening the schools during hard financial times helped us set up a strong budget.

Budget:

- Income Statement and Balance Sheet was distributed to the board.
- Budget was created estimating 665 students which is where we are now.
- Tom, Matt, Nicole and Yolanda went over the budget and updated it according to Da Vinci Schools' needs.
- We have not receive any Ed-jobs money at this time, but are expecting it. We are currently \$132,000 over budget on a cash basis, but only because we have not received the deferrals from the state.
- Revenues- Special Ed monies are conservatively budgeted.
- Currently hold \$927,000 cash in the bank. We should be strong until May-June - then more state cash deferrals. *Money sits in the County Treasurer's office. We are receiving around 1¼% interest.

Don – Inquired if being a charter, we were mandated to keep our money at the County Treasurers.



Tom C - Believes we may be able to move some of the money, but would need to do more research. We are in good shape and can defer some payments if need be.

Financial Report from Gary –

- Annual Giving Campaign has brought in \$80,000 in revenues. We are \$16,000 over in expenses.
- Transferred \$60,000 Chevron monies to Wiseburn account.

Tom C - The audit is ready. It will be on next meeting's agenda for acceptance.

Chet- Thanked Nicole, Matt and staff for managing DV so well. Also thanked Tom J and Tom C for assisting us in the process.

2. K-8 Program (Nicole, Neil and Melanie)

Nicole has taken the lead on the K-8 program. Melanie Franko and Dr. Neil Goldman have come on board to help with focus groups.

Four focus groups were held to see viability of the program. (*Neil*)

Purpose: To assess who is the target market.

Participants: Homeschooling parents and traditional parents. (From the start it was hard to get traditional parents to come.)

Focus Group Findings: What is the viability/interest level?

- Overall very positive
- "Too good to be true" comments made in every group
- Word-of-mouth networking impactful- participants showed up already having an idea of the concept
- Parents after every group expressed desire to help launch the program
- Those who couldn't participate in person emailed and wanted to be part of the process as well

Target Market: Homeschool families who are seeking something other than the traditional school model and will accept the personal responsibility of being an educator to their children.

Overall Findings:

- The K-8 model complements home school families.
- Meets social emotional learning
- Distinction between Collaborative/Head Down activities resonated with group
- Liked the sense of community the program would bring
- Participating parents were quite knowledgeable on styles of learning, etc.

Concerns: Home school parents are used to driving their own curriculum. This may be a challenge.

Questions from the Board: What is the demographic breakdown of the participants? What is the addressable market?

Nicole- Hard to tell the demographic breakdown but the group self-described themselves as Yoga doing, whole-foods market shoppers.

Participants were reached via various mediums: networking sites such as Peach Head which is popular with Westside moms, a consulting service that assists families to find schools, charter school petitions, and reached out to Pacifica School families. Pacifica is a charter school that closed recently. Also, one of the first members of the group helped spread the word.

Looking into two models: Blended and Independent Study (*Nicole*)

1. Blended

- 2 day core instruction
- Optional ½ day of electives
- 2 days of offsite work
- Monthly meetings with academic coaches for support and measure progress

(Possibility of adding a Middle School component: 4 days of core instruction with an optional ½ day of electives)

2. Independent study model:

- 5 days a week off-site
- Optional ½ day of electives
- Monthly meetings with academic coaches for support and measure progress
- Curriculum models:
 - a) Online learning through Compass Learning- students take an assessment to determine current level and curriculum will be tailored to them.
 - b) Homeschool based instruction- assessed with NWEA but parents can have input on how to present the material.

Structure: Teachers loop with their students, spending 2-3 years with the children.

- Teachers would have 2 cohort groups. 13-19 students
- Schedule from 9am-3pm with the possibility of a fee based afterschool program from 4-6pm.
- Multi-age grouping: 2 year slots 5-7 yrs olds etc.

Measuring assessment:

- POLs
- Observations
- Conferences
- Check-ins
- NWEA
- Wright Group Reading Assessment and the CTB/McGraw Hill Balanced Assessment in Math.

Facility Update: Ocean Christian Fellowship Site (*Matt*)

- No cost other than maintenance
- Classroom sizes are small to be sure that children are comfortable
- Large auditorium
- 25 parking spots
- New building
- Designed for community

Tom C: This school would satisfy our charter for both schools. Program is seen as an independent study model according to the state, so there will be quite a bit of paperwork for teachers and staff. Auditors look very closely at these types of programs. We will need to be extremely careful.

Gary: Concerned with the following:

- 1) Teachers would have to be experienced in this type of learning. What kind of costs would this incur? We must be sure we are good financially before we move further into the process.
- 2) Homeschooling parents tend to wander from program to program. We may want to create a contract.
- 3) We must have the right off-site activities to keep these families. Nancy Rosenberg, the afterschool/summer program coordinator for Manhattan Beach, is someone to connect with.



Don- These concerns bring us back to the summer of 2009 when we were all nervous whether students would come to DV. There is a risk, but we have pulled it off before and would like to see us proceed.

Cheryl- This has been an item of discussion for some time and feels that we should pursue it. Only has a reservation on what will happen to Nicole if the program falls through.

Matt- Steve will be principal of both schools while Nicole will be on special assignment. If the K-8 program falls through, Nicole will be principal of Da Vinci Design.

Chet-

- Motivation to do this needs to be consistent with our mission. Not to be seen as a cash flow model, but to do good work for our families and kids.
- We will only move forward with this model if it is financially viable.

Action Items:

K-8 requests

1. Place Dr. Nicole Tempel as Principal on Special Assignment
2. Approve costs associated with K-8 exploratory period not to exceed \$50,000.

Incremental salary increase to promote Steve Wallis to Principal
Administrative Clerical Support
Hospitality
Marketing and Promotional Events
Consulting
Legal
Professional Development
Power School Support

3. Conduct information meetings and collect enrollment information
4. Create K-8 advisory committee to help refine and promote program
5. Pursue facility agreement with Oceanside Community Fellowship
6. Marketing- add website content for 3rd school, publicly promote, all with disclaimers that program predicated on sufficient enrollment
7. Develop comprehensive planning and implementation timeline
8. Begin teacher recruitment process
9. Complete financial analysis

Motion to approve all above items that fall within \$50,000 unanimously approved.

First: Wayland, Second: Cook; Motion carries.

10. Update on New High School Facility (Tom C)

- Have looked at various sites (in Eastern El Segundo)
- Met with a broker and consultant to assist in the process.
- The first step is to submit a list of prospective sites to the CDE. Hoping to hear back around March 1st.



- We can then move forward on sites then get initial (tentative) approval and do more research.
- Would like 12-15 acres, but are aware that may be hard to come by.
- Will ask state for a waiver in March to exceed our bonding capacity to issue more bonds..

On Monday, Feb 7th from 7-9pm to have the 1st community advisory committee meeting will take place – Cheryl and Matt will represent the charters.

11. Update on Sepulveda School (Tom C)

- Wiseburn and Da Vinci staff continue to work together to take the necessary steps to use the school as a temporary location until the permanent high school is built.
- AYSO has given May 13th as a possible moving out date, although they hope to move by the end of April. Their lease ends May 31st.

Technology (Jaime)

E-rate:

- We are now qualified with E-rate- a discount given out to schools and libraries by USAC. The FCC monitors the program.
- Priority one is for telecommunications. We have an 80% discount (Wireless phones, etc.)
- Priority two is for infrastructure. This is harder to get qualified for. The CDE is optimistic that we will get the 80% because many schools are not applying this year.
- Monies are distributed to schools qualifying for 90% discount first, then the 89% schools, 88% and so on.
- All Da Vinci schools are qualified.
- Board received an itemized cost breakdown of the technology needs for the 3 Da Vinci sites.
- If DaVinci breaks off from Wiseburn, DV Science will be the hub and the other schools will feed off of it.
- Expecting to hear from the CDE sometime in March with the go ahead.

Chet – Thanked Jaime for all his hard work on getting Da Vinci E-rate approved. There was a lot of paperwork and follow through involved.

Art- We should look into other suppliers and see if we can lower the 20% to 0%. Jaime will follow up with Art.

Action Items:

1. .5 FTE helpdesk support (commence upon Sepulveda construction)	Not to exceed \$20,000
2. Construction Material Costs	not to exceed \$50,000
3. Incremental labor cost for construction assistant to support John Fernandez (commence upon Sepulveda construction)	Not to exceed \$20,000 (\$4000 x 5 months)
4. Two .5 custodians to free up John to devote next several months to prepare Sepulveda and Coral Circle (commence upon Sepulveda construction)	not to exceed \$18,000 (\$3000 x 6 months)

Chet- Formal request to fund item 2 out of Wiseburn bond money and Da Vinci will pay back with 3% ADA. Motion made to approve items 1, 3 and 4 approved . Item 2 will be further discussed.

First: Wayland; Second: Brann; Motion carries.

12. College Counseling (Colleen O’Boyle)

- Prepared overview of our college counseling program thus far including a credit check review of our current 11th graders that came to us as transfer students. 17 of these students came to us with deficiencies



and need a credit recovery program very soon. They were placed in credit recovery seminars this semester and are looking into having them take part in Compass Learning to make up the remaining deficiencies.

- A total of 53 students need credit recovery. The 17 11th graders are our first priority.
- The transcript review process is now more streamlined. Each transcript is reviewed and assessed before commitment is given. Some students may need to 'redo' a grade.
- 10th grade College Nights are mandatory and every student will know where they stand.
- Honors will now be noted on the transcript. Not having AP courses is not as important as providing a rigorous Honors program.
- Also cleaned up transcript to reflect which courses were taken at DV and which were transferred in.
- Early College Classes:
 1. 1st priority to 11th graders Will be meeting with ECC to streamline the application process for the Early College Classes.
 2. Credit check- students must be ready to take college level class
 3. Equity across the board- want to make sure all students have equal access to classes. Will be tracking students taking classes and how many courses have been taken. (9th graders are not eligible until 2nd semester)
- Our goal is to have all design students graduate with an Otis certificate. Da Vinci Science is working with Project Lead the Way. Da Vinci Design will work with Otis College on certificate program.
- A-G were not submitted last year, but will be done in February. In April we received WASC accreditation and due to some tech. issues courses were not submitted, with the exception of Chemistry. Colleen spoke to those in charge of A-G approvals and they stated to her that students will not be penalized, but emphasized that we will need to be vigilant and follow up on all the submissions to be sure the situation is rectified.
- Will hold a financial aid workshop on Feb 2nd for all families.
- Seeking approval to add one FTE college counselor for the remainder of the 2010-11 school year to assist with credit checks, credit recovery courses, college visits/tours, and to begin relationships with admissions officers at the various colleges/universities. This will free up Colleen to focus on the 2012 graduates.

Gary- Pam Yarbrough may be a viable/qualified candidate to come in to assist us. Gary will contact her.

Chet- Impressed on the amount of detail and personalization in the work done. Colleen is doing a thorough job of assuring we are meeting student's needs.

4 year plan (Steve)

- Diagram of our 4 year plan reviewed for the board.
- DV Science has a Project Lead the Way program and DV Design now has a Game Theory Seminar. We are hoping to apply as a Project Lead the Way School. There aren't any in California to date (2 have applied)
- Students that have not taken Algebra coming into 9th grade will hopefully do that through Compass Learning.

Action Items:

1. Eliminate Natasha Bayus' position in the amount of \$10,000
2. Increase .5 (full time for half the year) college counselor at \$20,000

Gary- Proposed the following amendment to item 2:

Motion to use Annual Giving Campaign funds to hire a .5 college counselor not exceeding \$20,000 total, but with a target of \$10,000.

First: Brann; Second: Cook; Motion carries unanimously.

Action Items:

1. Approve total payment of \$9,000 (\$4,500.00/ea) to Katie Kondo and Andrew McGregor for the teaching of Pre-Calculus seminar class first semester.



2. Consultant Agreement of Deadline Creative, Inc. in the amount of \$4,500 for the teaching of Game Design and Theory Class for second semester.
3. Services Agreement with Compass Learning in the amount of \$1077.
4. Approve El Camino College's request to collect Da Vinci data via CalPass.
5. Approve continued pursuit of Memorandum of Understanding (MOU) with Oceanside Christian.
6. Approve continued pursuit of MOU with West LA College for 2012-2013 school year pilot program.
7. Approve CIF sports membership, allowing us eligibility to practice with Vistamar and play other schools. Amount not to exceed \$1,000.
8. Approve Da Vinci Special Activities Scholarship Fund (Fieldtrips and Athletics). Annual Giving Campaign contributes 10% to this fund. Develop student scholarship application process.
9. Set 9th grade enrollment for DV Science at 180 students and Da Vinci Design 9th grade enrollment as 120 students for the upcoming school year. (*Omit*)

Motion to approve items 1-8 and omit #9 approved unanimously.

First: Cook; Second: Brann; Motion carries.

Closed session (11:01am-11:30pm)

The following items were approved in closed session:

1. Appoint Steve Wallis as Acting Principal for both Da Vinci Science and Da Vinci Design upon immediate approval of the Board ending on or before June 30, 2011.
2. Appoint Steve Wallis as Principal of Da Vinci Science beginning July 1, 2011.
3. Approve salary increase of IT Director to \$75,000.

Not approved: Incremental salary of Steve Wallis for his change in position to Acting Principal of both Da Vinci high schools for the remainder of the 2010-11 school year. Further research and discussion will need to be done.

Upcoming Events

Next Board meeting TBD

Items to add to next agenda:

- Receive the audit report

Adjournment Meeting adjourned at 11:30 a.m.