**DISCOVERY CHARTER SCHOOL BOARD OF TRUSTEES**

**MEETING MINUTES**

**February 15, 2019; 8:00-9:30 A.M.**

**16 Lake View Park, Rochester, NY 14613**

**Trustees Present:** D. DedeeDoyle (Vice Chairperson), S. Etsler, L. Lewis, S. Varhus (Chairperson, attended via videoconference) and R. Stiles (Secretary)

**Trustees Excused**: C. Wilkens participated via a call-in number but did not vote and was not counted toward quorum. S. Adair (Treasurer) was excused for other professional commitments.

**Also Present:** C. Lucchese (Director of Academic Improvement),J. Saia (School Director), T. Jackson (Potential Family Representative) and S. Polowitz (Attorney, participated via a call-in number)

1. **Call to Order**
	1. After technical difficulties were adequately resolved, the Chair called the meeting to order at 8:12 a.m. and it was determined that a lawful quorum of five was present.
2. **Proof of Public Notice of Meeting**
	1. Public Notice was provided in the *Messenger Post* and posted at the school
3. **Conflict of Interest Reminder**
	1. The Chairperson read the following statement: “The Chair reminds everyone that, if a potential conflict of interest exists concerning a subject under discussion by the Board, 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. **Consent Agenda: Approval of Minutes from Previous Meeting (1.18.19), Approval of Minutes from Previous Executive Committee Meeting (2.5.19) and Resolution #345 (Non-Routine checks over $5000 for December)** B. Stiles moved and L. Lewis seconded a motion to approve the Consent Agenda, which was approved unanimously.
5. **Committee Reports**
	1. **Academic Excellence Committee Update:** Summary of the committee’s February meeting shared (e.g. Strategic monthly academic progress spreadsheet reviewed).
	2. **Audit & Finance Committee: Financial Statements, Key Financial indicators, Check Detail Report and 2018-19 Budget Revision:** Committee Chair S. Adair provided a written recap of the highlights from the documents the committee reviewed and distributed to all trustees. The School Director highlighted a few additional items from the meeting (e.g. student enrollment turn-over is lower than the average of the previous three years and has not had a negative impact on anticipated revenue).
	3. **Governance Committee:** Committee Chair R. Stiles reviewed current recruitment efforts for potential new trustees and the anticipated on-boarding/training of the new Family Representative.
	4. **Personnel Committee:** Committee Chair S. Etsler highlighted anticipated efforts this month to finalize the board’s evaluation process and goals for the second half of the 2019-20 school year for the Director of Academic Improvement and the School Director.
	5. **Executive Committee Report:** S. Varhus moved and L. Lewis seconded **Resolution #346** to approve the exploratory efforts toward potential utilization of a Charter Maintenance Organization (specifically Democracy Prep.), which was approved unanimously. Four trustees have volunteered to visit a Democracy Prep. school in New York City in the next month to begin the process.
6. **Director of Academic Improvement Report:** The majority of the meeting was dedicated to the review of the academic progress of grades 3 though 6. A review of the completed Learning Collective data tools was provided with explanations of the data and data collection process, programmatic changes informed by the data, anticipated next steps and learning goals for the next month. The School Director also provided a brief overview of the second quarter academic progress for Kindergarten through 2nd grade.
7. **School Director’s Update**
	1. **Monthly Operations and Program Report:** J. Saia highlighted the school’s NYSED Accountability Designation for 2018-19 as a “School in Good Standing”. Context provided: 71% of RCSD schools and two Rochester elementary charter schools have a lower designation than DCS. 21% of RCSD schools are now in receivership (generally with populations which mirror DCS).
	2. **The Learning Collective’s February Visit Schedule**
	3. **DCS English Language Arts “Independence” Instructional Resource and Professional Development**
	4. **2018-19 Monthly Enrollment Report**
	5. **2018-19 Monthly Grant Status Report**
8. **2018-19 School Director Report Card Results:** Key results and next steps were summarized (e.g. Even within the context of a difficult and stressful year, Effective/Highly Effective ratings at 87%. Area with the greatest percentage of “Developing” designations, has been tasked to a staff focus group to create and monitor measurable goals for the remainder of the year and hold the School Director accountable.)
9. **Board Chair Report on Academic Improvement Strategies:** The Board Chair reported on elements of Academic Improvement which were not addressed during previous agenda items (e.g. contents of ongoing reports to the Charter School Office, securing a data specialist to support the Academic Improvement Plan).
10. **Old Business:** There was no old business.
11. **New Business:** There was no new business.
12. **Adjournment at 10:10:** L. Lewismoved and S. Etsler seconded a motion to adjourn, which was approved unanimously.

*Next Meeting: Friday March 15th, 2019; 8:00-9:30 A.M.*

*Future Agenda Items: Consider Section 13 of School Director Evaluation for Bylaws*