

**DISCOVERY CHARTER SCHOOL**

**Board Meeting Minutes**

**January 21, 2016**

A Board of Trustees Meeting was held on January 21, 2016, at the Discovery Charter School, 133 Hoover Drive, Rochester, NY 14615.

**Trustees Present:** Scott Adair; Sarah Armignacco; Donna Dedee Doyle; Joseph Martino; Robert Stiles; Sara Varhus; David Vigren; Olivia West

**Trustees Excused:** Dan Aureli; Yoshida Blackman; Lisa Lewis

**Also Present:** Joseph Saia, School Director; Anne Culver, Business Manager; Steven Polowitz, Attorney

**1. Call to Order**

The Chair called the meeting to order at 6:10 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. After-School Program Review**

The scheduled review of the after-school program was deferred to the February board meeting.

**5. Approval of Minutes of Previous Meeting**

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

## 6. Director's Report

Mr. Saia reviewed his report, highlighting December attendance of 96%, the third month in a row at that level. He also discussed the school's current Target Population statistics, staff professional development, expansion of the summer program to include PreK-go-K students, and the types of behavior that may lead to suspension.

- a. **Academic Improvement Actions.** Mr. Saia led the board through a summary of academic improvement plan actions taken since the December board meeting:
  - A whole day, whole school professional development session was held, focused on improving spring expeditions.
  - The Primary Dean switched to an Intervention Coordinator role, with the School Director temporarily taking on more of the Dean's responsibilities.
  - Limited Saturday instruction/tutoring will begin in February.
  - The 2<sup>nd</sup> grade Intervention Teacher has been replaced by another individual on the staff and has moved into a coaching role and has prioritized working with 3<sup>rd</sup> and 4<sup>th</sup> grade students.
  - Genesee Community Charter School and Discovery will each spend a half day observing each other in order to highlight best practices.
- b. **SED Visit Report.** The NYSED draft Renewal Site Visit Report was discussed. Following the school's 1/14 reply on various matters of fact, the report will be finalized and sent to the school.

## 7. Business Matters

- a. **Enrollment Report.** The board reviewed the December 31 Enrollment Report.
- b. **Bus Contract Approval.** The board discussed the recommended contract for activity bussing. It was noted that the hourly rate in the contract is 46% less than the rate charged the school by its former landlord and is considerably below hourly rates charged by RTS. *Resolution #228* was moved by Ms. Varhus, seconded by Ms. Dedee Doyle and unanimously approved with Mr. Martino recusing himself and abstaining from voting.
- c. **Conflict of Interest Review.** Ms. Culver presented the lists of organizations that contain potential conflicts of interest among the trustees, copies of which had been given to trustees with the advance distribution of January board meeting materials.

## 8. Finance Committee Report

- a. **December Financial Statements.** Mr. Adair led the board in a review of the December financial statements.
- b. **Key Financial Indicators.** Mr. Adair led the board in a review of the Key Financial Indicators report as of 12/31/15.
- c. **Y5 Budget Revision.** Mr. Adair and Ms. Culver presented recommended revisions to the current year's operating budget. A motion to approve the changes as presented was made by Ms. West, seconded by Mr. Stiles and unanimously approved.
- d. **Form 990 Approval.** Mr. Adair presented the Form 990 Tax Return for approval. He noted that it had been reviewed by the Finance Committee. A motion to approve the Form 990 Tax Return was made by Mr. Stiles, seconded by Mr. Adair and unanimously approved with Ms. West, Mr. Martino, and Mr. Vigren recusing themselves and abstaining from voting.
- e. **Grant Status Report.** Mr. Adair reviewed the Grant Status Report of 1/12/2016.
- f. **Check Detail Report.** Mr. Adair asked if there were any questions concerning the December Check Detail Report. There were none.
- g. **Checks Over \$5,000.** Mr. Adair presented *Resolution #229* outlining non-routine December checks of \$5,000 or more. The resolution was moved by Mr. Martino, seconded by Ms. Dedee Doyle 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 Mr. Martino, seconded by Ms. Armignacco and unanimously approved at 7:40 pm.