APPROVED

Da Vinci Schools

Minutes

Da Vinci Schools Regular Board Meeting

Date and Time
Wednesday September 19, 2018 at 6:00 PM

Location
201 N. Douglas Street, El Segundo, CA 90245

Da Vinci Schools ("DV") welcomes your participation at its Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of DV in public. Your participation assures us of continuing community interest in our schools. To assist you in speaking/participating in our meetings, the following guidelines are provided:

1. Agendas are available to all audience members at the door to the meeting.
2. "Request to Speak" forms are available to all audience members who wish to speak on any agenda items or under the general category of "Public Comments," which is time set aside for members of the audience to raise issues not specifically on the agenda. However, due to public meeting laws, the Board can only listen to your issue, not respond or take action. These presentations are limited to three (3) minutes and total time allotted to non-agenda items will not exceed fifteen (15) minutes. Non-English speakers who use a translator shall have six (6) minutes in which to address the Board.
3. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen-requested item.
4. The chair will recognize such individuals who wish to speak on a specific agenda item at the appropriate time. When addressing the Board, speakers are requested to adhere to the time limits set forth, and to not repeat remarks made by those who preceded them.
5. Any public records relating to an agenda item for an open session of the Board which are distributed to all, or a majority of all, of the Board members shall be available for public

inspection at 201 N. Douglas Street, El Segundo, CA 90245, during Business Office operating hours.

The agenda and documents in the agenda packet will be made available, if requested, in appropriate alternative formats to any person with a disability as required by the ADA, 42 USC section 12132, and the federal rules and regulations adopted in implementation thereof. To request a disability-related modification or accommodation, including auxiliary aids or services, you must contact Alison Wohlwerth at 310-725-5800 at least 48 hours before a regular meeting, and at least 12 hours before a special meeting. (Government Code § 54954.2(a)(1).)

Trustees Present
A. Lofton, B. Meath, C. Pipkin, D. Brann, J. Morgan, R. Bañuelos

Trustees Absent
I. Mora

Guests Present
A. Eynon, A. Johnson, A. Wohlwerth, Blake Silvers, K. Parsons, M. Mayotte, M. Ring, M. Wunder, S. Wallis, S. Weatherford

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I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

C. Pipkin called a meeting of the board of trustees of Da Vinci Schools to order on Wednesday Sep 19, 2018 at 6:05 PM.

C. Public Comments

None

II. Information

A. From the Board

The Board unanimously consented to add an item to the agenda: the extension of a term of service for Art Lofton, trustee, from July 16, 2018 to July 16, 2021.
Motion to approve: D. Brann
Seconded: R. Banuelos
Aye - B. Meath, C. Pipkin, J. Morgan, R. Banuelos, D. Brann
Abstained - A. Lofton
Vote carried

Dr. Brann asked for the status of financial literacy courses at Da Vinci. He asked about civic participation such as voter registration drives. He also discussed the aviation courses Da Vinci used to hold, and perhaps starting them up again; the L.A. Times and other businesses that Dr. Patrick Soon-Shiong owns; the L.A. Lakers' overflow parking. He discussed the Young Entrepreneurs Academy that some Da Vinci students have participated in. Dr. Brann would like to set up visits to Da Vinci for Dr. Soon-Shiong and the USC Interim President, Dr. Wanda Austin, who is the former CEO of Aerospace Corp. and an El Segundo resident. Dr. Brann requested the 2018-19 Da Vinci calendar.

Ms. Morgan asked about school zone signage for Douglas Street. Dr. Brann says that the city will be formalizing the system for traffic around the 201 N. Douglas campus and thanked Dr. Jones for the work he's done. Dr. Wunder will discuss the issue with Dr. Jones. Mr. Bañuelos mentioned the traffic mitigation plan between the city and Da Vinci that may need to be revisited; several meetings have been conducted between the two groups regarding this plan.

Mr. Lofton asked about a strategy for capturing data on outside parties' visits to Da Vinci to leverage them for support. Dr. Wunder said that Ms. Levenson keeps track of this data, as does the Da Vinci Institute.

Mr. Bañuelos thanked Mr. Wallis for the Da Vinci Science Back to School Nights (there were two nights splitting up the grade levels). Mr. Bañuelos attended both. He said that it was nice to see the teachers presenting all together at the beginning of the night. He mentioned receiving feedback that parents appreciated midterms and finals for honors course credit.

B. From the CEO

Dr. Wunder spoke about growing pains after last year's five charter renewals, moving into the new building, etc. The organization is working on building capacity; measuring special education needs; finding efficiencies in staffing; creating a cooperative communications plan with Wiseburn Unified School District; and creating a long-term plan to bring to the Board.

Moving forward, the focus is on putting the right people into the right positions. Maria Hwang de Bravo, Mary Ring, and Jennifer Morgan have been working on policies. Mr. Mayotte has been working on installing financial systems and processes for efficiencies, with an eye toward making systems simpler, with greater flexibility and clarity.

C. Governance Presentation

Dr. Wunder asked for Board feedback on the components of a highly effective Board meeting, and what expectations the Board have for staff.

Mr. Pipkin said that they are here for the safety, well-being, and education of the students. Anything that helps the Board make decisions is critical. Clarity on positions is appreciated.

Dr. Brann commented that the work is serious. The people are the key; what is created is important.

Mr. Lofton said that in today's world, there are virtual systems for tactical meeting efficiencies to bring people together for active participation and engagement. The Board's role is to look for where the Board can give value and support the organizations' staff to be as efficient as they can be.

Mr. Banuelos spoke on the trust of the Board members over time, and not wanting to stifle the communications channel between the Board and the schools' staff. DV/WUSD collaboration developed over time.

Dr. Wunder wants to know what the Board really needs and wants re: staff and level of detail.

Ms. Morgan commented that she would like the number and weight of the agenda items considered, and that the Board be briefed on the overall picture so that better decisions can be made.

Mr. Meath would like to see more dedicated time for the Board to consider strategic planning and direction of the schools rather than operational goals.
Mr. Lofton agreed and suggested a quarterly meeting for strategy (videoconference).

Mr. Pipkin thinks the Board does an effective job at giving objective feedback to staff. He thinks some of that feedback is not executed.

Mr. Pipkin asked the Board about their interest in a quarterly retreat. Mr. Lofton thinks the Board should make the focus of one regular meeting each quarter be strategy vs. operations, as opposed to a separate, extra meeting.
Mr. Meath suggested bite-sized chunks at each meeting - reformatting the regular meetings. Ms. Morgan said that the decision should first be to determine what needs to be covered.

Dr. Wunder spoke about the framework for financial reports that Mr. Mayotte will be bringing to the Board.

D. Da Vinci Design Update

Ms. Parsons gave a presentation on Da Vinci Design
Staff Development/Professional Development focused on:
1) Effective communication
2) Student-staff interaction
3) WASC accreditation
4) Building positive culture

College data:
99% college acceptance; 73% 4-year college enrollment rate;
85% overall college enrollment rate immediately following high school graduation
89% 4-year college persistence rate (8% higher than national rate)
77% 2-year college persistence rate (15% higher than national rate)
Da Vinci Design fielded 7 POSSE scholars between 2014-2018; 11 DVD students are semi-finalists for 2019. Finalists will be named at the end of October.

Ms. Parsons said the parent/student surveys are conducted twice a year, and staff feedback is requested at the end of each professional development day, for a constant feedback cycle.

Dr. Wunder mentioned that Ms. Parsons and Ms. Martin worked during the summer to put into place these plans that are now paying off.
Ms. Parsons will send her presentation to the Board members.
Mr. Pipkin thanked Ms. Parsons for her informative, well-presented, high-energy presentation.

E. Financial Update

Mr. Mayotte presented the financial update, mentioning the new systems which were installed, and the rollover has created some issues, creating a gap in reporting.
He spoke of working with each principal on the budget template that has been created that contains the financials in the board-requested format and the budget scorecard. He also said he will focus on a few topics each month in future board meetings.

Mr. Lofton is looking for trend graphics, and asked whether or not the technical problems have been solved with Concur and CSMC, saying that experts should be called in at CSMC to help them with the issue.
Mr. Pipkin thinks that it is much more important to see the operational big picture, and requested a plan, achieved by bringing in experts to CSMC, extra hours from outside help or some other means.

III. Approval of Minutes

A. Minutes of the 8/22/2018 Regular Board Meeting

D. Brann made a motion to approve minutes from the Da Vinci Schools Regular Board Meeting on 08-22-18 Da Vinci Schools Regular Board Meeting on 08-22-18.
J. Morgan seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

C. Pipkin	Abstain
J. Morgan	Aye
R. Bañuelos	Aye
D. Brann	Aye
I. Mora	Absent
B. Meath	Aye
A. Lofton	Abstain

IV. Action Items/Consent Agenda

A. Change Custodians and Name of DV's Schwab Brokerage Account

D. Brann made a motion to Approve.
J. Morgan seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. 2017-18 Unaudited Actuals - Da Vinci Communications

D. Brann made a motion to Approve.
J. Morgan seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. 2017-18 Unaudited Actuals - Da Vinci Design

D. Brann made a motion to Approve.
J. Morgan seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. 2017-18 Unaudited Actuals - Da Vinci Science

D. Brann made a motion to Approve.
J. Morgan seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. 2017-18 Unaudited Actuals Da Vinci Innovation Academy

D. Brann made a motion to Approve.
J. Morgan seconded the motion.
The board **VOTED** unanimously to approve the motion.

F.

2017-18 Unaudited Actuals - (Da Vinci) RISE High

D. Brann made a motion to Approve.
J. Morgan seconded the motion.
The board **VOTED** unanimously to approve the motion.

G. Da Vinci RISE High 2018-2019 LCAP

D. Brann made a motion to Approve.
J. Morgan seconded the motion.
The board **VOTED** unanimously to approve the motion.

H. August Check Register ($10K+)

D. Brann made a motion to Approve.
J. Morgan seconded the motion.
The board **VOTED** unanimously to approve the motion.

I. Annual Approval of High School Clubs

Ms. Morgan pulled this item from the agenda for further discussion.
J. Morgan made a motion to Approve.
D. Brann seconded the motion.
The board **VOTED** unanimously to approve the motion.

J. Da Vinci Schools English Language Master Plan

D. Brann made a motion to Approve.
J. Morgan seconded the motion.
The board **VOTED** unanimously to approve the motion.

K. Da Vinci Schools Facilities and Grounds Use Policy

Dr. Brann discussed the needs of neighboring businesses and his hope that the policy allows for Da Vinci Schools being a good neighbor.
D. Brann made a motion to Approve.
A. Lofton seconded the motion.
The board **VOTED** unanimously to approve the motion.

L. Da Vinci Schools High School Graduation Requirements Policy

Mr. Banuelos asked about the changes in the policy. Discussion ensued regarding the review of processes and policies. Dr. Ring explained that the policy was rewritten to list specific course names; give accommodations for certain students; reflect changes in the law requiring exit exams, and tighten eligibility procedures.
R. Bañuelos made a motion to Approve.
D. Brann seconded the motion.
The board **VOTED** unanimously to approve the motion.

M. Memorandum of Understanding for College and Career Access Pathways Partnership (CCAP) Agreement

D. Brann made a motion to Approve.
J. Morgan seconded the motion.
The board **VOTED** unanimously to approve the motion.

N. Administrative Services Agreement - Da Vinci Schools and Da Vinci Schools: L.A. County

Item pulled from the agenda by Dr. Wunder.

O. Consultant's Service Agreement for Coordinator of Kayne Scholars Program

Scope of work to be attached to the service agreement and brought back to the Board for approval.

P. Modular Lease, Relocation, and Site Work Contract

Discussion on this item ensued, resulting in Item P being pulled by Da Vinci Schools staff for further clarification.

Q. Relocation and Disposal Expenditure

Item pulled by Da Vinci Schools staff for further clarification.

R. Hazardous Material Inspection, Specifications, and Abatement Monitoring Proposal

J. Morgan made a motion to Approve.
A. Lofton seconded the motion.
The board **VOTED** unanimously to approve the motion.

S. Ratify Special Education Contract

Item placed on agenda in error and pulled by Da Vinci Schools staff.

T. Ratify Settlement Agreement

Item pulled for further discussion in closed session.
J. Morgan made a motion to Approve.
D. Brann seconded the motion.
The board **VOTED** unanimously to approve the motion.

V. Closed Session

A. Conference with Legal Counsel

Closed session entered at 8:40 p.m.

VI. Closing Items

A. Reconvene for Public Session/Closed Session Reporting

Board reconvened for public session at 9:37 p.m.
Mr. Pipkin reported that no action was taken in closed session.

The Board voted on Items I and T
Ms. Morgan moved to approve Item I; Dr. Brann seconded the motion; the Board voted unanimously to approve Item I.

Ms. Morgan moved to ratify Item T; Dr. Brann seconded the motion; the Board voted unanimously to ratify Item T.

B. Adjourn Meeting

D. Brann made a motion to adjourn the meeting at 9:40 p.m.
R. Bañuelos seconded the motion.
The board **VOTED** unanimously to approve the motion.
There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:40 PM.

Respectfully Submitted,
A. Wohlwerth