

**DISCOVERY CHARTER SCHOOL**

**Board Meeting Minutes**

**June 20, 2012**

A Board of Trustees Meeting was held on June 20, 2013, at 6:00 p.m. at the Bishop Kearney High School; 125 Kings Highway South, Rochester, NY 14617

**Trustees Present:** Daniel Aureli; Betsy Archibald; Barthelemy Koumassou; Grace Tillinghast; Ferris Todd; David Vigen

**Trustees Excused:** Donna Dedee Doyle; Joseph Martino; Delmonize Smith; Sara Varhus

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

**1. Call to Order**

The Chair called the meeting to order at 6:10 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**

A motion to approve the minutes of the May 16, 2013 meeting was made by Mrs. Tillinghast, seconded by Ms. Todd and unanimously approved.

**4. Facility**

**a. Move Schedule.** Key relocation dates were reviewed with the board. It was noted that board work days will be 7/22 – 2/24. A Family Open House is scheduled for the evening of 8/15 with first day of school scheduled for 8/19.

**b. Move Costs.** A schedule of costs associated with the move was reviewed with the board. The current estimate is \$112,000, a significant portion of which will be capitalized.

**c. Documents.** Mr. Vigren indicated that the lease is almost ready to be signed. The Institutional Partnership is under review by NYS Education Department.

## 5. Goals

**a. Review 2012 – 13.** Mr. Vigren led a brief review of performance relative to current year goals. A thorough review had been conducted at the board’s goal setting workshop on June 11.

**b. Approve 2013 – 14.** The board discussed a summary of the work done at the goal setting workshop on June 11. Minor changes were noted and a **Resolution (#118)** to approve goals for the upcoming fiscal and academic year was moved by Mr. Aureli, seconded by Mrs. Archibald and unanimously approved.

## 6. Performance Bonus

Mr. Saia led a discussion surrounding the payment of a performance bonus to full and part time employees who expect to continue their employment with the school. Given the performance of the school against its goals, he strongly advocated payment in July (to help staff bridge pay to the beginning of the school year) at the rate we budgeted for Year 3. After thorough discussion, a **Resolution (#119)** to accept Mr. Saia’s recommendation was moved by Ms. Todd, seconded by Mrs. Archibald and unanimously approved.

## 7. Director’s Report

**a. Report Summary.** Mr. Saia reviewed several items in his report. He noted that 64% of incoming kindergartners participated in screening and orientation. He also reported that 65% of the school’s students came to the final exhibition. Over 400 people attended.

**b. Hiring Recommendations.** Mr. Saia reviewed his hiring recommendations. A *Resolution (#120)* accepting his recommendations was moved by Mr. Aureli, seconded by Mrs. Tillinghast and unanimously approved.

**c. Staff Salary Increase Summary.** Mr. Saia reviewed a summary of his salary increases for staff members, noting that, in total, salary expense will be within the budget established for the coming year.

**d. Logo.** Mr. Saia led a discussion surrounding a new logo for the school and a mascot chosen by the students. Concerns were noted including whether or not the logo is used by other “Discovery” schools, that the mascot is already used by a local private school, and that the mascot may also be the name of a local gang. A motion to not use the mascot was made by Mr. Aureli, seconded by Ms. Todd and unanimously approved. It was decided to table the matter of the logo until further research can take place.

**e. Teacher on Special Assignment.** Mr. Saia proposed inviting a highly skilled special education teacher to join the staff for the coming year. He pointed out that the school has a very small window to improve the academic performance of students who did not enter kindergarten with Discovery. He also outlined a plan for coming within \$15,000 of covering the expected compensation cost. The consensus of the board was to proceed to talk with the prospect and work actively to come up with savings elsewhere to cover the cost.

## **8. Business Manager’s Report**

**a. Enrollment Report.** Ms. Malitis noted that enrollment remained constant at 168 students as of June 1.

## **8. Expansion Project**

**a. School Visits.** Those who visited the two Buffalo charter schools with upper grade levels spoke about their experience. The value of expanding “sideways” in order to support high school grades was emphasized.

## **10. Finance Committee Report:**

**a. Discovery Financial Statements.** Mrs. Malitis reviewed the April financial statements.

**b. Friends of DCS Financial Statement.** Mr. Vigren asked if there were any questions regarding the “Friends” financial statement. There were none.

**c. Grants.** A Grants Report was reviewed indicating several grants in various stages of processing. Ms. Nolan indicated she will help the school prepare a facilities grant proposal.

**d. Check Detail Report.** The Chair called for questions on the May 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**

Mr. Vigren led a brief discussion regarding the potential candidacy of a new trustee for the school. It was agreed to invite the individual and his spouse to the 8/15 Open House and board meeting which is scheduled to follow.

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

A motion to move into executive session for the purpose of discussing personnel matters was made by Mr. Aureli, seconded by Mr. Barthelemy and unanimously approved.

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

A motion to move out of executive session was made by Mr. Aureli, seconded by Mr. Barthelemy and unanimously approved.

## **15. Director Compensation**

Based on the Director’s performance for the year being completed, competitive salaries for other similar positions in the area, and his position within the Director salary structure that the school has established, a motion to set the Director’s salary at \$115,000 beginning July 1, 2013 was made by Mrs. Archibald, seconded by Mr. Aureli and unanimously approved.

## **16. Motion to Adjourn**

A motion to adjourn was made by Mrs. Archibald, seconded by Ms. Todd and unanimously approved at 8:50 pm.