



**Board of Trustees Meeting  
Meeting Minutes  
Monday, February 27, 2017**

Chet Pipkin, President	Matthew Wunder, Chief Executive Officer, Da Vinci Schools
Don Brann, Vice President	Chris Jones, Chief Operating Officer, Da Vinci Schools
Brian Meath, Treasurer	Kate Parsons, Principal, Da Vinci Design
Jennifer Morgan, Secretary	Steve Wallis, Principal, Da Vinci Science
Roger Bañuelos, Trustee	Kim Merritt, Director, Da Vinci Extension, Da Vinci Schools
	Kari Croft, Principal, RISE High, Da Vinci Schools
	Yolanda Saldaña-Bautista, Director of Employee Support Services, Da Vinci Schools
	Carla Levenson, Director of External Relations, Da Vinci Schools
	Natasha Morse, Director, Real World Learning, Da Vinci Schools
	Scott Weatherford, Director, Da Vinci Institute, Da Vinci Schools
	Tom Cox, Chief Financial Officer, Da Vinci Schools
	Steve Rabas, Director of Fiscal Services, Da Vinci Schools
	Alison Wohlwerth, Executive Assistant, Da Vinci Schools
	Tom Johnstone, Superintendent, Wiseburn Unified School District

**Call to Order**

Meeting was called to order at 6:00 PM by Mr. Pipkin.

**Public Comments**

No comments.

**Closed Session**

Meeting entered into Closed Session at **6:01 P.M.** to discuss employee compensation.

Meeting reconvened from Closed Session at **6:47 P.M.**

**From the Board**

Mr. Bañuelos thanked the teachers at Da Vinci Science, the volunteers from Northrop Grumman and Raytheon and the parents who all work with the Robotics team. The students put in long hours afterschool and on weekends for 10 weeks to prepare for competition. He is proud of their efforts. Dr. Brann added that what impresses him most is the presentation of the final product; the students are articulate and their public speaking skills will help make them great employees.

Ms. Morgan praised the Youth & Government team at Da Vinci Science, and thanked Mr. Pipkin for his support of the team. She is reminded of the ways in which Da Vinci Schools teaches students to be collaborators and leaders and gives them opportunities to participate and be part of a community. Ms. Morgan's daughter is part of a Youth & Government team of 12 students from different schools, and is enjoying her participation. She is very proud of all the students.

Mr. Meath appreciated Dr. Wunder's comprehensive information about the RISE High XQ Bus Stop event. He thanks the other Board members for their support. He will be meeting the City of El Segundo's representative regarding the Aquatics Center.

#### **From the CEO**

Dr. Johnstone has been working hard to support RISE, and Dr. Wunder and Ms. Croft appreciate his assistance.

#### **Approval of Minutes**

Minutes from January 23, 2017 and Minutes from Special Board Meeting on January 27, 2017 were approved with no changes.

**First: Dr. Brann**

**Second: Mr. Bañuelos**

**Motion carries: 5-0**

#### **Financial Update**

- 1) New site staffing, including custodial and more IT support based on the size of the building, is currently a focus.
- 2) Furniture: Mr. Vince Madsen has been working on reducing cost. One of the firms, Teknion, submitted a bid that is very close to what Da Vinci desired, \$1.563M. The Steelcase bid is \$2.37M. Steelcase has been given the opportunity to see the Teknion bid to make sure the items on each bid are comparable, and to perhaps improve their bid. Both companies need six to eight weeks to deliver the furniture, therefore, Da Vinci would like to get the order submitted at the end of March or early April, since the building will be ready to receive furniture in July. Next steps are to see if both companies return improved bids. Both are motivated to work with Da Vinci; they know our schools host many visitors from across the country and the globe, and are a showcase for furniture in an academic setting. Funding for furniture is 80 to 90% accomplished. Dr. Brann asked if the three high schools are going to be furnished the same way. Mr. Cox said they would be similar, but would vary depending on the program. Grants have provided the opportunity for new furnishings for labs. Da Vinci Communications will be furnished for future student body expansion. Both Teknion and Steelcase have offered to provide display furniture for common areas that will give Da Vinci the option to try out the furniture and purchase if desired. Mr. Cox further explained that there will be extra labs that will be furnished with another wave of funding. Dr. Wunder put in that Northrop Grumman has been working to build out the Innovation lab at Da Vinci Science, and in addition, through Mr. Lofton's leadership, is working to build out infrastructure for the Da Vinci Design and Da Vinci Communications labs, to help hold down costs. Chevron has also expressed interest in helping with the three chemistry labs.

- 3) Mr. Cox went on to discuss the finances of the schools. One-time money is being held in reserve for the one-time expenses that will be incurred with the move to the new building. For example, costs incurred in moving out of and removing the portable buildings on various campuses will be taken from one-time funds, and the resulting savings on rent will be used to pay for other costs. Dr. Brann asked about what will happen to the furniture that will no longer be used. Dr. Wunder responded that one option is to give it to other non-profit organizations, and the other is to sell it and use the funds for student programs. Mr. Cox added that most of the furniture currently in use was purchased with general funds, while some of it was purchased with Title 5 funds, and will continue to be used. More items were handed down from Dana Middle School.

Mr. Bañuelos asked about staffing; ongoing funds will be used for new staffing costs, new utility costs, etc. Returning portable buildings will result in additional savings that will be used for ongoing costs.

Mr. Pipkin thanked Mr. Cox for his financial expertise.

### **Presentations**

The **Biomedical Pathway** at Da Vinci Science was presented by Saya Wai, teacher of Biology and PLTW Medical Interventions. Grand Rounds is a project in the Medical Interventions class. In teams of three, students were given a set of symptoms in an imaginary patient, and had to work toward a diagnosis that they then presented to a panel of Da Vinci administrators, teachers, and staff. The top three groups were chosen based on scientific expertise, medical proficiency in patient interaction, and overall preparation. These teams will be presenting to physicians at Torrance Memorial Hospital on March 2. Dr. Kramer, a retired emergency specialist, found other physicians in various specialties to participate on the panel. The Biomedical Pathway is in its second year at Da Vinci Science, but this is the first time that a more community-oriented project has been undertaken.

The **Youth & Government program**, also overseen by Saya Wai, was presented by a group of participating students, who explained the mock legislature and court program which is in its sixth year at Da Vinci Science. The program encompasses Real World Learning. The students went to Sacramento for the Model Legislature and Court conference in the State Capitol and Court buildings. The Da Vinci students won a Delegation of Distinction honor for the second year in a row, out of a field of more than 90 delegations. Two Da Vinci delegates were chosen as Model UN Secretaries. The students also wrote legislation for mandating critical incident drills in educational institutions from Kindergarten through university. The Da Vinci bill was passed and was signed by the Youth Governor. Mr. Bañuelos asked about the size of Da Vinci group, and students responded that their group has 35 delegates. Mr. Pipkin was a member of Youth & Government when he was a student, and participated for many years beyond that in advising capacities, and as a member and Chair of the Youth & Government Board. Ms. Morgan told the students that their program exists thanks to the support of Mr. Pipkin.

A **Development update** was presented by Carla Levenson, director of External Relations. She spoke about the fact that there are two construction phases but four funding waves. We are currently focused

on Wave Two, for furniture. So far, \$718,200 has been raised. The first 50% for the deposit for furniture will come from one-time monies; the second 50% will come from fundraising. We have received checks from Belkin; the Ahmanson Foundation; the Smet Foundation; a pledge from Parsons Foundation, an anonymous pledge for \$100,000, a pledge from the Pipkin Foundation; Balfour Beatty; and pledges from the Board of Trustees. Ms. Levenson went on to discuss the pledge from Mr. Meath, Board Treasurer, who has promised to match any donation from the Board of Trustees, with the exception of Mr. Pipkin. There have also been five donations made by members of the Board of Regents (not including the Smet Foundation). Ms. Jen Cole is contacting all of the Board of Regents to ask for their support. There are two proposals pending for the Keck Foundation and the Grammy Foundation. The latter is more for name recognition, so that Da Vinci can be called a Grammy Signature School. Other discussions are in progress; Northrop Grumman has been working with the schools on the specialty labs, Chevron has been discussing the chemistry labs on each floor, and Gensler, Boeing, and Kinecta are in talks regarding the Professional Development Room on the first floor. The Development team is also reaching out to the Annual Fund large donors to see if they are interested in supporting the Capital Campaign, and the Wiseburn Education Foundation to see if they are interested in a legacy brick or plaque campaign. Ms. Levenson handed out documents in support of the campaign. Dr. Brann asked whether or not the legacy and recognition efforts are impinging upon the Aquatics Center fundraising. Dr. Wunder said that the Da Vinci team has been transparent regarding which organizations are being approached so that we are not competing with the Aquatics Center for funds. Dr. Brann clarified that he was concerned that any recognition campaign would not be offered for the same spaces that the Aquatics Center might use. Ms. Levenson made it clear that Da Vinci can fundraise using any space other than the Aquatics Center, and similarly, the Aquatics Center is limited to fundraising using only the Aquatics Center space.

Ms. Levenson talked briefly about the Annual Giving campaign, handing out pledge forms. She pointed out that both the Annual Giving and Capital campaigns are running simultaneously, and made an appeal for donations to both this year. She reminded the Trustees about Mr. Meath's matching challenge for the Capital Campaign. Mr. Cox pointed out that the Annual Giving campaign is part of the overall budget every year. Ms. Levenson said that \$57,000 has been raised so far for the Annual Giving campaign. Mr. Pipkin thanked Ms. Levenson for remarkable work of the Da Vinci Development team, which consists of only one and a half staffers.

### **Discussion**

Dr. Wunder talked about the Early College opportunity with El Camino College. He thanked Mr. Pipkin and Dr. Brann in addition to others for their assistance in reaching out to the president of El Camino College, who has been deeply engaged with Da Vinci as a result. She even attended the RISE Bus Stop event with the El Camino Dean of Academic Affairs. This is a first step; the El Camino agreement is presented at this meeting, and will be put forth for approval at the March meeting.

Mr. Pipkin asked if Da Vinci needs to be mindful of having relationships with individuals as opposed to their organizations. Dr. Wunder responded that he is not aware of any way to institutionalize the process; success is dependent on relationships. He also mentioned having met someone who bought a university and is interested in improving dual enrollment. Dr. Wunder said that person confirmed having queried organizations all over the country, and that relationships are the key.

Dr. Brann expressed sadness that Mr. Nathan Barrymore was leaving his position as principal of Da Vinci Communications to pursue a doctoral degree, but Dr. Wunder said that Mr. Barrymore was currently working with his successor, Dr. Scott Weatherford, to ensure a smooth transition. Their contracts will not overlap this summer.

Dr. Brann also asked about the Trumba calendar mentioned in the Approvals. Dr. Jones responded that Da Vinci was looking for a calendar for both Da Vinci and Wiseburn Unified School District that was visually appealing and all-encompassing, to include as much or as little as the user desires. Ms. Levenson added that the user can subscribe to the calendars as needed, so the family of a soccer player can subscribe to the soccer calendar and the school calendar, and be notified of events/changes in whichever way they choose. The two main facilitators will be Carla Levenson and Annie Aung, the Assistant to the Director of Facilities Planning for Wiseburn Unified School District. Ms. Morgan asked if the Trumba calendar was vetted; Ms. Levenson replied that it was, and that if the members would like to see it in use, the University of Washington website would provide a good example.

### **Board Approval**

**Items # 1 through 12**

**Approved as follows:**

**First: Mr. Bañuelos**

**Second: Ms. Morgan**

**Motion carries: 5-0**

### **Adjournment**

The meeting was adjourned at **7:57 PM**.