



## Da Vinci Schools

### Minutes

#### Da Vinci Schools: L.A. County SPECIAL Board Meeting

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**Date and Time**

Wednesday February 27, 2019 at 5:00 PM

**Location**

Galileo Room, 201 N. Douglas Street, El Segundo, CA 90245

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Da Vinci Schools: L.A. County ("DVLAC") welcomes your participation at its Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of DVLAC in public. Your participation assures us of continuing community interest in our schools. To assist you in speaking/participating in our meetings, the following guidelines are provided:

1. Agendas are available to all audience members at the door to the meeting.
  2. The Order of Business may be changed without notice. Notice is hereby given that the order of consideration of matters on this agenda may be changed without prior notice.
  3. Notice is hereby given that; consistent with the requirements of the Brown Act, special presentations not mentioned in the agenda may be made at this meeting. However, any such presentation will be for information only.
  4. "Request to Speak" forms are available to all audience members who wish to speak on any agenda items or under the general category of "Public Comments," which is time set aside for members of the audience to raise issues not specifically on the agenda. However, due to public meeting laws, the Board can only listen to your issue, not respond or take action on such comments. These presentations are limited to three (3) minutes and total time allotted to non-agenda items will not exceed fifteen (15) minutes. Non-English speakers who use a translator shall have six (6) minutes in which to address the Board.
  5. The Board may give direction to staff to respond to your concern. If you wish to be contacted, please indicate on the "Request to Speak" form.
  6. The chair will recognize such individuals who wish to speak on a specific agenda item at the appropriate time. When addressing the Board, speakers are requested to adhere to the time limits set forth, and to not repeat remarks made by those who preceded them.
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7. Any public records relating to an agenda item for an open session of the Board which are distributed to all, or a majority of all, of the Board members shall be available for public inspection at 201 N. Douglas Street, El Segundo, CA 90245, during Business Office operating hours.

The agenda and documents in the agenda packet will be made available, if requested, in appropriate alternative formats to any person with a disability as required by the ADA, 42 USC section 12132, and the federal rules and regulations adopted in implementation thereof. To request a disability-related modification or accommodation, including auxiliary aids or services, you must contact Da Vinci Schools: L.A. County (201 N. Douglas Street, El Segundo, CA) at 310-725-5800 at least 48 hours before a regular meeting, and at least 12 hours before a special meeting. (Government Code § 54954.2(a)(1).)

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#### **Trustees Present**

N. Whiteman, P. Escala, T. Johnstone

#### **Trustees Absent**

J. Morgan, L. Jennings

#### **Guests Present**

A. Wohlwerth, Dr. Delia Castillo, Lauren Murray, M. Mayotte, M. Ring, M. Wunder, V. Bravo

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### **I. Opening Items**

#### **A. Call the Meeting to Order**

T. Johnstone called a meeting of the board of trustees of Da Vinci Schools to order on Wednesday Feb 27, 2019 @ 5:07 PM at Galileo Room, 201 N. Douglas Street, El Segundo, CA 90245.

A. Wohlwerth conducted roll call.

#### **B. Record Attendance and Guests**

#### **C. Approval of Agenda**

T. Johnstone made a motion to Approve the agenda.

P. Escala seconded the motion.

The board **VOTED** unanimously to approve the motion.

Dr. Wunder informed the Board that Mr. Pipkin had resigned from the Board, that Ms. Croft was absent due to illness, and that Ms. Morgan was absent due to jet lag from international travel.

#### **D. Public Comments on Agenda Items**

RISE High teacher Ms. Lauren Murray spoke about an XQ-sponsored pop-up event next Friday (7:30 pm). Further information will be sent out.

Dr. Castillo said she was glad to be present, observing the meeting.

### **II. Board of Directors' Comments and/or CEO/CFO Reports**

#### **A. From the Board**

Mr. Escala said he was looking forward to Dr. Wunder's reflections on how the school year has been going.

Ms. Whiteman is also looking forward to an update on school status.

Dr. Johnstone spoke about Rock the Street, Wall Street, a financial literacy program looking at the lack of women leaders in certain industries, working in several cities in the U.S. They are interested in working with Da Vinci Schools, and Dr. Johnstone thinks it may be interesting to look at this as a student seminar.

## **B. From the CEO**

Dr. Wunder thanked the Board members for their efforts in getting to the meeting through area traffic.

Dr. Wunder said that he's been talking daily with Ms. Croft, but asked Ms. Murray for her thoughts, since Ms. Croft could not attend the Board meeting due to illness. She said that starting in Q3, things have stabilized and students have settled in at both sites. Scott Johnson, Behaviorist at the RISE High site at APCH, has really helped with the culture there. There has been an influx of students in the past few weeks. Hawthorne has about 60 students, and APCH has about 90 students.

She spoke of an incident with a family of students at Hawthorne which required a call to Social Services. The oldest student returned to RISE High, and made it very clear that she wants to remain there.

Dr. Ring said that she splits her time between APCH and Hawthorne sites. From time to time, things get escalated, but she feels confident that things will work out. She thinks it's critical to recognize that the staff is doing an amazing job with a very difficult student population. Occasionally, the staff requires debriefing.

Dr. Wunder says that at RISE High, we are all looking at what students and staff need to work effectively. As the RISE High initial model (of multiple learning sites) expands, Ms. Croft will have to turn her attention to that, but she can only hold so many roles. Ms. Croft's role is like that of an Executive Director or CEO. The school is not traditional, therefore, the staffing plan may not be typical. Any change in staffing plan will be brought to the Board and LACOE.

Mr. Escala asked about staff retention. Dr. Wunder said that there is a high degree of satisfaction, and that staff are "all in." This is the time of the year when staff are exhausted.

Ms. Murray spoke of the three additional staff who came on board in October: a behaviorist, 2 teachers, and 4 academic coaches. The emotional burnout is present, but there are systems in place to support staff.

Dr. Ring says RISE High is also looking at using interns for mental health/ counseling support to expand services to students in a coordinated way.

Ms. Whiteman spoke about peer support, and perhaps there are external supports that can be brought forth through her professional contacts.

## **C. Presentation - LACOE Update**

Mr. Bravo mentioned that RISE High is currently the only LACOE-authorized charter. This is a learning year for all, but it has been going well so far.

He met the partners and RISE staff at A Place Called Home during a recent professional development day. He is helping Ms. Croft by liaising with LACOE and taking that element off her plate.

Mr. Bravo also mentioned working with IT to support RISE High, providing students with technological access to school from home.

He spoke of working with LACOE's educational passport system for foster youth.

The system is a cooperative project with LACOE, DCFS, and probation offices to support youths by tracking their education records. Ms. Croft and other Da Vinci principals inquired about utilizing outside resources for formalized training on restorative justice. Mr. Bravo said that they have spoken with or are exploring working with Dr. Shana Mahmood at LMU's Center for Restorative Practices; Community Matters; the International Institute for Restorative Practices; and the California Center for Equity and Justice. The administrators and counselors have had training, but Mr. Bravo feels all the staff should be trained, as they see the trauma firsthand. LACOE has been conducting trauma-informed practice training throughout the County, and those resources will also be utilized.

Mr. Bravo's goal (as it is for many of the staff) is to help RISE High become the gold standard for countywide charters, not just for this population, but to highlight LACOE's partnership, collaboration, and support.

Dr. Ring mentioned the LACOE SELPA's assistance in tailoring training for RISE High. Jim Anderson at the SELPA has really come through for the RISE special education staff. It has been a wonderful opportunity to streamline services.

Ms. Whiteman has been talking with Dr. Debra Duardo at LACOE, who recently asked Ms. Whiteman to join the Advisory Council. The Council has been bringing in outside resources to help all students. Ms. Whiteman also spoke of her planned visit to the APCH site. She also is to be an honoree at the Girl Power Awards, and mentioned finding out more and perhaps having RISE High get more involved in that program.

#### **D. Financial Update**

Mr. Mayotte gave a brief financial update.

He mentioned the UCLA Anderson School of Management students who are providing pro bono consulting. One of their focuses is student retention. Their final report will be given on April 9, 2019.

The fiscal stability plan and budget revision were requested by LACOE due to RISE missing enrollment, ADA, and UPP targets. Dr. Wunder said that this was not unexpected, due to the decision made to staff heavily in the first year, considering the availability of XQ funds. Fundraising will be nominal, due to utilization of XQ funds.

RISE missed the enrollment, ADA and UPP targets (UPP is off in part because of students' reluctance to report). Enrollment is not as large as expected due to the popularity of the program; students are spending more time at the sites, instead of at home, creating a space crunch.

Mr. Mayotte also mentioned APCH's significant reduction of their fees. Dr. Wunder said that the RISE High program has to be sustainable for the long haul.

Mr. Mayotte spoke of reducing the amount of XQ funds used each year, so that the money could be stretched. He also spoke of separating out the financials by location (Hawthorne, APCH, and future sites), due to differences in performance, starting on July 1. He said that it's important to work with Ms. Croft to make sure the program is sustainable in the long run.

Mr. Mayotte said that APCH verbally agreed to reduce their fees from \$500K to \$300K. He believes the final invoice will be \$319K. The costs are for wraparound services, including mental health specialists jointly being used by APCH and RISE High; however, Dr. Ring said that RISE High's mental health team is doing well anticipating needs, so that RISE High isn't using the joint services as much as expected, and the fees could be adjusted. Dr. Wunder said that APCH has been an exceptional partner, and that Da Vinci will look at the wraparound services to prioritize them, in order to help make the program sustainable.

Ms. Whiteman commented on the costs being broken out per site, saying that it would be important in the future.

### **III. Approval of Minutes**

#### **A. Approve Minutes of the November 29, 2018 Regular Board Meeting**

N. Whiteman made a motion to approve minutes from the Da Vinci Schools: L.A. County Regular Board Meeting (RISE High) on 11-29-18.

P. Escala seconded the motion.

The board **VOTED** unanimously to approve the motion.

### **IV. Action Items**

#### **A. Acknowledgment of Resignation of Chester J. (Chet) Pipkin on February 26, 2019**

P. Escala made a motion to Approve the Acknowledgement of Mr. Chet Pipkin's resignation from the Board of Directors of Da Vinci Schools: L.A. County.

N. Whiteman seconded the motion.

The board **VOTED** unanimously to approve the motion.

Dr. Johnstone praised Mr. Pipkin's work for all the Da Vinci Schools.

#### **B. Check Register**

N. Whiteman made a motion to approve the check register as presented by management.

P. Escala seconded the motion.

The board **VOTED** unanimously to approve the motion.

#### **C. Certification of Signatures**

Mr. Escala offered an amendment to the Certification of Signatures as Mr. Pipkin is no longer on the Board.

After brief discussion, the item was tabled for a future meeting. Dr. Wunder will bring back a recommendation for a new Board chair.

#### **D. LACOE Authorization to Issue Funds to Da Vinci Schools LA County**

P. Escala made a motion to approve the LACOE Authorization to Issue Funds to Da Vinci Schools: L.A. County.

N. Whiteman seconded the motion.

The board **VOTED** unanimously to approve the motion.

#### **E. Pre-Tax Receivable Resolution (STRS)**

Mr. Mayotte gave a brief comment on the item, saying that this Cal STRS issue is still being worked out. RISE High has been leasing employees from Da Vinci Science for STRS. Cal STRS does not currently seem to have a problem with this. Approval of this item is a precautionary measure, as it may not need to be filed.

P. Escala made a motion to approve the Pre-Tax Receivable Resolution.  
N. Whiteman seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**F. Employer Paid Membership Contributions Resolutions (STRS)**

Employer contributes about 17%, and the employee contributes about 10% to pensions.  
P. Escala made a motion to approve the Employer-Paid Membership Contributions Resolutions.  
N. Whiteman seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**G. Revised Budget**

Due to missing the enrollment target, a board-approved revised budget must be submitted under LACOE.  
N. Whiteman made a motion to approve the Revised Budget.  
P. Escala seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**H. Fiscal Stabilization Plan**

Mr. Mayotte's revised budget narrative was requested by XQ. Ms. Whiteman asked about the non-classroom funding rules. The response was that XQ wants to ensure the funds are being spent on instruction (e.g., teacher student ratio 1:25) at all of the XQ Super Schools.  
P. Escala made a motion to approve the Fiscal Stabilization Plan.  
N. Whiteman seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**I. 2nd Interim Financials**

There is a March 1 deadline for this item.  
N. Whiteman made a motion to approve the 2nd Interim Financials.  
P. Escala seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**J. Resolution to Approve the Memorandum of Understanding for Provision of Personnel Services**

N. Whiteman made a motion to Adopt the Resolution to Approve the Memorandum of Understanding for Provision of Personnel Services.  
P. Escala seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**K. Memorandum of Understanding for the Provision of Personnel Services**

N. Whiteman made a motion to Approve the Memorandum of Understanding for the Provision of Personnel Services.  
P. Escala seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**L. Resolution to Adopt Conflict of Interest Code**

P. Escala made a motion to Approve the Resolution to Adopt the Conflict of Interest Code.  
N. Whiteman seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**M. 2018-2021 Christy White Associates Audit Contract**

N. Whiteman made a motion to Approve the 2018-2021 Christy White Associates Audit Contract.

P. Escala seconded the motion.

The board **VOTED** unanimously to approve the motion.

**N. Comprehensive School Site Safety Policy and Plan**

Dr. Johnstone commended the team for the time and energy that went into the plan.

N. Whiteman made a motion to Approve the Comprehensive School Site Safety Policy and Plan.

P. Escala seconded the motion.

The board **VOTED** unanimously to approve the motion.

**O. Fees and Charges Policy**

Dr. Ring spoke of the consultant who worked to ensure our fees and charges are aligned with state codes. This policy pertains to what is permitted.

N. Whiteman made a motion to Approve the Fees and Charges Policy.

P. Escala seconded the motion.

The board **VOTED** unanimously to approve the motion.

**P. High School Graduation Requirements Policy (2019 update)**

Ms. Murray spoke about the three pathways: a-g (UC/State admissions); RISE pathway (reduced credits, but still qualifies for Community College admissions); AB216 (state minimum, reduced credits). The pathway allows for transferability between schools for students.

Dr. Johnstone requested a breakdown of percentages of students in each pathway. Highest percentage of students are in the RISE pathway.

N. Whiteman made a motion to Approve the High School Graduation Policy (2019 update).

P. Escala seconded the motion.

The board **VOTED** unanimously to approve the motion.

**Q. Student Records Policy**

Mr. Bravo spoke of this policy which

P. Escala made a motion to Approve the Student Records Policy.

N. Whiteman seconded the motion.

The board **VOTED** unanimously to approve the motion.

**R. Nondiscrimination Policy**

N. Whiteman made a motion to Approve the Nondiscrimination Policy.

P. Escala seconded the motion.

The board **VOTED** unanimously to approve the motion.

**S. Pregnant, Parenting, and Lactating Students Policy**

P. Escala made a motion to Approve the Pregnant, Parenting, and Lactating Students Policy.

N. Whiteman seconded the motion.

The board **VOTED** unanimously to approve the motion.

**T. Lactation Accommodation (Employees) Policy**

N. Whiteman made a motion to Approve the Lactation Accommodation (Employees) Policy.

P. Escala seconded the motion.



The board **VOTED** unanimously to approve the motion.

**U. Section 504 Policy**

This policy has been revised.

N. Whiteman made a motion to Approve the Section 504 Policy.

P. Escala seconded the motion.

The board **VOTED** unanimously to approve the motion.

**V. Sexual Harassment Policy**

Policy has been updated with prevention measures, and is aligned with changes in law.

N. Whiteman made a motion to Approve the Sexual Harassment Policy.

P. Escala seconded the motion.

The board **VOTED** unanimously to approve the motion.

**W. Suicide Prevention Policy (2019 update)**

N. Whiteman made a motion to Approve the Suicide Prevention Policy (2019 update).

P. Escala seconded the motion.

The board **VOTED** unanimously to approve the motion.

**X. Suspension and Expulsion Policy (2019 update)**

This updated policy ensures due process, and outlines procedures that align with current law. Dr. Ring mentioned that there have been no pre-expulsion hearings at RISE in two years.

N. Whiteman made a motion to Approve the Suspension and Expulsion Policy (2019 update).

P. Escala seconded the motion.

The board **VOTED** unanimously to approve the motion.

**V. Closing Items**

**A. Adjourn Meeting**

P. Escala made a motion to adjourn the meeting.

N. Whiteman seconded the motion.

The board **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:17 PM.

Respectfully Submitted,

A. Wohlwerth