

DISCOVERY CHARTER SCHOOL

Board Meeting Minutes

June 18, 2015

A Board of Trustees Meeting was held on June 18, 2015, at the Discovery Charter School, 133 Hoover Drive, Rochester, NY 14615.

Trustees Present: Scott Adair; Dan Aureli; Thomas DaRin; Donna Dedee Doyle; Joseph Martino; David Vigen; Olivia West

Trustees Excused: Sarah Armignacco; Yoshida Blackman; Lisa Lewis; Sara Varhus

Also Present: Joseph Saia, School Director; Anne Culver, School Business Manager; Steve Gleason, Administrative Consultant; Steven Polowitz, Attorney; Valerie Nolan, Independent Consultant; Robert Stiles, Potential Trustee

1. Call to Order

The Chair called the meeting to order at 6:05 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

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.”

4. Approval of Minutes of Previous Meeting

A motion to approve the minutes of the May 21, 2015 meeting was made by Mr. Aureli, seconded by Mr. DaRin and unanimously approved.

5. Board Projects

- a. **Graduate Placement & Support.** Mr. Martino reported that the meeting with incoming 6th grade parents will be held during the next two weeks.
- b. **Summer Learning Program.** Mr. Gleason reported that implementation of the expanded summer learning program continues on track. Enrollment for the full-time program is now 82, for the supported reading program 41, and for the independent reading program 15.

6. Goals

The board reviewed the goals that emerged from its planning meeting. The Goals for Years 5-10 document, distributed to the board prior to the meeting, edited slightly during the meeting, and attached to these minutes in edited form, was discussed. A motion to approve the goals, as edited, was made by Mr. Aureli, seconded by Mrs. Dedee Doyle and unanimously approved.

7. Director's Report

Mr. Saia reviewed the highlights of his report. Among them:

- Eastman Dental screened all students in the school and assessed whether the school could be site for the SmileMobile (a mobile dental office) during 2015-16. Based on the assessment, it appears quite likely that the SmileMobile will be available to our students at the school.
- Our first graders served as docents at the Seneca Park Zoo on World Turtle Day.
- Kindergarten orientation had 76% of incoming students represented. The rate keeps climbing.
- Based on early judgments, it appears that we will have 5 English Language Learners in our incoming Kindergarten class.

- a. **Staff Hiring.** Mr. Saia recommended two individuals for hiring. *Resolution (#206)* was moved by Mr. Martino, seconded by Mr. DaRin and unanimously approved.
- b. **Staff Salary Summary.** Mr. Saia presented a summary of staff salary action for the coming year. He highlighted that more money is being spent on special education staff in light of having five integrated co-taught grades, that intervention staff have increased, and that additional P/E staff are needed. Salary expense, net of special education revenue, will not cause a negative budget variance.
- c. **Family Involvement.** Mr. Saia led the board through the 8 Family Involvement Metrics. Results for the year almost ended show stronger family involvement in virtually all instances.

- d. **Family Handbook.** Mr. Saia presented the proposed Family Handbook for 2015-16. After discussion, a motion to approve the proposed handbook was made by Mr. Aureli, seconded by Mr. DaRin and unanimously approved.

8. Business Manager's Report

- a. **Enrollment Report.** Ms. Culver presented the May 31 Enrollment Report noting a year-to-date average number of students in the school of 255.9.
- b. **Compliance Monitoring Report.** Ms. Culver noted the recent change in teacher and principal evaluations and that the Board of Regents at their June meeting approved a set of regulations, which will be submitted for public comment.
- c. **Employment of Relatives Policy.** Ms. Culver presented an Employment of Relatives policy for consideration. After discussion, a motion to approve the policy as presented was made by Mr. Adair, seconded by Mrs. Dedee Doyle and unanimously approved.
- d. **Food Service Contract.** Ms. Culver presented a food service contract between the school and Julia K. Caters, pursuant to the board's decision in February to their proposal for service.. A motion to approve the contract was made by Mr. Aureli, seconded by Mr. DaRin and unanimously approved.

9. Finance Committee Report

- a. **May Financial Statements.** Ms. Culver reviewed the May Financial Statements and Cash Flow Forecast with the Board, noting results continue to track favorably against the budget.
- b. **Key Financial Indicators.** Ms. Culver reviewed the Key Financial Indicators report.
- c. **Audit Plan.** Mr. Adair reviewed the Audit Plan presented to the Finance Committee by the school's external auditors. A motion to accept the plan was made by Mr. Adair, seconded by Mr. Aureli, and unanimously approved.
- d. **Grant Status.** Ms. Culver presented the June Grants Report. Ms. Nolan indicated that preliminary Title allocations have been received.
- e. **Check Detail Report.** Ms. Culver asked if there were any questions concerning the 9-page Check Detail Report, totaling \$138,362.41, for the month of May. There were none.

- f. **Checks Over \$5,000.** Ms. Culver presented a *Resolution (#207)*, detailing non-routine payments of \$5,000 or more. The Resolution was moved by Mr. Aureli, seconded by Mr. DaRin and unanimously approved with Mr. Martino abstaining.

10. Move into Executive Session

A motion to move into executive session to discuss personnel matters was made by Mr. Martino, seconded by Mr. Adair and unanimously approved.

11. Move out of Executive Session

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

12. Old Business

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

13. New Business

The Chair asked if there was any new business. Everyone was reminded that the Annual Meeting will be held July 16 at 5:30 pm. It will be followed by trustee training and the regular July meeting.

14. Motion to Adjourn

A motion to adjourn was made by Mr. Aureli, seconded by Mrs. Dedee Doyle and unanimously approved at 7:45 pm.