A Board of Trustees Meeting was held on April 16, 2015, at the Discovery Charter School, 133 Hoover Drive, Rochester, NY 14615.

**Trustees Present:** Scott Adair; Sarah Armignacco; Yoshida Blackman; Donna Dedee Doyle; Joseph Martino; Sara Varhus; David Vigren; Olivia West

**Trustees Excused:** Dan Aureli; Thomas DaRin; Lisa Lewis

**Also Present:** Joseph Saia, School Director; Anne Culver, School Business Manager; Steve Gleason, Administrative Consultant; Steven Polowitz, Attorney; Valerie Nolan, Independent Consultant

1. **Call to Order**

The Chair called the meeting to order at 6:00 p.m. and it was determined that a lawful quorum was present.

2. **Nazareth Teaching Fellow Report**

Alexandra Riccio, the Nazareth College Teaching Fellow who has been working at the school, gave a report of her work. Ms. Riccio will graduate from Nazareth College in July 2015 with her Masters in Early Childhood Education. She reported on her Skill Streaming project that she conducted with primary Discovery students.

3. **Proof of Public Notice of Meeting**

Public Notice was provided in the Messenger Post.

4. **Conflict of Interest Reminder**

The Chair read the following statement: “The Chair reminds everyone that if a potential conflict of interest exists concerning a subject under discussion by the Board that 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.”

5. **Approval of Minutes of Previous Meeting**
A motion to approve the minutes of the February 26, 2015 meeting was made by Mr. Martino, seconded by Ms. Armignacco and unanimously approved.

A motion to approve the minutes of the March 19, 2015 meeting was made by Ms. Varhus, seconded by Mrs. Dedee Doyle and unanimously approved.

6. Enrollment for 2015-16

a. **Lottery Results.** A summary of the April 6, 2015 lottery was reviewed. 283 applications were received to fill 26 seats that were open after providing preference to siblings of currently enrolled students. A waiting list of 232 existed at the conclusion of the lottery.

b. **Enrollment Results.** The enrollment deadline is April 17. Most enrollment packets have been received. After the submission deadline passes, slots for students who have not had enrollment paperwork submitted will be offered to students on the waiting lists.

c. **Enrollment Management.** The board reviewed a detailed recommendation for managing enrollment during the 2015-16 academic year. Average enrollment of 280 is targeted. A motion to approve the recommended process by which monthly enrollment targets will be determined, monitored, and adjusted as necessary to ensure the school meets average enrollment of 280 was made by Mr. Martino, seconded by Mrs. Dedee Doyle and unanimously approved.

7. Board Projects

a. **Placement of Grade 6 Graduates.** Mrs. Blackman reported on the nature of the June 25 meeting that is being planned for parents of current 5th graders. Mr. Martino described the spreadsheet of information that is being developed containing strong academic schools that have indicated interest in accepting Discovery graduates and/or are being targeted by board and staff for further discussion. Meetings for parents with those schools are being planned for the fall.

b. **Graduate Support.** Ms. Armignacco reported that this effort and the work that is ongoing relative to Placement of Grade 6 Graduates is being combined. The outline of activities for the combined group is:
- Fall 2015. Resource Center for parents and students completed.
- Spring 2016. Conduct exit interviews with 6th graders.
- Fall 2016. Schedule events for graduates and generate reports of their experiences.
– Spring 2017. Have an active database of schools where graduates are attending and
where shadowing by current Discovery students is possible.

c. Training. Mr. Martino reported that several individuals are being evaluated to deliver
appropriate training to the board. June 10 at the board’s planning retreat is the delivery
target date.

d. Summer Learning Program. Mr. Gleason reported that implementation of the
expanded summer learning program is on track. For the full time program option he
indicated that only one transportation cost quote was received in answer to the RFP and it
is virtually on budget, that Foodlink will provide meals, and that 63 students have
completed preliminary interest paperwork. For the supported reading option 13 have
expressed interest, and for the independent reading option 6 have expressed interest.
More recruiting and enrollment for the various options will take place during the next two
months.

e. Succession Plan. Mr. Vigren and Mr. Saia reported that individuals have tentatively
been identified as potential successors to the board chair and school director positions.
Details will be shared at a later time.

f. Planning Meeting. Mr. Vigren asked the board to formally approve June 1, 2015 as the
date for the board’s planning meeting, that its start time will be 8:00 am, and that it will
be held at Nazareth College. A motion to approve the meeting date, time and location
was made by Mr. Adair, seconded by Ms. Varhus and unanimously approved.

8. Charter Renewal

Mr. Saia informed the board that the formal report from SchoolWorks regarding their site visit
was only recently received and will be reviewed in detail with the board at its next meeting.

A discussion took place on the board’s initiative to ask the school’s community leader supporters
to formally express and/or reaffirm their support of the school at this time.

9. Director’s Report

Mr. Saia reviewed the highlights of his report. Among them:
– A therapist from the Mount Hope Family Center has begun providing mental health
  services on site at the school.
– Significant work is taking place to improve attendance. From surveys, action has been
taken to make nursing plans for 3 students and action is being taken to help parents more
clearly understand what they need to do to ensure transportation when their family relocates.

- The CEO of the Rochester Refugee Resettlement Agency visited and toured the school. The CEO indicated that she was quite impressed and expressed her appreciation for the school’s outreach. The school’s current social emotional supports for students with Post Traumatic Stress were highlighted. Also of significant note was the school’s Family Liaison working to support applications of ELL students. Mr. Saia reminded the board that the school has been in a lottery situation since inception and that ELL students must be selected from that process. While ELL students do not have preference, energetic and thoughtful outreach will continue.

- The school participated in the recent Rochester Charter School Sign Up Fair. 100 applications were distributed. Interpreters were on hand to assist ELL families with application completion.

- While not part of his written report, Mr. Saia commented on the NYS ELA test that was taken by students earlier in the week. Despite the extremely large “opt out” numbers in the Rochester area (and apparently across the state), Discovery, with significant encouragement to parents, exceeded the NYSED 95% participation standard for the ELA test.

a. **Director Survey.** Mr. Saia commented on the “School Director’s Report Card,” which had been shared with the board prior to the meeting. The survey, now in its fourth year and which solicits staff answers to 9 performance dimensions, is based on the work of the Blue Ribbon Panel on School Leadership. He reported that the staff’s input continues to be quite favorable. The consensus of the board was that results were extremely favorable.

b. **NYSED Visit.** Mr. Saia reported on the visit from Ms. Jeri Chapman from the Charter School Office. He commented that the visit was one of the more thorough visits the school has experienced. A written visit report will be issued.

c. **Integrated Pest Management Policy.** Mr. Saia presented a draft of an Integrated Pest Management Policy. After discussion a motion to approve the policy was made by Mr. Martino, seconded by Ms. Varhus and unanimously approved.

d. **School Calendar.** Mr. Saia presented a draft of the school’s 2015-16 calendar, patterned after the Rochester City School District calendar, the district where approximately 95% of the school’s students live. After discussion, a motion to approve the calendar was made by Mr. Adair, seconded by Ms. Armignacco and unanimously approved.

10. **Business Manager’s Report**
a. **Enrollment Report.** Ms. Culver presented the March 31 Enrollment Report noting a year-to-date average number of students in the school of 257.2.

11. Finance Committee Report

a. **March Financial Statements.** Mr. Adair reviewed the March Financial Statements and Cash Flow Forecast with the Board, noting results continue to track favorably against the budget.

b. **Key Financial Indicators.** Mr. Adair reviewed the Key Financial Indicators report. He highlighted the NYSED Financial Performance Guidelines that are now part of the report. He also drew the board’s attention to the NYSED Composite Scores that have been added to the report and highlighted that the school’s Composite Score is currently 2.6, well within the lowest category of risk per NYSED Guidelines.

c. **Budget.** Mr. Adair and Ms. Culver reviewed the 2015-16 proposed budget with the board, noting a projected operating surplus of $46,228. After discussion, a motion to approve the budget was made by Mr. Adair, seconded by Ms. Armignacco and unanimously approved.

d. **Grant Status.** Ms. Culver presented the April 9 Grants Report. It was indicated that the Wilson Foundation grant for $25,000 for supporting academic programming beyond the school day has been approved.

e. **Check Detail Report.** Mr. Adair asked if there were any questions concerning the 9-page Check Detail Report, totaling $129,173.08, for the month of March. There were none.

f. **Checks Over $5,000.** Mr. Adair presented a Resolution (#201), detailing non-routine payments of $5,000 or more. The Resolution was moved by Mr. Adair, seconded by Mrs. West and unanimously approved with Mr. Martino abstaining.

13. Old Business

The Chair asked if there was any old business. There was none.

14. New Business

The Chair asked if there was any new business.
- A general discussion took place on a suggestion that the board consider establishing an Academic Committee. The matter was tabled until after the SchoolWorks site visit report is considered in detail.

- Mr. Vigren reported that a meeting with the school’s bank, M&T Bank, earlier in the day produced an invitation by the bank to apply for an increase in the school’s line of credit to $400,000 from $150,000. The bank noted well-managed growth of the school and its solid financial performance and balance sheet. A resolution enabling the process to proceed will be brought to the board in May.

15. Motion to Adjourn

A motion to adjourn was made by Mr. Martino, seconded by Ms. Armignacco and unanimously approved at 8:15 pm.