

# **DISCOVERY CHARTER SCHOOL**

## **Board Meeting Minutes**

**March 21, 2013**

A Board of Trustees Meeting was held on March 21, 2013, at 6:00 p.m. at the Bishop Kearney High School; 125 Kings Highway South, Rochester, NY 14617

**Trustees Present:** Betsy Archibald; Donna Dedee Doyle; Joseph Martino; Sara Varhus; David Vigen; Daniel Aureli; Barthelemy Koumassou; Ferris Todd

**Trustees Excused:** Delmonize Smith; Grace Tillinghast

**Also Present:** Valerie Nolan, Independent Consultant; Anne Malitis, Business Manager; Steven Polowitz, Attorney

### **1. Call to Order**

The Chair called the meeting to order at 6:05 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**

After correction of a minor error, a motion to approve the minutes of the February 28, 2013 meeting was made by Mr. Aureli, seconded by Mr. Martino and unanimously approved.

### **4. Facility Project**

Mr. Vigren formally announced that the New York State Board of Regents approved the school's relocation to Greece during their March meeting. He explained that there are still some important matters to resolve before the move can take place: 1) the State Education Department will need to approve the building for our occupancy; 2) the property purchase will need to be closed – contract date is by June 1, 2013; 3) a lease must be signed.

Mr. Vigren discussed the school's contemplated enhanced relationship with Education Enterprise (E2). It is expected that the E2 Foundation will own the property. The school will be a master tenant, contracting with E2 for property management. It is further contemplated that E2 will be an education partner with the school, offering significant advantages to the school for its long term future. Documents outlining the various aspects of the E2 relationship should be available in draft during April.

Ms. Malitis talked briefly about the task list created by the move team. Rooms have already been assigned and progress is being made in several areas.

## **5. 2013-14 Budget**

Mrs. Archibald presented the 2013-14 budget. She noted that revenue is based on an average of 210 students. She highlighted the more significant line items leading to the overall net operating income of \$16,500. After discussion, a motion to approve the 2013-14 budget as presented was made by Mr. Aureli, seconded by Ms. Varhus and unanimously approved.

## **6. Expansion Project**

- a. School Visits.** Prior to the meeting, Ms. Nolan provided the trustees with a list of charter schools in New York State that are K-12. After extensive discussion, four schools were chosen to be visited: Charter School for Applied Technologies, Tapestry Charter School, Achievement First Crown Heights Charter School and The Renaissance Charter School. Arrangements will be made to visit these schools sometime in the near future. Mr. Martino suggested that we look at schools that have a higher poverty rate, similar to Discovery Charter School. Out of state schools may be an avenue to pursue.
- b. Program Options.** Ms. Nolan provided the trustees with a K-12 School Program Overview. After a brief discussion, it was decided to postpone further comments until school visits are completed.

- c. **Consultant Contract.** Mr. Vigren asked Ms. Nolan to leave the room while her proposal for services associated with expansion investigation was discussed. It was the consensus of the Board that Ms. Nolan continue to work with the school to investigate expansion, given her expertise and familiarity with the school. She was asked to revise her proposal with a December 31, 2013 terminal date and provide the revised proposal to the Board at its April meeting for consideration.

## 7. Planning Meeting

A general discussion concerning goal setting for the coming year took place. June 10<sup>th</sup>, 2013 was suggested as the meeting date. Mr. Vigren will poll the Board for calendar clearance. The meeting will take place at Mrs. Archibald's home.

## 8. Director's Report

Mr. Saia was unable to attend the meeting. Mr. Vigren briefly led the board through the Director's report outline which had been shared with trustees prior to the meeting.

- a. **Director Report Card.** Overall, Mr. Saia received very positive feedback . He is viewed as a great leader, supporter and is able to communicate effectively with staff.

- b. **Grade 3 ELS and Math Test Samples.** This is the first year Discovery students will be involved in State testing. The trustees reviewed the sample test and agreed that it will be challenging for our students.

- c. **Student and Staff Demographics.** Demographic summaries were reviewed.

- d. **Staff Appointment.** A *Resolution (#103)* to approve employment of K. Reif was moved by Mr. Martino, seconded by Mr. Aureli and unanimously approved.

## 9. Business Manager's Report

- a. **Enrollment Report.** Ms. Malitis noted that enrollment decreased by one student and is currently at 168 students as of March 1.

**b. Student Recruiting Plan.** Ms. Malitis informed the board that 135 applications have been received as of March 21, 2013. She also stated that recruiting work will continue after the lottery.

## **10. Finance Committee Report**

**a. February 28 Financial Statements.** Mrs. Archibald briefly reviewed the February financial statements.

**b. Friends of DCS Financial Statements.** Mrs. Archibald briefly reviewed activity during the month of February.

**c. Grants.** There has been no progress with regard to grants.

**d. Check Detail Report.** The Chair called for questions on the February Check Detail Report. There were none.

## **11. Old Business**

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

## **12. New Business**

The Chair asked if there was any new business to be considered. There was none.

## **13. Motion to Adjourn**

A motion to adjourn was made by Ms. Varhus, seconded by Mr. Aureli and unanimously approved at 9:16 pm.