**DISCOVERY CHARTER SCHOOL BOARD OF TRUSTEES**

**MEETING MINUTES**

**December 6, 2018; 6:30- 8:00**

**300 Paddy Creek Circle, Rochester, NY 14613**

**Trustees Present:**  S. Adair (Treasurer), Donna Dedee-Doyle (Vice Chairperson), S. Etsler, L. Lewis, and S. Varhus (Chairperson), C. Wilkens

**Trustees Excused**: R. Stiles (secretary)

**Also Present:** J. Saia (School Director),S. Polowitz (Attorney) attended remotely via conference call and C. Wilkens attended as a potential future board member via video & audio remote access

1. **Call to Order**
	1. The Chair called the meeting to order at 8:00 a.m. and it was determined that a lawful quorum of six was present.
2. **Proof of Public Notice of Meeting**
	1. Public Notice was provided in the *Messenger Post* and posted at the school
3. Conflict of Interest Reminder
	1. The Chairperson read the following statement: “The Chair reminds everyone that, if a potential conflict of interest exists concerning a subject under discussion by the Board, you have an obligation to disclose the potential conflict and, if deemed a conflict, recuse yourself and leave the room during any discussion and vote on the subject.”
4. **Consent Agenda: Approval of Draft Minutes of Previous Meeting (11.16.18) and Resolution #334 (Non-Routine checks over $5000 for November)** D. Dedee moved and S. Adair seconded a motion to approve the Consent Agenda, which was approved unanimously.
5. **Committee Reports**
	1. **Audit & Finance Committee: Financial Statements, Key Financial indicators, and Check Detail Report:** Committee Chair S. Adair reported that the committee will meet next week and provide a cumulative report on financial matters at the January meeting.
	2. **Governance Committee:** No report this month.
	3. **Personnel Committee:** No report this month.
	4. **Executive Committee Report:** No report this month.
6. **Routine Operations Updates**
	1. **2017-2018 Enrollment Report Update:** School Director J. Saia reported that enrollment is currently at 276.
	2. **Grant Status Report:** J. Saia reported that DCS has received $5000 from the Farash Foundation to support board development.
7. **Director’s Update**
	1. **Monthly Operations and Program Report:** J. Saia reported that we have currently exceeded our attendance goal.
8. **The Learning Collective, Three-year School Improvement Plan** (Resolution #335): After discussion the board deferred action on this resolution in order to provide more time to design the implementation of the plan.
9. **Year Eight, Quarter One Snapshot**: Full discussion of Quarter one data was deferred to the January meeting of the board.
10. **Food Service Agreement:** Resolution #336 was moved by D. Dedee, seconded by S. Adair, and approved unanimously.
11. **Accounting Services Agreement:**
12. **Old Business:** The following motion was moved by S. Adair, seconded by S. Etsler, and unanimously approved: “That the School Director’s salary continue to be $137,196 for the period beginning July 1, 2018, and ending June 30, 2019.
13. **New Business:** There was no new business.
14. **Executive Session:** S. Etsler moved and S. Adair seconded a motion to move into Executive Session to discuss a confidential personnel matter; the motion was approved unanimously. The motion to move out of Executive Session was made by C. Wilkens, seconded by S. Adair, and approved unanimously.
15. **Adjournment at 8:00:** Moved by L. Lewis, seconded by S. Etsler, approved unanimously.

*Next Meeting: Friday January 18, 2018; 8:00-9:30 A.M.*

*Future Agenda Items: Review School Director’s Performance and Compensation, Consider Section 13 of School Director Evaluation for Bylaws, Board Committee Action Items*