APPROVED

Da Vinci Schools

Minutes

Da Vinci Schools Regular Board of Trustees Meeting

Date and Time
Wednesday January 16, 2019 at 6:00 PM

Location
Board Room, 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 (remote), B. Meath, D. Brann, I. Mora, J. Morgan, R. Bañuelos

Trustees Absent
C. Pipkin

Trustees who arrived after the meeting opened
B. Meath

Guests Present
A. Johnson, A. Wohlwerth, C. Levenson, G. White, K. Parsons, M. Mayotte, M. Rainey, M. Ring, M. Wunder, N. Morrison, S. Wallis, S. Weatherford, V. Bravo

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I. Opening Items

A. Call the Meeting to Order

D. Brann called a meeting of the board of trustees of Da Vinci Schools to order on Wednesday Jan 16, 2019 at 6:02 PM.

B. Record Attendance and Guests

C. Public Comments

None

II. Information

A. From the Board

Mr. Lofton wished everyone a Happy New Year.
Mr. Mora said that time is passing quickly
Mr. Bañuelos wished everyone a great 2019. He spoke about attending the Grand Opening of the Aquatic Center.
Dr. Brann said that he's ready to get going now that the holidays are over.

B. From the CEO

Dr. Wunder reminded everyone about the upcoming Joint Board Meeting with Wiseburn Unified School District on February 28 from 5-8pm, at which Dr. Vicki Barber will give a report on special education, and Cynara Lilly will give a presentation on Strategic Communications.

C. Presentation: State Accountability - CA Dashboard Review

Ms. Gloria White, Da Vinci's Data & Accountability Coordinator, gave a presentation on the California Schools Dashboard, the new state accountability system, which is live and public. Ms. White had previously presented local indicators to the Board; these are the state indicators. The new Dashboard's goal is to replace the single digit Academic Performance Index (API) with a more diverse, complex system.

- The Dashboard is designed to support local decision making and the LCAP process, which are aligned with the state standards.

- The Dashboard is based on a color system. The colors indicate change; each school's colors will change each year due to factors like enrollment.

- New on the Dashboard is the College & Career Indicator, with eight CCI measures (IB exams; AP exams; Grade 11 Summative Assessments; Career Technical Education completion; College Credit Courses; a-g completion; the new State Seal of Biliteracy; the new Leadership/Military Science). However, Da Vinci has an expanded view of school quality and does not particpate in all programs measured (e.g., AP and IB).

- State Indicators are: Academic Performance (CAASPP ELA and CAASPP Math; ELPAC scores; College & Career Indicator); Academic Engagement (Chronic K-8 Absence; 4-year cohort Graduation Rates (grades 9-12); Conditions & Climate (Suspension Rates)

Ms. White wrapped up her presentation saying that the Dashboard is no longer a bar that schools have to achieve, but is a tool to help evaluate practices, one of many tools like the Student Accountability Report Card (SARC), LCAPs, and Schoolzilla and other processes and ongoing evaluations such as school spending.

Ms. White said that because the Dashboard is so new, the administration hasn't had a chance to sit with school leaders and examine it yet.

The State Board of Education approved the indicators on the Dashboard. Dr. Brann mentioned missing the API, which used to be published in the media.

Mr. Mora wanted to know how we will use the information to help us improve.
Dr. Ring said that two areas now being looked at are attendance and discipline. Reporting is now being required in these areas in a new and more in-depth way, and these changes in data reporting will be reflected over time. More attention is being paid to attendance and behavior, and this data will help to evaluate interventions and responses.

After more discussion, Dr. Brann thanked Ms. White.

D. Presentation: Organizational Effectiveness Report

Dr. Wunder introduced Mr. Richard Greenberg, saying that the CMO was impacted by many events last year, and that the CMO was understaffed. In an effort to best support the school sites, Mr. Greenberg was asked to evaluate the CMO's organizational effectiveness.

Mr. Greenberg began by saying there were about 8-10 projects/events that were time-consuming, detail-oriented, and necessary that were not planned for last year. While CMO staff were very dedicated, their emotional commitment was being challenged, which could result in apathy and CMO staff attrition.

Mr. Greenberg's aim was to identify the best way to organize the CMO within budget constraints so that it can best support the schools. He conducted multiple interviews among the CMO staff and school leadership, and follow-up surveys.

Key findings:
1. CMO leaders take pride in their work
2. The current CMO structure, roles, and resources are inadequate and having a negative impact on CMO morale
3. There is a danger of CMO leaders moving from commitment to apathy
4. The CEO's leadership & founding contributions are recognized. The CMO's identity is not.
5. There is no concensus; there are too many priorities and too many projects

Recommendations
1. Trust and learn from what got you here
2. Align organization structure to Da Vinci Schools vision for continued growth
3. Be one CMO
4. Adopt & practice project management and process improvement methodologies & tools
5. Practice less is more. Establish a risk-free environment to be able to make suggestions.

Mr. Greenberg also recommended addressing understaffing in certain CMO departments and implementing a project cost-benefit analysis group in the future.

Mr. Lofton asked if the survey would be run annually. Mr. Greenberg responded that there were no plans to. Mr. Lofton said that a baseline can be established with continued future data.

Mr. Greenberg felt there should be a dedicated group to determine the cost and benefit of new projects before they get started.

He gave a recommended support framework, with students at the center, radiating out through school sites and CMO departments.

Mr. Meath appreciated the study and was pleased the Board identified the resources to conduct it. He looks forward to the implementation. Ms. Morgan said that it was nice to hear the CMO leaders had the opportunity to voice their concerns. Dr. Brann appreciated Mr. Greenberg's work and expertise, and said that he thinks Da Vinci should continue the study over time. The Board thanked Mr. Greenberg.

B. Meath arrived.

E. Financial Update

Dr. Wunder and Mr. Mayotte co-presented the financial update, speaking about trends and projections.

Each school must meet a cash reserve requirement for charter renewal four years from now.
Each school has restricted funds in their budget which must be spent.
The budget is healthy.

Financial projections can change based on:

- Enrollment/ADA
- Special education costs like non-public school placements
- Legal costs
- Outside services and consultants
- Unanticipated expenses/over-spending (facilities like the gym)
- Increased fundraising

Financial Outlook:
Certain costs (supplies, outside services, and operating expenses) as a percentage of budget, show improvement after moving into an expensive facility. Without changes, DV

is financially feasible, although there are certain programs and schools that need corrections.

Dr. Brann asked if a charter school can join with the school district to get a "trans" loan, and was informed that it cannot.

Mr. Bañuelos spoke about the need to mitigate energy costs.

Mr. Mora inquired about XQ funds. Mr. Mayotte said that there are two items on the evening's agenda to close out the Wiseburn-authorized RISE High which would allow him to transfer the funds into the current RISE High account. Currently, Da Vinci funds are being used to run RISE (payroll, etc.), affecting Da Vinci cash flow.

Dr. Wunder said that expenses will go up in the future, but that he is optimistic that we will be able to avoid problems.

Mr. Mora asked about the projected fundraising. Dr. Wunder said that while charitable funds are easier to obtain for specific programs, it's extremely difficult to get funds for operating expenses.

Mr. Mora asked Mr. Mayotte to include a reserve line and percentage in his figures.

Discussion about projections ensued.

Mr. Bañuelos asked about the "consultant" budget line projection. Mr. Mayotte clarified the name of the line should be "outside services," (i.e. Kelly Services, NPS, etc.).

Mr. Mayotte also spoke about the Audited Financials. The auditor will provide a final draft in February or March.

III. Approval of Minutes

A. Minutes of the November 28, 2018 Regular Board Meeting

J. Morgan made a motion to approve minutes from the Da Vinci Schools Board Meeting on 11-28-18 Da Vinci Schools Board Meeting on 11-28-18.
B. Meath seconded the motion.
The board **VOTED** unanimously to approve the motion.

IV. Consent Agenda

A. Audited Financials

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

B. Interim Financials

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

C. Transfer RISE High LLC assets to Da Vinci Schools: L.A. County

Mr. Bañuelos asked for clarification on the definition of assets.
Mr. Mayotte responded that there are funds in the RISE bank account that will be transferred to the new entity. The expenses have been tracked to ensure accurate accounting.

D. Transfer RISE High LLC's bank account to Da Vinci Schools: L.A. County

R. Bañuelos made a motion to Approve.
I. Mora seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Del Aire Campus Remodel Costs

Dr. Wunder asked this item be pulled for future presentation.
Mr. Mora asked if capital expenditures were taken into account in the costs. Mr. Mayotte will bring back the figures.

F. School Business Analyst Position

Mr. Bañuelos asked if the budget subcommittee had recommended this item. Mr. Meath responded that the subcommittee had recommended it. The previously vacated position was never filled.
R. Bañuelos made a motion to Approve.
B. Meath seconded the motion.
The board **VOTED** unanimously to approve the motion.

G. Counselor Pay Scale

Dr. Wunder clarified that this item will not impact current counselors. Any new counselors will be placed on the same pay scale as that of the teachers'. There are fewer steps on the current counselor pay scale, which makes the counselor pay schedule climb faster than the teacher salary schedule.

Dr. Brann said that the Board had previously approved having a lower ratio of counselors to students.

Dr. Wunder mentioned the finance meeting being planned to discuss staffing.

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

H. Alder University Graduate School of Education Agreement

Mr. Bañuelos asked for clarification on the plan: what does implementation look like?

Dr. Weatherford responded that the agreement on the agenda is for the planning year, and there is an opportunity for Da Vinci to pull out of the program after the planning year. The agreement would be reviewed annually.

Dr. Brann said that he was expecting a proposal before an agreement or MOU, citing the previous Board meeting at which Dr. Weatherford gave a presentation on the Alder GSE program.

Dr. Wunder offered to bring back the agreement in February if it is not what it appears.

Further discussion resulted in the Board voting on a modified agenda item of a single planning year at no cost to Da Vinci Schools.
B. Meath made a motion to Approve a modified item of one planning year at no cost to Da Vinci Schools.
I. Mora seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

A. Lofton	Abstain
C. Pipkin	Absent
B. Meath	Aye
J. Morgan	Aye
I. Mora	Aye
D. Brann	Aye
R. Bañuelos	No

I. Cal State University Dominguez Hills Student Teaching Agreement

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

J. PLTW Agreement

I. Mora made a motion to Approve.
J. Morgan seconded the motion.

The board **VOTED** unanimously to approve the motion.

K. Home/Hospital Instruction Policy

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

L. Auditor Selection

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

V. Closed Session

A. Conference with Legal Counsel

The Board entered Closed session at 8:11 p.m.

VI. Closing Items

A. Reconvene for Public Session & Closed Session Reporting

Dr. Brann reported that no action was taken.

B. Adjourn Meeting

I. Mora made a motion to adjourn the meeting.
J. Morgan 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 9:02 PM.

Respectfully Submitted,
A. Wohlwerth