



**Da Vinci Board of Trustees
Meeting Minutes
September 14, 2009**

Open Session

Meeting called to order at 9:07 a.m.

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

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

Visitors Present:

Susan Andriacchi, Recording Secretary
Marshall Vallelunga, Da Vinci Parent
Dr. Donna Elder, National University
Dr. Wayne Padover, National University

Information from the Board

- All Board members talked about excitement they have felt from the students attending Da Vinci, the schools are off to a great start.
- Gary Wayland expressed thanks to Tom Cox and his staff for all their hard work.

Information from the Public

- Marshall Vallelunga's son, Brian, is enjoying school and excited about project-based learning.

Discussion and Action Items

Richstone Family Center – Matt Wunder

- Will reschedule today's presentation for the next Board meeting
- Richstone Family Center will provide services of a licensed Marriage and Family Therapist to help with issues that the school cannot handle.

Motion to approve agreement with Richstone Family Center, paid by donation from Smet Foundation - \$10,000 (bullet item under Action Item #7 on agenda).

First: Art Lofton, Second: Gary Wayland; motion approved.

National University – Dr. Donna Elder

- National is private, not-for-profit university with 22,000 students; National also has a precollege virtual high school, first virtual high school approved by UC for A-F requirements.



- Local campus is behind the Superior Court building off La Cienega.
- Virtual courses cost \$1300 per student.
- National can provide courses for students in a college-based program, for teachers in a professional development program, and for parents.
- National is interested in reducing costs, current level is \$16k per course.
- Da Vinci teachers with Master's degrees can teach National courses; \$2k reduction in costs.
- High school students with good GPA can enroll (e.g. freshmen need 3.75).
- Advantage of National over El Camino; can integrate the courses into the school day.
- Matt Wunder hopes to offer the courses before and after school at no cost; complex issues of charging for the courses; hope to make a final presentation of the plan at next Board Meeting.
- ADA money wouldn't be applicable to the college course if we offer it during the day.
- Transferability between National and El Camino – if a course is UC approved, National will accept it.
- AP classes are effective for admissions, but not always transferrable for credit especially in the students' majors; college courses are easier to transfer.

Early College Program – Matt Wunder

Motion to approve El Camino College Instructional Services Agreement, not to exceed \$15,200 (bullet item under Action Item #7 on agenda).

First: Gary Wayland; second: Cheryl Cook;

- Discussion: ISA needs to be signed by September 30th, but the course identified in the draft may change.

Motion approved.

Budget and Financials – Tom Cox and Gary Wayland

- Current enrollment is 448, budgeted at 434 to be conservative.
- ADA rate \$5,845 per student, includes a \$250 one-time reduction.
- Using 95% attendance rate, currently at 98% but can drop during the flu season.
- Federal grants, received \$300k in start-up year, will probably receive more than \$250k this year, anything above \$250k will be put into reserves. Federal money will help with cash flow.
- Increased estimate for SELPA to \$100k, won't know exact amount until February 2010.
- Teacher salaries increased based on actual salaries.
- Included \$5k for counseling intern and \$14k for counselors.
- Will revisit benefits costs now that employees are signed up for them.
- Need an independent study policy for students with predictable long-term absences in order to collect money for attendance; independent study is audited by the state.
- Reductions: \$50k of equipment moved from this year to start-up year; adjusted Spanish books to actual purchase; reduced furniture and equipment.



- Additions: conflict resolution, college classes, child care/clubs, overnigher, marketing, National University liaison and grant-writing.
- Fundraising money goes directly into the 501(c)3 account; budget presented today covers federal and state moneys and how they are spent. At the end of the year, records will be combined for audit purposes.

Action Items (#s match agenda)

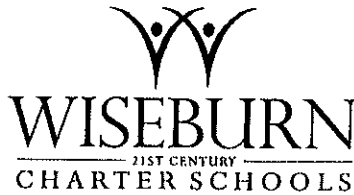
1. Authorize two credit cards from Wells Fargo, to be used as “petty cash” for budget approved items. One card with limit of \$5k to site for Wiseburn expenses, another card with limit of \$5k to Gary Wayland for 501(c)3 type expenses; total \$10k credit.
3. Approve Colonial Life to offer 125 cafeteria plan beginning October 1, 2009.
7. Budget Changes:
 - Approve consulting agreement with Marc Purchin for \$850 – conflict resolution, train the trainer model with Natasha, staff and other students.
 - Approve before and after school childcare and club costs for \$6000.
 - Approve loss from Da Vinci overnigher - \$15,991.
 - Approve \$500 honorarium for Carla Levenson for marketing expertise; wrote letters for the annual giving campaign and to Gehry Partners.
 - Approve Dr. Donna Elder as principal coach and liaison to National University Early College program – \$2500.
 - Approve Jonathan O’Brien to write counseling grant, targeting \$50-250k, has written over \$400M in successful grants – \$3000.

Motion to approve action items 1, 3, and 7 (except for \$7k staff member increase to be discussed in closed session and previously approved agreements with El Camino and Richstone).

First: Wayland; Second: Brann; motion approved.

New School Acquisition – Don Brann

- Trying to keep the site within the boundaries of Wiseburn; 3 options being investigated.
- Assessed value of property in district determines how much bond funding can be issued by the district; \$83M passed already by Wiseburn; if we unify we would take the eastern El Segundo assessed value from Centinela Valley and could pass more bonds.
- Last effort to unify was passed unanimously by state board in 2004; due to lawsuits from Centinela process was re-started.
- Financing the new site – district would come up with some money and real estate partners would finance the rest.
- Staff hopes unification will be on the November agenda for the state board.
- Charter school facilities grant – dependent on number of students on free & reduced lunch, could get up to 75% of facility costs reimbursed by the state; there are also a lot of private foundations willing to help with facility costs.



Action Items (#s match agenda)

4. Approve version 2.0 of Da Vinci handbook, includes attendance policy.
5. Approve field trip policy
6. Approve independent study policy

Motion to approve action items 4, 5, and 6.

First: Brann, second: Loflon; motion approved.

Enrollment and Development Update – Matt Wunder

- Collected over \$218k since July 1, 2009.
- In the future, separate development report into cash and non-cash contributions.
- Enrollment – lost 12 kids in 9th grade and backfilled with wait list students; lost a few 10th graders; total enrollment 445-446

Strategic Planning – Chet Pipkin

- Trying to figure out ideal school size, number of schools, required space
- Tom Cox reported that the Wiseburn Board supports operating just two charter high schools until the K-8 charter is resolved.
- The Wiseburn charter was granted as a K-12 charter, in year 2 or 3 will have to have one or two K-8 schools to feed to Da Vinci Science and Da Vinci Design.

Closed Session

The Board entered Closed Session at 11:08 a.m. and reconvened to Regular Session at 11:45 a.m.

Declaration of items from closed session:

- Increase salary of maintenance worker to \$4,211.73 per month effective October 1st.
- Clarify salary of Office Manager to be \$38,000 per year for 12 months effective July 1st.
- All employees will receive an offer letter approved by the Board prior to final acceptance.

Upcoming Events

Next Board meeting Monday, October 5, 9-11 a.m.

Adjournment

Meeting adjourned at 11:50 a.m.