

## **DISCOVERY CHARTER SCHOOL**

### **Board Meeting Minutes**

**March 17, 2016**

A Board of Trustees Meeting was held on March 17, 2016, at the Discovery Charter School, 133 Hoover Drive, Rochester, NY 14615.

**Trustees Present:** Yoshida Blackman; Donna Dedee Doyle; Lisa Lewis; Joseph Martino; Robert Stiles; Sara Varhus; David Vigren

**Trustees Excused:** Scott Adair; Sarah Armignacco; Dan Aurelli; Olivia West

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

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. NWEA MAP Assessment Overview**

Dr. Chris Wilkins, Brockport College (SUNY) and an intern at Discovery Charter School, presented material on the North West Educational Association (NWEA) Measures of Academic Progress (MAP). Discovery is considering the adoption of NWEA MAP for the 2016-17 academic year. Among the benefits is the assessment’s predictive validity for NYS Assessments.

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

A motion to approve the minutes of the February 25, 2016 meeting was made by Ms. Varhus, seconded by Ms. Blackman and unanimously approved.

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

Mr. Saia reviewed his report, highlighting year to date attendance of 95%.

- a. Academic Improvement Actions.** Mr. Saia led the board through a discussion of several issues:
  - Attendance. The school's attendance policy is being revised and the issue of mandatory retention for excessive absences was discussed. It was the consensus of the board that shifting toward 20 absences for mandatory retention is the direction the school should move. The board will reserve final judgment when a completed policy draft is presented.
  - Uniforms. The school's uniform policy was discussed. Suggestions to increase enforcement, to help families pay for uniforms, and creating incentives for wearing proper uniform attire were debated. It was the consensus of the board to move to more uniformity while being very sensitive to family economics.
  - Pre-Enrollment Meetings. The issue of making pre-enrollment family meetings mandatory was discussed and deemed inappropriate. It was the consensus of the board that the school needs to continue to be very up-front with respect to family expectations and should make every effort to engage families prior to enrollment.
  
- b. Lottery Seats.** Mr. Saia reported that the school is once again in a lottery situation with applications exceeding seats available. Seat availability is: K=30; 1<sup>st</sup>=3; 2<sup>nd</sup>=5. These numbers may change prior to the lottery on 4/4/2016
  
- c. 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 April meeting.

## **7. HR Committee Report**

Mr. Martino reported that the HR Committee is evaluating several proposals dealing with salaries and benefits and expects to make a recommendation at the April board meeting.

## **8. Business Matters**

- a. Enrollment Report.** The board reviewed the February 29 Enrollment Report.

- b. Compliance Monitoring Report.** Ms. Culver reviewed the quarterly Compliance Monitoring Report noting no changes during the quarter.
- c. Building Lease.** Ms. Culver reported that work is underway to draft a renewed lease.

## **9. Finance Committee Report**

- a. February Financial Statements.** Ms. Culver led the board in a review of the February financial statements, including a Cash Flow Forecast for year-end 6/30/2016.
- b. Key Financial Indicators.** Ms. Culver led the board in a review of the Key Financial Indicators report as of 2/29/2016.
- c. Grant Status Report.** Ms. Culver reviewed the Grant Status Report of 3/10/2016.
- d. Check Detail Report.** Ms. Culver asked if there were any questions concerning the February Check Detail Report. There were none.
- e. Checks Over \$5,000.** Ms. Culver presented *Resolution #234* outlining non-routine February checks of \$5,000 or more. The resolution was moved by Ms. Dedee Doyle, seconded by Ms. Lewis and unanimously approved.

## **10. Old Business**

The Chair asked if there was any old business to consider. A general discussion took place regarding the recent Democrat & Chronicle article that highlighted Education Success Network.

## **11. New Business**

The Chair asked if there was any new business to consider. Mr. Stiles and Ms. Varhus volunteered to make arrangements for the December 2016 Holiday Gathering with the school's staff.

## **12. Motion to Adjourn**

A motion to adjourn was made by Ms. Martino, seconded by Ms. Varhus and unanimously approved at 8:35 pm.