

## **DISCOVERY CHARTER SCHOOL**

### **Board Meeting Minutes**

**November 19, 2015**

A Board of Trustees Meeting was held on November 19, 2015, at the Discovery Charter School, 133 Hoover Drive, Rochester, NY 14615.

**Trustees Present:** Scott Adair; Dan Aureli; Yoshida Blackman; Donna Dedee Doyle; Lisa Lewis; Joseph Martino; Robert Stiles; Sara Varhus; David Vigren; Olivia West

**Trustees Excused:** Sarah Armignacco

**Also Present:** Joseph Saia, School Director; Anne Culver, Business Manager; 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. Conflict of Interest Reminder**

- a. 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.”
- b. Distribution of Policy and Forms.** The Chair distributed a letter covering the school’s conflict of interest policy and related material. He asked that the trustees read the material and sign the form that is required to be updated by each trustee annually.

#### **4. Approval of Minutes of Previous Meeting**

A motion to approve the minutes of the October 15, 2015 meeting was made by Mr. Adair, seconded by Mr. Martino and unanimously approved.

**5. Summer School Evaluation.** A review of the school's 2015 summer learning program was presented by Ms. Lisa Hiley, Director, EnCompass: Resources for Learning. 90 students attended the full-time program, held on the campus of Nazareth College. Assessments before and after attending the program indicated that no "summer slide" occurred with 88% of the attendees; 31% improved their grade-level proficiency. 20 students attended the supported reading program, held at local libraries. 11 students participated in the independent reading program. It was the consensus of the board that expansion of the full-time program should be aggressively investigated for implementation in 2016.

## **6. Director's Report**

Mr. Saia reviewed his report, highlighting October attendance of 96%, up from August and September. He also discussed the 4<sup>th</sup> grade presentation regarding bullying prevention to other grade levels, a surprise Monroe County Health Department inspection that produced a perfect report, and reported on Regent Andrew Brown's visit to the school.

- a. Academic Performance Q1.** Mr. Saia led the board through a detailed Power Point presentation of first quarter academic results. Year over year improvement, compared to past cohorts, in 88% of the assessments administered. 8% of those not showing improvement were at the Kindergarten level. Significant discussion took place during the presentation.
- b. Academic Improvement Actions.** Mr. Saia led the board through a summary of academic improvement plan actions taken since the October board meeting:
  - A meeting with Uncommon Schools was held with a plan for more.
  - Interviewing is taking place to identify future staff candidates as adding teachers and support staff is under active consideration.
  - Work continues on the process to identify and recruit experienced urban teachers.
  - Adoption of NYS Math modules is under consideration; a substitute was hired for a week to allow teachers to plan for science/social studies integration; additional PATHS support (Children's Institute) is being explored.
  - Critical Friends walk-throughs produced a recommendation that the school provide more opportunity for students to grapple/struggle.
- c. Staff Student Preference.** Mr. Saia reported on local charter school activity surrounding the issue of providing admission preference for children of staff members. Of 9 schools polled, 3 are taking some action. After discussion, a motion to delay action at this time and evaluate the matter for possible implementation in the fall of 2017 was made by Mr. Adair, seconded by Mr. Aureli and unanimously approved.

## 7. Business Matters

- a. **Enrollment Report.** The board reviewed the October 31 Enrollment Report. It was noted that 6 students are expected to leave the school during December for various reasons, including family relocation. Initial discussion took place regarding the 2016 lottery, during which it is expected that virtually all available seats in the school will be at the Kindergarten level.

## 8. Finance Committee Report

- a. **October Financial Statements.** Mr. Adair led the board in a review of the October financial statements.
- b. **Key Financial Indicators.** Mr. Adair led the board in a review of the Key Financial Indicators report as of 10/31/15.
- c. **Grant Status Report.** Mr. Adair reviewed the Grant Status Report of 11/10/15.
- d. **Form 990 Tax Return.** Mr. Adair indicated that the Form 990 Tax Return has been completed and will be forwarded to trustees for their review. He indicated that the Finance Committee has reviewed it and a few small corrections are in the process of being made. The board will be asked to approve the document at a future meeting.
- e. **Check Detail Report.** Mr. Adair asked if there were any questions concerning the October Check Detail Report. There were none.
- f. **Checks Over \$5,000.** Mr. Adair presented *Resolution #226* outlining non-routine October checks of \$5,000 or more. He noted that checks to Education Success Network (formerly Education Enterprise of NY) for matters under board-approved contract should be considered routine and will no longer be part of future resolutions of this nature. The resolution was moved by Ms. Dedee Doyle, seconded by Ms. West and unanimously approved.

## 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 Ms. Varhus, seconded by Ms. West and unanimously approved at 8:45 pm.