



**Da Vinci Schools Board of Trustees  
Meeting Minutes  
August 25, 2014**

Don Brann, Vice President	Matthew Wunder, Chief Executive Officer, Da Vinci Schools
Cheryl Cook, Secretary	Tom Johnstone, Superintendent, Wiseburn School District
Brian Meath, Treasurer	Chris Jones, Director of Curriculum, Instruction & Technology, WSD
Art Lofton, Trustee, via conference call	Tom Cox, COO, Da Vinci Schools
Israel Mora, Trustee	Steve Wallis, Principal, DVS
Jennifer Morgan Trustee	Kate Parsons, Principal, DVD
	Michelle Rainey, Principal, DVIA
	Nathan Barrymore, Principal, DVC
	Carla Levenson, Director of External Relations, Da Vinci Schools
	Sharon Coulter, Director of Development, Da Vinci Schools.
	Allegra Williams, Director for Special Education
	Miles Denniston, Charter School Management Corporation
	Jhezrel Valentine, Executive Assistant, Da Vinci Schools

**Call to Order**

Meeting was called to order at **5:30 P.M.** by **Dr. Don Brann**.

**Approval of Minutes:**

**Minutes from June 25, 2014 were approved:**

First: **Israel Mora**; Second: **Cheryl Cook**; Motion carries: **5-0**

**Board Approvals:**

**#1, #4, #6-#19, #21-#22, #25-#25**

**Approvals were approved:**

First: **Jennifer Morgan**; Second: **Cheryl Cook**; Motion carries: **4-0**

**Board Approvals Pulled:**

**#2, #3, #5, #20**

**Approvals were approved:**

First: **Cheryl Cook**; Second: **Israel Mora**; Motion carries: **5-0**

**Board Approvals Pulled:**

**#23**

First: **Israel Mora**; Second: **Cheryl Cook**; Motion carries: **5-0**

**Note:**

**Mr. Meath arrived at 6:10 P.M., after the voting occurred.**

**From the Board** -- No comment from the board.



### **Capital Campaign Update:**

#### **Sharon Coulter, Director of Development**

Mrs. Coulter reports that currently we are in the campaign planning phase, which began in July 2014 and will last through the end of September 2014.

- Recruited Campaign Cabinet and schedule regular meetings
  - Develop vision, Case Statement (internal and external document)
  - Drafted Campaign talking points for staff and leadership
  - Drafted responses to potential questions that are anticipated
  - Created a list of naming opportunities
  - Created a gift pyramid (prospective donors: individuals, foundations, corporations, vendors)
  - Identified short list of individuals to be recruited to an external campaign – Steering Committee representing “lead” gifts, meant to inspire others to give at a high level
  - Next steps are to approach those individuals identified for Campaign Steering Committee and secure lead gifts and have them help to identify other potential donors
  - Mrs. Coulter handles day-to-day planning operations, while Mrs. Debra Bronow consults with the overall strategy of the campaign.
- ✚ **Trustees request a report on the Bronow Group, fundraising and Capital Campaign efforts at an upcoming meeting in order to understand the big picture.**

### **Special Education Update:**

#### **Allegra Williams, Director in Special Education**

Special Education At-A-Glance: 2014-2015

- **Caseloads per Site:**
  - ✓ L-12: 149 students (10% of student population)
  - ✓ Communications: 10 (no pending assessments)-7%
  - ✓ Design: 61 (with 2 pending assessments)-12%
  - ✓ Innovation Academy: 37 (with 2 pending assessments)-12%
  - ✓ Science: 41 (with 1 pending assessment)-7%
  - ✓ NPS placements: 2\* (\$135/per day for Non-Public School)
- **Staffing per Site:**
  - ✓ Communications: 1 FTE
  - ✓ Design: 3FTE
  - ✓ Innovation Academy: 3 FTE
  - ✓ Science: 2 FTE
  - ✓ 1 Academic coach supporting DVD and DVS
- **Range of Eligibility Categories**
  - ✓ Autism: 24 (require more attention from teachers)



- ✓ Emotional Disturbance: 1
  - ✓ Intellectual Disability: 2
  - ✓ Multiple Disabilities: 1
  - ✓ Orthopedic Impairment: 1
  - ✓ Specific Learning Disability: 61
  - ✓ Other Health Impairment: 30
  - ✓ Speech/Language Impairment: 29
- **Impact on Master Schedule**
    - ✓ Students transitioning out of an SDC placement
    - ✓ Students who are unable to access Algebra 1/Integrated Math 1 curriculum
  - **Curriculum Needs**
    - ✓ Functional/life skills support
    - ✓ Math remediation support
    - ✓ Decoding/reading support
    - ✓ Vocational skills development  
(Students who can't get a diploma – we have to show that they're leaving us with some skills)
  - **Additional points to consider**
    - ✓ RSP teachers needs to offer extended learning center support and is unavailable to push into general education classes
    - ✓ Students unable to meet minimum state requirements for graduation will be counted as drop outs and are eligible for Da Vinci funded services until age 22 (Responsible for funding services until they're 22 years old.)

### **Financial Update**

Mr. Denniston brings to the board's attention that the report still shows from July 2013 – May 2014, stating that we are still in the one time a year where it takes a long time to close the month. Further stating that we still have major revenue accruals that are not in the system (property taxes and special education being the two biggest ones). Mr. Denniston anticipates having the updated information by the end of this week. Once the information is received they will be able to produce the Unaudited Actuals for school year 2013-2014. Currently information is what has already been presented at previous board meeting.

Mr. Cox states that in previous years the bulk of the expenditures were in the County account. Talking to auditors it was decided that it would be best to have CSMC prepare reports. The County will get that information to CSMC but, must first finalize it from the County's end.



Mr. Mora asks will any of the information received give us more clarity about how we'll be funded for 2014-15. Will it change what our current budget is for 2014-15?

Mr. Denniston reports that for 2013-14 no one gets paid for the settled upon amounts until July 2014. Now that that has happened, for 2014-15 we will be paid for the rate that it is *believed* we should be receiving for the entire year. The reason we say *believe* is because we still report in October, data that will determine our final count for 2014-15. Until you know exactly what your student count is for this year, you are not going to know what the funding will be.

Mr. Denniston continues that what we budgeted for 2014-15 is slightly lower than what our actual rates will be.

Dr. Wunder states that enrollment numbers typically take a few weeks to level out.

**Mr. Cox reports the following:**

	<u>Total Da Vinci Charters</u>	<u>Total Da Vinci % of Reserve</u>
<b>2011-12 Ending Balance</b>		
Unrestricted	1,620,114	19.3%
Restricted – SPED	500,626	06.0%
<b>Total Ending Balance</b>	<b>2,120,740</b>	<b>25.3%</b>
<b>Total Expenditures</b>	<b>8,380,340</b>	
<b>2012-13 Ending Balance</b>		
Unrestricted	1,844,633	18.3%
Restricted – SPED	577,448	05.7%
Restricted – Next Gen/Other	477,000	04.7%
<b>Total Ending Balance</b>	<b>2,899,081</b>	<b>28.7%</b>
<b>Total Expenditures</b>	<b>10,085,443</b>	
<b>Balance</b>	<b><u>Total Charters</u></b>	
<b>2012-13 over 2011-12</b>		
<b>(Unrestricted)</b>	224,519	

Mr. Meath asks will the 2012-13 ending balances be reduced on a one-time bases for the CDE glitch.

Mr. Cox reports that it will.

- ✚ **Mr. Mora requests that the Board receives a copy of the Unaudited Actuals as soon as it becomes available.**



### **Operational Goals**

Dr. Wunder states that we wanted to share with the Board our goals. Instructing the Board that at the next board meeting, the Board should feel free to report back if there might be certain goals that should be prioritized; or if there's any clarification that is needed on any of the goals.

Dr. Brann asks that when you see a goal such as #2 DVS: Cultivating grit, for example, – is there a timeline, plan, possibly things needed to purchase in order to fulfill the goal? How do we measure if we've *cultivated grit*, or some of the other operational goals?

Dr. Wunder explains that those are the types of questions that we would like to have asked at our next meeting.

Dr. Brann asks for clarification, if the goals should be seen as something *to pay close attention to, put resources or extra emphasis on*. Further stating that he's okay with the goals that are listed but, we need to spend time thinking about how exactly we are going to accomplish them so that at the end of the year we'll be able to ascertain if we did them or not.

Dr. Wunder explains that the struggle is we know how to go about doing it, it's a harder task to measure. Particularly, when you boil down qualitative data to a quantitative number.

- ✚ **Dr. Brann would like to see something behind each measure which outlines *how* the task will be accomplished.**
- ✚ **Trustees are asked to read over the goals and report back at next meeting any feedback relevant to prioritizing the goals or clarification on any of the goals.**

### **Closed Session**

Meeting entered into Closed Session at **6:30 P.M.**

### **Adjournment**

Meeting reconvened from Closed Session and was adjourned at **7:45 P.M.**

- ✚ **Denotes action item**