



Da Vinci Board of Trustees Meeting

Monday, July 17, 2017

Minutes

Call to Order

The Regular Da Vinci Board of Trustees Meeting was called to order at 6:58 p.m. by Dr. Donald Brann, Vice President.

Attendance

Members present:

Dr. Donald Brann, Brian Meath (via phone), Jennifer Morgan, Roger Bañuelos

Administrators present:

Dr. Matthew Wunder, Chief Executive Officer, Da Vinci Schools

Dr. Chris Jones, Chief Operating Officer, Da Vinci Schools and Deputy Superintendent, Wiseburn Unified School District

Marshall Mayotte, Chief Financial Officer, Da Vinci Schools

Dr. Mary Ring, Chief of Student Services, Da Vinci Schools

Tom Cox, Chief Financial Officer Emeritus, Da Vinci Schools

Steve Wallis, Principal, Da Vinci Science

Steve Rabas, Director of Fiscal Services, Da Vinci Schools

Alison Wohlwerth, Administrative Manager, Da Vinci Schools

Public Comments

No comments.

From the Board

Mr. Bañuelos recognized and thanked all Da Vinci teachers working at the Da Vinci summer camps. Two of his sons are enrolled and one is a camp leader, and they're all having a great time. He went on to say that the summer camp program brings Da Vinci closer to the community by familiarizing younger students and their families with the Da Vinci schools earlier. Ms. Morgan added that her daughter is a summer camp leader for the younger age group, and the Dana Youth & Government students are attending a Da Vinci camp, too. Dr. Brann mentioned that the Manhattan Beach Roundhouse's co-director is a former student of his; during Dr. Brann's visit to the Roundhouse, he learned that several of the Roundhouse camp students were Da Vinci students.

From the CEO

No comments, but Dr. Wunder gave Dr. Jones time to give an Enrollment update.

Dr. Jones presented enrollment information that has been compiled by Da Vinci Schools' Enrollment Coordinator, Maria Venegas, and Director of External Relations Carla Levenson. Dr. Jones was interested in data regarding Wiseburn residents. The percentage of Dana Middle School students who have enrolled in Da Vinci Schools for the 2017-18 school year is 82%. Last year the percentage was 81%, which is a far cry from the days when it was 31%. Dr. Jones believes plateauing at this \approx 80% percentage is healthy. 100% of Wiseburn residents who submitted their applications by the priority application deadline received their first choice of school. Two students with priority, who turned in a late

application, have opted to remain on the waitlist for their first choice, having declined an offer of admission to their second or third choice Da Vinci school.

Looking at Wiseburn residents returning to the district (non-Dana Middle School students), current enrollment for 2017-18 stands at 32 students. Previously, such students numbered in the teens. Ten 10th-12th grade transfer students are returning to the Wiseburn district. Two of those will likely go to Da Vinci RISE High.

Looking at El Segundo residents applying to Da Vinci Schools, it is evident that it is extremely difficult to win the admissions lottery without an enrollment priority. A total of three El Segundo residents were enrolled for the 2017-18 school year. Two of them (the child of an employee, and a student on a permit to the Wiseburn Unified School District), had an enrollment priority. Only one El Segundo resident won the lottery outright, of the eleven El Segundo residents who applied to Da Vinci high schools.

Dr. Jones went on to say that well over 50% of Da Vinci Innovation Academy students go on to Da Vinci high schools. Dr. Brann thanked Dr. Jones for his report.

Construction/Facilities Update

Dr. Wunder said that the Facilities subcommittee will tour the new school site on Thursday, July 20, at 9 a.m. They will see where reality and optimism meet. Dr. Jones has been working nights and weekends on contingency plans. According to Dr. Jones, issues revolve around fire/life/safety, which started with the changeover of the electrical contractor. There have been other issues with the site soil and parking lot.

It was mentioned that fire/life/safety clearance must cover the whole building, and El Segundo's commissioning agent must sign off. Mr. Bañuelos explained that the agent who represents the school district tests all the systems. The construction firm does its own testing, but the commissioning agent validates the systems. Prior to that, the fire alarm systems have to be signed off by the inspector of record, the architect, and the local fire marshal. It's more difficult with a new building, since there's no previous validation or occupancy approval. In the case of a school modernization/renovation, there is the option of setting a fire watch monitor.

School will start as scheduled on August 22. Dr. Wunder said that Vince Madsen, Wiseburn Director of Facilities Planning, is optimistic the site work will be done prior to 8/22. But whether fire/life/safety can be validated in time is the question. Dr. Jones added that whatever happens, we'll make it work. Dr. Wunder said that an announcement must be made by August 12.

Approval of Minutes

The minutes of the Special June 16, 2017 meetings were approved as follows.

Meeting #1

Motion to Approve: Ms. Morgan Seconded: Mr. Bañuelos Vote: 4-0-0

Meeting #2

Motion to Approve: Ms. Morgan Seconded: Mr. Bañuelos Vote: 4-0-0

Financial Update

Mr. Mayotte said that he has been on the job for two weeks, working closely with Tom Cox, Chief Financial Officer Emeritus, and Steve Rabas, Director of Fiscal Services. Mr. Mayotte went on to say that Da Vinci Schools are unusual due to their number of diverse programs.

Mr. Mayotte spoke of his charter school background that started in 2006. He served as a Chief Business Officer of a charter school. During his charter career, including the recession years, his schools never experienced furlough days, or sold receivables, never had negative net income, and never had to cut major education programs. In fact, during the recession, his schools increased spending.

Regarding Da Vinci Schools, Mr. Mayotte's thoughts and goals:

- Agreed with the previous CFO that teacher salary trends may create financial complications in the future. He indicated staffing levels are higher than traditional schools. He also said that the school needs more policies and procedures, but that is common with charter schools. He indicated he will take time creating them since they should be created with the schools' culture in mind.
- He then went over his short-term goals, such as:
 - Learn and understand the schools' SWOT (strength, weaknesses, opportunities and threats), the schools' culture and staff personalities, and job roles.
 - Find Da Vinci's long-term academic, financial and operational objectives and build a strategic budget template based on those objectives.
 - Look at the budget from an economic standpoint rather than an accounting standpoint.
 - Set reasonable benchmarks and create a plan to reach them
 - Make the budget zero-based: look at each school as if it's new and evaluate and see if costs are necessary rather than trending costs from year to year.
 - Reduce or eliminate the school's dependence on non-governmental financing like donations.
 - Create operational and managerial benchmark tools, so that better efficiencies can be obtained to weather multi-year economic downturns.
 - Focus on unhealthy variances and negative key performance indicators and correct them (e.g. management by exception in the beginning years).
 - Implement new systems to make data more accessible.
 - Work closely with staff to implement system changes, if any.
 - On-board staff to improve their financial decision-making at a more local level.
 - Change vendors based on core competencies, so generalists are part of the staff and specialists are outside consultants to avoid the Peter Principle.
 - Define success in order to move towards those objectives.
 - As the schools have gotten bigger, some of the overhead costs are moving at the same rate. This may be due to the systems in place. There is a need to provide tools to the staff to increase their capacity, but not their workload. Teach them to use tools, and take down working silos to work more as a team to create job redundancies and drive efficiencies.
- Mr. Mayotte said the timeline is going to be difficult.
 - Year one is for observation.

- Year two is for financial and strategic planning and beginning some implementation.
- Year three, based on the financials, is for seeing whether or not implementation needs to move faster or slower.
- Year four and beyond are for building a culture that focuses on continuous improvement (*Kaizen* philosophy). The goal is to reduce overhead costs while maintaining academic excellence.

Mr. Mayotte concluded by saying that he'll provide numbers at the next meeting, which should get better over time as he builds out his financial models. Dr. Wunder added that one of the impressive things Mr. Mayotte shared with him was that he prefers to work with people, as opposed to working from the top down. Mr. Mayotte said that he's a resource to help the schools manage their money well in order to benefit students. Dr. Wunder believes that Mr. Mayotte will receive lots of support from staff and the Trustees.

Consideration of Chief Executive Officer Contract

The Chief Executive Officer's contract was reviewed and approved, with the possibility of making any changes retroactive to July 1, 2017.

Approvals

Item #12 was removed from the agenda by consensus of the Board; it is a procedure that does not require Board approval.

Items #8, 13, 15, 16 were pulled from the Approvals list for further discussion/clarification.

Items #1, 2, 3, 4, 5, 6, 7, 9, 10, 11, 14 were approved as follows:

Motion to Approve: Ms. Morgan Seconded: Dr. Brann Vote: 4-0-0

Item #15 (Master Contract)

Discussion – change to funding 5 years ago; funding responsibility now lies with districts. Wiseburn Board has approved the six month funding. MR is providing active oversight.

Approved as follows:

Motion to Approve: Mr. Bañuelos Seconded: Dr. Brann Vote: 4-0-0

Item #16 (ERC CTE grant)

Discussion – we believe we're competitive for these grants. Dr. Jones said that four of the nine pathways are ready to go in terms of credentials. ERC worked on the CTEIG grant. Perhaps a coordinator may be paid for out of the grants. The RFP for the CTE Facilities Grant has not yet been released from the CDE – the governor has to sign off on it.

Approved as follows:

Motion to Approve: Ms. Morgan Seconded: Mr. Bañuelos Vote: 4-0-0

Closed Session

Closed Session was entered at 8:06 p.m.

1. Evaluation of Chief Executive Officer (Gov. Code §54957)

Public Session reconvened at 8:49 p.m.

Closed Session Reporting

No action was taken in Closed Session.

Approvals

Item #8

The consensus of the Board is to set the Director of Employee Support Services salary at \$115,599 (Step 7, with no further steps) for 2017-18 school year, retroactive to July 1, 2017.

Approved as follows:

Motion to Approve: Ms. Morgan

Seconded: Mr. Bañuelos

Vote: 4-0-0

Item #13

The three-year Chief Executive Officer Contract, effective from July 1, 2017 to June 30, 2020, will be signed by Board President Chet Pipkin in the near future. (\$237,900 salary for the 2017-18 year, with non-automatic increases of 3% per year.)

Motion to Approve: Ms. Morgan

Seconded: Mr. Bañuelos

Vote: 4-0-0

Adjournment

The meeting was adjourned at 8:56 p.m.

The next Regular meeting of the Board of Trustees will be on Monday, August 28, 2017 at 5:30 p.m.



**Da Vinci Schools Board of Trustees Meeting
Monday, July 17, 2017**

Wiseburn Unified School District Board Room
13530 Aviation Boulevard, Hawthorne CA 90250

Board Approvals – Voting Results

1. Approve the following new hires for the 2017-2018 school year.

staff:	position:	level:	site:
Elizabeth Smit	Teacher	1 (w/ masters)	DVC
Patricia Foxman	Administrative Services Manager	2	DVC
Jay Lee	Resource Teacher	10 (w/ masters)	DVD
Sally Flores	Teacher	3	DVD
Jason White	Teacher	20	DVD
<u>Adamilka Wood</u>	Teacher	12 w/ masters	DVD
<u>Chantal Tejaratchi</u>	Teacher	11 w/ masters	DVD
Marc Pioch	Teacher	20 (w/ masters)	DVX

Approval: Yes Motion: 1st Ms. Morgan 2nd Dr. Brann Vote 4-0-0

2. Approve the following Da Vinci RISE High new hires for the 2017-2018 school year, to be reimbursed by RISE Charter LLC.

New hire:	position:	level:
<u>Meika Nwaomah</u>	Teacher	2 (w/ masters)
<u>Gerald Zaplaw</u>	Teacher	24 (w/ masters)
Jose Cruz	Office Manager	1

Approval: Yes Motion: 1st Ms. Morgan 2nd Dr. Brann Vote 4-0-0

3. Ratify paid internship positions for six Da Vinci students to support the IT department for a period of six weeks from July 3 through August 11, 2017 at an hourly rate of \$12/hr. Hours not to exceed 20 hrs per week/each. To be paid out of General Budget: Hourly Salaries.

Approval: Yes Motion: 1st Ms. Morgan 2nd Dr. Brann Vote 4-0-0

4. Approve extension of Director of Fiscal Services employment until August 31, 2017 at employee's current monthly rate.

Approval: Yes Motion: 1st Ms. Morgan 2nd Dr. Brann Vote 4-0-0

5. Approve summer academic coach hours for the month of July for the following employees who are supporting summer school.

Name	Total hrs	Pay rate/hr	Not to exceed	Dates
Geraldine Lopez	26 hrs/wk	\$16.40	\$1,750	7/3-7/31
Tim Davis	20 hrs/wk	\$20.50	\$1,300	7/3-7/21

Approval: Yes Motion: 1st Ms. Morgan 2nd Dr. Brann Vote 4-0-0

6. Approve the resignation of the following employees.

Employee	Site	Position	Effective
Nate Arcila	DVIA	Academic Coach	June 28, 2017
Joseth Alexandre	DVD	Teacher	June 30, 2017
<u>Andrea Dallochio</u>	DVD	Teacher	June 30, 2017

Approval: Yes Motion: 1st Ms. Morgan 2nd Dr. Brann Vote 4-0-0

7. Ratify the resignation of Nathan Barrymore, former Principal of Da Vinci Communications, effective June 30, 2017.

Approval: Yes Motion: 1st Ms. Morgan 2nd Dr. Brann Vote 4-0-0

8. Approve transition of Director of Employee Support Services to a salary schedule equivalent to the School Principal salary schedule and place Yolanda Saldaña-Bautista on level 7 of the schedule effective July 1, 2017. Approved as follows: The Director of Employee Support Services salary will be set at \$115,599 (Step 7, with no further steps) for 2017-18 school year, retroactive to July 1, 2017.

2017-18	1	2	3	4	5	6	7	8	9
Principal	96,851	99,756	102,749	105,831	108,963	112,232	115,599	119,067	122,639
	10	11	12						
	126,318	130,108	134,011						

Approval: Yes Motion: 1st Ms. Morgan 2nd Mr. Bañuelos Vote 4-0-0

9. Approve hourly summer rate of \$35 per hour for Da Vinci Design teachers Ivan Villanueva, Maddy Haderlein, Nieema Peyrefitte*, Russell Stoll, and Frank Solis to support incoming staff for up to five hours in July. To be paid out of DVD General Budget: Teacher Extra Duty. Not to exceed \$1,050. *Nieema Peyrefitte may support two staffers.

Approval: Yes Motion: 1st Ms. Morgan 2nd Dr. Brann Vote 4-0-0

10. Approve John Fernandez, Albert Gonzalez, and Jesse Corral to mount and wire LCD projectors and screens at a total cost of \$25,000. To be paid out of General Budget: Salaries. John: \$50/hr x 80 units x 2.5 hours = \$10K; Jesse: \$50/hr x 80 units x 2 hours = \$8K; Albert: \$35/hr x 80 units x 2.5 = \$7K. In comparison, Lightwerks bid installation at \$125,000. Installation of screens and projectors are estimated to take 2.5 hours per room (72 classrooms and 8 conference rooms).

Approval: Yes Motion: 1st Ms. Morgan 2nd Dr. Brann Vote 4-0-0

11. Approve hire of two consultants for the 2017 Da Vinci Science Robotics Summer Camp, at a total amount not to exceed \$4,000. To be paid out of Summer Camp revenue.

Approval: Yes Motion: 1st Ms. Morgan 2nd Dr. Brann Vote 4-0-0

12. Approve the Academic Coach special Education Assignment Process (This item struck from the agenda)

Approval: REMOVED Motion: 1st _____ 2nd _____ Vote _____

13. Approve three year contract for Chief Executive Officer. Copy of contract available from Human Resources.

Approval: Yes Motion: 1st Ms. Morgan 2nd Mr. Bañuelos Vote 4-0-0

14. Approve additional website costs of \$14,000 for Zumwinkle.com (\$12,000) and Kevin Hunley (\$2,000) to implement Level AA web accessibility compliance requirements, audit and reporting, staff training, and additional development costs. To be paid out of General Budget: Consultants (\$12,000), and Advertising (\$2,000).

Approval: Yes Motion: 1st Ms. Morgan 2nd Dr. Brann Vote 4-0-0

15. Approve Master Contract and Individual Service agreement for a student requiring a residential treatment center placement for the 2017-18 school year in an amount not to exceed \$253,000. The SW SELPA will reimburse the Da Vinci Schools for the mental health services and the board and care component of the Master Contract in an estimated amount of \$200,000 based on the special education fiscal allocation plan.

Approval: Yes Motion: 1st Mr. Bañuelos 2nd Dr. Brann Vote: 4-0-0

16. Approve Education Research Consultants' (ERC) Service Agreement for \$40,000 for four (4) additional Pathways for the Career Technical Education Facilities Grant. To be paid with one-time state monies. (Original contract approved by Board in February, 2017.)

Approval: Yes Motion: 1st Ms. Morgan 2nd Mr. Bañuelos Vote: 4-0-0

APPROVED