A Board of Trustees Meeting was held on June 19, 2014, at the Discovery Charter School; 133 Hoover Drive, Rochester, NY 14615.

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

**Trustees Excused:** Thomas DaRin; Delmonize Smith

**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)

1. **Call to Order**

The Chair called the meeting to order at 6:30 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. **Northeast Charter Schools Network**

Mr. Justin Kwasa, Regional Liaison for NECSN, spoke briefly about the nature of NECSN.

4. **Nominating Committee Report**

   a. **Barthelemy Koumassou Resignation.** Ms. Varhus reported that Mr. Koumassou (Parent Representative Trustee) resigned from the board because his child will not be attending the school next year.
b. **Yoshida Blackman Nomination.** Mrs. Blackman was nominated as the Parent Representative Trustee. A *Resolution (#161)* accepting Mr. Koumassou’s resignation and electing Mrs. Blackman was moved by Ms. Varhus, seconded by Mrs. Dedee Doyle and unanimously approved.

c. **Sarah Amering Nomination.** Ms. Amering was nominated to fill the remaining term of Mrs. Tillinghast. A *Resolution (#162)* electing Ms. Amering was moved by Ms. Varhus, seconded by Mr. Martino and unanimously approved.

Mrs. Blackman and Ms. Amering entered the room.

5. **Approval of Minutes of Previous Meeting**

A motion to approve the minutes of the May 15, 2014 meeting was made by Mr. Martino, seconded by Mr. Adair and unanimously approved.

6. **Year 4 Goals**

A *Resolution (#163)* approving the Year 4 Goals of the school was moved by Mr. Aureli; seconded by Ms. Varhus and unanimously approved.

7. **Expansion Committee Report**

Mr. Martino reported that conversations are underway with additional individuals who have experience with expanding schools.

8. **Director’s Report**

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

   a. **Salary Summary.** Mr. Saia presented a summary of salaries for the coming academic year and indicated that the amount is included in the Year 4 budget revision to be discussed later in the meeting.

   b. **Staff Diversification.** Mr. Saia presented a list of diversity initiatives designed to help develop a more diversified staff. He also conducted a brainstorming session with the board.

   c. **SAVE Policy 2300.** The SAVE policy was reviewed by the board.
d. **Family Handbook.** After reviewing and approving the changes to various policies noted below, a motion to approve the changes to the Family Handbook as presented by Mr. Saia was moved by Ms. Varhus, seconded by Mr. Aureli and unanimously approved.

- **Attendance Policy 4300.** A motion to approve certain changes to Policy 4300 was moved by Mr. Adair, seconded by Mr. Martino and unanimously approved.
- **Discipline Policy 4200.** A motion to approve certain changes to Policy 4200 was moved by Mrs. Dedee Doyle, seconded by Ms. Varhus and unanimously approved.
- **Code of Conduct.** A motion to approve certain changes to the Code of Conduct was moved by Mr. Aureli, seconded by Mrs. Dedee Doyle and unanimously approved.
- **Parent Involvement/Notification Policy 4600.** A motion to approve certain changes to Policy 4600 was moved by Ms. Varhus, seconded by Mr. Martino and unanimously approved.
- **Student Promotion/Retention Policy.** A motion to approve a new Student Promotion/Retention Policy was moved by Mr. Martino, seconded by Mrs. Dedee Doyle and unanimously approved.

e. **New Staff.** Mr. Saia presented the names of two new staff members for the board’s consideration. A **Resolution (#164)** to approve the individuals was moved by Mrs. Dedee Doyle, seconded by Mr. Adair and unanimously approved.

9. **Business Matters**

a. **Enrollment Report – Current Year.** The June 1 Enrollment Report was reviewed.

b. **Enrollment Report – Next Year.** The Projected Enrollment Report for August 2014 was reviewed.

c. **Auditorium ADA Ramp.** Mrs. Malitis presented a summary of bids received for the auditorium ADA ramp. A **Resolution (#165)** to ratify the acceptance of a quote from Cornell Construction and approve and ratify the signing of same by Mrs. Malitis was moved by Mr. Adair, seconded by Mr. Martino and unanimously approved.

d. **First Student Contract.** Mrs. Malitis presented a contract for bus service from First Student, Inc., the company used by the school in previous years and which serves the Rochester City School District. Mrs. Malitis noted that rates for the school are the same as provided to RCSD. Mr. Martino indicated that his organization looked at other sources for summer school transportation and found that First Student was the lowest by a fair margin. A **Resolution (#166)** to ratify the approval of the contract and to approve
and ratify the signing of same by Mrs. Malitis was moved by Mr. Martino, seconded by Mr. Adair and unanimously approved.

e. **Copier Lease.** Mrs. Malitis presented a recommendation to obtain a second copier for the school and also presented the results of bids received from three vendors. A *Resolution (#167)* to approve an equipment lease with Konica Minolta was moved by Mr. Aureli, seconded by Mrs. Dedee Doyle 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 May financial statements with the board.

c. **Budget Revision-Y4.** Mr. Adair reviewed suggested changes to the Year 4 budget which, in sum, improve operating financial results by approximately $49,000 and result in an operating surplus of approximately $35,000. A *Resolution (#168)* to approve the Y4 budget revision as presented was moved by Mr. Adair, seconded by Mrs. Dedee Doyle and unanimously approved.

d. **Audit Planning Letter.** Mr. Adair presented the Mengel Metzger Barr & Co audit planning letter which had been reviewed by the Finance/Audit Committee. A motion to approve the planning letter was made by Mr. Adair, seconded by Mr. Martino and unanimously approved.

e. **Grant Status.** Ms. Nolan reported that preliminary Title I estimates have been received.

f. **Check Detail Report.** Mr. Adair asked for any questions concerning the May report. There were none.

g. **Checks Over $5,000.** A *Resolution (#169)* approving non-routine checks over $5000 was moved by Mr. Adair, seconded by Mr. Aureli and unanimously approved.

11. **Motion to Move into Executive Session**

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

13. Director's Compensation

After reviewing the Director’s performance, current market salaries for charter schools in Rochester and other areas in upstate NY, and the school’s salary structure for the position, a motion to increase Mr. Saia’s salary to $120,800, effective 7/1/2014, to review the salary again after NYS test scores become known, and to authorize the Director to define an Assistant Director’s position was made by Mr. Aureli, seconded by Mr. Adair and unanimously approved.


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 Mr. Martino and unanimously approved at 9:55 pm.