



Board of Trustees

Meeting Minutes

Monday, November 16, 2015

Chet Pipkin, President	Matthew Wunder, Chief Executive Officer, Da Vinci Schools
Don Brann, Vice President	Kate Parsons, Principal, Da Vinci Design
Brian Meath, Treasurer	Michelle Rainey, Principal, Da Vinci Innovation Academy
Cheryl Cook, Secretary	Steve Wallis, Principal, Da Vinci Science
Israel Mora, Trustee	Kim Merritt, Director, Da Vinci Extension
Jennifer Morgan, Trustee	Tom Cox, Chief Financial Officer, Da Vinci Schools
	Yolanda Saldana-Bautista, Director of Employee Support Services, Da Vinci Schools
	Tien Cotter, Business Manager, Da Vinci Schools
	Carla Levenson, Director of External Relations, Da Vinci Schools
	Tom Johnstone, Superintendent, Wiseburn Unified School District
	Rocio Ansari, Executive Assistant, Da Vinci Schools

Call to Order

Meeting was called to order at 6:06 PM.

From the Board

Ms. Morgan shared that she and Mr. Mora attended the WASC accreditation visit at Da Vinci Communications. She believes the two representatives from WASC were impressed overall. Ms. Morgan shared that she visited Exhibition Night and she knows our students are working hard and exciting things are happening at Da Vinci.

Dr. Brann appreciated the recent accomplishments email he received about Da Vinci from Dr. Wunder.

Mr. Mora believes Da Vinci Communications received the WASC accreditation. He enjoyed being part of the WASC process.

1First: Dr. Brann Second: Mr. Mora Motion carries: 5-0

Board Approval

Items # 1, 2, 4, 5, 8, 9

Approved as follows:

First: Mr. Mora

Second: Ms. Cook

Motion carries: 5-0

Board Pulled

Items #3, 6, 7, 10

Ms. Morgan asked for clarification on items 3 & 6.

Dr. Wunder discussed **items # 3 and 6**. He shared with the Board that Jesse Corral is taking over some of the duties of the IT Director position (**item #3**). He added that some of the work is also being outsourced to consultants. As of **item #6**, Jaime Hernandez, former IT Director of Da Vinci Schools, is available as an IT consultant and is reachable by phone during the day, as arranged with his new employer. A full-time IT director will be hired for the 2016-17 school year.

Ms. Morgan asked if **item # 7** could be explained. Mr. Wunder explained that Dave Gregor is a former police officer from Hawthorne Police Department. The purpose of hiring him as a consultant is to have good safety across the schools. Mr. Gregor will also help support residency checks for those families who enroll students to Da Vinci with allegedly false addresses. Dr. Brann added that Mr. Gregor is really good at what he does and WUSD currently utilizes his services.

Dr. Brann asked about **item #10**. He added that he was unaware that Board Members have terms because he thought they served unlimitedly. Additionally, Dr. Brann asked if all Board Members have set terms. Dr. Wunder debriefed and stated that this was something done for the Conflict of Interest and for The Public Charter School Grant Program. Mr. Pipkin clarified that all Trustees have a three year term and this was established a while back.

Dr. Brann asked when Da Vinci gets the second WUSD Board Member. Mr. Mora shared that this will be addressed at the 12/10/15 Joint Board Meeting. Currently, WUSD is having discussions about the duration of the term. So far, they are working on a two year term.

Board Approved Pulled Items

#3, 6, 7, 10

Approved as follows:

First: Ms. Morgan

Second: Mr. Mora

Motion carries: 5-0

DVS Update (by Steve Wallis):

There are four major goals for the 2015-16 school year at Da Vinci Science:

1. Growing advisory culture- Focused on different topics to develop each semester (i.e. practice perfect, purpose and motivation, health and wellness, safety and preparedness, etc.).
2. Increasing connections between grade levels- Trying to familiarize students of all grade levels with one another so they can network.
3. Support struggling students- Focused on peer coaching with the help of all around “strong students” as identified by their teachers.
4. Refining Honors programs - all classes with the same subject matter are doing the same projects.

The Da Vinci Science staff read the book “Practice Perfect” and have been working hard to implement the different strategies they learned (increasing rigor and relevance in projects). Additionally, they all took an overnight trip to Cal Poly SLO. During this trip, the DVS staff was given feedback on how to prepare their students to be “Cal Poly” ready.

The counselors are meeting with parents every semester to discuss students’ progress towards their college goals. To date, free ACT prep courses have been offered and free SAT prep courses will be offered over winter break.

Da Vinci Science has 514 students enrolled with an ADA of 97.65%.

With the help of Hawthorne Police Department, DVS has practiced safety at their school. They recently practiced the “Critical Incident Drill.” Steve believes Hawthorne PD has been fantastic.

Da Vinci Science students are continuing to participate with the Wiseburn community and giving back through different events each month.

Brain Meath arrived in person at 6:41 PM.

DVX Update (by Kim Merritt):

There are 35 students enrolled in Da Vinci Extension. The number one goal was to make sure all students showed up on first day, and she happily shared that 100% of students turned-out. Currently, all of these students are still enrolled.

UCLA Courses- We started with Philosophy and Cultural Anthropology and DVX students earned an average GPA of 3.02.

All students take their classes and go to work simultaneously. Overall, DVX teaches the students that school is their priority despite their job managers saying otherwise (at times).

With respect to their coursework, Ms. Merritt reported that all is well with the students. UCLA is on board and has two more years of contract with Da Vinci Extension.

El Camino College, CSULB and CSUDH are looking at offering coursework to DVX through extended education.

Boot camps are held at UCLA and all DVX students have attended. These are opportunities to bring things to life and make situations more applicable. This is an important lesson to have while in college.

In addition the paid internships, all students are also participating in a non-profit internship. These are also going well.

Financial Update (by Tom Cox, Yolanda Saldana-Bautista, and Tien Cotter):

Mr. Cox and his team are in the process of preparing our First Interim Report. Updated projections will be presented to the Board in December. As for the Second Interim Report, those projections will be presented to the Board in March. ADA is a few students lower than our projections, so this will be adjusted in the second interim.

On the expenditure side: Board approved salary increases will be reflected in the December report. Some of our contingency costs will be used to cover the unexpected special education costs. All the expenditure and revenue budgets will be reviewed to see if there is extra money that can be moved around to cover these costs (Mr. Cox will provide the percentage of SPED expenditures to Mr. Meath at the next meeting).

The beginning budget has approximately \$1.6 million of unrestricted funds. \$248 will be depreciated over a five year period. Overall, unrestricted balance went up last year (this is a good thing for us).

Restricted grants we received will be spent next year. We received \$100K from Cal Poly, which will also be used next year.

The audit report is expected to be available in mid-December. As of now, we do not know of any changes in the numbers submitted to the auditor but anticipate there may be a few findings, but will know more once we get that report.

Classified Retirement:

At this time, Mr. Cox and the business team are still seeking Board direction on this topic. We do not currently offer CalPERS to classified employees; they only receive social security benefits.

Currently, we are developing a retirement plan where employees may put money in and we may match the percentage of what they enter up to 3%.

There are lots of pending IRS Regulations in this process, but we have an idea of what direction to go in. There have been concerns on whether or not charter schools fall under the IRS guidelines.

If the Board would like to proceed, Mr. Cox can work with them to come up with a planned document for adoption. He added, that CalSTRS has a plan, 457(b), for classified employees, similar to that of a 403(b) Plan. This was chosen because CalPERS does not offer plans to classified employees of charter schools.

Mr. Cox recommended that we only do this for employees who are willing to put money in themselves. This would be restricted to those who are full-time and receive benefits. The Board will also have to consider if they will allow a "catch-up" provision for the years that a retirement plan wasn't offered.

Mr. Cox will need to work out details of a planned document including the following items: charter contribution, eligible employees, employee match, match requirement, when an employee is eligible, vesting period, and catch-up provision. Per Mr. Cox, this document (with estimated fees/costs) will be brought back to the Board in December or January.

Mr. Pipkin requested more information on vesting and standard educational practices. Mr. Cox will follow up with more information.

SB277 (by Michelle, Carla and Maria):

Senate Bill 277, California's new vaccination law will take effect July 1, 2016. This law will eliminate the personal belief exemption for those parents who do not vaccinate their children attending public or private schools.

This law requires all children to be up to date with vaccines with certain exceptions known as exemptions. Also, this law requires that schools report their immunization rates to parents.

Currently, DVIA has approximately 17% of unimmunized students with a personal belief exemption on file. Plus, an additional 9% of DVIA students have incomplete immunizations records on file.

There are two exemptions to new law: medical exemption and homeschooling or independent study without classroom instruction. DVIA does not fit this definition because both of our models offer instruction time.

The new law will roll out in phases. Currently, families are still able to file a personal belief exemption (PBE) and they have until 12/31/15 to file one.

There are exceptions to the PBE's on file. Moreover, these exceptions can be identified at "checkpoints" in the following grade spans: birth to pre-school, grades K-6, and grades 7-12. For DVIA, the population of students with a PBE are only impacted as incoming kindergartners and 7th graders. This also applies to new students as they must show proof of immunizations (unless they had a PBE on file from another California school).

Ms. Rainey does not think it will be that impactful with our current 6th graders (rising 7th graders) but it may have more of an impact with our kindergartners since they are siblings of students already enrolled at DVIA. Also, she stated that we cannot decline special education services to unimmunized kids as the law protects students with an IEP.

At this time, no direction is required from the Board. This presentation was for informational purposes.

Honoring Cheryl Cook

Ms. Cook has tendered her resignation from the Da Vinci Board of Trustees effective January 24, 2016. A short presentation was held in which she was thanked for her continuous service and dedication.

In honor of her resignation, Ms. Cook was given a plaque and gift from the Da Vinci Board.

Closed Session

Meeting entered into Closed Session at 7:43 PM.

Adjournment

Meeting reconvened from Closed Session at 8:34 PM and adjourned at 8:35 PM.