

## **DISCOVERY CHARTER SCHOOL**

### **Board Meeting Minutes**

**August 21, 2014**

A Board of Trustees Meeting was held on August 21, 2014, at the Discovery Charter School; 133 Hoover Drive, Rochester, NY 14615.

**Trustees Present:** Scott Adair; Sarah Amering; Daniel Aureli; Yoshida Blackman; Donna Dedee Doyle; Joseph Martino; Sara Varhus; David Vigren

**Trustees Excused:** Thomas DaRin

**Also Present:** Joe Saia, School Director; Anne Culver, School Business Manager; Valerie Nolan, Independent Consultant; Steve Gleason, Director of Operations (Education Enterprise of NY)

#### **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. Proof of Public Notice of Meeting**

Public Notice was provided in the Messenger Post.

#### **3. Approval of Minutes of Previous Meeting**

It was noted that Mr. Smith, who's trustee term expired immediately prior to the July 17 regular meeting of the board, inadvertently made and seconded certain motions during the meeting. Those motions were remade, seconded and unanimously approved by the board at the August 21 meeting.

A **Resolution (#176)**, approving any actions taken pursuant to the motions made or seconded by Mr. Smith at the July 17 regular meeting of the board was moved by Mr. Aureli, seconded by Mr. Scott and unanimously approved.

A motion to approve the minutes of the July 17, 2014 meeting, as amended by the actions taken above, was made by Mrs. Dedee Doyle, seconded by Ms. Varhus and unanimously approved.

#### **4. Annual Report**

After receiving a report from the Executive Committee regarding their approval of the 2014 Annual Report on July 30, 2014, a **Resolution (#177)** ratifying the action taken by the Executive Committee, pursuant to Resolution #173 adopted by the Board on July 17, 2014, was moved by Mr. Adair, seconded by Ms. Dedee Doyle and unanimously approved.

## **5. Education Enterprise of NY**

**Resolution (#178)**, designating Mr. Vigren to continue his service as Affiliate Director on the Education Enterprise of NY Board of Directors, subject to election by the Education Enterprise of NY Board of Directors, was moved by Mr. Aureli, seconded by Mrs. Dedee Doyle and unanimously approved.

## **6. Conflict of Interest**

The Chair noted that each serving trustee has signed a Conflict of Interest & Confidentiality Agreement, per Policy 1300.

## **7. Nominating Committee**

Ms. Varhus indicated that the Nominating Committee has several individuals under active consideration for trustee, but none are at a point where they can be nominated at this meeting.

## **8. Expansion Committee**

Mr. Saia presented a recommendation to expand the school by adding additional classes of grades K-6, one grade level at a time, beginning with Kindergarten in the school's Year 6. In addition, significant effort must take place, beginning immediately, to develop relationships with other schools for placement of students who "graduate" from Discovery's 6<sup>th</sup> grade. It was noted that any expansion requires a strong record of achievement by the school. A motion to accept Mr. Saia's recommendation was made by Mr. Martino, seconded by Mr. Scott and unanimously approved.

## **9. Charter Renewal**

Ms. Nolan and Mr. Vigren indicated that planning for completing the school's Charter Renewal Application is well underway. Charter Renewal will be an agenda item for each regular Board meeting until the application is filed next summer.

## **10. Board Schedule**

After reviewing the results of a trustee poll listing preferences for potential meeting days and times, the Board agreed to keep the meetings scheduled for the 3<sup>rd</sup> Thursday in the month, with a start time of 6:00. A detailed schedule of meetings for 2015 will be presented at the September Board meeting.

## **11. Director's Report**

Mr. Saia reviewed the more significant elements of his Operations Report.

- a. NYS Tests.** Mr. Saia presented the recently released NYS test scores, complete with comparative information from last year and for various schools across the state. He noted that very significant progress was made from a year ago (approximately +500%). He also noted that the school's results for ELA are better than all RCSD schools with an economically disadvantaged student population (EDSP) of 95% or more and, for Math, are better than 70% of the same schools. For perspective, he reported that of the 528 EDSP schools in the state, Discovery ranks #12 for amount of improvement year to year. Mr. Saia also reviewed the latest grade 1 and 2 TerraNova test results which show continued cohort improvement of students at or above the National Stanine average.
- b. Parents Bill of Rights.** A Parents Bill of Rights was proposed by Mr. Saia. A motion to approve the document was made by Mr. Aureli seconded by Ms. Blackman and unanimously approved.
- c. New Staff. *Resolution (#179)*** was moved by Ms. Varhus, seconded by Mrs. Dedee Doyle and unanimously approved.
- d. Staff Calendar.** Mr. Saia reviewed the Staff Calendar for the upcoming year noting the various activities staff will be involved in, including monthly professional development forums which the staff will lead.

## **12. Business Matters**

- a. Enrollment Report.** Ms. Culver presented the Enrollment Report for the beginning of the next school year as of August 1.
- b. EE Services Contract.** Ms. Culver presented a Services Agreement between the school and Education Enterprise of NY. The agreement covers certain management services and selected academic support services. Ms. Culver outlined the benchmarking that occurred. A motion to approve ***Resolution (#180)*** was made by Mr. Adair, seconded by Ms.

Varhus and, after Mr. Gleason and Mr. Martino left the room, was unanimously approved with Mr. Martino recusing himself.

- c. **Audit Progress.** Ms. Culver discussed the financial audit currently being conducted by Mengel Metzger Barr and the State audit being conducted by the Office of State Controller.

### **13. Finance Committee Report**

- a. **Key Financial Indicators.** Mr. Adair reviewed the Key Financial Indicators Report.
- b. **Monthly Statements.** Mr. Adair reviewed the July financial statements with the board.
- c. **Grant Status.** Ms. Culver presented a Grants Report as of August 19, indicating grants under consideration, grants submitted and not yet approved, and grants approved with funds not yet received. Ms. Nolan indicated that Title 1 and Title 2 applications are ready for filing. Mrs. Dedee Doyle urged the school to apply for a Ronald McDonald grant. Discussion took place regarding the new SUNY facilities grant recently announced and the school, its landlord and Ms. Nolan will investigate whether or not an application should be made. Mr. Martino indicated that there was no additional information from the Education Enterprise Foundation to be added to the report.
- d. **Check Detail Report.** Mr. Adair asked for any questions concerning the July report. There were none.
- e. **Checks Over \$5,000. Resolution (#181)** approving non-routine checks over \$5000 was moved by Mr. Adair, seconded by Ms. Varhus and unanimously approved.

### **14. Motion to Move into Executive Session**

A motion to move into Executive Session to discuss a confidential legal matter and personnel matters was made by Mr. Martino, seconded by Mr. Aureli and unanimously approved.

### **15. Motion to Move out of Executive Session**

A motion to move out of Executive Session was made by Mr. Aureli, seconded by Mrs. Dedee Doyle and unanimously approved.

### **16. Litigation**

**Resolution (#182)** approving actions taken by Mr. Vigren pursuant to Resolution #175 regarding settlement of the lawsuit brought by Bishop Kearney High School was moved by Mr. Aureli, seconded by Mrs. Dedee Doyle and unanimously approved, with Mr. Martino recusing himself.

## **17. Compensation**

- a. **Director's Salary.** **Resolution (#183)** was moved by Mr. Martino, seconded by Mr. Aureli and unanimously approved.
- b. **Performance Incentive.** **Resolution (#184)** was moved by Ms. Varhus, seconded by Mr. Martino and unanimously approved.

## **18. Old Business.**

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

## **19. New Business**

Mr. Vigren noted that work is ongoing to create options for the summer learning program in 2015 and beyond, that Mr. Gleason is helping to lead this project, and that reports of progress will be made at future board meetings. Also noted was that the web site is currently undergoing significant updating which should be completed within 10 days.

## **20. Motion to Adjourn**

A motion to adjourn was made by Mr. Aureli, seconded by Mr. Martino and unanimously approved at 8:55 pm.