

DISCOVERY CHARTER SCHOOL

Board Meeting Minutes

July 18, 2012

A Board of Trustees Meeting was held on July 18, 2013, following the School's Annual Meeting at the Hoover Drive School; 133 Hoover Drive, Rochester, NY 14615.

Trustees Present: Betsy Archibald; Daniel Aureli; Donna Dedee Doyle; Joseph Martino; Grace Tillinghast; Ferris Todd; Sara Varhus; David Vigren

Trustees Excused: Barthelemy Koumassou; Delmonize Smith

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 6:15 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 June 20, 2013 meeting was made by Mr. Martino, seconded by Mrs. Tillinghast and unanimously approved with Ms. Dedee Doyle and Ms. Varhus abstaining.

4. Election of Board Officers

Nominations included:

Chair – David Vigen
Vice Chair – Daniel Aureli
Treasurer – Besty Archibald
Secretary – Grace Tillinghast

A motion to elect those nominated was made by Ms. Todd, seconded by Mrs. Dedee Doyle and unanimously approved.

5. Board Committees

a. Committee Structure Review. After discussion, it was the consensus of the board that a Nominating Committee be established. A *Resolution (#121)* establishing the new committee was moved by Mrs. Archibald, seconded by Mrs. Dedee Doyle and unanimously approved.

b. Committee Membership. A *Resolution (#122)* establishing committee membership to serve for the current fiscal year ending June 30, 2014 was moved by Ms. Varhus, seconded by Ms. Todd and unanimously approved.

6. Ratify Documents

a. Lease. A *Resolution (#123)* to ratify the approval and execution of the lease for the Hoover Drive facility was moved by Mrs. Archibald, seconded by Ms. Dedee Doyle and unanimously approved, with Mr. Martino recusing himself and abstaining.

b. Sublease. A *Resolution (#124)* to ratify the approval and execution of a sublease between the School and EnCompass Resources for Learning was moved by Ms. Varhus, seconded by Mrs. Archibald and unanimously approved, with Mr. Martino recusing himself and abstaining.

c. Promissory Note. A *Resolution (#125)* to ratify the approval and execution of a Promissory Note between the School and Education Enterprise of New York Foundation was moved by Ms. Todd, seconded by Ms. Varhus and unanimously approved, with Mr. Martino recusing himself and abstaining.

7. Relocation

a. Key Dates. Key dates for the relocation process were reviewed, with board work days during the third week in July, the open house for families on 8/15 and start of school on 8/19 highlighted.

b. Costs. A schedule of anticipated costs associated with the relocation of the school was reviewed, noting the net cost is currently estimated at approximately \$100,000.

8. Director's Report

a. Academic Progress 4Q. Mr. Saia reviewed the fourth quarter academic results for the school. Year-to-year progress was noted for most metrics that have been in use since the School opened. He noted that AIMSweb assessments were started this year therefore no comparisons are possible at this time. Generally results are good, but acceleration in math learning for incoming first graders is needed. TerraNova scoring and results were also discussed. For a new school, results are encouraging but it is clear that challenges exist for the upper two grades in the school. It is also clear that a small number of students can dramatically affect assessment results. In general discussion, discipline was underscored as the biggest single threat to the school and Mr. Saia and the staff are planning several changes to the disciplinary code for board consideration in August.

b. Personnel. Mr. Saia recommended four individuals for various positions in the school. A *Resolution (#126)* was moved by Ms. Dedee Doyle, seconded by Mr. Martino and unanimously approved.

c. SAVE Policy. Mr. Saia presented a revised SAVE Policy to be instituted at the School's new location. A motion to revise the policy as presented was made by Mrs. Archibald, seconded by Mr. Aureli and unanimously approved.

d. Staff Survey. Mr. Saia reviewed the results of the staff surveys completed by those staying and leaving. Stronger student discipline was highlighted by many as a need. Overall, the surveys mirrored the favorable results of prior surveys.

e. Parent Survey. Mr. Saia reported that 71% of parents answered the survey and that responses were overwhelmingly positive.

f. Expeditionary Learning Agreement. Mr. Saia presented the Expeditionary Learning agreement for September 1, 2013 through August 31, 2014. A motion to approve the agreement was made by Ms. Varhus, seconded by Ms. Todd and unanimously approved.

g. Logo. Mr. Saia presented the proposed new logotype and discussion ensued. A motion to adopt the new logotype, subject to attempting to balance the second line more squarely under the top line, was made by Mr. Aureli, seconded by Ms. Todd and unanimously approved.

9. Business Manager's Report

a. Enrollment Report. Ms. Malitis reported that the school has full enrollment of 220 expected for the first day of school 8/19.

10. Finance Committee Report:

a. Monthly Statements. Mrs. Archibald presented the monthly financial statements, highlighting that preliminary year end results show performance better than budget.

b. Friends of DCS Report. Mrs. Archibald noted that there were no changes from the prior month's "Friends" report.

c. Budget Revision. Mrs. Archibald reviewed suggested revisions to the School's budget for the coming year. A number of changes resulted from resolving the School's facility issue. While the projected operating results forecast a deficit, more than enough cash exists to finance it. More than half of the deficit is comprised of move-related expenses and a contingency. The balance results largely from reduced Title I revenue and taking advantage of an opportunity to bring a talented special education teacher onto the staff a year before the long term budget calls for it. A motion to approve the revised budget was made by Mrs. Archibald, seconded by Ms. Varhus and unanimously approved.

d. Grant Status. It was noted that two \$10,000 grants will be received by the School from the Davenport-Hatch foundation and Greater Rochester Health Foundation.

e. Check Detail Report. The Chair called for questions on the June Check Detail Report. There were none.

f. Checks Over \$5,000. A *Resolution (#127)* authorizing payment to Graywood Design was made by Mrs. Archibald, seconded by Ms. Todd and unanimously approved.

11. Annual Report

Mr. Saia presented the School's Annual Report. Following discussion, a motion to approve the Report was made by Mr. Martino, seconded by Mr. Aureli and unanimously approved.

12. Old Business

Mr. Vigren engaged the board in discussion to develop a plan to bring the issue of school expansion to closure before beginning to prepare the Charter Renewal Application next summer. He suggested that a small and dynamic team be charged with bringing a recommended academic plan and high level financial forecast to the board at its December meeting. Further that the team continue to refine its recommendation such that a detailed plan to expand the school (or not) be presented to the board no later than its June 2014 meeting. The following trustees volunteered to be part of the team:

Besty Archibald, Chair
Donna Dedee Doyle
Joseph Martino

13. New Business

Mrs. Tillinghast reported that the School's web site has been updated to reflect the School's new location and contact information.

14. Motion to Adjourn

A motion to adjourn was made by Mrs. Archibald, seconded by Ms. Dedee Doyle and unanimously approved at 8:57 pm.