APPROVED

Da Vinci Schools

Minutes

Da Vinci Schools Regular Board Meeting

Date and Time
Wednesday August 24, 2022 at 6:00 PM

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 conducted through Zoom. Join Zoom meeting at https://zoom.us/j/94232602089,Meeting ID: 942 3260 2089, or dial (669) 900-6833.
2. Agendas are available to all audience members on the Da Vinci Schools website at www.davincischools.org.
3. Audience members who wish may 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 each 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. Please contact the CEO's office at 310-725-5800.

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 the CEO's office 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 (remote), D. Boston (remote), D. Brann, J. Webber (remote), L. Heimov (remote), R. Ochoa (remote), R. Santiago

Trustees Absent
None

Trustees who arrived after the meeting opened
L. Heimov

Guests Present
A. Johnson (remote), A. Wohlwerth (remote), B. Silvers (remote), C. Levenson (remote), C. Rodriguez (remote), Crissel Rodriguez (remote), J. Hawn, L. Rodriguez (remote), M. Amato (remote), M. Denniston (remote), M. Diaab (remote), M. Wunder, Monique Ingram (remote), Pamela Li (remote), S. Wallis (remote), V. Bravo (remote)

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 Aug 24, 2022 at 6:02 PM.

B. Record Attendance and Guests

C. Special Board Action: Approve and Adopt Board Resolution for Teleconference Board Meetings Pursuant to Special Rules in Government Code Section 54953(e)

Item previously approved at the Special Board meeting held just prior to the Regular meeting.

D. Approval of Agenda

D. Boston made a motion to approve.
J. Webber seconded the motion.

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

Roll Call

D. Brann	Aye
R. Santiago	Aye
B. Meath	Aye
J. Webber	Aye
D. Boston	Aye
L. Heimov	Absent
R. Ochoa	Aye

E. Public Comments

None

F. Discussion and Nomination of Board Officers - Vice President and Secretary

Dr. Brann shared that Ms. Jennifer Morgan, who resigned from the Board, had been both Vice President and Secretary. He nominated Dr. Jo Webber for Vice President and Mr. Raul Ochoa as Secretary of the Board of Trustees.
D. Brann made a motion to approve the nominations and appoint Dr. Webber as Vice President and Mr. Ochoa as Secretary of the Board.
B. Meath seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

D. Boston	Aye
R. Santiago	Aye
B. Meath	Aye
J. Webber	Aye
D. Brann	Aye
R. Ochoa	Aye
L. Heimov	Absent

II. Information

A. From the Board

Mr. Boston welcomed everyone and expressed his thanks to all the administrators and staff for all the work they've done over the summer to launch the new school year.

Dr. Brann shared that after 14 years, he is very proud of the impact Da Vinci has and will continue to have on students and families.

Dr. Webber commented that this summer has been one of the hardest for staff due to the large amount of recruitment needed. She shared that from what she has seen, the new and experienced staff have gelled well, and students are eager to get back to school.

B.

Working Groups' Updates

Mr. Santiago shared that it has been difficult to get the Arts & Athletics working group together during the summer, but that he will reach out to Wiseburn trustees Nelson Martinez and Rebecca Hamburg-Cappy and coordinate a meeting with him and Mr. Ochoa.

Mr. Meath shared that the Finance and Facilities working group and the Governance working group met in August. The Finance group went over a list of expenditures that the Wiseburn trustees shared and discussed funding models and whether or not they should be changed, as well as naming rights, responsibilities and approvals. The group will meet again in early October. Dr. Webber shared that the work Joanne Kaneda and Roger Banuelos did to compile the history of various documents and models and allow for input was very helpful. Both Mr. Meath and Dr. Webber look forward to continued work with Ms. Kaneda and Mr. Banuelos.

The Governance group of Mr. Meath, Mr. Boston, Mr. Goldman and Mr. Banuelos discussed the Magna Carta and Facilities Use Agreement, which were created before the current facilities existed. Conversations around the challenges of the unique oversight model, delegating authority, and updating the key documents are ongoing. The Governance working group, like the Finance and Facilities group, will meet in early October.

C. From the CEO/Superintendent

Dr. Wunder shared that this has been a very smooth school opening. He noted that Da Vinci enrolled the schools as it has in the past, and the classes may be currently overenrolled but will settle out soon. He thanked Ms. Carla Levenson, Ms. Fabiola Martin, and the enrollment team.

He also shared his thanks to Dr. Hawn for her work in meeting staffing challenges of the Great Resignation.

Dr. Wunder noted that Da Vinci is an incubator of school models, and communication and collaboration between our schools are vital. Happily, through the work of Mr. Steve Wallis, the information sharing among the schools has already increased.

Dr. Wunder commented that Da Vinci RISE contributes greatly to the broader educational community with its particular focus on social justice, restorative practices, socio-emotional learning, and competency-based independent study. Dr. Wunder is grateful to Dr. Brenda Thames, El Camino College President, who is working with RISE to provide another site for RISE High on the El Camino campus to support historically disadvantaged youths. She and her team are also working with Da Vinci to increase dual enrollment opportunities. RISE is opening up opportunities for all of Da Vinci Schools by increasing

the exposure to various educational entities and institutions like El Camino College, UCLA, New Schools Venture Fund, the Charter School Growth Fund, etc.

On a last note, he mentioned that Da Vinci has made it to the next round for a grant of $500K from the W.M. Keck Foundation for the CTE Studio project.
L. Heimov arrived at 6:27 PM.

D. Presentation: 2022-23 School Year Opening Update

Dr. Hawn shared information on the demographics and retention data for Da Vinci Schools' certificated staff.

Brief discussion on comparative data with other school districts ensued. Most districts are reluctant to share staffing data, although anecdotally, Dr. Hawn finds that every district is seeking Special Education teachers.

She went on to share hiring practices across the administrators, teachers, and staff reflective of student diversity at Da Vinci.

Mr. Boston asked if exit interviews are conducted and data collected. Dr. Hawn shared that it is typically the administrator conducting the interview, and there have been discussion on hiring a neutral consultant to conduct the interviews to garner more data.

Mr. Ochoa inquired if Da Vinci has seen any "quiet quitting." Dr. Wunder shared that it is more common to have to ask Da Vinci staff to not work so hard and to take some time for themselves.

Dr. Wunder also noted that Dr. Hawn is starting a Wellness Team to increase staff self care.

Dr. Brann commented on the increasingly diverse hiring practices, and thanked Dr. Hawn.

E. Presentation: Outreach to Wiseburn Community Update

Ms. Levenson shared that the community outreach that Da Vinci Schools conducts, including Robotics, Graphic Design, and Leadership summer camps, Rock Around the Block participation, CARnival, and Society of Women Engineer events.

A community newsletter was distributed to Wiseburn homes, and can be seen on the Da Vinci Schools website.

Enrollment outreach such as a dedicated Wiseburn Resident webpage, regular contact with Dana Middle School counselors and contributions to the Dana newsletters, flyers, school visits, etc.

Instagram, Twitter, Facebook accounts, the Athletics blog are actively maintained, and a social media team, including three media interns, meets weekly.

A Parent/Guardian Advisory Committee was organized to increase Wiseburn parent engagement and establish direct communication with Dr. Wunder. Administrators, board members, and central office staff had access to Basecamp, which was used for project management.

Wiseburn + Da Vinci collaboration has included curriculum articulations, special education, assessment, and diversity, equity, and inclusion work. Dr. Wunder thanked Dr. Allegra Johnson for her work on this.

Mr. Santiago shared that the Da Vinci sports and robotics teams participated in Rock Around the Block, and the Da Vinci girls' softball team participated in a Wiseburn Little League event, which allowed them to share information and excitement about Da Vinci with other outside groups.

Mr. Meath inquired if the newsletter will become quarterly. Ms. Levenson responded that she is unsure, but can commit to at least an annual newsletter.

Dr. Brann noted that the printed newsletter can maintain the Wiseburn community's connection to Da Vinci over the years. It's an old-school method of connection, but not everyone has social media accounts.

Mr. Meath shared that the Governance working group is discussing additional ways to engage the Wiseburn community.

F. Presentation: Wiseburn + Da Vinci

Dr. Blake Silvers thanked Ms. Levenson for her presentation, saying that it is not often evident how much work goes on behind the scenes on community outreach.

He went on to introduce Dr. Monique Ingram, the District Coordinator of Diversity, Equity, Inclusion, and Compliance.

Dr. Ingram shared that she is beginning her fourth year at Wiseburn. She has been an elementary school counselor/coordinator, and is a licensed marriage and family therapist, who has worked with other school districts and charter schools before coming to Wiseburn Unified. All of her experience has helped to prepare her to work with Wiseburn and Da Vinci.

Her goals are to build partnership, increase communication, and increase visibility with Da Vinci as the two organizations work more closely with each other.

Compliance/Organizational Information that will be reviewed, such as the LCAP, educational program, facilities and operations, governance, personnel, and student services.

Partnership work including administrative collaboration between Dana and Da Vinci principals, math articulation with Dr. Johnson and Da Vinci staff, student STEM competition meetings, and social-emotional learning and mental health.

Mr. Meath inquired about the number of hours that will be spent on Da Vinci oversight and Dr. Ingram's other roles at Wiseburn. Dr. Ingram and Dr. Silvers shared that it is their belief that the compliance is more organization and review of documents and baseline data, and that the partnership efforts and success are the main focus.

Brief discussion on reports and presentations to joint board meetings as the end product ensued.

G. Financial Update

Mr. Amato shared the unaudited actuals, which will be submitted to Wiseburn. The audit process has already begun and will be completed later in the year. He thanked the business team of Pamela Li, Sara Deulofeu, Maryam Diaab, and Miles Denniston and CSMC for their hard work on the year end close.

Mr. Amato went on to share the current assets, saying that $4MM in receivables have been collected. He expects to collect the full ~$6MM in accounts receivable; the Federal government owes Da Vinci about $1.7 of the remaining $2MM that Mr. Amato is awaiting. Fixed assets of $2.98MM (buildings and improvements, fixtures, construction, etc.) represent cash that has been paid and expenses taken over time. Deferred revenue of $1.65MM in various funding from the State and other grants will be spent in future years. Mr. Denniston pointed out that the Federal Government, while slow in paying all the money Da Vinci is owed, also has given $`1.6MM of cash early that has not yet been spent.

Mr. Amato went on to share the Profit & Loss sheet, and restricted and unrestricted results, saying that 2022 unrestricted funds total $572K, and projected net reserves of $9.6MM will be used for deferred maintenance, future economic uncertainty (20%), the soccer field project, and undesignated reserves.

He discussed the Employee Retention Credit program, for which Da Vinci didn't originally qualify. In 2021, the federal government changed the rules for the credit program. Ms. Pamela Li, Da Vinci's Senior Manager of Finance and Accounting, discovered this and researched the complicated rules. Organizations that were economically hurt during the pandemic can receive a credit based on payroll and other factors. Da Vinci is working

with a consultant, legal counsel, the audit firm, and Mr. Meath to conduct due diligence to gain up to $3.7MM. Brief discussion ensued on qualifying based on operational disruption versus gross receipts.

Mr. Meath is hopeful that this is an opportunity of which Da Vinci can avail itself.

Mr. Amato discussed Ms. Sara Deulofeu's promotion to Senior Operations Administrator, and adding a Senior Accountant to the Business team to help handle the volume of projects and transactions. Ms. Maryam Diaab's work as Grants Manager has been great. The Senior Accountant position has been budgeted, but is now presented for formal approval.

Mr. Meath thanked Mr. Amato's work to close the year's books and conduct compliance work while short staffed.

H. Facilities Update

Mr. Bravo shared that the soccer field soil report has been received - now the soil must be removed. Mr. Bravo is investigating taking advantage of a FIFA-level turf offer. The DSA process should be quick, as there are no structures on the field.

The first fire drill will be conducted this Friday. The El Segundo Police Department used the 201 N. Douglas campus for their shooter on site training. Mr. Bravo is working with other law enforcement organizations to have them do the same at the other Da Vinci sites.

Safety officers and grounds supervisors have been trained in everything from de-escalation and student interaction to bomb threats.

Athletic director candidate interviewing is going into second rounds; Mr. Bravo anticipates having a new Athletic Director for approval at the next board meeting.

The grab n' go coffee bar is nearing completion, as is the cooling tower project.

CTE Studio is underway; Ms. Nancy Bartolo has been brought on board as project manager.

Brief discussion on the soccer field ensued.

III. Approval of Minutes

A. Approval of Minutes for the July 20, 2022 Regular Da Vinci Schools Board Meeting

B. Meath made a motion to approve the minutes from Da Vinci Schools Regular Board Meeting on 07-20-22.

R. Santiago seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

B. Meath	Aye
J. Webber	Aye
L. Heimov	Aye
R. Ochoa	Aye
D. Brann	Aye
D. Boston	Aye
R. Santiago	Aye

IV. Consent Agenda

A. Accept Da Vinci Schools Payment Register - July 2022

L. Heimov made a motion to accept.
J. Webber seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

D. Brann	Aye
R. Santiago	Aye
B. Meath	Aye
R. Ochoa	Aye
J. Webber	Aye
L. Heimov	Aye
D. Boston	Aye

B. Approve 2021-22 Da Vinci Schools Unaudited Actuals Report

L. Heimov made a motion to approve the 2021-22 Da Vinci Schools Unaudited Actuals Report.
J. Webber seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

R. Ochoa	Aye
L. Heimov	Aye
J. Webber	Aye
D. Brann	Aye
R. Santiago	Aye
D. Boston	Aye
B. Meath	Aye

C. Approve 2022-23 Pursuit of Federal Title I, II, and IV Funding for Da Vinci Communications, Design, Science, and Connect via the Consolidated Application

L. Heimov made a motion to approve the 2022-23 Pursuit of Federal Title I, II, and IV Funding for Da Vinci Communications, Design, Science, and Connect via the Consolidated Application.
J. Webber seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

L. Heimov	Aye
B. Meath	Aye
R. Ochoa	Aye
D. Brann	Aye
D. Boston	Aye
J. Webber	Aye
R. Santiago	Aye

D. Approve Employee Retention Credit (ERC) Consulting Agreement

Mr. Meath would like to table this item while due diligence is being conducted. The consultant will continue to work on the project until Da Vinci is ready.

Item tabled.

E. Approve Increase to Substitute Teacher Pay Rate

L. Heimov made a motion to approve the Increase to Substitute Teacher Pay Rate.
J. Webber seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

B. Meath	Aye
L. Heimov	Aye
J. Webber	Aye
R. Ochoa	Aye
D. Brann	Aye
D. Boston	Aye
R. Santiago	Aye

F. Approval of Senior Accountant Position

L. Heimov made a motion to approve the Senior Accountant Position.
J. Webber seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

J. Webber	Aye
R. Santiago	Aye
B. Meath	Aye
D. Boston	Aye
L. Heimov	Aye

Roll Call

D. Brann Aye
R. Ochoa Aye

G. Approval of Revised Job Description: Senior Operations Administrator

L. Heimov made a motion to approve the Revised Job Description: Senior Operations Administrator.
J. Webber seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

D. Boston Aye
L. Heimov Aye
R. Santiago Aye
D. Brann Aye
B. Meath Aye
R. Ochoa Aye
J. Webber Aye

H. Approve Revised 2022-23 Local Control and Accountability Plans (LCAP) for Da Vinci Communications, Design, Science, and Connect

L. Heimov made a motion to approve the Revised 2022-23 Local Control and Accountability Plans (LCAP) for Da Vinci Communications, Design, Science, and Connect.
J. Webber seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

L. Heimov Aye
B. Meath Aye
D. Boston Aye
J. Webber Aye
R. Ochoa Aye
R. Santiago Aye
D. Brann Aye

V. Closed Session

A. Conference with Legal Counsel

Closed session entered at 7:52 p.m.

VI. Closing Items

A. Reconvene for Public Session & Closed Session Reporting

Public Session was reconvened at 9:09 p.m.

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

B. Adjourn Meeting

R. Santiago made a motion to adjourn.
D. Boston seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

L. Heimov	Aye
D. Boston	Aye
R. Ochoa	Aye
D. Brann	Aye
B. Meath	Aye
J. Webber	Aye
R. Santiago	Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:09 PM.

Respectfully Submitted,
A. Wohlwerth

Next Regular Da Vinci Schools Board meeting: September 28, 2022.