



Da Vinci Board of Trustees Meeting

Monday, November 27, 2017

Minutes

Call to Order

The Regular Da Vinci Board of Trustees Meeting was called to order at 7:12 p.m. by Dr. Donald Brann, Vice President.

Attendance

Members present:

Dr. Donald Brann, Jennifer Morgan, Israel Mora, Roger Bañuelos

Administrators present:

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

Dr. Chris Jones, Chief Operating Officer, Da Vinci Schools

Marshall Mayotte, Chief Financial Officer, Da Vinci Schools

Dr. Scott Weatherford, Principal, Da Vinci Communications

Kate Parsons, Principal, Da Vinci Design

Steve Wallis, Principal, Da Vinci Science

Michelle Rainey, Principal, Da Vinci Innovation Academy

Yolanda Saldaña-Bautista, Director of Employee Support Services, Da Vinci Schools

Carla Levenson, Managing Director of External Relations, Da Vinci Schools

Natasha Morse, Director of Real World Learning, Da Vinci Schools

Alison Wohlwerth, Administrative Manager, Da Vinci Schools

Public Comments

No comments.

Presentation: DVX Graduate

Dr. Wunder introduced Ricky Sierra, the first Da Vinci Extension (DVX) graduate. She earned her Associate's degree from Southern New Hampshire University (SNHU). Ms. Sierra said that she has been a Wiseburn student since Kindergarten, and graduated from Da Vinci Design. She attended Sonoma State University for one semester, but it wasn't a good fit. She contacted Kim Merritt, Director of Da Vinci Extension, and joined the DVX-SNHU program, which is a two-year program containing 60 units, or 20 classes. She earned an Associate's degree in about 5 months, from January 2017 to July 2017, participating in online, self-paced classes four days a week, while employed. Online schooling was different, but she learned time management skills and adapted to the program. She is continuing to attend courses at El Camino College and UCLA Extension through DVX, and is applying to transfer to a UC or CSU as an upper division junior. The Trustees congratulated Ricky, and invited her to keep them apprised of which school she chooses. Dr. Brann thanked Kim Merritt, who was absent due to illness. He said that this is what the Trustees love to see: the results of the innovative thinking and hard work of the faculty, administration, and students.

From the Board

Mr. Mora spoke about the wonderful first day of school and how things have been going well from what he's seen. Mr. Bañuelos said that it's wonderful to see the students here, and thanked everyone for their hard work in making it possible. Ms. Morgan also spoke about the new building and the effort it

took to get here. She said the community is so fortunate, and she is looking forward to the Grand Opening event. Ms. Morgan also said she had heard that the RISE High and Da Vinci Extension students are happy in their new location, because it feels like a real school.

Dr. Brann spoke of the historic day on November 8, when students moved into the new facility. He added that the students' energy as they entered the building must have lit up El Segundo for five days, and that it's great to be part of these times.

From the CEO

Dr. Wunder acknowledged Mr. Mora, Mr. Bañuelos, the Wiseburn Unified School District Board, Superintendent Johnstone, and Vince Madsen, who did the heavy lifting for the project. He also acknowledged the principals who have built the programs that go into the building, who have been doing this for a long time, as well as Dr. Jones, Facilities Director John Fernandez, the facilities staff, the IT staff, and Chief Financial Officer Mr. Mayotte, and the Wiseburn Board, all of whom have put in so much effort on a very complex project, in the name of doing what's right for students.

Mr. Mora said that he and the WUSD Board felt that their job was to shoulder the responsibilities of construction to free up the Da Vinci administration and faculty to focus on the students, the curriculum, and the work they've been doing all along.

Dr. Brann spoke about the people, the programs for the students, and the pride that the community feels. He said that the incredible facility will make the programs even better, and show the students how much the adults in their lives care. That's the message being sent to students now as it has been for 25 years in the Wiseburn district.

Financial Update

Mr. Mayotte gave a financial update in which he mentioned presenting the audited financial statements at the December 18 Board meeting, and various services being employed for personnel, travel, and nutrition services assistance. He also spoke about expenses such as equipment, retirement benefits, cell phones, and the ramifications of the move-in delay at 201 N. Douglas Street, and said that he is working with legal counsel on fiscal policies. Mr. Mayotte also discussed the dollar threshold for Board approval and the recommendations of legal counsel on the subject.

Mr. Mayotte also discussed his current financial report, the changes he is making, and that figuring allocations at the end of the year from one "pot" of funds should be more accurate. Dr. Wunder added that Da Vinci chooses to track costs at each individual school in order to discover whether or not each school lives within its means, or if in some years, whether or not some schools subsidize others. Dr. Wunder said that the Board will make all final decisions on budget but will be highly informed by the individual school leadership.

Mr. Mayotte will work on developing a system to run different scenarios, and to provide information such as comparisons between Da Vinci and other schools, and separation between direct and indirect costs, in order to make decisions and begin to solve problems.

Mr. Mora inquired whether or not Mr. Mayotte would continue to use CSMC for financial assistance. Mr. Mayotte's response was that he will be consolidating the various services, beginning with PeopleSoft; he is still using CSMC for financial compilation, and wishes to use their services for payroll.

Facilities Update

Dr. Jones thanked the 201 team, who put in long hours in preparation for the move. He said that what he's seen so far has been incredible. The students seem to instinctively understand how to use the spaces in their schools. He says that issues with the ground floor will get better when Phase 2 is in place. Lunch time has a great flow: at the end of the day, 1,400 students have eaten lunch, and Dr. Jones has yet to see a mess anywhere.

Traffic, not parking, has been the issue. After the first day, we have not impacted the community traffic. The biggest change that was made is that the lane in front of the school is blocked off during morning drop off and afternoon pick up. He says the current system in the afternoons is labor-intensive and not sustainable. There are 45 minutes of nonstop traffic in and out of campus. He said time is needed to observe and come up with solutions.

Discussion about parking and transportation methods ensued: Da Vinci uses a permit system for staff and students. 67 student permits have been issued, and there is room for growth. An estimated 100 to 150 students walk to and from school (many more students walk home than walk to school). About 50 students bike to school, and another 50 use skateboards. Parent volunteers on the corner of El Segundo Blvd. have provided extra sets of eyes. Students appear to be following traffic safety rules. Uber and Lyft drivers are proving a problem, since dozens of students use them at dismissal, and the drivers have no knowledge or incentive to follow our rules.

Dr. Brann credited Dr. Jones' ability to work out logistical issues. Ms. Morgan asked about IT issues. Dr. Brann mentioned cell phone reception issues. Dr. Jones said everything is being fine-tuned.

Approval of Minutes

The minutes of the Regular October 17, 2017 meeting were approved as follows.

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

Approvals

Items #2, 3, 5, 8, 9, 11 were pulled for further discussion.

Items # 1, 4, 6, 7, 10 were approved as follows:

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

Item #2:

Clarification of the number of students for whom college application fees will be paid (from the college application scholarship fund) was given.

Item #2 was approved as follows:

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

Item #3

Mr. Bañuelos asked about the budgets involved in the Educator Effectiveness grants. Mr. Mayotte clarified the rationale for the amount budgeted for training.

Item #3 was approved as follows:

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

Item #5

Legal counsel recommended someone on the Board review and approve the CFO's and CEO's credit card usage. Mr. Meath wanted the information made available to the entire Board, for transparency.

Item #5 was approved as follows:

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

Item #8

Discussion of the consultant's contract ensued. Mr. Mayotte stated that, having taken over a previously constructed budget, he is in the process of building a zero-based budget, which will include things like every consultant contract.

Item #8 was approved as follows:

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

Item #9

Mr. Bañuelos asked if this item should be deferred. Mr. Mayotte said that the requested Special Education support would relieve Dr. Ring and Ms. Johnson of clerical work to free them to focus on other duties. Ms. Morgan pointed out that it is a temporary position.

Item #9 was approved as follows:

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

Item #11

The need for the approval of the Resolution re: the DACA program was clarified.

Item #11 approved as follows:

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

Additional information on Item #10: Dr. Wunder spoke about Mr. Chet Pipkin's concern with the composition of the Board of the Da Vinci Schools Fund. Because of the lengthy, complicated paperwork involved in setting up the Fund, a Board of five would be used to start with, and then subsequent members could be added. Ms. Morgan and Mr. Mora said they were willing to serve on the Fund Board. Mr. Pipkin is willing to serve. Gary Wayland and Cindy Smet would be the other members.

Closed Session

Closed Session was entered at 8:27 p.m.

1. Anticipated Litigation

Significant Exposure to litigation pursuant to Gov. Code §54956.9(d.2 and 3.1):

Public Session reconvened at 9:12 p.m.

Closed Session Reporting

Dr. Brann reported that no action was taken in Closed Session.

Adjournment

The meeting was adjourned at 9:12 p.m.

The next Regular meeting of the Board of Trustees will be on Monday, December 18, 2017 at 6:00 p.m.

APPROVED



Board of Trustees Meeting
Monday, November 27, 2017
6:30 PM
Board Room
201 N. Douglas Street, El Segundo, CA 90245

Board Approvals - VOTED

1. Approve adding Item #11.

Approval: Yes Motion: Mr. Mora 2nd: Mr. Bañuelos Vote: 4-0-0

2. Approve the use of College and Career Readiness and general funds to pay for up to two college application fees and up to two SAT/ACT score fees for unduplicated count students who work with counselors on their college applications for all the Da Vinci High Schools.

Approval: Yes Motion: Dr. Brann 2nd: Mr. Mora Vote: 4-0-0

3. Approve the use of Educator Effectiveness and general funds to increase training and development expenditures by up to \$20,000 for Da Vinci Design and \$25,000 for Da Vinci Science. Of those amounts, \$5,000 from each school may be spent on para-professionals (e.g. office staff) at Southern New Hampshire university and UCLA Extension.

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

4. Accept the 1st Interim Financials for Da Vinci Schools (DVC, DVD, DVS and DVIA) as presented by management.

Approval: Yes Motion: Mr. Mora 2nd: Mr. Bañuelos Vote: 4-0-0

5. Approve the Board Treasurer to authorize the payment of any direct reimbursements to Da Vinci's executives and the CEO's credit card usage.

Note: The CFO's credit card is available for review; however, those transactions are done by the school's staff, not the CFO. The CFO will report his transactions through the reimbursement process which must be authorized by the Board Treasurer, and made available to the entire Da Vinci Board.

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

6. Approve the revised CSMC contract in order for them to take over Da Vinci's payroll from LACOE/PeopleSoft. The management cost is \$9,500.

Approval: Yes Motion: Mr. Mora 2nd: Mr. Bañuelos Vote: 4-0-0

7. Approve the Paybridge contract that CSMC uses for payroll management. Paybridge is their payroll vendor. The cost is ~\$40,500.

Approval: Yes Motion: Mr. Mora 2nd: Mr. Bañuelos Vote: 4-0-0

8. Approve renewal of Consultant's Service Agreement with Sharon Coulter for grant writing and development for 2017-2018 school year, retroactive to July 1, 2017 at a rate of \$85/hour, not to exceed \$46,000.

Approval: Yes Motion: Mr. Mora 2nd: Dr. Brann Vote: 4-0-0

9. Approve hiring of a temporary Executive Assistant/Contractor for under 30 hours per week to support Chief Student Services Officer and Director of Special Education. Total amount not to exceed \$30,000.

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

10. Approve the establishment of a separate non-profit organization to engage in fund raising to support Da Vinci Schools and its school community, and direct staff and legal counsel to form and obtain tax-exempt status for the corporation to be called the Da Vinci Schools Fund.

Approval: Yes Motion: Mr. Mora 2nd: Mr. Bañuelos Vote: 4-0-0

11. Approve the Da Vinci Schools Resolution 17/11.01 in Support of the Federal Deferred Action for Childhood Arrivals (DACA) Program.

Approval: Yes Motion: Mr. Mora 2nd: Dr. Brann Vote: 4-0-0