



**Da Vinci Schools Board of Trustees
Meeting Minutes
December 10, 2009**

Open Session

Meeting called to order at 9:13 a.m.

Board Members Present:
Chet Pipkin, President
Don Brann, Vice President
Cheryl Cook, Secretary
Gary Wayland, Treasurer
Art Lofton, Trustee

Staff Present:
Matt Wunder, Executive Director
Tom Johnstone, Wiseburn District Superintendent
Tom Cox, Wiseburn Chief Business Official
Nicole Temple, Principal

Visitors Present:

Susan Andriacchi, Recording Secretary

Marshall Vallelunga, Da Vinci Parent

From the Public

- No comments from the public.

Information from the Board

- Cheryl Cook received donations from the Ladera Heights Civic Association--\$500 to Da Vinci Schools and \$500 to Wiseburn School District.
- Art Lofton reported that an additional \$18k has been funded for the NG Innovation Lab
- Art Lofton will schedule the opening ceremony for the Innovation Lab in late January 2010.

Motion to approve minutes from November 12, 2009.

First: Brann; Second: Cook, Motion carries.

Discussion Items

Strategic Planning – Chet Pipkin

- The Board will set up a strategic planning committee to work closely with staff.
- Strategic planning is a continuous process, not a single event.
- Strategic plan looks forward 13 to 60 months; an operating plan is for the current year.
- Set strategic focus (what difference do we want to make?), use fact-based approach, establish metrics for success, formalize a shared belief which articulates the focus.
- Methodology includes internal and external surveys.
- Strategic Plan includes SWOT (Strengths, Weaknesses, Opportunities, Threats) and drives Operating plan and budgeting.
- The “Sweet Spot:” a successful plan incorporates elements of the organization, market, competition, and constituents; and has to be relevant, differentiated, scalable, and credible.



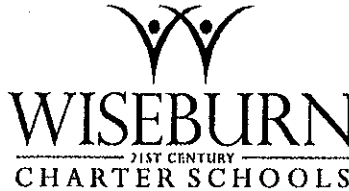
- Strategic Planning committee will report back to the Board at each meeting; first execution plan will be presented to the Board September 30, 2010 with quarterly updates going forward.
- Brown Act: you can have more than 2 members on committee if you post the agenda.
- Involve the stakeholders – staff, community, partners (e.g. granting organizations, businesses), involve the students as their time permits.
- Board Chair will propose members of committee and Board will ratify.
- Matt Wunder has draft presentation about the strategic planning process, will email this to the Board.
- Next steps for MattWunder: get list of names, set the content of the next 9 meetings, gather some initial data, finalize the launch date and end date.

Future Facility – Don Brann

- Draft document by Tom Johnstone and Tom Cox regarding options for the new facility was distributed to Board members with the agenda.
- WSD Board would like to have a joint Board meeting with Da Vinci's Board to make sure there is agreement on a direction to take; propose a meeting in January.
- Paul Escala, CCSA, will help guide Da Vinci through financing options when decisions are made about the facility.
- Direction from Board to staff: set up guidelines with square footage needs by specific dates. Draft document from Tom Johnstone specified how many students there will be each year; can extrapolate square footage needs.
- Next steps: Matt will ask WSD Board for possible dates for joint meeting; Don and Tom Cox will create a list of critical dates.

Interim Financial Report – Tom Cox

- Education code requires two documents to be filed in Sacramento, unaudited actuals in September and an audit report December.
- Three other reports required to be filed with authorizing agency (WSD) which then files them with LA County: Budget and two interim reports. County checks that they have been received.
- Interim report was distributed to Board members, Matt Wunder and Nicole Tempel.
 - Three-year report, includes current year plus two years in future.
 - Calculated revenue using average of 440 students and attendance rate of 96%, (currently operating at 98% so it's possible that income will increase as long as swine flu doesn't hit the high school population).
 - Put in new teachers for the next two years and additional expenditures.
 - Budgeting needs to be very conservative to mitigate risk of state budget cuts.
 - This report doesn't include 501(c)3 funds.
- The report will be signed by Tom Cox and Matt Wunder.
- Budget needs to be revised, but Tom Cox needs more time to review it with Matt Wunder and Nicole Tempel. Plan to have those revisions by the end of January, will incorporate any changes announced by the Governor on January 10th.



Plan to Address Advanced and Deficient Learners – Nicole Tempel

- Nicole Tempel, Steve Wallis and Erin Hughes created the plan.
- Feedback from staff – how to address gaps in students' educations when students are coming from 90 different schools. Also received feedback from some parents that students need to be challenged more.
- Answer is to use seminar time; seminars meet twice per week; in the 1st semester seminars have been electives.
- Seminars in 2nd semester are intervention/support, electives, or advanced options.
- Trying to get mentors from local industry to support the teachers in the seminars.
- Using SELPA money for academic coaches.
- Professional development in winter will address layered curriculum.
- This plan is to address parent concerns quickly. More changes will be made in the future.

Early College Program – Matt Wunder

- Matt Wunder has had discussions with Steve McAdam, Academic Chair of Product Design at Otis College, looking at ways for Otis College to support Da Vinci Design.
- Belkin International continues to support both schools, but their intellectual and creative resources have been aimed at Da Vinci Design.

Action Items

1. Approve Interim Financial Report
First: Brann, Second: Lofton, motion carries.
2. Approve Nondiscrimination Policy with the following amendments:
 - a. Add to the end of first paragraph "in any of its *classes*, programs or activities"
 - b. Add to the last paragraph: inquiries can be directed to the Board of Trustees if one doesn't feel comfortable going to the Executive Director.*First: Lofton, Second: Brann, motion carries.*

Closed Session

Adjourned to Closed Session at 11:09 a.m.

Reconvened to Regular Session at 11:30 a.m.

Declaration of items from closed session:

Matt Wunder will pursue going to CCSA to get a list of policies to be adopted.

Upcoming Events Next Board meeting Thursday January 14, 9-11:30 a.m.

Adjournment Meeting adjourned at 11:35 a.m.