



**Meeting of the Board
Board of Trustees**

**Meeting Minutes
Monday, May 22, 2017**

Chet Pipkin, President	Matthew Wunder, Chief Executive Officer, Da Vinci Schools
Don Brann, Vice President	Chris Jones, Chief Operating Officer, Da Vinci Schools
Jennifer Morgan, Secretary	Eugenio Villa, Chief Financial Officer, Da Vinci Schools
Roger Bañuelos, Trustee	Tom Cox, Chief Financial Officer Emeritus, Da Vinci Schools
Art Lofton, Trustee, Via telephone	Kate Parsons, Principal, Da Vinci Design
	Michelle Rainey, Principal, Da Vinci Innovation Academy
	Carla Levenson, Managing Director of External Relations, Da Vinci Schools
	Steve Rabas, Director of Fiscal Services, Da Vinci Schools
	Mary Ring, Director of Special Projects, Da Vinci Schools
	Cari Werz, Teacher, Da Vinci Design
	Christina Hannouche, Teacher, Da Vinci Design
	Eimile Gavagan, Teacher, Da Vinci Design
	Rocio Ansari, Executive Assistant, Da Vinci Schools

Call to Order

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

From the Board

Dr. Brann is looking forward to the opening of the new campus. The Trustees will visit the new campus on June 3, 2017.

Mr. Bañuelos acknowledged Mr. Madsen, Wiseburn Unified's Director of Facilities Planning, and his team for all of their hard work with the new campus. The community is very excited for the opening of the new site.

Ms. Morgan shared that senior prom occurred over the weekend. She is looking forward to the high school graduations on June 6, 2017.

Mr. Lofton is also very excited about the new campus. He shared that the Margolis Foundation would like a tour of the new campus and asked that we organize a visit.

Dr. Wunder added that Mr. Lofton was a key player in the purchase of the furniture and the creation of the Northrop Grumman Innovation Lab 2.0.

From the CEO

None.

Approval of Minutes

Minutes from April 19, 2017 were approved with no changes.

First: Ms. Morgan

Second: Dr. Brann

Motion carries: 5-0

Financial Update (by: Eugenio Villa)

Mr. Villa presented a PowerPoint as a preview of the 2017-18 budget that he will bring to the Board next month.

The bulk of our funding comes from enrollment, ADA and state funding. LCFF, federal funding, and other state revenues (combined) encompass about 94-96% of our total annual revenue. Mr. Villa believes we are funded very much like any other Local Education Agency. Personnel costs make up approximately 70-72% of the total operating budget. This includes salaries, payroll taxes, increases in STRS, and employee benefits.

Mr. Villa added that the salary schedule is lower for staff at Da Vinci than that of staff at surrounding districts. Overall, Mr. Villa believes we staff our schools very richly (our student-teacher ratios are a lot lower than larger schools/districts as our class sizes are smaller). Moreover, he stated that most of our teachers are on the entry level of the salary schedule as they are just beginning their careers. As a result, Da Vinci has been able to staff more richly, but as teachers and staff stay longer, Mr. Villa questions how we will be able to maintain the same salary schedule and offer the same teacher-student ratio. Mr. Villa believes this will bring budgetary challenges in the future.

The goal is to make our programs sustainable. Mr. Villa projects that our teachers will stay at Da Vinci longer which will be great for students, but may be difficult to sustain long-term. .

The operating costs of the new campus will also reflect an increase in 2017-18 budget as the following areas will grow: custodial (janitorial and maintenance), property insurance, and utilities.

Special education costs are also projected to increase for the 2017-18 school year. These Special Education costs are estimated at \$1.6-1.8 million. Mr. Villa projects that Da Vinci's special education costs will be similar to that of a traditional school district.

Next month, a budget will be presented with a full set of the following assumptions: May Revise Budget assumptions, analyzed budgetary assumptions, discussion of long-term solutions to sustain our programs, and presentation of the 2017-18 budget and LCAP for adoption.

Overall, Mr. Villa believes that we will end the year in a better position than projected.

Security Proposal (by: Chris Jones)

Dr. Jones proposed having basic security on the new campus made up of both Da Vinci employees and individuals from an outside firm, SDM Security, an El Segundo based company. Three positions have been created thus far. On the Da Vinci side, there will be two individuals doing grounds supervision which includes some of the following duties: helping with parking, being watchful eyes, and moving the kids along. There will also be a receptionist at the entrance of the building greeting and screening visitors using a system called Raptor. The idea is to have coverage at our most critical times. The proposal is to have 16 hours of daily security. These School Safety Officers will primarily be on the first floor, focused on the main door, but they will make sure all the entire campus perimeter is secure. Dr. Jones stated that it is important for the safety individuals to be personable and to get to know our students and staff versus acting as authoritative figures. We want to create a safe and positive atmosphere for students.

Mr. Bañuelos asked if the City of El Segundo's safety requirement will be met with this proposal. Dr. Jones responded that he believes it does and our principals are in agreement with the plan.

Dr. Brann believes it is wise to have a security plan as student safety is a priority. It is important to prevent things rather than react to them.

A formal contract will be presented to the board next month.

Da Vinci Design Students: Architecture Pathway

A group of 9th grade students presented their Architecture Pathway projects. Ms. Werz and Ms. Hannouche, 9th grade teachers at Da Vinci Design, shared that students have developed their knowledge from intro architecture skills to now constructing projects applying real engineering practices.

The students shared that Da Vinci Innovation Academy is moving to their former Da Vinci Design campus, so one of their projects was to design what they think the future DVIA campus could look like. The design was started up as a sketch. Guild Professional Partners were able to guide the drawing of their design. The students' idea was to incorporate what they already have at the DVIA campus but modernize it.

Two students in Ms. Gavagan, 11th grade Architecture class assignment worked on a tiny house project. They designed a guest house for Ms. Martin's (DVD's Assistant Principal) backyard. The idea was to create a compact space but make it feel open. The students used Illustrator and Adobe Photoshop software to create the design of a large space in a tiny house. They presented floor plans for a 17x20 foot building. They made sure their design met the needs of the client. The students expressed that it was a hands-on, real-world experience for them where they had the opportunity to create their vision.

Board Approval

Items # 1-4, 6,8-10, 12

Approved as follows:

First: Mr. Bañuelos

Second: Ms. Morgan

Motion carries: 5-0

Pulled Approvals

Pull #5, 7, 11

#5- DVIA will be running its own enrichment program next year. Ms. Rainey stated that doing this should be cost-neutral, if not, a decrease in expenditures. The service of the company DVIA is currently using does not offer a huge variety for classes. Ms. Rainey's plan is to take the current funds and to put that money into a DVIA hired staff position to fulfill the same functions but at a higher level.

A follow-up/future report about the cost-neutral expenses was requested by the Board.

#7- Use of one-time monies in the amount of \$1,000,000.00 to pay for furniture for the new campus. Mr. Cox stated that a Board approval is required to request for authorization to use 2015-16 and 2016-17 one-time state mandate monies along with some other reserves. Per previous Board direction, furniture was ordered and is expected to arrive in July. Fundraising will also help cover the overall expenses of furniture totaling approximately \$1.6 million. This will not impact the unrestricted reserves.

11- Suicide Prevention Policy. The purpose of the policy is to prevent such incidents. Dr. Ring stated that we currently use the Los Angeles County PET team, school counselors, and school psychologists to determine which students may be at risk. An Assembly Bill was passed to mandate the implementation of a Suicide Prevention Policy (at school sites) outlining how professionals must act immediately to assure safety. More information will be shared as needed.

Board Approvals Pulled

Items #5,7,11

Approved as follows:

First: Dr. Brann

Second: Mr. Bañuelos

Motion Carries: 5-0

Closed Session

Meeting entered into Closed Session at 8:02 PM.

Adjournment

Meeting reconvened from Closed Session at 9:04 PM.

The meeting was adjourned at 9:05 PM.