

DISCOVERY CHARTER SCHOOL

Board Meeting Minutes

March 20, 2014

A Board of Trustees Meeting was held on March 20, 2014, at the Discovery Charter School; 133 Hoover Drive, Rochester, NY 14615.

Trustees Present: Daniel Aureli; Thomas DaRin; Donna Dedee Doyle; Barthelemy Koumassou; Joseph Martino; Sara Varhus; David Vigren

Trustees Excused: Scott Adair; Delmonize Smith

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 6:10 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 February 27, 2014 meeting was made by Mr. Martino, seconded by Mr. DaRin and unanimously approved.

4. Expansion Committee Report

Mr. Martino conducted a discussion regarding the expansion issues raised at the January board meeting and input received from six schools, written summaries of which were shared with trustees prior to the meeting. It was the consensus of the board that another “straw-man” should be created and presented at a future board meeting.

5. Trustee Resignation

With regret and thanks for her considerable contribution to the development of the school, a **Resolution (#153)** to accept the resignation from the Board of Trustees of Mrs. Grace Tillinghast was moved by Mr. Aureli, seconded by Mr. Martino and unanimously approved.

a. Nominating Committee Report. Ms. Varhus reported on the actions of the Nominating Committee. Several candidates to fill the remainder of Mrs. Tillinghast's term were briefly discussed. Ms. Varhus reminded the board that there is room to nominate two trustees as the Bylaws permit a maximum of 11 trustees and there are now 9 seated. It was agreed that expertise/background in health and social services matters as well as junior and high school administration are among the strongest needs of the board at this time.

6. Director's Report

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

a. Bullying Policy. Mr. Saia presented the draft Bullying Policy which had been distributed to the board prior to the meeting. After discussion, a motion to approve the policy and the form for reporting bullying was made by Mr. Martino, seconded by Mrs. Dedee Doyle and unanimously approved.

d. Family Liaison Position. Mr. Saia discussed his plan for filling this position.

7. Business Matters

a. Enrollment Report. The March 1 Enrollment Report was reviewed. 207 students were enrolled on that date. The report reflects implementation of the enrollment plan for the year which, on average, should equal the budget of 210.

b. Applications Report. A summary of applications to be entered into the April lottery was reviewed. It was noted that 315 applications had been received as of 3/17 for an expected 49 available openings.

c. NYS Nonprofit Law Revisions. Mr. Polowitz presented the summary of changes document shared with the board prior to the meeting. He noted that changes in the law will require some very minor changes to the School's bylaws. He also noted that the School has policies in place to deal with the substantive changes to the law. He cautioned that the School's outside auditor needs to be contacted to ensure that reporting

requirements are implemented. Bylaw changes will be presented at the April board meeting.

8. Finance Committee Report

a. Key Financial Indicators. Mr. Vigren, in Mr. Adair's absence, reviewed the Key Financial Indicators report with the board.

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

c. Year 4 Budget. Mr. Vigren led a discussion of the budget for the coming fiscal year, which had been sent to the board prior to the meeting. He noted a small operating deficit is being forecast but that cash flow should be slightly positive. A motion to approve the Year 4 Budget was made by Mr. Martino, seconded by Mr. Aureli and unanimously approved.

d. Grant Status. Ms. Nolan indicated that Title 1 allocations continue to be preliminary. Mr. Saia noted that the School has signed the SUNY Facilities Grant contract and is waiting for the document to be signed by SUNY and returned to the School.

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

f. Checks Over \$5,000. A *Resolution (#154)* approving non-routine checks over \$5000 was moved by Mr. Koumassou, seconded by Mrs. Dedee Doyle and unanimously approved.

9. 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. Martino and unanimously approved.

10. Motion to Move out of Executive Session

A motion to move out of Executive Session was made by Mrs. Dedee Doyle, seconded by Mr. DaRin and unanimously approved.

11. Old Business

The Board discussed the upcoming visit of NYS Education Department representatives, noting that their written evaluation at the earliest possible time will be very helpful.

12. New Business

Mr. Martino presented a proposal to sublease a portion of the unused space in the building to Renaissance Academy Charter School of the Arts. After discussion, a **Resolution (#155)** to authorize Mr. Vigren, as board chair, to sign a Letter of Intent expressing intent to lease space for one year upon execution of a satisfactory sublease with Renaissance Charter School was moved by Mr. Aureli, seconded by Ms. Varhus and approved with Mr. Martino recusing himself.

Mr. Vigren indicated that he will be polling the board for available dates in late May/early June for the board's annual planning meeting.

13. Motion to Adjourn

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