



**Da Vinci Schools Board of Trustees
Meeting Minutes
April 18, 2013**

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| Board Members Present: | Staff Present: |
| Don Brann, Vice President | Matthew Wunder, Executive Director, Da Vinci Schools |
| Cheryl Cook, Secretary | Tom Johnstone, Superintendent, Wiseburn School District |
| Israel Mora, Member | Chris Jones, Director of Curriculum, Instruction & Technology, WSD |
| Gary Wayland, Treasurer | Tom Cox, Chief Financial Officer, Da Vinci Schools |
| | Dave Wilson, Budget/Accounting Director, Wiseburn School District |
| Guests Present: | Nicole Tempel-Assisi, Director of New School Development and Principal, Da Vinci Innovation Academy |
| Kate Parsons, Design 10 th Chemistry | Colleen O’Boyle, Principal, Da Vinci Design High School |
| Adam Eynon, Design 10 th English | Yolanda Saldana-Bautista, Business Office Manager, Da Vinci Schools |
| Deborah Bronow, Design Parent | Gloria White, Registrar, Da Vinci Schools |
| Leslie Heimov, Design Parent | Carla Levenson, Development/Marketing/Enrollment, Da Vinci Schools |
| | Lianne Lau, Executive Assistant, Da Vinci Schools |

Call to Order

Meeting was called to order at 8:32 a.m. on April 18th, 2013 at Wiseburn School District Board Room, 13530 Aviation Boulevard, Hawthorne, CA.

From the Public

Deborah Bronow, Design parent, participated in the parent focus group for the new Design Leadership team and shared that the group came to the recommendation that an internal search within Design candidates would be sufficient. Deborah shared that the parents have a high level of comfort with the internal candidates who have stepped forward.

Adam Eynon, Design 10th English teacher, participated on the Design Leadership Committee and shared about the committee made up of Design teachers and their process on deciding whether or not an external search was needed based on each of the internal candidates qualifications. Adam shared that sticking with in-house would be the best option for Design and after meeting with the parent and student focus groups, the Design Leadership Committee came to a unanimous decision to search within to continue developing Design’s personality and identity. Adam shared that Colleen will be leaving Design strong and whoever will take over will have a smooth transition.

Leslie Heimov, Design parent and also Executive Director serving kids in Los Angeles and Sacramento shared about how impressed she was with what Da Vinci is doing. Leslie feels Da Vinci is very thoughtful to needs of school and in touch with what the kids, parents, and community needs.

Approval of Minutes

March 18th, 2013 minutes were approved.
First: Israel Mora; Second: Cheryl Cook; Motion carries.



From the Board

Cheryl presented the board with checks from La Dera Heights Association. Cheryl shared that they try to give a donation every year even if it is small.

Israel updated the board on the process of the new facility. The 201 N. Douglas site just closed escrow and they're now going through the planning and push process; they are projecting 2-3 years, but trying to make it closer to 2. Everything is looking well and Wiseburn is in open communication with the city of El Segundo to ensure their happiness. Israel also shared that Aileen Harbeck has received the "Administrators of the Year Award" for Middle School Principal this past year.

Don shared about how Da Vinci has a logo and a name, but maybe should think about a slogan where we can put it on letterhead and have something meaningful going forward with our schools. Don suggested having a contest in the Fall where students can participate and submit original propositions.

Action Items

See attached list of Board Approvals.

Discussion Items

1. Approvals

- a. Gary asked to discuss and vote on items 9 and 11 separately.
- b. Item 2: Don shared that he thinks it would be fair for Nathan to get the first half of the stipend for Fall 2012 and then for him to start on the Principal salary schedule in January 2013, but knows that it will be challenging on payroll.
 - i. Tom Cox explained one way to avoid STRS penalties is to figure out the difference in dollar amount less the stipend already received effective April 1st to be paid in the last 3 months of this fiscal year. Nathan would receive an official bump in salary for the remaining 3 months, but would start less for next year. Tom shared that there are a lot of extra costs when we need to do things retro-actively.
 - ii. Yolanda shared that a little over half of the stipend has already been paid out.
- c. Item 4: Yolanda clarified that this was to make the distinction between a short-term and long-term substitute who would come in and take over the classroom.
- d. Item 7: Matt shared that he received counsel regarding free portables and they would actually not be free because of the cost of transportation and setup.
 - i. Tom Cox questioned how much would be taking place in one fiscal year and recommended to approve a not to exceed bid limit.
 - ii. Matt recommended to the board a "not to exceed" limit so it would not delay the process if we needed to wait until the next board meeting. Gary approved amended item 7 for upfront costs to not exceed \$46,000.
- e. Item 9: Gary is concerned about the potential financial loss since he has not seen user pay programs break even for the past 4-5 years.
 - i. Matt shared this approval was prompted by an issue of equity in drawing in the different needs of the WSD community.
 - ii. Nicole shared that DVIA will only need at least 6 students each week in order to support itself and any more would be seen as profit for DVIA. Additionally, there is a caveat where if the minimum is not reached, then there is the ability to stop the



program. Don questioned why Da Vinci would want to run a summer program since there are many options in the community. Nicole shared that some of their families had asked if DVIA was going to be hosting a program since they heard about another program run by Da Vinci. Nicole explained that this would be an opportunity to serve DVIA families since their children are home schooled throughout the year and can also support DVIA staff since they do not get paid in the summer. Further, Nicole felt that this program could serve as a good marketing tool since the demographics will be capture Wiseburn residents (K-5) and can plant Da Vinci Schools' seed early on. Nicole is certain that DVIA can have at least 6 students a week, but if not, she feels at least DVIA has responded to the needs and requests of parents. Israel agreed that this would be a wise move to promote DV.

- f. Item 11: Matt shared that Da Vinci will submit DVIA's petition to be separate from Design and Science with a due date in the second week of May. Greg Moser is working with Wiseburn's legal counsel and if possible we will have the three new petitions by July 1st. We moved towards three separate petitions because we have had numerous state and reporting issues with DVIA students being in both Science and Design

2. Closed Session

- a. Item 10: Discussed in closed session and Israel motioned the movement and Gary second

3. Metrics (Chris Jones and Gloria White)

- a. There have been a variety of tools for metrics, but there hasn't been consistency. Developing our own system will provide a way to capture things specific to Da Vinci since DV does not lend itself to traditional metrics.
 - i. Four basic reports that will be available
 - 1. Annual report is a compilation of many reports into one (20-30 pages) given at the start of each school year. This report and can give sample summary of enrollment, withdrawal by GPA, etc.
 - 2. School profile is still going to exist since it is needed for college admissions
 - 3. Mid-year report is going to give a quick update on important pieces.
 - 4. Data dashboard is created for actionable, real-time information. This will be used functionally and weekly information can be found to assess how kids are doing.
 - a. 1st version of dashboard is on Excel – where we can look at information by teachers' cohort, period, individual student, etc.
 - b. Powerschool only shows current information – dashboard will track progress over time i.e. incomplete at 15% vs. incomplete at 60%.
 - b. Where we are headed
 - i. Power school as SIS for high schools and Illuminate as SIS for DVIA.
 - 1. There is a potential grant opportunity to develop a K-16 college preparedness indicator and partnership with Illuminate to do this.
 - ii. We would like to provide comparable data across school sites and outside Da Vinci to see where we fit in and also consistently gather data quickly and disseminate it to stakeholders.
 - c. Gary shared that it is hard to get data and even harder to measure how to get it. He felt Chris and Gloria did very good job explaining where we're headed with data as someone who daily works with and understands data.



4. WASC and Math at Design (Colleen O'Boyle and Kate Parsons)

- a. Colleen shared a 40 page review of Design's WASC visit that included strengths, needed areas of growth, attainable smart goals, and how to move forward.
 - i. Israel said the WASC team was impressed, positive, and raved about the school.
 - ii. Don felt that WASC was a great 3rd party perspective and a stamp of approval saying that we are on the right trajectory.
- b. Kate Parsons, a founding teacher at Science, now Design teacher shared about the culture and community built at Design through our successful signature practices.
 - i. Student led conferences – a sit down with teacher, parent, and student and the student will have a conversation with their parents about their progress.
 - ii. College counseling program – approximately 1:60 counselor to student ratio for the senior class. This equates to a lot of personalized attention for students with the college application process. Design is currently just shy of 300 acceptances for 121 students (about 75% of seniors have been accepted to a 4-year university). Counselors are currently going through Phase 2 – helping students find Merit-based scholarships for those who have been accepted to a 4-year and can't afford it, schools that offer rolling admissions for those who have not been accepted yet, etc.
 1. Colleen shared that she feels like our acceptance rate should be at 98-100% and targeting families whose children did not apply and/or said they can't afford to apply. Colleen shared there is an application program within Design's budget to encourage students to apply to a certain number of schools and then decide in May whether they like to attend or not.
 - iii. Collaboration going on between staff members – there are many opportunities to grow and develop professionally on a consistent basis.
 1. Design is very teacher driven – teachers have the ability to make their own decisions which translates to results.
- c. Critical areas for follow up
 - i. There were no surprises from what WASC found – all these areas were already going to be addressed in our action plan. Some of the areas include: Tracking alumni and CST scores with Math proficiency levels.
 1. Israel shared that these are great areas for follow up, but we also need to celebrate the successes since not everyone is informed and how it can impact those outside of our community.
 - ii. Colleen shared that she will be sending off the action plan by June and Bill will then submit a suggestion for our success rate. Colleen feels confident that we are doing great and will not need another review.

5. Internal Communications Update (Carla Levenson)

- a. Matt is hosting monthly "Let's Talk" meetings at each school site to address any staff questions and concerns. We have also started creating a monthly newsletter to provide updates from the CMO and created a survey for staff to provide an anonymous outlet to share about what information they would like to know from the CMO and how the CMO can provide more clarity.

6. Financial Update (Dave Wilson)

- a. All items that were approved today and the last board meeting (3 new positions and bonuses) with any financial stipulations have not been included in this second interim, but will be updated in the multi-year projection.



- b. Dave stated that the state finances appear to be heading in the right direction, but will probably want to redo the budget once we have the State's revenue projection.
- c. Tom Cox shared that we just need to be cautious for the next 3-4 months.

7. Other (Matt Wunder)

- a. Matt added another approval item: Approve 3% increase for all classified members. Experience points for certificated staff members will be reinstated for 2013-2014 and that is approximately a 3% increase – Matt would like the same for classified staff members.
 - i. Tom Cox shared that we have strong enough reserves to accommodate this, but is not 100% confident where we are running this year. Tom feels that this step would be wise to increase staff morale and has low risk.

Adjournment

Meeting adjourned at 11:20 a.m.