DISCOVERY CHARTER SCHOOL

Board Meeting Minutes

July 17, 2014

A Board of Trustees Meeting was held on July 17, 2014, at the Discovery Charter School; 133 Hoover Drive, Rochester, NY 14615.

**Trustees Present:** Scott Adair; Sarah Amering; Daniel Aureli; Yoshida Blackman; Donna Dedee Doyle; Joseph Martino; Sara Varhus; David Vigren

**Trustees Excused:** Thomas DaRin

**Also Present:** Joe Saia, School Director; Anne Malitis, School Business Manager; Steven Polowitz, Attorney; Valerie Nolan, Independent Consultant; Steve Gleason, Director of Operations (Education Enterprise of NY), Delmonize Smith, former Trustee

1. **Call to Order**

The Chair called the meeting to order at 6:15 p.m. and it was determined that a lawful quorum was present. The board welcomed its two newest members, Sarah Amering and Yoshida Blackman, both of whom being approved by the NYS Education Department on July 8.

2. **Proof of Public Notice of Meeting**

Public Notice was provided in the Messenger Post.

3. **Approval of Minutes of Previous Meeting**

Resolution #166, approved by the board on June 19, 2014, was amended to include words inadvertently omitted. A motion to amend Resolution #166 was made by Ms. Amering, seconded by Mr. Martino and unanimously approved.

A motion to approve the minutes of the June 19, 2014 meeting was made by Mr. Aureli, seconded by Ms. Amering and unanimously approved.

4. **Board Committees**
Resolution (#170) establishing board committee membership for 2014-15 was moved by Mr. Adair, seconded by Mrs. Blackburn and unanimously approved.

5. Expansion Committee

Mr. Martino presented a status report, noting that the Expansion Committee concluded that initial expansion of the school should be focused on enlarging grades K-6. After considerable discussion, a motion was made to:

- Develop a detailed implementation plan soon for enlarging grades K-6 during the next charter period, and
- Keep working to develop knowledge necessary to expand the school vertically into grades 7-12 at an appropriate time in the future, and
- Work to develop conduits for our students as they move into grades 7-12 during the time we do not offer those grades.

Ms. Varhus made the motion, Mrs. Dedee Doyle seconded it and the board voted unanimously to approve the motion with Mr. Aureli abstaining.

6. Nominating Committee

Ms. Varhus reported that contacts are being made to replace Mr. Smith, who decided for personal reasons not to stand for reelection at the Annual Meeting. It is the Committee’s expectation that a nominee will be brought to the August meeting.

7. Director’s Report

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

a. August Schedule. Mr. Saia proposed that the school schedule in August be 7:30-1:30 for a variety of reasons. After discussion, a motion to authorize implementation of an early August 2014 release time, if feasible, was made by Mr. Aureli, seconded by Mr. Martino and unanimously approved.

b. Academic Performance – 4Q. Mr. Saia presented the fourth quarter academic assessment data noting very strong Kindergarten performance, generally improving grades 2, 3, 4 performance, and a turnaround in 1st grade trends in evidence in the third quarter report. Discussion followed on strategies for the upcoming year.
c. **New Staff.** *Resolution (#171)* was moved by Mr. Aureli, seconded by Mrs. Dedee Doyle and unanimously approved.

d. **Staff Diversity Plan.** Mr. Saia presented a plan to increase staff diversity. After discussion, adoption of the plan was moved by Mr. Aureli, seconded by Mr. Martino and unanimously approved.

e. **Staff Staying Survey.** Mr. Saia presented the Staying Survey Data for 2013-14. He noted there were no “exits” at the conclusion of the school year.

f. **Reorganization.** Mr. Saia presented a plan to increase the capacity of the Dean of Students position by having two Deans on staff rather than one. The board reviewed the plan, a revised Dean of Students job description and an organization chart, redrawn to identify reporting responsibilities of the Business Manager. A motion to approve the documents presented was made by Mr. Aureli, seconded by Mr. Adair and unanimously approved.

g. **Expeditionary Learning.**
   - Mr. Saia reviewed the Spring 2014 report of the School’s implementation of EL practices. The target score for a school at the end of its third year of operation is 84. The School’s score is 98.
   - *Resolution (#172)* to approve a Cooperation Agreement with Expeditionary Learning for the 2014-15 school year was moved by Ms. Varhus, seconded by Mr. Adair and unanimously approved.

h. **Staff Handbook.** Mr. Saia presented the Employee Handbook, finalized after a thorough review by the Human Resources Director contracted for by the School. A motion to approve the Handbook was made by Mr. Aureli, seconded by Mr. Adair and unanimously approved.

8. **Business Matters**

a. **Enrollment Report.** Mrs. Malitis presented the Enrollment Report for the beginning of the next school year as of July 1. The school is full with a substantial waiting list.

b. **Compliance Monitoring Report.** Mrs. Malitis presented the quarterly Compliance Monitoring Report, noting actions taken by the Legislature, Board of Regents and SED Staff that have an impact on the School.
9. Annual Report

Mr. Saia indicated that the Annual Report is not yet complete enough to file with NYSED. In order to make sure that the completed Report is reviewed and approved by the board before filing by the August 1 deadline, a Resolution (#173) giving the Executive Committee authority to review and approve the Report was moved by Mr. Aureli, seconded by Mr. Martino and unanimously approved.

10. Finance Committee Report

a. Key Financial Indicators. Mr. Adair reviewed the Key Financial Indicators Report.

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

c. Grant Status. Mrs. Malitis reported that funds have not been received for the SUNY Facilities Grant.

d. Check Detail Report. Mr. Adair asked for any questions concerning the June report. There were none.

e. Checks Over $5,000. Resolution (#174) approving non-routine checks over $5000 was moved by Mr. Aureli, seconded by Mr. Martino and unanimously approved.

11. Motion to Move into Executive Session

A motion to move into Executive Session to discuss a confidential legal matter was made by Mr. Aureli, seconded by Mrs. Dedee Doyle and unanimously approved.

12. Motion to Move out of Executive Session

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

13. Litigation

Resolution (#175) giving certain authority to the Board Chair to settle the Bishop Kearney High School lawsuit was moved by Ms. Varhus, seconded by Ms. Amering and unanimously approved with Mr. Martino recusing himself.

The Chair asked if there was any old business. There was none.

15. New Business

The Chair asked if there was any new business. There was none.

16. Motion to Adjourn

A motion to adjourn was made by Mr. Aureli, seconded by Mrs. Blackman and unanimously approved at 8:40 pm.