

DISCOVERY CHARTER SCHOOL

Board Meeting Minutes

December 18, 2014

A Board of Trustees Meeting was held on December 18, 2014, at 2387 Baird Road, Penfield, NY 14526.

Trustees Present: Scott Adair; Daniel Aureli; Thomas DaRin; Donna Dedee Doyle; Joseph Martino; David Vigren

Trustees Excused: Sarah (Amering) Armignacco; Yoshida Blackman; Lisa Lewis (trustee elect); Sara Varhus; Olivia West

Also Present: Joe Saia, School Director; Anne Culver, School Business Manager; Steve Gleason, Administrative Consultant; Steven Polowitz, Attorney; Valerie Nolan, Independent Consultant

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."

With permission of the Board, the agenda sequence was altered to enable the Business Manager to leave the meeting early to care for her sick son.

4. Lottery

- a. **Date, Time, Place, Process.** Ms. Culver presented a document entitled Placement Lottery 2015-16 School Year which specified the Lottery date, time, place and process to

be followed. A motion to approve the document was made by Mr. Martino, seconded by Mr. Aureli and unanimously approved.

- b. **Enrollment Application.** Ms. Culver presented the 2015-16 Application for Admission. A motion to approve the Application was made by Mr. DaRin, seconded by Mrs. Dedee Doyle and unanimously approved.
- c. **Recruiting Plan.** Ms Culver presented a 2015-16 school year Student Recruitment plan which included steps to be taken to ensure the school reaches economically disadvantaged families, refugee families, and families who's first language in not English.

5. Business Manager's Report

- a. **Enrollment Report.** Ms. Culver presented the December 1 Enrollment Report, noting no changes during the month of November.
- b. **Compliance Report.** Ms. Culver presented the December 2014 Compliance Monitoring Report, noting no changes in law, regulations, or rules affecting the School during the quarter.

6. Finance Committee Report

- a. **November Financial Statements.** Mr. Adair reviewed the November Financial Statements with the Board.
- b. **Key Financial Indicators.** Mr. Adair reviewed the Key Financial Indicators report.
- c. **Y4 Budget Revision.** Mr. Adair and Ms. Culver presented revisions to the current year budget. After discussion, a motion to approve the revisions was made by Mr. Aureli, seconded by Mr. DaRin and unanimously approved.
- d. **Grant Status.** Ms. Culver presented the December 12 Grants report.
- e. **Check Detail Report.** Mr. Adair asked if there were any questions concerning the 7-page Check Detail Report, totaling \$193,812.54, for the month of November. There were none.

- f. **Checks Over \$5,000.** Mr. Adair presented *Resolution #195*, detailing non-routine payments of \$5,000 or more. The Resolution was moved by Mr. Aureli, seconded by Mr. DaRin and unanimously approved.

7. Approval of Minutes of Previous Meeting

A motion to approve the minutes of the November 20, 2014 meeting was made by Mr. Adair, seconded by Mr. Martino and unanimously approved.

8. Expansion Committee

- a. **Placement of Grade 6 Graduates.** Mr. Vigren, Mrs. Dedee Doyle and Mr. Martino reported progress made with this issue since the November Board meeting. It was noted that Ms. Blackman is leading an effort to contact RCSD middle schools.

9. Summer Learning Program

Mr. Gleason presented a summery timeline for implementation of the expanded Summer Learning Program. It was noted that there appear to be no remaining hurdles in finalizing a Memorandum of Understanding between the three parties managing various parts of the full-time program option. Planning continues for conducting that option on the campus of Nazareth College.

10. Charter Renewal

- a. **Key Design Elements Sec 4-2.** Mr. Vigren led a discussion of the background surrounding Key Design Elements of the School. A motion to approve the recommended material for Section 4, Exhibit 2 of the Charter Renewal Application was made by Mr. Aureli, seconded by Mr. Martino and unanimously approved.
- b. **Program Sec 4-4.** Mr. Vigren led a discussion of the background surrounding the School's academic program description. A motion to approve the recommended material for Section 4, Exhibit 2 of the Charter Renewal Application was made by Mr. Aureli, seconded by Mrs. Dedee Doyle and unanimously approved.
- c. **Goals Sec 4-3.** Mr. Saia led a discussion of new charter goals. Considerable discussion took place surrounding Absolute Goals and it was agreed to bring the matter back to the Board in January. It was the consensus of the Board that the Comparative Goals and Growth Goals recommendations were acceptable.

- d. **Target Populations Sec 4-20.** Mr. Saia led a discussion of student enrollment and retention targets plan. A motion to approve the recommended plan was made by Mr. Aureli, seconded by Mr. Martino and unanimously approved.

11. Goal Review

Mr. Vigren and Mr. Saia led the Board through a mid-year review of progress toward accomplishing Year 4 goals established by the Board in June 2014. Progress was noted on virtually all. Plans for continued progress along with the individual(s) responsible were also noted.

12. Director's Report

Mr. Saia reviewed the more significant elements of his Operations Report.

- a. **Family Survey.** Mr. Saia reviewed the results of the 2014-15 Parent Survey and commented on its comparison to the 2012-13 survey. Overall parent satisfaction stood at 94% in both surveys.
- b. **Staff Survey.** Mr. Saia indicated that the Staff Survey had only recently been completed and analysis of results compared to previous surveys will be presented at the January Board meeting.

13. Old Business.

The Chair asked if there was any old business. It was estimated that 85% of the staff attended the Holiday Gathering sponsored by the Board. Mrs. Dedee Doyle was thanked for making the arrangements.

14. New Business

The Chair asked if there was any new business. Mr. Martino discussed the recently mailed Education Enterprise Foundation annual appeal folder that includes Discovery Charter School. He indicated that most foundations receiving grant proposals expect 100% Board participation in supporting the School. The amount contributed by each Board member should be tailored to individual financial circumstances and the amount is not as significant as 100% participation.

15. Motion to Adjourn

A motion to adjourn was made by Mr. Martino, seconded by Mr. DaRin and unanimously approved at 8:30 pm.