

DISCOVERY CHARTER SCHOOL

Board Meeting Minutes

July 20, 2017

A Board of Trustees Meeting was held on July 20, 2017, at the Discovery Charter School, 133 Hoover Drive, Rochester, NY 14615.

Trustees Present: Scott Adair; Sarah Armignacco; Yoshida Blackman; Donna Dedee Doyle; Robert Stiles; Sara Varhus; Olivia West

Trustees Excused: Yoshida Blackman; Shanna Jamanis; Lisa Lewis; David Vigen

Also Present: Laurie Corbett, Operations Manager; Steven Polowitz, Attorney; Joseph Saia, School Director

1. Call to Order

The Chair called the meeting to order at 6:20 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. Approval of Minutes of Previous Meeting

A motion to approve the minutes of the June 15, 2017 meeting was made by Mr. Adair, seconded by Ms. Dedee Doyle and unanimously approved.

5. Board Committees

Ms. Varhus presented Resolution #267 outlining the membership of the board's various committees for the coming year. A motion to approve **Resolution #267** was made by Mr. Adair, seconded by Mr. Stiles and unanimously approved.

6. Annual Report

Ms. Varhus presented Resolution #268 authorizing the Executive Committee to review and approve the school's Annual Report and to present its findings at the next regular meeting of the board. A motion to approve **Resolution #268** was made by Mr. Adair, seconded by Ms. West and unanimously approved.

7. Director's Report

Mr. Saia's report noted the following:

- The school did not meet its 2016-17 goal of 96% attendance overall, although it met or exceed this goal for two of eleven months. Attendance in June (when RSCD has recessed for the summer) continues to be of concern; DCS staff have identified strategies to strengthen June attendance in 2017-18.
 - The school has exceeded its goal to reduce behavioral referrals from the Y1-5 average of 587/year to 498 in Y6. There were 365 referrals in Y6.
 - Community Circle attendance exceed the internally-generated goal to increase attendance by 10%.
 - DCS staff are currently engaged in summer curriculum work, including 250 hours for the adoption of the NYS Math Module, and 150 hours focused on ELA rubrics, exemplars, etc.
 - Mr. Saia's update on the "2016-17 Strategic and Operating Plan for Improving Academic Achievement" showed that all of the plans have been fulfilled: e.g., increased coaching support and oversight of DCS mandatory curriculum supports, increased instructional time for ELA and Math, increased mentoring for new staff, alterations in staffing based on 2015-16 test results, piloting more rigorous formative assessments, redefined consequences for misconduct and frequent absences, and shifting operations duties from the school director to allow increased focus on instruction. Implementation of these strategies will continue in 2017-18.
- a. Academic Performance – 4Q.** Mr. Saia reviewed the Fourth Quarter Academic Data, which show a general pattern of improvement across the school. AIMSweb results for Q4 show that the school met the goal of increasing students at Tier I (both year over grade level average and cohort over the course of the year) and decreasing students at Tier 3 in grades K and 1; selected AIMSweb items show significant increases in Tier I for grades 2, 3, and 4. It is also notable that SRI results show that in grade 3, 34% of students made

two years' progress, in grade 4, 27% made two years' progress, in grade five 69% made one year's progress, and in grade 6, 76% made one year's progress and 15% made two years' progress. Based on assessment results, in 2017-18, the school will replace JUMP Math with the NYSED Math Module, and restructure math instruction in grade 6.

- b. Mr. Saia presented the “2017-18 Plan for Improving Academic Achievement at DCS,” which represents a continuation of the 2016-17 improvement plan, in which goals for student performance are tied to proficiency as defined by NYS, rather than achievement in the RCSD. Plans for 2017-18 include continued refinement of a uniform lesson architecture, more instructional time for ELA and math and limiting transition time, increasing language supports for non-native speakers of English, piloting the use of student academic mentors, and implementing a more robust coaching plan.
- c. **New Staff.** Mr. Saia recommended the hiring of the following: Kevin Cousin, PE Teacher; Maria La Pietra, Building Substitute; Debra Lindsey, ELA Coordinator and Coach; Kylee Skzlany, Classroom Teacher; Kamilla Claiborne, Apprentice Teacher. Amendment of **Resolution #269** to approve all of these recommendations was moved by Ms. West, seconded by Ms. Dedee Doyle and unanimously approved. **Resolution #269** was moved by Mr. Adair, seconded by Robert Stiles, and unanimously approved.

7. Business Matters

- a. **Enrollment Report – Current Year.** The board reviewed the June Enrollment Report.
- b. **Enrollment Report – Next Year.** The board reviewed the Enrollment report for August 2017.

8. Finance Committee Report

- a. **Financial Statements.** Mr. Adair led the board in a review of the June financial statements, including a Cash Flow Report for year-end 6/30/2017. The overall deficit for the year is less than projected, and the school's cash position is strong.
- b. **Key Financial Indicators.** Mr. Adair led the board in a review of the Key Financial Indicators report as of 7/11/17.
- c. **Grant Status Report.** Mr. Adair reviewed the Grant Status Report of 6/30/2017.
- d. **Check Detail Report.** Mr. Adair asked if there were any questions concerning the June Check Detail Report. There were none.

- e. **Checks Over \$5,000.** Mr. Adair presented **Resolution #270** outlining non-routine June checks of \$5,000 or more. The resolution was moved by Mr. Adair, seconded by Ms. West and unanimously approved.

9. Old Business

Two items of old business were discussed.

- a. **EL Contract:** Mr. Saia noted that the EL contract for 2017-18 will be \$6000 less than last year's contract. He presented **Resolution #271**, which specifies the 2017-18 EL contract, for Board approval. This resolution was moved by Ms. Dedee Doyle, seconded by Ms. West, and unanimously approved.
- b. **Board Planning Retreat.** The board was reminded of the board's planning retreat, scheduled for 9/24/17 – 5:30 pm, at Nazareth College.

10. New Business

There was no new business.

11. Motion to Adjourn

A motion to adjourn was made by Mr. Adair, seconded by Ms. West and unanimously approved at 7:30 pm.