



Da Vinci Board of Trustees Meeting

Monday, September 18, 2017

Minutes

Call to Order

The Regular Da Vinci Board of Trustees Meeting was called to order at 6:20 p.m. by Dr. Donald Brann, Vice President.

Attendance

Members present:

Mr. Chet Pipkin, Dr. Donald Brann, Jennifer Morgan, Israel Mora, Roger Bañuelos

Administrators present:

Dr. Matthew Wunder, Chief Executive Officer, Da Vinci Schools
Dr. Chris Jones, Chief Operating Officer, Da Vinci Schools
Marshall Mayotte, Chief Financial Officer, Da Vinci Schools
Tom Cox, Chief Financial Officer Emeritus, Da Vinci Schools
Dr. Mary Ring, Chief of Student Services, Da Vinci Schools
Dr. Scott Weatherford, Principal, Da Vinci Communications
Kate Parsons, Principal, Da Vinci Design
Steve Wallis, Principal, Da Vinci Science
Kim Merritt, Director, Da Vinci Extension
Yolanda Saldaña-Bautista, Director of Employee Support Services, Da Vinci Schools
Carla Levenson, Managing Director of External Relations, Da Vinci Schools
Natasha Morse, Director of Real World Learning
Alison Wohlwerth, Administrative Manager, Da Vinci Schools
Tom Johnstone, Superintendent, Wiseburn Unified School District

Public Comments

No comments.

From the Board

Mr. Mora thanked everyone for the sympathy card. Mr. Bañuelos asked if Eastshore Consulting could advise regarding Proposition 51. Dr. Wunder said that they will meet next week. Ms. Morgan spoke about her visit to Da Vinci Science's Back to School night.

From the CEO

Dr. Wunder spoke about the draft strategic plan, and acknowledged Steve Wallis' contribution in organizing the staff participation meeting for creating the plan. The final plan will be brought to the Board in the future.

Dr. Jones shared an athletics update. The Fall season features both JV and varsity girls' volleyball, JV and varsity girls' and boys' basketball, and possibly soccer frosh/soph teams. Dr. Jones is very happy with the athletics staff. Del Aire Park is used for cross country, and softball, and the Dana gym is also being used for practices. He thinks Da Vinci is a year ahead of where he thought they would be at this time.

Financial Update

Mr. Mayotte gave a financial update which touched on:

- Field work for the annual financial audit will be starting in late September.
- One-time funds and fundraising dollars will be used for classroom furniture purchases for the new campus.
- Mr. Mayotte is working with CSMC on accounting changes to make the system more efficient and easier to track.
- College application funding for Free & Reduced Price Meal students will come from fundraising and general funds, and will be audited for accuracy.
- CPR training will be provided by school nurse Emily Green.
- The LACOE services contract has been renewed; in the future, Mr. Mayotte hopes to streamline optional costs.
- Future items which will be presented in the coming Board meetings.

Mr. Mayotte also discussed the Unaudited Actuals report, saying that all schools ended in the black. He intends to provide better comparables for more clarity when looking at financials for each school.

He looked at spending (certificated salaries, books & supplies, etc.) as a percentage of government revenue. Mr. Mayotte also looked at variances, saying that revenue was higher than was budgeted, but that net income was less. Furniture and equipment for which Da Vinci Schools was committed to purchasing, but which had not been delivered, and higher Special Education costs contributed to the variances, as did hard-to-predict fee-for-services expenses.

Mr. Mayotte said that overall the schools did well; budgeting is done conservatively, so missing a revenue target may be attributed to that. Mr. Cox added that overall, the schools each did \$100,000-\$150,000 better than predicted. Reserves were increased, and ADA was higher than projected in the 2016-17 2nd interim report.

Ms. Morgan asked about a timeframe for Mr. Mayotte's changes. He hopes to present a timeline at the next Board meeting. He thinks a financial template will take about two years to fully complete. Putting all policies, procedures, and systems in place could take up to 5 years. Mr. Pipkin thanked Mr. Mayotte for his work.

Facilities Update

Dr. Jones spoke about the traffic flow and drop off and pick up at the Del Aire campus, which has been going well. He also described meeting with the El Segundo Police Department, who are supportive of Da Vinci's move to the 201 N. Douglas Street campus. The ESPD has a school liaison who will be working with Da Vinci.

Move-in day must be least impactful to the families. Move-in must include IT (phones, networking, Chromebooks, printers, etc.), faculty & staff moves, the Business office move, etc. A Professional Development day would be ideal, so there would be no impact on instruction days. Mr. Mora added the unknown factor is the fire testing, which takes about two weeks or longer, depending on what, if anything, is found during the testing.

Dr. Wunder credited the principals and directors for their great attitudes and hard work in keeping up the school culture in the face of the delay.

Incubator/Institute Presentation – Dr. Wunder postponed this presentation.

Approval of Minutes

The minutes of the Regular August 28, 2017 meeting were approved as follows.

Motion to Approve: Ms. Morgan Seconded: Mr. Bañuelos Vote: 4-0-1, Mr. Pipkin
abstains

Approvals

Items #6, 8, 9, 10, 16 were pulled for further discussion.

Items #1-5, 7, 11-15, 17-20 were approved as follows:

Motion to Approve: Mr. Bañuelos Seconded: Ms. Morgan Vote: 5-0-0

Item #6: Jessica Cohn

Discussion regarding the time estimate and cost of the consultant’s work ensued, with several trustees voicing the opinion that the price was high. According to Dr. Jones, Dr. Ring, and Mr. Mayotte, policies are urgently needed.

Dr. Wunder withdrew item #6 for re-working and re-presentation to the Board in future.

Item #8: Administrative Loan Partnership MOU, WUSD, Da Vinci Schools

Dr. Jones and Dr. Ring are officially WUSD employees. They both have functions under Da Vinci Schools (evaluating employees, signing official contracts and documents, etc.). The MOU does not specifically name Dr. Jones and Dr. Ring.

Item #8 approved as amended:

Approve Administrative Loan Partnership Memorandum of Understanding between Da Vinci Schools and Wiseburn Unified School District for the sharing of administrative staffers Dr. Chris Jones and Dr. Mary Ring for the 2017-18 school year, to be renewed annually.

Motion to Approve: Mr. Mora Seconded: Mr. Pipkin Vote: 5-0-0

Item #9: Approve the Signature Authority Matrix

Discussion about the necessity to allow signing authority for Legal Services and for Consultants for such a wide group of people ensued.

Dr. Wunder withdrew item #9 for re-working and re-presentation in October.

Item #10: CTE Financial Incentive

Dr. Wunder said that the CTEFP grant is tied to having Da Vinci teachers credentialed per the grantor’s and CDE’s requirements. For Da Vinci Schools to be eligible for the grants, teachers must be pursuing their CTE credential. Dr. Jones added that the state has its own accountability metrics for CTE pathways, and in order for the pathway to be CTE eligible, the teachers must be credentialed. Mr. Cox said that Educator Effectiveness (professional development) funds can be used for this incentive and need to be spent down.

Item #10 approved as follows:

Motion to Approve: Mr. Mora Seconded: Mr. Bañuelos Vote 5-0-0

Item #16: Unaudited Actuals

Brief clarifying discussion regarding the designated fund balances ensued.

Item #16 approved as follows:

Motion to Approve: Ms. Morgan Seconded: Mr. Mora Vote: 5-0-0

Closed Session

Closed Session was entered at 7:59 p.m.

1. Anticipated Litigation

Significant Exposure to litigation pursuant to Gov. Code §54956.9(b):

Public Session reconvened at 8:45 p.m.

Closed Session Reporting

Dr. Brann reported that no action was taken in Closed Session.

Adjournment

The meeting was adjourned at 8:45 p.m.

The next Regular meeting of the Board of Trustees will be on Tuesday, October 17, 2017 at 7 a.m.



**Da Vinci Schools Board of Trustees Meeting
Monday, September 18, 2017**

Wiseburn Unified School District Board Room
13530 Aviation Boulevard, Hawthorne CA 90250

Da Vinci Schools Board Approvals - Voted

1. Approve the following new hires:

Site:	Employee:	Position:	Level/Pay
DVX	Sylvia Soria	Academic Coach	1 w/ masters
SPED (DVIA)	Bertha Alfas	Academic Coach	2
Athletics	Richard Pitpit	Assistant Basketball Coach	\$1500/season

Approval: Yes Motion: Mr. Bañuelos 2nd: Ms. Morgan Vote 5-0-0

2. Approve closing assignments of the following employees who will not be returning for the 2017-2018 school year:

Site:	Name:	Position:
DVC	Lia Jordan	Academic Coach
DVS	Andra Birkitt	Substitute Teacher/Academic Coach
DVS	Alexander Orozco	Academic Coach
DVS	Lorenzo Rams	Academic Coach
DVX	Brittany Jones	Academic Coach
DVD/DVC	Madeline Jones -Siegel	Academic Coach

Approval: Yes Motion: Mr. Bañuelos 2nd: Ms. Morgan Vote 5-0-0

3. Approve the following athletic coaches for the winter season. To be paid out of Athletics Budget.

Name	Sport	Total
Jim Sullivan	Archery Coach	\$2,000
Siri Sahib Khalsa	Archery Assistant Coach	\$1,500

Approval: Yes Motion: Mr. Bañuelos 2nd: Ms. Morgan Vote 5-0-0

4. Approve the following school site staff stipends:

Site	Employee	Type	Assignment	Terms	Total	Funding Source
DVC	Christina Hannouche	Additional Assignment	Science Mentor/ Coaching for 2 DVC science teachers	\$1250 x 2 sem	\$2,500	General Budget
DVIA	Jennifer Francy	Additional Assignment	Teach after school enrichment class	13 weeks	\$850	Enrichment Budget
DVIA	Darlene Wonggaew	Additional Assignment	Teach after school enrichment class	13 weeks	\$850	Enrichment Budget
DVD	Austin Anderson	2nd Seminar	design seminar	\$1250/fall	\$1,250	General Budget
	Helena Cheng	2nd Seminar	design seminar	\$1250/fall	\$1,250	General Budget
	Alexandra Martinez	2nd Seminar	design seminar	\$1250/fall	\$1,250	General Budget
	Tina Hannouche	2nd Seminar	math support	\$1250/fall	\$1,250	Title 1
	Korey Hlaudy	2nd Seminar	math support	\$1250/fall	\$1,250	Title 1
	Emily Chen	2nd Seminar	math support	\$1250/fall	\$1,250	Title 1
	Frank Solis	2nd Seminar	design seminar	\$1250/fall	\$1,250	General Budget
	Betsy Wynn	2nd Seminar	design seminar	\$1250/fall	\$1,250	General Budget
	Ivan Villanueva	2nd Seminar	Basketball	\$1250/fall	\$1,250	Athletics Budget

Approval: Yes Motion: Mr. Bañuelos 2nd: Ms. Morgan Vote 5-0-0

5. Approve Consultant's Agreement with Space Innovation Academy (Robert Atkins) for space innovations seminar at Da Vinci Science at a cost of \$2,500 for the fall semester. To be paid out of DVS: General Budget: Educational Consultants.

Approval: Yes Motion: Mr. Bañuelos 2nd: Ms. Morgan Vote 5-0-0

6. Approve Services Agreement with Jessica Cohn to create policies and procedures for Da Vinci Schools at a rate of \$145 per hour, total cost not to exceed \$30,450. The contract allows early termination with a 30-day notification. To be paid from General Budget: Consultants. **Item withdrawn by Dr. Wunder for re-presentation in October.**

Approval: **Item Withdrawn** Motion: 1st _____ 2nd _____ Vote _____

7. Approve Education Research Consultants' (ERC) Service Agreement for \$20,000 for two (2) additional Pathways (Music & Media, Biomedical) for the Career Technical Education Facilities Grant. To be paid with one-time state monies. (Previous agreement to draft five pathway proposals totaling \$52,000 approved by the Board in February 2017 and July 2017).

Approval: Yes Motion: Mr. Bañuelos 2nd: Ms. Morgan Vote 5-0-0

8. Approve Administrative Loan Partnership Memorandum of Understanding between Da Vinci Schools and Wiseburn Unified School District for the sharing of administrative staffers Dr. Chris Jones and Dr. Mary Ring for a period of three years, to be reviewed annually.

Item #8 approved as amended:

Approve Administrative Loan Partnership Memorandum of Understanding between Da Vinci Schools and Wiseburn Unified School District for the sharing of administrative staffers Dr. Chris Jones and Dr. Mary Ring for the 2017-2018 school year, to be renewed annually.

Approval: Yes Motion: Mr. Mora 2nd: Mr. Pipkin Vote 5-0-0

9. Approve the signature authority matrix. This provides a guide as to which positions have actual authority into entering agreements on behalf of the school entity(ies).

This item was withdrawn by Dr. Wunder for re-presentation in October.

Approval: **Item Withdrawn** Motion: 1st _____ 2nd _____ Vote _____

10. Approve the Career Technical Education (CTE) Financial Incentive for teachers who may teach a pathway in the future (see packet for further information). The projected cost is about \$90,000 (\$20,000 for 22 pathway teachers and \$66,000 for 22 teachers completing the program). Once \$90,000 has been spent, the Board has the option to eliminate the incentive at the end of each academic year. Teachers who complete the credential the year after the funding has been eliminated, will not receive the incentive. These funds will be paid out of general funds.

Approval: Yes Motion: Mr. Mora 2nd: Mr. Bañuelos Vote 5-0-0

11. Approve the current list of prohibitive purchases. These purchases become prohibitive by September 25, 2017. The final list will be included in the Fiscal Policies and Procedures that have a targeted approval by the June 2018 Da Vinci Schools Board Meeting.

Approval: Yes Motion: Mr. Bañuelos 2nd: Ms. Morgan Vote 5-0-0

12. Approve the elimination of all school credit cards under the Director of Employee Support Services. Da Vinci Schools have hired a new Chief Financial Officer. The current Director of Employee Support Services does not want financial responsibility for/liability from credit cards.

Approval: Yes Motion: Mr. Bañuelos 2nd: Ms. Morgan Vote 5-0-0

13. Approve the removal of the Director of Employee Support Services from online bank account responsibilities and management. Da Vinci Schools have hired a new Chief Financial Officer. The current Director of Employee Support Services wants to pass along the online banking management responsibilities.

Approval: Yes Motion: Mr. Bañuelos 2nd: Ms. Morgan Vote 5-0-0

14. Approve the online bank account management for Wells Fargo accounts to the Chief Financial Officer. The CFO will be authorized to have the following abilities: transfer funds within all accounts (currently Da Vinci Schools, Da Vinci RISE High, and the credit cards); set up ACH transfers and online billing; and wire funds. The CFO does not reconcile the bank accounts. That function is performed by CSMC and ExED. The CFO will have treasury responsibilities while bank reconciliation is performed by a third party back office. This should act as a deterrent for fraud/malfeasance.

Approval: Yes Motion: Mr. Bañuelos 2nd: Ms. Morgan Vote 5-0-0

15. Approve the Chief Financial Officer to have the school credit card(s) under his/her name. The credit card(s) under the CFO will not be used by him/her, but will be used by staff on behalf of the school. These credit cards will be stored in the Da Vinci Schools Business Office safe and will not be taken beyond Wiseburn Unified School District's attendance boundary and its adjacent neighborhoods.

Approval: Yes Motion: Mr. Bañuelos 2nd: Ms. Morgan Vote 5-0-0

16. Approve the Unaudited Actuals, using the Alternative Format for Charter Schools, for the following entities: Da Vinci Communications, Da Vinci Design, Da Vinci Science, and Da Vinci Innovation Academy, and the designated fund balances as presented to the Board.

Approval: Yes Motion: 1st Ms. Morgan 2nd Mr. Mora Vote 5-0-0

17. Approve Da Vinci Schools' Volunteer Handbook.

Approval: Yes Motion: Mr. Bañuelos 2nd: Ms. Morgan Vote 5-0-0

18. Approve Da Vinci Schools' Employee Handbook which has been reviewed and revised by the legal team at Procopio, Cory, Hargreaves & Savitch, LLP, to include updated employee classifications and leave entitlements.

Approval: Yes Motion: Mr. Bañuelos 2nd: Ms. Morgan Vote 5-0-0

19. Approve and adopt Board Policy 6163, Administrative Regulations, Guidance Documents, and Forms relating to Service Animals. Requests for service animals to accompany students enrolled at Da Vinci Schools can be made pursuant to federal and state laws under Section 504 of the Rehabilitation Act, Individuals with Disabilities Education Act, and Americans with Disabilities Act (IDEA).

Approval: Yes Motion: Mr. Bañuelos 2nd: Ms. Morgan Vote 5-0-0

20. Approve Alarm System Monitoring Agreement with HCI Systems, Inc. at a rate of \$165 per month for 36 months, (total annual fee of \$1,980). This agreement includes wireless monitoring of Fire, Intrusion/Burglar, and Area of Refuge systems. To be taken from the General Operating Budget.

Approval: Yes Motion: Mr. Bañuelos 2nd: Ms. Morgan Vote 5-0-0