Da Vinci Schools Board of Trustees  
Meeting Minutes  
January 14, 2010

Open Session  
Meeting called to order at 9:04 a.m.

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

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 Vallemunga, Da Vinci Parent

Motion to approve minutes from December 10, 2009.  
First: Brann; Second: Cook; Motion carries.

From the Public  
- Marshall Vallemunga – thanks to Belkin and Northrop Grumman for financial support of the LA County Science Fair.

Information from the Board  
- Don Brann – article in the Daily Breeze about State Supt of Public Instruction visit to Hawthorne Schools yesterday; Da Vinci has also had good coverage recently in the L.A. Times and LA Business Journal.
- Joint Board meeting for Da Vinci and Wiseburn is tomorrow morning at 7 a.m.

Discussion Items

Strategic Planning Update – Matt Wunder  
- Targeting 20 members, down to a list of 30; doesn’t include Board members other than Chet who is the team leader; includes faculty and students from both schools.
- Has started a program called Central Desktop, allows members to have access to notes, data, plus online forum discussion.
- Hope to launch late January or early February.

School Advisory Board – Matt Wunder (Handout: organization chart)  
- Looking for Board direction to form a board of advisors for each school, similar to a school site council, with representatives that live in Wiseburn.
- A representative from each board of advisors would report to the Board of Trustees.
- Don Brann sees the Advisory Board as handling many tasks to keep the school running smoothly so the Board of Trustees can focus on strategic issues.
and associated budget control would be recommended to the Board of Trustees for approval.

3. Charter Management Handbook -- Matt Wunder (Seeking further board direction)
   a. Creation of Corporate/Charter Management Handbook to keep important
documents, including charter petition, board minutes, bylaws, student
handbook in an aggregated notebook.

4. Executive Director Report -- Matt Wunder
5. Financial Report -- Tom Cox
6. Development Update -- Matt Wunder
   a. Raytheon $10k grant
   b. Chevron grant for robotics course and engineering materials
   c. Chevron modular portables for physics lab
   d. Eisner foundation application (seek board direction to move forward)
   e. Annual Giving Fund update

7. Preparation for joint board meeting -- Don Brann and Chet Pipkin
8. Northrop Grumman Innovation Lab -- Art Lofton
   a. Grand opening

9. Enrollment Update -- Matt Wunder
   a. interest in 2010-11 school year and lottery

10. Early College Update -- Matt Wunder

11. Update on plan to address advanced and deficient learners -- Nicole Tempel

12. WASC Update -- Matt Wunder

13. Adding two new board members—Dr. Brann

Handouts

- Bruce Mau on “Design is the Art of Science”
- Da Vinci Facility Needs Over Time and School Map
- Vistamar Da Vinci Think Tank AND Organizational Chart proposal for 2010-2001
  school year
- Da Vinci Corporate Partnerships—Thinking differently about public schools and private
  industry relationships as a differentiator for Da Vinci Schools

**ACTION ITEM**

Provide direction on items stated above

Honorarium of $500 to Clayton Kaneda who has volunteered to water, mow grass and
tend to external landscaping

**CLOSED SESSION**

Adjourn to Closed Session ______ a.m.
Reconvene to Regular Session ______ a.m.
• Gary Wayland thinks any budget needs for the advisory boards could be handled by the 501(c)3 organization.
• Chet Pipkin recommends calling the group either an advisory committee or school site council and stresses the importance of having a clear mission and scope.
• Gary Wayland – allow the advisory committee to make decisions as defined by their scope and budget
• Timeline – implement after July 1st for the next school year.

Motion to advise staff to go ahead with the plan for the advisory committees.
First: Wayland, Second: Cook;
Discussion – Tom Cox – scope needs to be very clear, decisions at some levels can create hidden future costs.
Motion carries.

Internship Coordinator – Matt Wunder (handout – Organization Chart)
• Looking for a half-time academic dean/internship coordinator; would try to get private funding.
• Position would need to have an academic background, able to coach the kids in skills required for internships.
• Chet offered some contacts at Belkin to put Nicole in touch with another school that has an excellent internship program.

Vistamar/Da Vinci Think Tank – Matt Wunder (see handout)
• Matt has been working with Jim Buckheit
• Think tank will discuss how schools need to change, would feed into strategic planning process.
• Group would have a natural end-point on this topic.
• Members of think tank could transition to Da Vinci Education Foundation
• Gary’s experience with education foundations is that some exist solely for fundraising; others find ways to involve their constituent communities; Da Vinci Ed Foundation would incorporate the broader approach.

Executive Director Report – Matt Wunder
• Have recruited 5 foster families who are visiting Da Vinci today; fits with social justice mission of the school—only 2-3% of kids in the foster care system complete college.
• Durfee Stanton Fellowship for Early College program – Da Vinci placed high on the list, but they only fund 6 programs; encouraged us to reapply. Received exceptional support from Sue Beauregard and Diane Levitt, and it was a great learning experience.
• Strategic Compensation matrix – board is considering teacher compensation for the following school year; this topic will be discussed at the next Board meeting.

Financial Report – Tom Cox
• ADA money came in very strong, 98% attendance.
Next year ADA for charter schools may be reduced $38-40 per student, depending upon the final state budget; but our attendance will be higher.

Cash will be tight in June; some payments won’t come until July or August.

Cash position: right now have $850k, less $227 owed to Wiseburn, $623k in cash remaining.

There is a possibility that $450k federal grants for each school will be raised to $600k in the Fall.

Gary reported money for Innovation Lab has all been spent.

Tom Cox, Matt Wunder, and Nicole Tempel will review budget vs. actual expenditures toward the end of this month.

Development Update — Matt Wunder

- Raytheon gave a $10k grant to be spent on math and science; will also have employees volunteer.
- Chevron has indicated that a grant will be forthcoming, range of $25-$40k.
- Other support includes paying for robotics course that El Camino is teaching (plus engineering materials), training for our instructors to be Project Lead the Way certified; and donating portables for a physics lab.
- Eisner Foundation application for Early College program — Matt will send out an email with the draft application for Board approval.

Plan to Address Advanced and Deficient Learners — Nicole Tempel (handout Winter PD 2009)

- When classes were set up they were all assumed to be college prep; research supports that this is good for the kids, but it is more challenging for the teachers.
- Over the first 4 months we lost 10 students, more advanced than remedial students.
- Last professional development (PD) meeting was about differentiating instruction; staff has indicated that the PD has already made a difference in their classroom.
- Also created seminars to learn in smaller groups, both remedial and advanced topics.
- Teachers will do a math pre-assessment in the next two weeks and a post-assessment at the end of the year; so we’ll see how much movement there is in all levels of students.
- Early College classes are starting in early February-Robotics and Speech—will add rigor for some students.
- Will look at adding math classes over the summer.
- Purchased two online programs - Agile Mind for math, Kinetic Mind for physics- both of which include assessments.

New Facility and Joint Meeting — Don Brann

- Purpose of the joint meeting is to see if both Boards share the same vision for Da Vinci.
- Will discuss length of stay at this site, use of Sepulveda site, condemnation, financing, field space for community.
- Handouts on school and classroom requirements can be used as a starting point for discussion tomorrow.
Northrop Grumman Innovation Lab – Matt Wunder
- Grand opening is January 27th, 6-8pm.

Enrollment 2010-11 – Matt Wunder
- 240 slots (120 each school), already have more applications than available spots.
- Cutoff is January 20th, lottery is January 21st.
- About 140-150 resident 8th graders; need to understand that they have to apply by the
cutoff date. Communications have been sent to Dana families, also listed on website.

WASC Update – Matt Wunder
- In process of applying for accreditation for Da Vinci Science, found out that we can
apply for WASC accreditation with a 9th grade,
- Steve Wallis and Erin Hughes quickly crerated a Da Vinci Design WASC report and sent
it to the State.

**Action Item**
- Stipend of $500 to Clayton Kaneda who has volunteered to water, mow grass, and tend to
external landscaping.

Motion to approve payment to Clayton Kaneda.
*First: Wayland; Second: Cook;*
Discussion: County office asks for payments approval recorded in the minutes.
*Motion carries.*

**Closed Session**
Adjourned to Closed Session at 11:24 a.m. Reconvened to Regular Session at 11:45 a.m.
The Board took no action in Closed Session.

**Upcoming Events**
Joint Da Vinci and Wiseburn School District Board meeting, January 15, 2010, 7:00 a.m.
Northrop Grumman Innovation Lab ribbon-cutting ceremony, January 27, 2010 6:00 p.m.
Next Board meeting Thursday, February 18, 2010, 10:30 a.m. - 12:30 p.m.

**Adjournment**
Meeting adjourned at 11:46 a.m.