

WISEBURN 21ST CENTURY CHARTER SCHOOLS
Board Meeting
Thursday, April 23, 2009

Open Session

Meeting called to order at 9:02am by Chet Pipkin.

Board Members present:

Chet Pipkin, President
Gary Wayland, Member
Don Brann, Member
Cheryl Cook, Member

Administration present:

Matt Wunder, Executive Director
Nicole Tempel, Founding Principal
Tom Johnstone, Wiseburn School District Superintendent
Tom Cox, Wiseburn School District Chief Business Official

Visitors present:

Israel Mora, Wiseburn School District Board
Jean Campbell, CFO, Vistamar School
Susan Andriacchi, recording secretary

Minutes

Minutes from last meeting will be available at a subsequent meeting.

Information

From the Board

- **Brown Act:** Don Brann reminded the board that charter schools are subject to the Brown Act. Need to post an agenda 72 hours prior to meeting that includes time and place. Agenda including time and place was posted Monday, April 20, 8:40am.
 - Action: Gary Wayland will share website for Brown Act Information
- **Board Composition:** Don Brann recommends enlarging the board from 5 to 7 members so that a quorum is more readily available, and meetings will be easier to schedule. Recommends asking parents whose children will be served by Da Vinci.
 - To be discussed at next board meeting.

Financials and Insurances – Tom Cox

- **Worker's Compensation, Property & Liability insurances** – will get two quotes through California Charter Schools Association (CCSA) and Alliance of Schools for Cooperative Insurance Programs (ASCIP); applications for both organizations will be submitted.

- Health & welfare package – cap of \$5500 per year.
 - Will also get two quotes from ASCIP and another group that CCSA endorses (third party administrator is VMI); CCSA put together a trust in Feb to allow its members to get health insurance, about 500 people using it so far, asking for references.
 - Handout “Employee Benefit Example” – rates available for insurance through the CCSA trust; package is similar to Wiseburn’s package.
 - Employees can waive out of major medical if a spouse or someone else covers them; would be up to the board to decide if there is a cash back option for these employees.
 - Will have to figure out how to keep the employee payments on a pre-tax basis, 125 plan.

Action Items

Student enrollment – Matt Wunder

- Recommend enrolling 60 students in Da Vinci Science in the 10th grade.
- Advantages: financial, ramp up internship programs, keeps the school small, expedites WASC accreditation process and UC approval process.
- There is enough physical space to put 60 more kids on the campus.
- Discussed the idea of starting a 3rd school to take advantage of \$600k start-up grant and to keep each school small going forward
- Most of those present feel that 3rd school would not be feasible in the time left.
- 60 additional students – 9th vs. 10th grade:
 - adding to 9th creates a heavily populated year, would have to admit small class next year to keep the school small, or decide to have a larger school;
 - adding to 10th grade, keeps the classes small, plus advantages listed above;
 - 3rd option – add to 9th grade, then open 3rd school next year, shift students.
- Matt Wunder and Nicole Tempel feel that recruiting 60 students is feasible.
- Board is committed to having small-size school.

Motion: Subject to the goal of having 550-570 students per school, the board gives permission to add 60 students, preferably to 10th grade, or to 9th grade if there are issues with implementation that leads staff to a different conclusion.

First: Gary Wayland; Second: Cheryl Cook; Motion approved with dissenting vote from Don Brann

Staff Contract – Jean Campbell

Jean distributed clean copy and redlined copy of employment contract.

- Should Executive Director and Principal have board approval for personnel changes?
 - To be discussed at next board meeting.
- Jean talked lawyer fees down from \$3000 to \$750.
- Tom Cox would rather pay employees on 1st working day of the month rather than the last working day of the month, concurrent with Wiseburn pay system.

Motion to approve \$750 for legal fees related to staff contract.

First: Gary Wayland; Second: Don Brann; Motion approved.

Consent Items

- School Counseling Program – requesting \$22k total, \$10k for individual and family therapy provided by Richstone, \$12k (\$4k each) for 3 counseling interns from LMU. Not in the budget yet.
Motion to approve \$22k funding for School Counseling program.
First: Don Brann, Second: Gary Wayland, Motion approved.
- Early College Director -- Sue Beauregard -- has consulted with Da Vinci on Early College curriculum development and program implementation. Matt Wunder requests \$15k payment for her work July 1, 2009-June 30, 2010. Cannot pay in advance. Request denied.
Motion to pay Sue Beauregard \$15k in planning year; move the amount budgeted in consulting services in year 1 to planning year.
First: Don Brann, Second: Cheryl Cook, Motion approved.
- California Charter School Association (CCSA)
Motion to authorize staff to join at the appropriate time.
First: Don Brann, Second: Gary Wayland, Motion approved.
- Teacher Salary Matrix – strategic compensation, merit based.
 - Base salary of \$42,950 is lower than other districts.
 - \$5000 start-up bonus in first year of Da Vinci's operation; in subsequent years there are other opportunities to earn extra salary.
 - Additional \$21,600 for 12 years of experience. Teaching candidates so far are at various positions in the pay scale; 3-4 people at the top and several new teachers coming through Teach For America who would be paid less.
 - Compensation is the largest expense and will be up for discussion many times.
Motion to approve teacher salary matrix with the understanding that it can be restructured in future.
First: Don Brann, Second: Cheryl Cook; Motion approved.
- Principal and Executive Director Job Descriptions
 - To be discussed at next board meeting.
- Bookkeeper -- request to hire Maria Mora for bookkeeping services, includes managing grants and reconciling all accounts; rate is \$25 per hour.
 - Action for Matt Wunder: bring Maria Mora's resume to next meeting.
 - Action for Tom Cox and Gary Wayland: talk about division of financial duties.
 - To be discussed at next board meeting.
- Parent of accepted student cannot volunteer due to legal issue; will be given a letter stating that s/he cannot volunteer and that 20 hour requirement will be waived.
 - For information only, no approval requested.

Upcoming Dates

Next meetings: May 7th, 9am-11am and May 21st, 9am-11am.

Adjournment

Meeting adjourned at 12:16pm.