



**Board of Trustees Meeting Minutes
Thursday, May 7, 2009**

Open Session

Meeting called to order at 9:06 am

Board Members present:

Chet Pipkin, President
Gary Wayland, Member
Don Brann, Member
Cheryl Cook, Member

Administration present:

Matt Wunder, Executive Director
Nicole Tempel, Founding Principal
Tom Johnstone, Wiseburn School District Superintendent
Tom Cox, Wiseburn School District Chief Business Official

Visitors present:

Jean Campbell, CFO, Vistamar School
Susan Andriacchi, Recording Secretary

Minutes

Reviewed minutes from April 23rd. Motion to approve with Don Brann's changes.

First: Wayland; Second: Cook; Motion approved.

Reviewed minutes from March 17th. Motion to approve minutes as written.

First: Brann; Second: Cook; Motion approved.

Discussion Items

Tom Cox led discussions of several business issues:

- MOU with Wiseburn – still needs to be put together, revisit
- LACOE needs two separate general ledgers for Da Vinci schools, documents will be done after insurances, cost \$5000 per year combined
- Budgets & Financials – the current budget was discussed in detail; not planning to give a budget for approval until June after state revisions; current budget is “Sample Budget”
 - Action for Tom Cox: present a list of risks and opportunities as it relates to the budget, and ways to mitigate the risks and maximize opportunities.
- Relationship with SAR – Don Brann recommends Da Vinci joins Beach Cities SAR; SAR not willing to bring in new districts unless they provide staff to help with caseload.
 - Action for Matt Wunder: contact Ken Flood, Beach Cities SAR



- Facility Update: floors/carpet are getting done; estimate for painting overhang and last two rooms \$14,500.
- Technology Update: have an issue tapping into the phone system but working on it; John Fernandez is creating better electrical system to accommodate servers
- Early College Update: El Camino College has not agreed to provide classes for the Early College program; Tom Johnstone and Tom Fallow (ECC) to meet; Webster University has expressed interest; Marymount is an option but doesn't want to hold classes for 9th and 10th grades.
 - Action for staff: keep Board apprised of risks
- Enrollment and Recruitment Update: scheduled two information nights to recruit 60 additional students; staff wants to add 10th graders, but also recruiting 9th grade students so that we have a robust wait list; demographics of applicant pool is slightly different from Wiseburn demographics.
- Hiring update: Still some competition for math and science teachers especially in charter schools; when contract is ready there are 10 teachers who can sign immediately.
- Size of the board – Don Brann recommends going to a seven person board, add two people plus fill Ron Smith's seat with a representative from aerospace.
 - Action for staff – start the process of looking for new board members.

Consent Items

- Employment Contract: Jean Campbell has had input from staff and believes it is ready; Gary Wayland and Don Brann would like to read it more thoroughly.

Motion to approve faculty contract subject to adjustments suggested by Gary Wayland and Don Brann.

First: Wayland, Second: Brann, Motion approved

Action for Wayland and Brann: read and provide input to Matt Wunder by May 14th.

- Request approval of \$12k payment to Steve Wallis for consulting services which include curriculum development, program and facility planning
 - Motion to approve payment for consulting services.
First: Wayland; Second: Brann; Motion approved.
- Bookkeeper - hold discussion don't need a bookkeeper until next fiscal year



- Job descriptions for Executive Director and Principal don't need to be approved at this time.

Upcoming Dates Next meeting: May 21st, 9am-11am.

Adjournment Meeting adjourned at 11:00 a.m.