



# Da Vinci Schools

## Da Vinci Schools Board Meeting

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### Date and Time

Wednesday May 15, 2019 at 6:00 PM PDT

### Location

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

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Da Vinci Schools ("DV") 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 DV 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. "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. 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.
3. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen-requested item.
4. 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.
5. 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 Alison Wohlwerth 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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### Agenda

|                         | Purpose                   | Presenter | Time           |
|-------------------------|---------------------------|-----------|----------------|
| <b>I. Opening Items</b> |                           |           | <b>6:00 PM</b> |
| <b>A.</b>               | Call the Meeting to Order | Don Brann | 1 m            |

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|--|------|------------------|-----|
| <b>B. Record Attendance and Guests</b>   |      | Alison Wohlwerth |     |
| <b>C. Approval of Agenda</b>   | Vote | Don Brann        | 1 m |
| Call for any changes to the agenda before a motion to approve the agenda is made and seconded. |      |                  |     |
| <b>D. Public Comments</b>  |      | Don Brann        | 6 m |
| Please see Notice above.   |      |                  |     |

**II. Information 6:08 PM**

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|---|-----|-------------------------------|------|
| <b>A. From the Board</b>  | FYI | Don Brann                     | 5 m  |
| <b>B. From the CEO</b>  | FYI | Matthew Wunder                | 5 m  |
| <ul style="list-style-type: none"> <li>• Site Administration Update</li> <li>• Board Member Search Process</li> </ul> |     |                               |      |
| <b>C. Discussion: Board Retreat</b>   | FYI | Alison Wohlwerth, Matt Wunder | 3 m  |
| <b>D. Presentation: Administrative Hiring Process</b>   | FYI | Matthew Wunder                | 15 m |
| <b>E. Financial Update</b>  | FYI | Marshall Mayotte, Matt Wunder | 30 m |

**III. Approval of Minutes 7:06 PM**

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|--|-----------------|-----------|-----|
| <b>A. Minutes of the April 24, 2019 Regular Board Meeting</b>                | Approve Minutes | Don Brann | 1 m |
| Approve minutes for Da Vinci Schools Regular Board Meeting on April 24, 2019 |                 |           |     |

**IV. Consent Agenda 7:07 PM**

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|---|------|-----------|-----|
| <b>A. Approve Check Register - April 2019</b>   | Vote | Don Brann | 1 m |
| Check and ACH transactions over \$10K in the month of April, presented by management to the Board for approval, as previously agreed. |      |           |     |
| <b>B. Approve Business Practices for Payments: Da Vinci Check Book</b>  | Vote | Don Brann | 1 m |
| Allow CFO to use hard copy checks from the Da Vinci Schools checking account.   |      |           |     |
| <b>C. Approve Transfer of Funds: Pacific Premier Bank Checking Account</b>  | Vote | Don Brann | 1 m |
| Move checking account from Wells Fargo Bank to Pacific Premier Bank.  |      |           |     |
| <b>D. Authorize CFO to Execute Public Agency Retirement Services (PARS) Setup and Plans</b>   | Vote | Don Brann | 1 m |
| Public Agency Retirement Services (PARS) provides another retirement option for part-time employees.                                  |      |           |     |
| <b>E. Approve First Note Finance to Apply for a 0% Loan from the California Energy Commission for DV.</b>                             | Vote | Don Brann | 1 m |
| First Note Finance will pursue a 0% loan from the California Energy Commission on behalf of Da Vinci Schools.                         |      |           |     |

**F.** Approve the 2019-20 Teacher & Counselor Salary Table      Vote      Don Brann      1 m

Teacher and Counselor Salary table for 2019-20. The changes are to the early years to make it more in-line with neighboring charter schools.

**G.** Approve the Employer Contributions to Medical Benefits and the Opt-Out      Vote      Don Brann      1 m

Employer contributions to medical benefits are \$8K per FT staff. This now changes it to \$8K for singles, \$10K for a +1 and +2 and \$12K for family. It also provides a \$2K opt-out.

**H.** Authorize CFO to Pursue SMAA and Direct Services beginning 2019-20      Vote      Don Brann      1 m

Allow CFO to pursue SMAA and Direct Services, including vendor selection and contract execution.

**I.** Approve an Increase of the 457 Employer Match for FT Classified Employees      Vote      Don Brann      1 m

Increase the employer's 457 match from 3% to 5%.

**J.** Approve Cellphone Reimbursements of up to \$400/year for FT Staff      Vote      Don Brann      1 m

A Cellphone Reimbursement of up to \$400/year, or \$33.33/month for FT Staff.

**K.** Authorize CFO to Implement an Online Time Keeping System      Vote      Don Brann      1 m

For time tracking, Da Vinci Schools would like to move from a paper-based system to an online system.

**L.** Approve the 403(b) Adoption Agreement and Basic Plan documents from Wespac.      Vote      Don Brann      1 m

Non-ERISA plan documents for the 403(b) account provided by Wespac. This provides a non-TSA investment option for staff.

**M.** Approve Proposal for Upgrade of Emergency Responder Radio Coverage System (ERRCS)      Vote      Don Brann      1 m

The Emergency Responder Radio Coverage System (ERRCS) is the public safety system for emergency response which allows all Da Vinci Schools buildings to connect to the radio system used by first responders. There has been a modification upgrading this system; in order to comply with California Fire Code section 510.6.2, the building owner is required to expand or modify the system at their own expense.

**N.** Ratify Facilities Use Agreement - LAC      Vote      Don Brann      1 m

Agreement term is May 13 through September 8, 2019, for multiple areas of the campus.

**O.** Approve Alder GSE Directorship for 2019-20 School Year      Vote      Don Brann      1 m

Approve naming Dr. Scott Weatherford as the Partner Director of Teacher Residency for the Alder Graduate School of Education Teacher Preparation Program.

**P.** Approve Da Vinci Schools 2019-20 Calendar      Vote      Don Brann      2 m

The Da Vinci Schools 2019-20 calendars for Da Vinci Communications, Da Vinci Design, Da Vinci Science, Da Vinci Connect, and Da Vinci Extension are presented for approval.

**Q.** Approve High School Dress and Grooming Policy      Vote      Don Brann      1 m

**R.** Ratify/Approve Extension of Board Terms      Vote      Don Brann      1 m

Ratify extension of term for Israel Mora and Roger Bañuelos; approve extension of term for Brian Meath and Jennifer Morgan.

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|--|------|-----------|-----|
| <b>S.</b> Approve 2019-20 Da Vinci Schools Board of Trustees Meeting Dates | Vote | Don Brann | 1 m |
|--|------|-----------|-----|

**V. Closed Session**

**7:27 PM**

|   |         |           |      |
|---|---------|-----------|------|
| <b>A.</b> Conference with Legal Counsel | Discuss | Don Brann | 45 m |
|---|---------|-----------|------|

Conference with Legal Counsel –  
Public Employee Discipline/Dismissal/Release  
Gov. Code §54957(b) – 1 case

**VI. Closing Items**

**8:12 PM**

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|---|-----|-----------|-----|
| <b>A.</b> Reconvene for Public Session & Closed Session Reporting | FYI | Don Brann | 1 m |
|---|-----|-----------|-----|

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| <b>B.</b> Adjourn Meeting | Vote | Don Brann | 1 m |
|---------------------------|------|-----------|-----|