APPROVED

Da Vinci Schools

Minutes

Da Vinci Schools Board Meeting

Date and Time
Wednesday October 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. Teleconferencing will be held at the below address(es). Members of the public attending a meeting conducted via teleconference need not give their name when entering the teleconference location. LOCATION: 333 O'Farrell St, San Francisco CA 94102
2. Agendas are available to all audience members at the door to the meeting.
3. "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.
4. 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.
5. 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.

6. 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
B. Meath, D. Brann, J. Morgan, K. Brown (remote), K. Latuner, R. Bañuelos

Trustees Absent
I. Mora

Trustees who arrived after the meeting opened
B. Meath

Trustees who left before the meeting adjourned
K. Brown

Guests Present
A. Johnson, A. Wohlwerth, Aileen Harbeck, B. Silvers, C. Levenson, E. D'Souza, Erin D'Souza, G. White, J. Hawn, M. Rainey, M. Ring, M. Wunder, S. Wallis, V. Rodriguez

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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 Oct 16, 2019 at 6:00 PM.

B. Record Attendance and Guests

C. Special Order of Business - Approve Karen Latuner as New Da Vinci Schools Board of Trustees Member

Dr. Wunder shared a bit about Ms. Karen Latuner, the newest Da Vinci Schools Board Member.

Ms. Latuner gave the Oath of Office, and was sworn in as a member of the Board of Trustees.

D. Approval of Agenda

J. Morgan made a motion to approve the agenda as presented.
D. Brann seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

I. Mora	Absent
K. Latuner	Aye
D. Brann	Aye
J. Morgan	Aye
R. Bañuelos	Aye
B. Meath	Absent
K. Brown	Abstain

E. Public Comments

None

II. Information

A. From the Board

Dr. Brann spoke of the passing of Mr. Steve Anderson, Da Vinci Science History teacher, and a moment of silence was observed.

Dr. Wunder read a letter that Mr. Anderson had written to himself ten years ago.
Ms. Morgan spoke of the previous year's graduating class and their sadness at hearing of Mr. Anderson's passing.

Mr. Bañuelos also spoke of Mr. Anderson's impact on not just his sons, but on the many students who had the benefit of his teaching.

B. From the CEO

Dr. Wunder spoke of the Da Vinci Connect Charter revision and the altered timeline for submission and process. The purpose of the material revision is to extend the grade levels at Da Vinci Connect and embed Da Vinci Extension in Connect.

Dr. Wunder also spoke of the Institute's work in presenting the Incubator and the Transforming Learning Collaborative (TLC) Conference held at Da Vinci on October 16 through 18.

He also spoke of Ms. Noel Ingram, Da Vinci Communications History teacher, and the Pepperdine University award she won for her history lesson, "The Untold Stories of the

West." Additionally, Dr. Wunder described the Career Technical Education (CTE) grant opportunity for a robotics arena and build-site in the back yard of the 201 N. Douglas campus. As a charter school, Da Vinci Schools cannot apply for the grant, so the proposal is being advanced to the Wiseburn Unified School District for their consideration of the grant application. Mr. Brent Freeby, Cal Poly San Luis Obispo Architecture professor and professional partner in the design of the Da Vinci Science Tiny House projects, is creating plans for submission with the grant.

C. 2019 California Dashboard Local Indicators Presentation

Ms. Gloria White, Da Vinci's Data and Accountability Coordinator, presented the California Schools Dashboard Local Indicators for Da Vinci Schools. As Da Vinci Schools consists of 4 separate LEAs, this report covers all four. Da Vinci Schools is scoring consistently well.

State Indicators: test scores, suspension rates, etc.
Local Indicators: data not collected at the state level; LEAs measure and report on locally collected data

The state-approved standards require the LEA to 1) annually measure progress, 2) report the results at a regular governing board meeting, and 3) report results to the public through the Dashboard.

Local Indicators:

Basic Services (LCFF Priority 1)

- Recruit, develop & retain highly qualified teachers and administrators (100% highly qualified at Connect and DVS, 91% at DVC with 2 teacher misassignments, and 88% at DVD with 3 teacher misassignments)
- Access to curriculum-aligned instructional materials (100% compliant at all schools)
- Safe, clean, and functional school facilities (all rated as excellent, except for Connect, which had 6 fair and 1 poor rating)

Implementation of State Academic Standards (LCFF Priority 2)

- Alignment of State standards & curriculum framework (ELA, ELD, Math, History, Science)
- Implementation of State standards and curriculum
- Engaging with teachers and administrators

Parent Engagement (LCFF Priority 3)

The State does not require public reporting of parent survey results, as last year, the State determined that the lack of alignment in surveys across all LEAs prevented clarity. This year, the State has created a rubric to cover the following:

- Building relationships
- Building partnerships for student outcomes
- Seeking input for decision making

School Climate (LCFF Priority 6)

Annual Student Survey Indicators (Science has lower numbers due in part to low survey completion)

- Creating a compassionate and caring learning community (near or above 90% at all sites except for 73% at Science)
- Relationship with teachers overall (97% at Connect, 85-90% at all Da Vinci high school sites)
- Creating an environment of high integrity, respect, and trust (91% at Connect, 80-85% at DVC/DVD, 71% at DVS)
- Feeling safe on campus (98%+ at all sites)

Access to a Broad Course of Study (LCFF Priority 7)

- Grades 1-8: all Connect students from all significant subgroups are enrolled in a comprehensive program of study
- Grades 7-12: All high school students from all subgroups are enrolled in an A-G graduation track except for students with exceptional needs. A-G course completion rates are near or above 95%. Da Vinci students with exceptional needs are supported in many ways, and are arguably enrolled in a broad course of study.

The data for the Annual Scorecard will be presented at the Joint Board meeting in December, 2019.

Dr. Wunder asked Ms. White to share her workload for data reporting. Due to the number of LEAs she has to cover (seven, including Wiseburn), Ms. White's workload is excessive for the return. She gathered data from four different locations in order to generate the report she gave on this evening. The State has changed reporting formats and coding, and the transition to make the required changes has been difficult.
B. Meath arrived.

D. Facilities Update

Dr. Wunder spoke of the Del Aire campus construction work, which is on schedule, and the plan to move in during Winter Break (the first or second week of January).

Dr. Brann and Dr. Wunder praised Facilities Director Mr. John Fernandez' work and cost savings he has been able to accomplish.
K. Brown left.

E. Da Vinci Connect 9-12 Charter Petition Update

Dr. Wunder, Ms. Rainey, Ms. White, and Dr. Hawn gave a presentation on the Da Vinci Connect Charter revision.

Ms. Rainey spoke of the ultimately unsatisfactory nature of dual enrollment courses in high school, which are often filled with the upper tier of students, are piecemeal, and do not provide much advantage in college. Families have told her they want more.

Ms. White explained that DVX and its current position as a program within Da Vinci high schools makes compliance reporting inefficient, and budget allocations more complicated.

Dr. Hawn addressed the High School + College + Career model, where students would be able to blend high school and college competencies with career competencies. Each competency becomes an assignment used for both high school and college credit in a unique model. This model would enable students to earn a high school diploma and a college degree at the same time, while building both life skills and career readiness skills.

Ms. Rainey spoke of leveraging people (teachers work with small cohorts of students, mentoring them, exploring field experiences and meetups, and deploying a social-emotional and workforce skills curriculum) and technology (self-paced, competency-based curriculum, early college, virtual tutoring and collaboration, and flexibility in schedules and courses) to improve the student experience.

Ms. Rainey's pilot program contains 9th and 10th graders, although there is interest from all high school grades.

Ms. Rainey also presented a sample weekly schedule for Da Vinci Connect High School, to show that the students are participating in active field learning, seminars, and teacher-led courses as well as online instruction.

Dr. Wunder spoke of the benefits to the Wiseburn community: reduction in college cost and completion time; no impact to Wiseburn facilities; admissions priority for Wiseburn residents; significant improvement over current early college programs; and revenue sharing.

Dr. Wunder shared the conversations with Beach Cities Montessori School on opportunities for a facilities arrangement that would allow Connect to increase the number of students on campus on various days.

Ms. Morgan asked how the new model will change the DVX applicant process. Ms. Rainey responded that as long as Da Vinci students have been continually enrolled, and have not graduated out, they may continue on at DVX. Many Connect students are expected to continue on to DVX. Students from one of the Da Vinci high schools would be transferred to Connect to attend DVX. Any student who wanted to ultimately attend DVX would have to enroll in one of the Da Vinci Schools in 9th through 12th grades.

Dr. Wunder spoke of the waitlist of students who could be enrolled into Da Vinci Connect, and then continue on to DVX. Ms. White explained that adding the Connect high school would allow more students to access the DVX experience, as previously, the capacity of DVC, DVD, and DVS limited the number of students who could move on to DVX.

Mr. Bañuelos asked about the in-class and at-home ratio (40% in class, 60% at home). Dr. Wunder added that if the Montessori School facility is used, there would be space to have students at school more often.
Ms. Rainey spoke of the social-emotional learning necessary for all students to be successful in their careers. But adolescents need to know that learning doesn't happen because an adult is telling them what to learn and how to learn it; adults in the work world have to rely on themselves to know where to go for learning and problem solving. Ms. Rainey wants students to intentionally be exposed to different places, people, and resources so the transition to the work world is not so difficult for them.

F. Financial Update

Mr. Mayotte gave the financial update, speaking of the check register presented for the evening, and the delay in invoice submissions from vendors or internal staff that makes it very difficult to forecast. Mr. Mayotte and his team are working on a solution.

He also spoke of the Banc of California $1.5MM line of credit for short term cash flow during capital project work. Loan covenants may require sites to tighten budgets in order to show a minimum profit.

Solar Roof and projects: there are two options: 1) Tax Exempt Lease Purchase ($3.5MM loan with WUSD as a guarantor, 20-year loan at 4%, $2.65MM Net Present Value over 38 years with ownership at end of term) and 2) Purchase Power Agreement (no upfront cost, 28-year term, estimated Net Present Value is $1.97MM, not including purchase price at the end of the term). Mr. Mayotte is applying for the no-interest loan again (no schools were given the loan last year).

Unaudited actuals that were previously approved had an error: the beginning reserve balance was incorrect, although the ending balance did not change. Mr. Mayotte is working with CSMC to stop them from adjusting the unaudited actuals after closing.

Beginning last year, Da Vinci has only 90 days to collect a school meal debt. Due to the lunch shaming laws, not much in lunch debt can be collected. Debt started at $30-40K last year, and Ms. Sara Deulofeu reduced that to $10K; however, with a reduced time frame to collect, this will be a much larger impact on the budget.

Mr. Mayotte also discussed an accounting issue with CSMC, which incorrectly double-booked STRS. Mr. Mayotte is auditing the situation to discover the extent of the error.

Main Organizational issues: DV has a high use of consultants (including special education), and higher certificated staff than the state average, and higher percentage of LCFF spend on Administrators and Classified staff than the state average (about 6% higher).

Next Steps:
While many people would say to cut staff and curb spending, Mr. Mayotte believes it's too early to say if that is necessary. Instead, he is working on increasing efficiency and improving systems (using Amazon Business, Concur and Concur Travel, BlackBaud). Switching to Concur helped save manpower hours, as did putting all shared costs into one bucket instead of assigning allocations as they occur.

The focus should be on important deliverables, not perfection. "We should only be great in the classroom. If we are great anywhere else, then we are spending too much money,"

III. Approval of Minutes

A. Approve Minutes of the September 18, 2019 Regular Board Meeting

B. Meath made a motion to approve minutes from the Da Vinci Schools Board Meeting on 09-18-19 Da Vinci Schools Board Meeting on 09-18-19.
R. Bañuelos seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Approve Minutes of the September 14, 2019 Joint Board Meeting

B. Meath made a motion to approve minutes from the Wiseburn + Da Vinci Joint Board Meeting on 09-14-19 Wiseburn + Da Vinci Joint Board Meeting on 09-14-19.
R. Bañuelos seconded the motion.
The board **VOTED** unanimously to approve the motion.

IV. Consent Agenda

A. Approve Check Register - September 2019

Mr. Bañuelos asked for clarification on the first line item, which listed Dr. Chris Jones, a former employee of Da Vinci and Wiseburn Unified School District. Mr. Mayotte

explained that Wiseburn does not bill shared staffing services to Da Vinci until the end of the year; WUSD gave Da Vinci the invoice in August, and it was paid in September.

Mr. Bañuelos also asked for clarification on the Northrop Cal Poly $124K and $13K payments. Cal Poly students who are Da Vinci alumni can work at Da Vinci as interns during their winter break, and the $13K funds are sent to the Cal Poly Registrar to be applied toward their tuition. The $123K is used for scholarships and for the Cal Poly faculty who work with Da Vinci staff - the funds are taken from Northrop Grumman's generous $200K donation.

Last, Mr. Bañuelos inquired about the Southern California Edison late fee. Mr. Mayotte is correcting the issue.

Ms. Morgan asked about the Centinela Valley Union High School District charges, which Dr. Ring responded are for Special Education transportation services.
R. Bañuelos made a motion to approve the check register as presented.
B. Meath seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Approve the CFO to Pursue a New Banking Relationship

R. Bañuelos made a motion to approve the CFO's pursuit of a relationship with Banc of California.
B. Meath seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Approve Per Diem Meal Reimbursements

R. Bañuelos made a motion to approve the Per Diem Meal Reimbursements.
B. Meath seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Approve the 2018 Local Plan for Special Education for the Southwest SELPA

R. Bañuelos made a motion to approve the 2018 Local Plan for Special Education for the Southwest SELPA.
B. Meath seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Approve the Policy and Special Education Procedural Manual for the Southwest SELPA

R. Bañuelos made a motion to approve the Policy and Special Education Procedure Manual for the Southwest SELPA.
B. Meath seconded the motion.
The board **VOTED** unanimously to approve the motion.

F.

Approve Master Contract with Star of California

R. Bañuelos made a motion to approve the Master Contract with Star of California.
B. Meath seconded the motion.
The board **VOTED** unanimously to approve the motion.

G. Approve and Adopt the Sexual Health and HIV/AIDS Prevention Instruction Policy

Mr. Bañuelos asked whether or not the curriculum would be the same across all the high schools. Dr. Ring responded that each school is using similar curriculum, and each school is reviewing all of the curriculum offerings with Ms. Green. Ms. D'Souza added that currently, the schools are meeting their obligations. Dr. Ring spoke of the three main curricula being used in the state, and the principals' desire to streamline the curriculum across all the schools so that the transition from the lower grades to the high schools is more integrated.
R. Bañuelos made a motion to approve and adopt the Sexual Health and HIV/AIDS Prevention Instruction Policy.
B. Meath seconded the motion.
The board **VOTED** unanimously to approve the motion.

H. Approve the Possession of Cellular Phones and Other Personal Electronic Signaling Devices Policy

Mr. Bañuelos would like to have the discipline policy cross-referenced with the cell phone possession policy.
R. Bañuelos made a motion to approve the Possession of Cellular Phones and Other Personal Electronic Signaling Devices policy as cross-referenced with the Student Discipline policy.
B. Meath seconded the motion.
The board **VOTED** unanimously to approve the motion.

I. Approve the Da Vinci Schools School-Sponsored Trips Policy

Mr. Banuelos asked about the 90-day advance request.
Dr. Wunder will revisit and re-present.

Item pulled.

J. Approve the Da Vinci Schools Field Trip Request Guidelines

R. Bañuelos made a motion to approve the Field Trip Request Guidelines.
B. Meath seconded the motion.
The board **VOTED** unanimously to approve the motion.

K. Approve the Transportation by Private Vehicle on School-Sponsored Trips Policy

R. Bañuelos made a motion to approve the Transportation by Private Vehicle on School-Sponsored Trips Policy.
B. Meath seconded the motion.
The board **VOTED** unanimously to approve the motion.

L. Ratify Hiring of Assistant Principal for Da Vinci Science

R. Bañuelos made a motion to ratify the hiring of the Assistant Principal for Da Vinci Science.
B. Meath seconded the motion.
The board **VOTED** unanimously to approve the motion.

V. Closed Session

A. Conference with Legal Counsel

Closed session entered at 7:39.

VI. Closing Items

A. Reconvene for Public Session & Closed Session Reporting

Open session reconvened at 8:40 p.m.
Dr. Brann reported that no action was taken.

B. Adjourn Meeting

J. Morgan made a motion to adjourn the meeting.
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 8:41 PM.

Respectfully Submitted,
A. Wohlwerth