



**Meeting of the Board
Board of Trustees**

**Meeting Minutes
Monday, March 22, 2016**

Don Brann, Vice President	Matthew Wunder, Chief Executive Officer, Da Vinci Schools
Art Lofton, Trustee	Tom Cox, Chief Financial Officer, Da Vinci Schools
Israel Mora, Trustee	Scott Weatherford, Director, Da Vinci Institute, Da Vinci Schools
Jennifer Morgan, Board Secretary	Yolanda Saldana-Bautista, Director of Employee Support Services, Da Vinci Schools
Roger Bañuelos, Trustee	Carla Levenson, Director of External Relations, Da Vinci Schools
	Steve Rabas, Director of Fiscal Services, Da Vinci Schools
	Tom Johnstone, Superintendent, Wiseburn Unified School District
	Chris Jones, Deputy Superintendent, Wiseburn Unified School District
	Rocio Ansari, Executive Assistant, Da Vinci Schools

Closed Session

Meeting began with Closed Session at 7:05 AM.

Call to Order

Meeting was called to order at 8:03 AM.

From the Board

Mr. Bañuelos shared that he had the opportunity to attend the Robotics competition. Mr. Mora suggested having the robotics team demo the robots at next year's Rock Around the Block event. He believes this will allow families and the community to see what the actual robots do.

Approval of Minutes

Minutes from February 22, 2016 were approved with no changes.

First: Mr. Mora

Second: Mr. Lofton

Motion carries: 4-0

Mr. Bañuelos abstained since he did not attend the February 22, 2016 meeting.

Board Approval

Motion to approve **item # 9**.

First: Mr. Mora

Second: Mr. Bañuelos

Motion Carries: 5-0

Approved as follows:

1-8, 10

First Ms. Morgan

Second: Mr. Lofton

Motion carries: 5-0

Dr. Brann announced that our next facilities meeting for the new campus is scheduled for April 6, 2016. He said these are great to attend to gain a full understanding of where the project stands. The designated Trustees (Dr. Brann and Ms. Morgan) are encouraged to attend these meetings regularly.

Board Approvals Pulled

None

Special Meeting: Educator Effectiveness Grant (by: Tom Cox and Chris Jones)

Da Vinci will receive about \$135K that can be spent over the next three years for teacher training. Dr. Jones stated that a plan for each school will be presented at the April's board meeting showing how the money will be spent. The plan will include Beginning Teacher Support and Assessment (BTSA) training.

Dr. Weatherford shared that our BTSA provider is High Tech High. BTSA is the teacher support and assessment program needed to clear their teaching credentials. Overall, it is a costly program and will cost us about \$69K this year.

Mr. Cox shared that we will spread out the expenses over the next three years. We are putting funds toward the target areas.

Dr. Wunder added that we do not offer our own BTSA program because it is a time and cost issue. Instead, Da Vinci offers extensive professional development for our teachers.

Financial Update (by: Tom Cox)

The Second Interim cut-off was on Jan 31st but we do our projections in February and March. We can change projections at any time but we usually wait until the next Interim report.

In terms of Educator Effectiveness, we must show the State how we spent the income in the year we received it. The budget must reflect an ending balance. We will be changing that this year because of BTSA and the costs associated with it.

We have reduced our reliance on major gifts and donations this year as are not coming in as strongly as we anticipated. Overall, Mr. Cox believes we will okay because we have other revenues coming in a little stronger. For future donations, we will try and match those toward specific programs.

Mr. Cox stated that we are operating at a break-even budget and have a surplus of approximately \$1.2 million. He believes we are in very good shape and our future budgets should not be affected.

We have a beginning balance of \$1.650M (representing about 11% contingencies) and these are all unrestricted funds.

Mr. Cox stated that we are in a good overall financial position with unrestricted reserves at 10-15 percent. Mr. Cox believes this is where we need to be from a cash flow standpoint.

Capital Campaign (by: Carla Levenson and Matt Wunder)

Art Lofton left the meeting at 8:44 AM.

Dr. Wunder disclosed that we will not be bringing a new full-time director or development. Ms. Levenson will serve as the campaign's coordinator and presented Capital Campaign materials outlining why we need to raise \$5 million for the new campus.

The project priorities will be divided into phases one and two as follows:

- Phase 1 (The Main Building):
 - Furniture, Fixtures and Equipment
 - Science and Career Specialty Labs
 - Technology
 - Main Entrance Atrium and Gallery

- Phase 2 (Supporting Spaces):
 - Incubator Space/ Industry and Higher Education Partners
 - Theater/Multipurpose Auditorium
 - Gymnasium
 - Aquatics Complex
 - Activity Fields

The project budget is broken down as follows:

- Wiseburn Measure AA- \$87 Million
- Da Vinci Charter Facilities Grant- \$52.7 Million
- Philanthropic Goal- \$5-6 Million

In terms of a timeline and funding priorities, there needs to be a meeting with key people to discuss specific costs. Currently, the budget is still being developed.

Dr. Wunder recommend to the board that we use ExEd to do our five year budget projections as they are strongly recommended by the Parsons Foundation.

It will cost about \$155K to run the Capital Campaign. Some of the costs will be budgeted into next year's campaign.

Mr. Mora and Mr. Banuelos requested that Ms. Levenson attend the next Wiseburn Unified School District Board meeting to share the Capital Campaign materials.

Closing Comments

Dr. Wunder stated that defibrillators have been purchased for each of the school sites. They were purchased through the Zoll Corporation. The Good Samaritan Law protects school sites against liability and legal claims when it comes to the use of defibrillators.

The CTE (Career Technical Education) grant requires teachers to be CTE credentialed and we need all four of our graphic design pathway teachers to be credentialed to receive the grant monies. Mr. Cox stated that we would like to give those teachers a \$1,500 stipend for the time they will invest to obtain the CTE credential. Typically, we do not pay for credentials but the CTE credential is required for this grant.

Brown Act training took place (led by Dr. Wunder). The CTE grant money requires Brown Act training.

Ms. Morgan left the meeting at 9:13 AM.

Mr. Mora left the meeting at 9:14 AM.

Adjournment

Meeting was adjourned at 9:16 AM.