



**Da Vinci Board of Trustees  
Meeting Minutes  
November 12, 2009**

**Open Session**

Meeting called to order at 9:04 a.m.

**Board Members Present:**

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 Chief Business Official  
Nicole Temple, Principal  
Jaime Hernandez, Information Systems

**Visitors Present:**

Susan Andriacchi, Recording Secretary  
Rick Johansson, Northrop Grumman  
Kent Meyer, Northrop Grumman

Jean Campbell, Vistamar School  
Gary Collin, Northrop Grumman  
Da Vinci Students

**Information from the Board**

- Chet Pipkin unable to attend today.
- Cheryl Cook, Matt Wunder and Tom Cox traveled to High Tech High Chula Vista, met with Chris Gerber, Director of Facilities.
- Don Brann thanks the Wiseburn School District for use of their board room and cooperation and support.

Motion to approve minutes from October 5.

*First: Wayland; Second: Cook, Motion carries.*

**Discussion Items**

**Strategic Planning – Matt Wunder**

- Takes 13 to 60 months, first 13 months is an operational plan.
- All stakeholders have a voice in the process.
- Fact-based process, uses metrics, draft of proposed metrics is included in Board packet.
- Addresses core issues - Who do we serve? How do we serve them?
- A facilitator will be chosen from within the organization.
- Petition to State of CA says we will have monthly Board meetings through the end of 2010-11 school year.

**Student Survey – Matt Wunder**

- About half of students participated
- School environment scored high, 90.1% to 97.2%
- Board would like to see comments from survey.



Northrop Grumman Innovation Lab – Art Lofton and Northrop Grumman team

- The Board toured the innovation lab, team is working toward lab being operational by December 10<sup>th</sup>

Information Technology issues – Jaime Hernandez and Rick Johansson

- Current internet connection has limited bandwidth 4.5 megabits, too low for curriculum requirements
- AT&T - applied for CA Teleconnect fund to get a 50% discount, in order to get that we have to apply for E-rate, AT&T will be lower, but have to apply now for application at July 2010; Jaime is filling out the application also, \$3000 pr month guaranteed bandwidth line 99.7% of time
- Time Warner gave us the discount without e-rate, 20 megabit line for \$900 per month instead of \$1800, also waived the construction costs of moving the lines into our building, shorter construction time
- Digital portfolios – each student will have their own website
- ICC has requested extra time for \$9000; south wing is going to get demolished so T1 lines will have to be moved starting this Friday; ICC needs to move the switches
- The school district is paying AT&T \$5000 for moving the lines; ICC is doing things needed specifically for the charter
- ICC will set up new switches and routers to accommodate the 20 megabit lines, will also set up new security for the system
- Jaime would like to get ICC into the E-rate program so we can get an 80% discount on ICC services in the future.
- ICC invoice includes 200 hours at \$45 per hour, total of \$9000 for work through September 2010.
- No compatibility issues between Time Warner (Da Vinci) and AT&T (Wiseburn)
- There are ways to maximize bandwidth as the lab comes on line.
- Bandwidth is scalable, planning extra wireless access if it's needed in the future.
- Security switch for the design school is located in the Innovation lab, not sure how much it will cost to have this moved.

**Action Items (numbers from agenda)**

2. Information Technology issues:
  - a. Approve \$9000 for ICC through September 2010
  - b. Approve new contract with Time Warner, which will cost an extra \$450 per month for higher bandwidth lines.

*First: Wayland, Second: Lofton, motion carries.*

Budget and Financials – Tom Cox

- Education code has 5 reporting requirements:
  - Annual budget, needs to go to Wiseburn School District (WSD)
  - First interim report by December 15, projection of this year and next two years, have to submit to WSD and LA County.



- Second interim report required March 15<sup>th</sup>.
- Unaudited actuals by September 15<sup>th</sup> – done on state software
- Annual audit report is published by December 15<sup>th</sup>, has to go to the State.
- Most reporting is done on cash basis, convert to accruals as of June 30<sup>th</sup>
- Cash position is good in the first year, each charter borrowed \$300k from WSD, each school has approximately \$500k right now (\$1M combined)
- What are adequate reserves? We started out with nothing, now at 3-5%, goal is to build up to 10-15% of expenditures.
- Will also need to set money aside for debt payment for the new facility.

**Action Items (numbers from agenda)**

1. Approve payment to Cheryl Carter, Information Technology consultant, \$4800. Cheryl Carter brought a cadre of tech people to put together our technical plan, services are complete.

*First: Wayland, Second: Lofton; motion carries.*

3. Approve payment to Alma Ventura for before school child care \$1000. This item is budgeted, and the rate is really low.

*First: Wayland, Second: Cook; motion carries.*

Student presentations – Natalie, Anthony, Anthony, Melissa, Amy

- All students liked the project-based learning, connecting with the teachers, real world applications
- Biggest dislike is having to wear shirts with collars.

**Action Items (numbers from agenda)**

4. Auditors will cost \$25-27k for annual audits, one for each school and consolidated; Gary Wayland is negotiating the contract, this item was not in the original budget. About half to be paid this year and half to be paid next year.

Motion to approve engaging Nigro, Nigro & White as auditors.

*First: Wayland, Second: Lofton, motion carries.*

5. Approve Beginning Teacher Support program (BTSA); clear credentials of newer teachers, four Da Vinci board-certified teachers would provide teacher training and would be paid for it. Total cost is \$14-15k. TFA teachers are not ready for BTSA; doing credentials

*First Wayland; second: Cook, motion carries.*

6. Da Vinci and Vistamar Counseling Services agreement – sharing Briana Sheperd, cost is \$2055 per month.

*First: Wayland,, Second: Lofton, motion carries.*



Future Facility -- Don Brann

- Limited locations within Wiseburn School District.
- Constraints include time, lack of availability, funding, condemnation.
- Wells Fargo has non-profit division which can lend \$5M for acquisition and \$50M for construction, but prices are high.
- There are other financing programs for schools, i.e. NCB.
- Wiseburn Unification is on the agenda for State Board of Education for January 2010;
- Title 5 legislation has guidelines for the type of site where you should build a school. If you get any State money, will have to officially report to Title 5.
- Eastern El Segundo is a good location, but have to consider environmental issues.

Early College Update – Matt Wunder

- Two classes will be held this year.
- Engaging West LA college, they are trying to offer the courses for free (reimbursements through State FTES –like ADA), but El Camino doesn't like other organizations to offer classes in their territory.
- Program will roll out in January or February.

**Upcoming Events**      Next Board meeting Thursday December 10, 9-11:30 a.m.

**Adjournment**              Meeting adjourned at 11:37 a.m.