**DISCOVERY CHARTER SCHOOL BOARD OF TRUSTEES**

**MEETING MINUTES**

**September 21, 2018; 8:00-9:30 am**

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

**Trustees Present:**  S. Adair (Treasurer), Leslie Berkowitz, Donna Dedee-Doyle (Vice Chairperson), S. Etsler, and S. Varhus (Chairperson)

**Trustees Excused**: L. Lewis and Robert Stiles (Secretary)

**Also Present:** J. Saia (School Director),S. Polowitz (Attorney) attended remotely via conference call and C. Wilkens attended as a potential future board member

1. **Call to Order**
	1. The Chair called the meeting to order at 8:00 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 Draft Minutes of Previous Meeting (8.17.18) and Resolution #324 (Non-Routine checks over $5000 for August)** D. Dedee-Doyle moved and L. Berkowitz seconded a motion to approve the Consent Agenda, which was approved unanimously.
5. **Committee Reports**
	1. **Audit & Finance Committee: Financial Statements, Key Financial indicators, and Check Detail Report:** Committee Chair S. Adair reported that income and expenditures and financial indicators are as projected. He shared a draft guideline for the future use of the fund balance, which will be discussed further at the October 19 meeting. He reported that the 2018 audit has been completed with no findings—i.e., a clean audit.
	2. **Governance Committee:** On behalf of the Governance Committee, S. Varhus reported that committee members will be meeting with Tamika Jackson, who has been nominated to serve as the parent representative on the Board of Trustees.
	3. **Personnel Committee:** Committee Chair S. Etsler communicated minor changes have been made to three job descriptions.
	4. **Executive Committee Report:** S. Varhus reported that the Executive Committee has not met since the last regular meeting of the board.
6. **Routine Operations Updates**
	1. **2017-2018 Enrollment Report Update:** School Director J. Saia highlighted the current full-enrollment, after offers made for three students who enrolled but never attended in August
	2. **Grant Status Report:** School Director J. Saia highlighted the deposit of the SUNY Stimulus Funds grant money for work done over the summer
7. **Director’s Update**
	1. **Monthly Operations and Program Report:** School Director J. Saia highlighted- 1.) 91% attendance in August even after transportation office mismanagement 2.) NYS 4th Grade Science Test score review 3.) DCS has enrolled 15 ELL students for 2018-19 (5.4%) 4.) EnCompass for Learning 2017-18 final report of outcomes reviewed and exciting increases in programming discussed
	2. **Draft 2018-19 School Improvement Strategic Plan:** Plan briefly discussed for use at the October 19th meeting
8. **Policy #1100: Board Evaluation Policy** L. Berkowitz moved, and seconded by S. Etsler, a motion to approve Resolution #325, which was approved unanimously.
9. **Policy #1600: Policy on Review of Policies** D. Dedee-Doyle moved and L. Berkowitz seconded a motion to approve Resolution #326, which was approved unanimously. The School Director was directed to include an annual distribution of all policies to trustees in organization’s annual calendar in July.
10. **October 19, 2018 Board Planning Meeting and Process** A brief discussion was held about questions which need to be asked and answered as part of the anticipated board planning meeting
11. **Draft Committee Assignments: 2018-19** Board Actions agreed to by Committee Chairs/ Committees
12. **Renewal Charter School Office Site Visit: Pre-Visit Materials Review**
13. **Renewal Charter School Office Site Visit: Trustee Planning and Preparation** A brief discussion was held to prepare trustees for the upcoming focus group.
14. **Breakthrough Leadership Charter Board Capacity Building Project Update *(Rochester-Area Project Sponsored by The Farash Foundation)*** The status on board Chairperson and School Director interviews shared
15. **Continue 2017-18 School Director Evaluation Process** The revised policy and process were highlighted and input encouraged from all trustees for Chairperson’s use
16. **2017-18 Staff Bonus Decision** Postponed until the public release of date or 9.28.18 for an Executive Committee decision.
17. **Old Business:** there was no old business to address.
18. **New Business:** There was no new business to address.
19. **Adjournment at 9:27:** Moved by S. Etsler, seconded by S. Adare, approved unanimously.

*Next Meeting: Friday October 19, 2018; 8:00-9:30 A.M.*

*Future Agenda Items: Review School Director’s Performance and Compensation, Consider Section 13 of School Director Evaluation for Bylaws, Board Committee Action Items*