

DISCOVERY CHARTER SCHOOL

Board Meeting Minutes

October 15, 2015

A Board of Trustees Meeting was held on October 15, 2015, at the Discovery Charter School, 133 Hoover Drive, Rochester, NY 14615.

Trustees Present: Scott Adair; Sarah Armignacco; Joseph Martino; Robert Stiles; David Vigen; Olivia West

Trustees Excused: Dan Aureli; Donna Dedee Doyle; Yoshida Blackman; Lisa Lewis; 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 6:00 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. Board Room Display

Sarah Amesbury and Akira Stata discussed the revamped décor in the boardroom. Highlighted was the wall display of each grade's current expeditions and a means for the board to interact with teachers. The board thanked both for their innovative and hard work.

4. Conflict of Interest Reminder

The Chair read the following statement: "The Chair reminds everyone that if a potential conflict of interest exists concerning a subject under discussion by the Board that you have an obligation to disclose the potential conflict and, if deemed a conflict, recuse yourself and leave the room during any discussion and vote on the subject."

5. Approval of Minutes of Previous Meeting

A motion to approve the minutes of the September 17, 2015 meeting was made by Ms. Armignacco, seconded by Mr. Stiles and unanimously approved.

6. Director's Report

Mr. Saia reviewed his report, highlighting September attendance of 95% and describing new techniques for recognizing perfect attendance. He also discussed the school's suspension policy, a change in the schedule for the open house and Family Association kick off, a PE equipment grant applied for from the United Way of Greater Rochester Children's Success Fund, and the Greece Central School District public hearing on the school's charter renewal application, held during their Board meeting on October 13.

a. Academic Improvement Actions. Mr. Saia led the board through a summary of academic improvement plan actions taken since the September board meeting:

- Two school visits are in the process of being scheduled in order to consider whether a mentor relationship would be beneficial. He noted that two additional schools in the NYC area are also under consideration.
- Two additional Partners in Learning (tutors/mentors) from Nazareth College have been assigned to the school.
- The staff evaluated how and when additional tutors should be used in order to maximize their impact. More evaluation will take place shortly and conclusions will be reported at the November Board meeting.
- An initial walk-through by outside critical friends took place in September. 30 minute observations took place in 3-5 classes by each of three observers. Debriefs are with one or more of the school's leadership team and a summary will be reported to the staff and board monthly.
- Three family development opportunities (workshops) have been scheduled with the first being October 20.
- Mr. Martino shared that meetings with representatives of Uncommon Schools and KIPP are in the process of being scheduled in order that the school can become more familiar with their most successful practices.

b. Physical Restraint Policy. Mr. Saia led the board through a proposed physical restraint policy. He noted that five members of the staff are currently trained and certified to use physical restraint. Adoption of the policy was moved by Mr. Martino, seconded by Mr. Stiles and unanimously approved.

c. Staff Student Preference. Mr. Saia led a discussion on adopting an admission preference for children of staff members. The consensus of the board was to solicit input from the staff and thoughtfully consider the issue at a future meeting.

d. NYSED Visit. Mr. Saia reviewed the events that took place during the charter renewal visit from NYSED representatives. He also read Ms. Chapman's email that had been received the afternoon of October 15. Trustees were pleased with her recommended schools to contact.

7. Business Matters

a. Enrollment Report. The board reviewed the September 30 Enrollment Report.

b. Public Participation at Board Meetings Policy. The board reviewed a draft policy addressing the handling of public participation at board meetings. It was the consensus of the board that the Chair has sufficient latitude to deal in a thoughtful way with public participation at board meetings without the need for a formal policy. No action was taken.

c. Board Agenda Preparation Policy. The board reviewed a draft policy outlining the preparation of board meeting agendas. It was the consensus of the board that agenda preparation is being conducted in a satisfactory manner without the need for a formal policy. No action was taken.

8. Finance Committee Report

a. September Financial Statements. Mr. Adair led the board in a review of the September financial statements.

b. Key Financial Indicators. Mr. Adair led the board in a review of the Key Financial Indicators report as of 9/30/15.

c. Audit Report. Mr. Adair reported on the Finance Committee's review and recommendation that the board accept Mengle Metzger Barr's report of their 6/30/15 audit. He noted that the report contained no recommendations and expressed an unqualified opinion. Approval of the audit report was moved by Mr. Adair, seconded by Mr. Martino and unanimously approved.

d. Check Detail Report. Mr. Adair asked if there were any questions concerning the September Check Detail Report. There were none.

e. Checks Over \$5,000. Mr. Adair presented *Resolution #225* outlining non-routine September checks of \$5,000 or more. The resolution was moved by Ms. West, seconded by Mr. Adair and unanimously approved with Mr. Martino recusing himself.

9. Old Business

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

10. New Business

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

11. Motion to Adjourn

A motion to adjourn was made by Mr. Martino, seconded by Ms. Armignacco and unanimously approved at 8:35 pm.