

DISCOVERY CHARTER SCHOOL

Board Meeting Minutes

September 19, 2013

A Board of Trustees Meeting was held on September 19, 2013, at the Discovery Charter School; 133 Hoover Drive, Rochester, NY 14615.

Trustees Present: Daniel Aureli; Donna Dedee Doyle; Barthelemy Koumassou; Joseph Martino; David Vigen

Trustees Excused: Delmonize Smith; Grace Tillinghast; Sara Varhus

Also Present: Joseph Saia, School Director; Steven Polowitz, Attorney; Valerie Nolan, Independent Consultant

1. Call to Order

The Chair called the meeting to order at 6:30 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 suggested that the New York State test score passing rates be inserted into the minutes and, with that addition, a motion to approve the minutes of the August 15, 2013 meeting was made by Mr. Aureli, seconded by Mrs. Dedee Doyle and unanimously approved.

4. Motion to Move into Executive Session

A motion to move into Executive Session to discuss a confidential legal matter was made by Mr. Aureli, seconded by Mrs. Dedee Doyle and unanimously approved.

5. Motion to Move out of Executive Session

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

6. Nominating Committee Report

a. Tom DaRin. Mr. Martino reported that the Nominating Committee is presenting Mr. DaRin to replace Ms. Todd who resigned from the board for personal reasons on August 17. A **Resolution (#130)** accepting Ms. Todd's resignation and selecting Mr. DaRin as trustee (pending approval by SED) was moved by Mr. Martino, seconded by Mr. Aureli and unanimously approved.

b. Scott Adair. Mr. Martino reported that the Nominating Committee is presenting Mr. Adair to replace Mrs. Archibald who resigned from the board for personal reasons on September 1. A **Resolution (#131)** accepting Mrs. Archibald's resignation and selecting Mr. Adair as trustee (pending approval by SED) was moved by Mr. Martino, seconded by Mr. Aureli and unanimously approved.

7. Board Meeting Schedule

A proposed board meeting schedule for calendar 2014 was discussed. A motion to approve the schedule as presented was made by Mr. Koumassou, seconded by Mrs. Dedee Doyle and unanimously approved.

8. Director's Report

Mr. Saia led the board through his report. He indicated that the discipline metric this year includes all referrals instead of only major referrals reported last year. He noted that behavior this year is significantly better than our previous two years and feels the new building, maturation of staff and culture, and the addition of a full time Dean of Students have all contributed to the change.

Mr. Saia also commented on various changes that have been made in the wake of the NYS Test Scores recently received:

- Short text questions are being asked at breakfast ... look at text and find the answer.
- More instructional staff are in the classrooms.
- Every child is in an intervention group.
- Every student gets 1 hours of math plus 30 minutes of intervention daily.
- There will be more emphasis on inquiry during extended learning after 3:30.

a. New Staff. Mr. Saia presented two individuals for hiring. A *Resolution (#132)* hiring a Teaching Assistant and Level 1 Food Service Manager, both of whom having successfully cleared the NYSED background check process, was moved by Mr. Aureli, seconded by Mrs. Dedee Doyle and unanimously approved.

b. Enrollment Report. Mr. Saia reviewed the September 1 Enrollment Report, noting his intention to keep enrollment at or above 210 for the year. For the first quarter he intends to keep K-2 at 22 per classroom, Gr 3 at 21 per classroom and Gr 4 at 20 per classroom. The board agreed with his strategy.

c. First Student Contract. Mr. Saia presented a services contract with First Student, Inc. A *Resolution (#133)* to approve and ratify his signing of the contract was made by Mr. Aureli, seconded by Mr. Martino and unanimously approved.

9. Expansion Committee Report

Mrs. Dedee Doyle reported that an in-depth discussion of expansion was held with the Director since the last board meeting. The committee will be continuing to discuss expansion with those who have done it or decided not to do it, with focus on academic, cultural, and economic issues. Mr. Martino has agreed to chair the committee and Mr. Vigren has joined it.

10. Finance Committee Report

a. Monthly Statements. The board reviewed the August financial statements noting strong liquidity and positive operating results.

b. Friends of DCS Report. A recommendation to eliminate Friends of the Discovery Charter School, Inc. was discussed. It was the judgment of the board that the corporation should continue but that the Education Enterprise of New York Foundation should assume the principal fund raising work for the school. Mr. Aureli, Mr. Adair and Mr. Saia volunteered to become directors of “Friends” if the current directors prefer to discontinue

serving in that capacity. Mr. Vigren agreed to communicate with the current directors of the corporation on the matter.

c. Draft Audit Response. The Management Advisory Letter from the school's outside auditors has not yet been received, thus there was no draft response to review.

d. Grant Status. Ms. Nolan reported that a SUNY Facilities Grant application for \$146,000 was filed on 9/17.

e. Financial Procedures Revision. The board reviewed the revisions to the school's Financial procedures which resulted from changes made to various policies in August.

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

g. Checks Over \$5,000. A *Resolution (#134)* authorizing payments to multiple firms was made by Mr. Aureli, seconded by Mr. Koumassou and unanimously approved.

11. Old Business

Mr. Vigren asked if there was any old business to come before the board. There was none.

12. New Business

Mr Vigren reminded the board that the Koda Vista Community Association will hold a meeting in the school's cafeteria at 7:00 on October 1 and that all trustees are invited. He also asked if the board wanted to hold an open house for friends of the school. It was the consensus of the board that an event of that nature may be beneficial to the school and asked that Mr. Saia and Ms. Lisa Record of Education enterprise of New York Foundation work on details for the event.

Mr. Aureli indicated that he will schedule a staff holiday reception for December 19.

13. Motion to Adjourn

A motion to adjourn was made by Mr. Aureli, seconded by Mr. Martino and unanimously approved at 8:05 pm.