



Board of Trustees

Meeting Minutes

Monday, December 14, 2015

Chet Pipkin, President	Matthew Wunder, Chief Executive Officer, Da Vinci Schools
Don Brann, Vice President	Nathan Barrymore, Principal, Da Vinci Communications
Israel Mora, Trustee	Kate Parsons, Principal, Da Vinci Design
Jennifer Morgan, Trustee	Michelle Rainey, Principal, Da Vinci Innovation Academy
	Steve Wallis, Principal, Da Vinci Science
	Kim Merritt, Director, Da Vinci Extension
	Tom Cox, Chief Financial Officer, Da Vinci Schools
	Yolanda Saldana-Bautista, Director of Employee Support Services, Da Vinci Schools
	Tien Cotter, Business Manager, Da Vinci Schools
	Carla Levenson, Director of External Relations, Da Vinci Schools
	Chris Jones, Deputy Superintendent, Wiseburn Unified School District
	Rocio Ansari, Executive Assistant, Da Vinci Schools

Call to Order

Meeting was called to order at 6:03 PM.

From the Board

Ms. Morgan shared that she and Dr. Brann attended the facilities meeting for the new high campus. She enjoyed being part of the meeting since it kept her up to date with plans and dates. She learned that we are still on schedule to open the new school in August of 2017.

Mr. Mora added that the building is on time but the challenges have been the gym and pool breaking ground. Currently, we are waiting on the financial piece to move forward with these areas.

Ms. Morgan stated that another identified issue is special education. During that meeting, they discussed having a special education classroom designed at the new campus. This is yet to be determined.

Dr. Brann inquired whether Annie takes minutes at the facilities meetings. If she does, he would like to see them and distribute them to the Da Vinci Board Members who are unable to attend the facilities meetings.

Mr. Mora also mentioned last week's Joint Board Meeting. He said it appears that the MOU between Wiseburn Unified School District and Da Vinci Schools will be finalized very soon.

Dr. Brann inquired about the new Board member who will be replacing Cheryl Cook. The new appointee will be Roger Banuelos. This information will formally be announced at the January Board Meeting. His term begins on January 25, 2016.

Mr. Mora said he attended the girls' soccer game and he believes the Da Vinci athletics department is doing some great things.

Approval of Minutes

Minutes from November 16, 2015 were approved with no changes.

First: Mr. Mora

Second: Ms. Morgan

Motion carries: 4-0

For 2016, Dr. Brann requested regular updates from the CEO. He said he believes all of these updates keep Board Members in the loop of the things happening at Da Vinci.

Board Approvals

Item # 1-3, 5-10

Approved as follows:

First Dr. Brann

Second: Mr. Mora

Motion carries: 4-0

Board Approvals Pulled

#4 to Closed Session

DVC Update (by: Nathan Barrymore)

Da Vinci Communications is currently building its pathway courses. It has recently added their 5th and 6th pathway courses (Computer Science and Media Communications). In computer science (with the help of PLTW), the students are focusing on the following: applications, simulation and modeling, cybersecurity, artificial intelligence, computational problem solving, computer game creation, and computer science industry based projects. In media communications, students will be engaging in: modern journalism, 72andSunny advertising projects, YouTube Channel, community web design and social media strategy, communications project for 201 N Douglas.

The Media Communications Pathway is less defined than the computer science side. Mr. Barrymore is hoping to attract more students to the Computer Science side at DVC as he is looking to grow this program.

Two of the DVC teachers have visited Redondo Beach and Mira Costa high schools and learned about the different departments. They have made these school visits to gain knowledge and insight and bring it back to DVC.

Students are partnering with 72andSunny personnel. Together they will work on industry projects. Students will be graded by the 72andSunny team. The only challenge faced while mixing the DVC students with the 72andSunny staff was the difference in subject matter knowledge (i.e. the staff struggled relating to subjects like chemistry).

There are some companies that do social media marketing and they are connecting with our students for internship and job opportunities. These companies have opened up opportunities for the students of DVC.

Dr. Brann asked if there will be digital badge designations on the students' diplomas. Mr. Barrymore informed him that we do not at this time. A full year course would have to be designed for anything like badging to actually happen.

Dr. Brann asked if there is a protocol for bomb threats and, if not, we need to have a plan in place. Mr. Mora requested to have Hawthorne PD attend a Board Meeting in person. Dr. Brann recommended to have an action plan developed for these types of situations. Ms. Parsons added that the Hawthorne Police comes out and run drills yearly.

Dr. Wunder added that we have a system for the new high school facility but for now each school needs to have its own plan. Also, he had a meeting with police chief and captain of the City of El Segundo and they have pledged an openness to our kids and to work with us on traffic and safety. The planning for this system will begin in January or February of 2016.

The new parking configuration is working well at DVC and they have not had complaints. There have been a lot of volunteer parents to help us improve the traffic flow.

DVD Update (by Kate Parsons):

Ms. Parsons shared that she would like to update us on things and events that have taken place since August. DVD staff started off the school year by attending an all staff retreat in Lake Arrowhead. Some of the major topics of discussion included advisory, culture, service learning, and big idea brainstorming for the first semester.

In terms of professional development, there have been multiple ongoing staff wide areas of focus. In addition, they have put a lot of focus on collegial coaching. Moreover, a team of teachers has worked together to develop professional development activities and staff takes this time to debrief about what they have learned from one another.

An intensive coaching program is individually catered for each of the teachers and their unique needs.

Partnerships

There have been numerous projects that have connected students with industry, higher education, and community partners. For example, 9th grade students worked with a professor from LMU.

12th grade students are working with 72andSunny to create a 150 foot mural on La Tijera. This will be a public display of their art.

The Architecture Pathway is being developed with El Camino College. This pathway will give students an opportunity to gain up to 16 college credits. Additionally, this pathway will allow students to work toward a certificate and/or an Associate's Degree in Architecture from El Camino College. At this time, the graphic design pathway is still a work in progress.

Ms. Parsons is currently working with Gensler to develop an industry certified pathway. In January, Mr. Parsons and Dr. Wunder will visit Cal Poly San Luis Obispo to work with them on the architecture pathway.

Mr. Pipkin asked how we can support DVD. Ms. Parsons replied that helping make connections to industry partnerships and resources to develop the graphic design pathway would all be very helpful and meaningful.

DVC/DVD Math Presentation (by Nathan Barrymore and Kate Parsons):

Both principals, Mr. Barrymore and Ms. Parsons, said they had no additional comments as they both already gave updates for their school.

Dr. Brann asked why the math scores are different at DVD than DVS. He pointed out the DVD's scores are significantly lower. He recommended paying careful attention to the math programs.

Dr. Wunder said he would like to see a connection in the area of graphic design for DVD. He asked the Trustees to please welcome those connections if they have the ability to make that partnership.

Financial Update (by: Tom Cox)

The First Interim Report is now complete. With regard to our current budget, on the revenue side, the LCFF and ADA are slightly less than we anticipated, therefore, we have reduced our projections slightly by \$100K, but we had that money in contingency so this does not affect our overall budget.

We have reduced the expenditure on the early college program since we are not doing some of the classes we had initially planned.

Salaries

Contingency money was used to pay for the approved salary increase in August for both classified and certificated employees. These raises were covered by both contingency funds and money saved on positions we haven't yet filled after past employees left.

We believe we are on target with the projections made in November.

Special education expenses will also be covered through contingency funds and savings. Mr. Cox stated that we have a break-even budget overall.

At this time, since we are unsure of what ADA will pay for this school year, we have reserved about \$100K in contingency for future expenditures and costs.

One-time state money is categorized as two pots of money. A plan must be developed but we are awaiting information before we can move forward with the one-time state money.

The contingency budget shows a decrease of about \$661,000. Please note this was used to help pay salary increases.

Mr. Cox predicted that this year will be another break-even year. Assuming the fundraising dollars come in, we think there will be about \$10K as leverage in the budget.

Dr. Brann stated that the governor will release his proposal for the 2016-17 school year and perhaps more money will be funded. He asked if there is a possibility that more money could be added to the 2015-16 school year. Mr. Cox said he was unsure but we would have to wait and see.

Mr. Cox assured the Board that any changes would be adjusted and available in the Second Interim Report.

Mr. Mora requested that the Board look at the unrestricted amount on the report. In the future, he would like to see these numbers grow.

Audit

The audit results will be presented to the Board at its January Board Meeting. There are no changes to the numbers presented to the Board. The unaudited actuals are the same numbers found on the audit report.

Mr. Cox shared that we had an audit finding last year that we've had for a number of years and this had to do with disbursement. This has since been cleared up. There are two additional items that are small in nature. The first item was a coding error (for ADA) in our software at DVD. This was a result from the Presentations of Learning schedule and a discrepancy with our attendance report. Mr. Cox stated this was explained to the auditor. The second finding was the reporting of the number English Language Learners in CALPADS.

Mr. Cox said we can invite the auditor to our next Board Meeting if the Trustees agreed to that. Otherwise, Mr. Cox would be happy to present the audit report himself.

Mr. Pipkin suggested that it is good practice to have the auditor come annually to a Board Meeting. The other Board Members agreed that bringing the auditor in is a good idea. Mr. Cox will ask the auditor to be present at the January 25th Board Meeting.

Budget Process:

A yearly budget cycle was presented to the Board, so they can view where Da Vinci stands in terms of financials and what to expect each month. Financial reports will continuously be presented monthly to the Board.

In terms of the Classified Retirement Plan, Mr. Cox reported that we are close to having the planned document completed for the Board to adopt effective 01-01-2016. This document will be presented to the Board in January.

Closed Session

Meeting entered into Closed Session at 7:18 PM.

Adjournment

Meeting reconvened from Closed Session at 7:45 PM.

Board Approvals

Items # 4

Approved as follows:

First: Mr. Mora

Second: Dr. Brann

Motion carries: 4-0

The meeting was adjourned at **7:46 PM**.