

DISCOVERY CHARTER SCHOOL

Board Meeting Minutes

August 20, 2015

A Board of Trustees Meeting was held on August 20, 2015, at the Discovery Charter School, 133 Hoover Drive, Rochester, NY 14615.

Trustees Present: Scott Adair; Dan Aureli; Yoshida Blackman; Donna Dedee Doyle; Robert Stiles; Sara Varhus; David Vigen; Olivia West

Trustees Excused: Sarah Armignacco; Lisa Lewis; Joseph Martino

Also Present: Joseph Saia, School Director; Steven Polowitz, Attorney; Valerie Nolan, Independent Consultant; Steve Gleason, Administrative 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. Mr. Stiles was welcomed as a voting member of the board, having received NYSED approval to serve as a trustee on July 29, 2015.

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 July 16, 2015 meeting was made by Mr. Adair, seconded by Ms. Blackman and unanimously approved.

5. Executive Committee Report

Mr. Vigren reported that the Executive Committee met on July 31, 2015 and unanimously approved the final copy of the school's 2015 Annual Report. **Resolution #216** ratifying action taken by the Executive Committee at its July 31 meeting was moved by Mr. Adair, seconded by Mr. Aureli and unanimously approved.

Mr. Vigren reported that the Executive Committee reviewed and approved, on July 21, 2015 and August 4, 2015, requests from the School Director to extend employment offers to several individuals. **Resolution #217** approving the hiring of individuals reviewed by the Executive Committee on July 21 and August 4 was moved by Mr. Aureli, seconded by Mr. Adair and unanimously approved.

6. Director's Report

Mr. Saia reviewed the highlights of his report with focus on staffing and various issues outlined below.

- a. **Education Enterprise Services Agreement.** Mr. Saia reviewed proposed Services Agreement between the school and Education Enterprise for the 2015-16 fiscal year. **Resolution #218** approving the Services Agreement and authorizing Mr. Saia to sign it was moved by Mr. Aureli, seconded by Mrs. Dedee Doyle and unanimously approved.
- b. **Expeditionary Learning Assessment.** Mr. Saia reviewed Expeditionary Learning's assessment of model implementation progress made by the school during the year. Their target was exceeded by the school.
- c. **SAVE Policy.** Mr. Saia reviewed the school's revised SAVE policy. A motion to approve the revisions was made by Mr. Adair, seconded by Ms. Blackman and unanimously approved.
- d. **Employee Enrollment Preference.** Mr. Saia reviewed the process for approving a change in enrollment preference to accommodate a preference for children of employees. It was the consensus of the board that no action should be taken at this time.

7. Business Matters

- a. **Enrollment Report.** Mr. Saia presented the July 31 Enrollment Report.

8. Finance Committee Report

- a. **July Financial Statements.** Mr. Adair reviewed the July Financial Statements with the Board, noting results favorable to budget.
- b. **Key Financial Indicators.** Mr. Adair reviewed the Key Financial Indicators report.
- c. **Check Detail Report.** Mr. Adair asked if there were any questions concerning the 6-page Check Detail Report, totaling \$245,188.48, for the month of July. There were none.
- d. **Checks Over \$5,000.** Mr. Adair presented *Resolution #220*, detailing non-routine payments of \$5,000 or more. The Resolution was moved by Mr. Adair, seconded by Ms. Varhus and unanimously approved.

9. Charter Renewal Application

The board reviewed the Charter Renewal Application that had been mailed to them on August 10. Also reviewed were changes made to the August 10 application draft in the wake of NYS Assessment scores being made public on August 12. After significant discussion, the board acted to modify its academic goals for the next charter period. A motion to revise academic goals approved at the June 10, 2015 meeting of the board was made by Mr. Aureli, seconded by Mrs. Dedee Doyle and unanimously approved. It was the consensus of the board that further revisions needed to be made to the application draft and that the board would take final action on the application at its special meeting scheduled for August 28.

10. Move into Executive Session

A motion to move into Executive Session to discuss a personnel matter was made by Mr. Adair, seconded by Mr. Stiles and unanimously approved.

11. Move out of Executive Session

A motion to move out of Executive Session was made by Mr. Adair, seconded by Ms. Varhus and unanimously approved.

12. Director's Compensation

Resolution #221 approving an increase to the Director's annual salary was moved by Mrs. Dedee Doyle, seconded by Ms. Varhus and unanimously approved.

13. Old Business

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

14. New Business

The Chair asked if there was any new business. Ms. Nolan reported that the Federal Entitlements Application is due on August 31 and that she will make sure it is completed and filed on time.

15. Motion to Adjourn

A motion to adjourn was made by Mrs. Dedee Doyle, seconded by Ms. Blackman and unanimously approved at 9:05 pm.