

DISCOVERY CHARTER SCHOOL

Board Meeting Minutes

February 27, 2014

A Board of Trustees Meeting was held on February 27, 2014, at the Discovery Charter School; 133 Hoover Drive, Rochester, NY 14615.

Trustees Present: Scott Adair; Thomas DaRin; Donna Dedee Doyle; Joseph Martino; Delmonize Smith; Sara Varhus; David Vigren

Trustees Excused: Daniel Aureli, Barthelemy Koumassou, Grace Tillinghast

Also Present: Joe Saia, School Director; Steven Polowitz, Attorney; Valerie Nolan, Independent 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.

2. Proof of Public Notice of Meeting

Public Notice was provided in the Messenger Post.

3. Approval of Minutes of Previous Meeting

A motion to approve the minutes of the January 16, 2014 meeting was made by Mr. Martino, seconded by Mr. Adair and unanimously approved.

4. Expansion Committee Report

Mr. Martino reported that three schools have been talked to with questions and issues raised at the January board meeting. Three more will be contacted. With information from the six schools the full Expansion Committee will meet and prepare a report for the March board meeting including a recommendation for next steps.

5. Director's Report

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

a. Academic Performance - 2Q. Mr. Saia discussed the report sent to the board prior to the meeting. He noted that, in general, academic results measured by various assessment tools continues to be favorable. He outlined some areas of concern with the first grade and various steps being taken to address them.

b. Director Report Card. Mr. Saia reviewed the School Director's Report Card that reflects written feedback from the staff regarding his performance. He focused the board on the few negative issues raised and outlined his approach to deal with them. The board positively reinforced his efforts (this is done annually) to obtain formal feedback from the staff.

c. Extended Learning Program Report. Mr. Saia reviewed the Extended Learning Program (ELP) Report, prepared by EnCompass, outlining results of last year's program. He reminded the board that the program was changed at mid-year and that the program being used this year was in effect during the last half of the school's year 2. He also reminded everyone that the neediest children in the school attend the program, thus comparisons between ELP students and non-ELP students must be analyzed with care. It was the consensus of the board that the program should definitely continue and that reports of results should be created and presented every year.

d. Family Liaison Position. Mr. Saia asked that discussion of this issue be deferred until the March board meeting.

e. TA Issue. In view of the changing nature of the TA position, Mr. Saia and Mr. Martino, HR Committee Chair, presented a recommendation that the Teaching Assistants be given a salary increase of \$2,000 per TA, effective as of January 1, 2014, and that the TA position should be reviewed for potential change prior to Year 4 plans being solidified. A motion to approve a salary increase of \$2,000 per TA, effective January 1, 2014, with funding becoming part of the revised budget to be discussed later in this meeting, was made by Mr. Martino, seconded by Mr. Smith and unanimously approved.

6. Business Matters

a. Enrollment Report. The February 1 Enrollment Report was reviewed. 210 students were enrolled on that date. Mr. Saia noted that one student who left in January has returned to the school.

b. Applications Report. A summary of applications to be entered into the April lottery was reviewed. It was noted that 195 applications had been received as of 2/14 for an expected 50 available openings. Mr. Saia indicated that 247 applications are on hand as of today.

c. Insurance Renewal. The proposed renewal of various insurance coverages for the school, prepared by the school's insurance broker, was reviewed. A 7% increase in premium cost is being driven by continued growth in students and staff. A motion to approve the proposal was made by Ms. Varhus, seconded by Mrs. Dedee Doyle and unanimously approved.

d. Consultant Contract. Valerie Nolan left the room for discussion of this item. The board discussed the value of previous services from Ms. Nolan and the need for projected services. A **Resolution (#149)** to approve and ratify the signing of the Contract for Consultant Services by Mr. Saia was moved by Mr. Martino, seconded by Mrs. Dedee Doyle and unanimously approved.

e. E2 Services Contract. Mssrs. Saia, Martino and Vigren presented an amendment to the 10/22/2013 Services Agreement between Education Enterprise of NY (E2) and Discovery Charter School. The amendment is to include services of E2's Operations Director on a consultative basis for the balance of the current year. A minimum of 25% of the Director's time will be spent with Discovery at a cost of \$6,875 for the period 4/14 through 6/30. The Director's resume was reviewed and it was the consensus of the board that the individual is exceptionally suited from a background and personality standpoint to greatly benefit the school, at an exceptionally reasonable cost. After the presentation Mr. Martino left the room. A **Resolution #150** to amend the Agreement was moved by Mr. Adair, seconded by Mr. DaRin and unanimously approved with Mr. Martino having recused himself before leaving the room.

f. Financial Management Policy. Several minor changes to the Financial Management Policy #2100 were presented. A motion to approve the changes was made by Ms. Varhus, seconded by Mr. DaRin and unanimously approved.

7. Finance Committee Report

a. Key Financial Indicators. Mr. Adair reviewed the new Key Financial Indicators report with the board.

b. Monthly Statements. Mr. Adair reviewed the January financial statements with the board.

c. Budget Revision. Mr. Adair reviewed the proposed budget revision for the current year, noting that an additional expense of \$10,000 was needed to accommodate the resolution of the TA Issue discussed earlier in the meeting. He noted that the various changes to the budget reduce the projected operating deficit to \$8,427 from \$85,304. A motion to approve the revised budget was made by Mr. Adair, seconded by Mr. Martino and unanimously approved.

d. Form 990. Mr. Adair presented the IRS Form 990 and completed Guidance for Board Review worksheet completed by the Finance Committee. A motion to approve the IRS Form 990 for 2012-13 and to approve and ratify the signing of same by Mr. Saia was moved by Ms. Varhus, seconded by Mrs. Dedee Doyle and unanimously approved.

e. Grant Status. Ms. Nolan indicated that the recommendation to approve our application for the SUNY Facilities Grant will likely be acted upon by the SUNY Trustees at their March meeting. Because of the nature of some of the projects included in the school's application, the timing of the pending approval and termination of the grant period of 7/31/2014, an extension may need to be pursued.

f. Check Detail Report. The chair asked for any questions concerning the January report. There were none.

g. Checks Over \$5,000. A *Resolution (#152)* approving non-routine checks over \$5000 was moved by Mr. Adair, seconded by Mr. DaRin and unanimously approved.

8. Motion to Move into Executive Session

A motion to move into Executive Session to discuss a confidential legal matter was made by Ms. Varhus, seconded by Mr. Smith and unanimously approved.

9. Motion to Move out of Executive Session

A motion to move out of Executive Session was made by Mr. Smith, seconded by Mr. Adair and unanimously approved.

10. Old Business

Mrs. Dedee Doyle reported that the Holiday Gathering for the staff has been scheduled for December 18 at the Midvale Country Club, with a room reserved for the board meeting following the Gathering.

11. New Business

Mr. Polowitz indicated that he will review the new not-for-profit law and report pertinent findings for the quarterly Compliance Monitoring Report, to be reviewed at the April board meeting.

12. Motion to Adjourn

A motion to adjourn was made by Mr. Martino, seconded by Mr. Smith and unanimously approved at 8:45 pm.