

DISCOVERY CHARTER SCHOOL

Board Meeting Minutes

February 25, 2016

A Board of Trustees Meeting was held on February 25, 2016, at the Discovery Charter School, 133 Hoover Drive, Rochester, NY 14615.

Trustees Present: Sarah Armignacco; Dan Aureli; Yoshida Blackman; Donna Dedee Doyle; Joseph Martino; Robert Stiles; Sara Varhus; David Vigren

Trustees Excused: Scott Adair; Lisa Lewis; Olivia West

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

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

Mr. Saia presented a review of the 2014-15 after-school program. 86 students were served and the average attendance rate was 80%. 32% of the students attained or exceeded the learning goals that were set for them. All other students made progress toward achieving their goals with only 1 student making no progress. 22% of the students attained or exceeded their behavior goals, with 55% making progress and 23% not making progress. Mr. Saia indicated that work with EnCompass is underway to expand the metrics with which the effectiveness of the program is measured.

5. Approval of Minutes of Previous Meeting

Mr. Saia suggested an addition to the minutes of the January 21, 2016 meeting. A motion to approve the minutes, as amended, was made by Ms. Dedee Doyle, seconded by Mr. Stiles and unanimously approved.

6. Executive Committee Report

Mr. Vigren reported that the Executive Committee reviewed the credentials of Amanda-Jo Nau on January 28, 2016 upon recommendation of Mr. Saia, School Director, and was unanimous in its consent to hire Ms. Nau. A **Resolution #230** to approve Ms. Nau's appointment was moved by Mr. Martino, seconded by Ms. Blackman and unanimously approved.

7. Director's Report

Mr. Saia reviewed his report, highlighting year to date attendance of 95%. He reported that four of our 6th graders have passed the Mercy Middle/High School entrance exams and that three students were recognized for their essays by the Monroe County Volunteer Fireman's Association.

- a. **Academic Performance Q2.** Mr. Saia reviewed internal assessments for the second quarter and reported performance on 83% of our measures (20 out of 24) showed improvement. He also reported that 36% of students measured by SRI have exceeded the growth target established for the year.
- b. **Academic Improvement Actions.** Mr. Saia reported that the school's academic improvement actions proceeded as expected, including Saturday school which will be held for the first time on February 27. Mr. Vigren reported on school visits made to PUC Achieve and Vertus in Rochester as well as Neighborhood Charter School of Harlem.
- c. **Staff Survey.** Mr. Saia reviewed the most recent Staff Satisfaction Survey, noting a negative impact stemming from the delay in scheduling a Board of Regents decision on renewal of the school's charter and the need to further tighten the school's discipline policy.
- d. **Charter Renewal.** Mr. Saia indicated that recent word from NYSED indicates that it is likely that the Board of Regents will deal with charter renewals at their March meeting.

- e. **Building Lease.** Mr. Martino indicated that there is a high likelihood that another school will share the building with Discovery beginning with the 2016-17 school year.

7. Business Matters

- a. **Enrollment Report.** The board reviewed the January 31 Enrollment Report.
- b. **Insurance Extension.** Ms. Culver indicated that our current insurance coverage has been extended, without increased charge, until June 30, 2016 in order that renewed coverage can begin with the school's next fiscal year and that subsequent renewals occur at fiscal year end.
- c. **Consultant Contract.** Ms. Nolan left the room. A proposed contract with Valerie Nolan for calendar year 2016 was discussed. A **Resolution #232** to approve the contract as proposed was moved by Mr. Martino, seconded by Ms. Varhus and unanimously approved.

8. Finance Committee Report

- a. **January Financial Statements.** Ms. Culver led the board in a review of the January financial statements.
- b. **Key Financial Indicators.** Ms. Culver led the board in a review of the Key Financial Indicators report as of 1/31/2016.
- c. **Grant Status Report.** Ms. Culver reviewed the Grant Status Report of 2/18/2016.
- d. **Check Detail Report.** Mr. Adair asked if there were any questions concerning the January Check Detail Report. There were none.
- e. **Checks Over \$5,000.** Ms. Culver presented **Resolution #233** outlining non-routine January checks of \$5,000 or more. The resolution was moved by Ms. Dedee Doyle, seconded by Ms. Blackman 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. Dedee Doyle, seconded by Mr. Stiles and unanimously approved at 8:00 pm.