

## **DISCOVERY CHARTER SCHOOL**

### **Board Meeting Minutes**

**May 19, 2016**

A Board of Trustees Meeting was held on May 19, 2016, at the Discovery Charter School, 133 Hoover Drive, Rochester, NY 14615.

**Trustees Present:** Sarah Armignacco; Yoshida Blackman; Lisa Lewis; Sara Varhus; David Vigren; Olivia West

**Trustees Excused:** Scott Adair; Donna Dedee Doyle; Robert Stiles

**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 6:05 p.m. and it was determined that a lawful quorum was present. A moment of silence was held for Dan Aureli, who passed away on May 16. Dan was the lead applicant for the founders group and an initial (and continuing) trustee of the school. There was no one who received and gave more joy from his connection to the school than Dan.

#### **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 April 21, 2016 meeting was made by Ms. Varhus, seconded by Ms. Armignacco and unanimously approved.

#### **5. Trustee Resignation**

Mr. Vigren read Joe Martino's May 12, 2016 letter of resignation from the board. Mr. Martino was a member of the founders group and was an initial (and continuing) trustee. His keen insight, tireless work ethic, and passion for the school will be missed.

## **6. Organizations Supporting Discovery**

Mr. Vigren led the board through the list of organizations supporting Discovery Charter School. There are 27 different organizations supporting the school with various services at no cost, notable among them Nazareth College and Education Success Network.

## **7. ESN Associate Director**

A *Resolution (#236)* to designate David Vigren to continue his service as the Associate Member Director on the Education Success Network Board of Directors, subject to election by the Education success Network Board of Directors, was moved by Ms. West, seconded by Ms. Lewis and unanimously approved.

## **8. Director's Report**

Mr. Saia reviewed his report, highlighting several points:

- 74% of the school's 6<sup>th</sup> graders have been accepted into their school of first choice for 7<sup>th</sup> grade and the remainder have been accepted into their school of second choice.
  - Mr. Saia indicated that he has resigned from the Exploration Charter School of Science and Technology board of trustees.
  - Attendance continues at 95% for the year.
- a. Academic Performance – 3Q.** Mr. Saia reviewed the third quarter academic assessment results. Of the assessments made (AIMSweb is administered later in the Spring), 86% showed improvement in proficiency from a year ago. Further, a quarter of our students in grades 3-6 have achieved two year's growth through the third quarter with almost 60% achieving at least one year's growth through the same time period. It should be noted that some of this group also continue below grade level.
- b. Academic Improvement Actions.** Mr. Saia reviewed the list of academic improvement actions underway, indicating a number of actions are being considered as a result of his ongoing dialog with the Neighborhood Charter School of Harlem. A number of changes to the Family Handbook were discussed with action scheduled for the June board meeting.

## 9. Business Matters

- a. **Enrollment Report – Current Year.** The board reviewed the April Enrollment Report.
- b. **Enrollment Report – Next Year.** The board reviewed the Enrollment report for August 2016.
- c. **Excess Fund Balance Policy 2130.** A motion to approve the Excess Fund Balance Policy #2130 was made by Ms. Lewis, seconded by Ms. Varhus and unanimously approved.
- d. **Extra Classroom Activities Policy 2140.** A motion to approve the Extra Classroom Activities Policy #2140 was made by Ms. Armignacco, seconded by Ms. Lewis and unanimously approved.
- e. **Extra Classroom Activities Funds Handling Procedure 2141.** The board reviewed the Extra Classroom Activities Funds Handling Procedure #2141.

## 10. Finance Committee Report

- a. **Financial Statements.** Ms. Culver led the board in a review of the April 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 4/30/2016.
- c. **Grant Status Report.** Ms. Culver reviewed the Grant Status Report of 5/9//2016.
- d. **Check Detail Report.** Ms. Culver asked if there were any questions concerning the April Check Detail Report. There were none.
- e. **Checks Over \$5,000.** Ms. Culver presented *Resolution #237* outlining non-routine April checks of \$5,000 or more. The resolution was moved by Ms. Lewis, seconded by Ms. Varhus and unanimously approved.

## 11. Old Business

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

## 12. New Business

The Chair asked if there was any old business to consider. A discussion took place regarding the upcoming Board Planning Retreat. It was the consensus of the board that the retreat should be held after NYS Assessment results are known.

### **13. Motion to Adjourn**

A motion to adjourn was made by Ms. West, seconded by Ms. Lewis and unanimously approved at 7:45 pm.