

## **DISCOVERY CHARTER SCHOOL**

### **Board Meeting Minutes**

**March 19, 2015**

A Board of Trustees Meeting was held on March 19, 2015, at the Discovery Charter School, 133 Hoover Drive, Rochester, NY 14615.

**Trustees Present:** Daniel Aureli; Sarah Armignacco; Joseph Martino; Sara Varhus; Donna Dedee Doyle; Lisa Lewis

**Trustees Excused:** Scott Adair; Thomas DaRin; David Vigren; Yoshida Blackman; Olivia West

**Also Present:** Anne Culver, School Business Manager; Joseph Saia, School Director; Steve Gleason, Administrative Consultant; Valerie Nolan, Independent Consultant

#### **1. Call to Order**

The Chair called the meeting to order at 6:02 p.m. and it was determined that a lawful quorum was present.

#### **2. Rochester Youth Year Presentation**

The Rochester Youth Year Presentation was postponed until April.

#### **3. Proof of Public Notice of Meeting**

Public Notice was provided in the Messenger Post.

#### **4. Conflict of Interest Reminder**

The Vice Chair read the following statement: “The Vice 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.”

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

A motion to approve the minutes of the February 26, 2015 meeting was tabled after determining that there was not a lawful quorum of those individuals present at the February 26, 2015 meeting.

## 6. Expansion Committee

- a. **Placement of Grade 6 Graduates.** Mr. Martino reported some progress. There should be a document for parents by June.
- b. **Ongoing Support.** Ms. Armignacco reported that she is in the process of putting together a focus group that will meet and help in the planning of ongoing support.

## 7. Summer Learning Program

Mr. Gleason reported that the site coordinators have been identified and the curriculum to be utilized has been determined. Mr. Gleason is waiting to hear back from Foodlink with regard to summer food service. An RFP for transportation has gone out. More information will be available in April.

## 8. Charter Renewal

- a. **SchoolWorks Review**
  - a. Initial finds overview shared. Full report expected within next 4 weeks.
- b. **ELL Students**
  - a. Update on progress made since last board meeting. Ell recruitment plan being fully implemented.
- c. **Institutional Partner** There are no updates this month.
- d. **Support Letters** Mrs. Dedee Doyle reported that she has two letters in the works and is working on a third.

## 9. Board

- a. **Training.** Mr. Martino reported that the committee has met and are currently in deliberation.
- b. **Planning Meeting.** There was nothing to report this month. The planning meeting will likely take place in late May or early July.
- c. **Leadership Succession.** Leadership succession discussion was tabled until April.

## 10. Director's Report

- a. **Academic Performance – 2Q.** Academic successes highlighted (e.g. 6<sup>th</sup> grade math computation up to 72% at Tier 1) and changes in allocation of time, money and expertise in regards to academic concerns (e.g. K learning targets have a greater focus on phonemic

awareness Q3; additional staff support has been given to 2<sup>nd</sup> grade math to allow for greater differentiation).

## 11. Business Manager's Report

- a. **Enrollment Report.** Ms. Culver presented the March 1 Enrollment Report noting a year-to-date average number of students in the school of 258.6.
- b. **Compliance Monitoring Report.** Ms. Culver noted that although there were no legislative or regulatory changes that affect the school in the past three months, there is a proposed increase in per pupil aid of \$75 per student for the 2015-16 school year.

## 12. Finance Committee Report

- a. **February Financial Statements.** Ms. Culver reviewed the February Financial Statements and Cash Flow Forecast with the Board, noting results are tracking according to plan.
- b. **Key Financial Indicators.** Ms. Culver reviewed the Key Financial Indicators report. She noted SED guidelines will now be included on the report and that all of the indicators are currently at "Meets Standard – Low Risk" and are expected to stay within that category for foreseeable future.
- c. **Grant Status.** Ms. Culver presented the March 13 Grants Report.
- d. **Check Detail Report.** Ms. Culver asked if there were any questions concerning the 5-page Check Detail Report, totaling \$117,282.71, for the month of February. There were none.
- e. **Checks Over \$5,000.** Ms. Culver presented a **Resolution (#200)**, detailing non-routine payments of \$5,000 or more. The Resolution was moved by Mrs. Varhus, seconded by Mrs. Dedee Doyle and unanimously approved with Mr. Martino abstaining.

## 13. Old Business

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

## 14. New Business

The Vice Chair asked if there was any new business. Mrs. Dedee Doyle noted that the December 17 meeting is tentatively scheduled at Midvale Country Club.

**15. Motion to Adjourn**

A motion to adjourn was made by Mr. Martino, seconded by Mrs. Dedee Doyle and unanimously approved at 7:15 pm.