

# **DISCOVERY CHARTER SCHOOL**

## **Board Meeting Minutes**

**November 20, 2014**

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

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

**Trustees Excused:** None

**Also Present:** Joe Saia, School Director; Anne Culver, School Business Manager; Steve Gleason, Administrative 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. Nominating Committee**

Ms. Varhus reported that the Nominating Committee was prepared to nominate Ms. Lisa Lewis to fill the 11<sup>th</sup> seat on the Board. A **Resolution (#191)** electing Ms. Lewis to the Board, contingent on NYSED's approval, was moved by Ms. Varhus, seconded by Ms. Amering and unanimously approved.

Ms. Lewis entered the room.

### **4. Northeast Charter Schools Network**

Mr. Justin Kwasa, Regional Liaison for NECSN, briefed the Board on recent actions taken by his organization.

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

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

## **5. Expansion Committee**

- a. Financial Model.** Mr. Martino reviewed the most recent draft of the Year 5-10 financial plan. Further refinement and formatting is under way and will be reported at the next meeting.
- b. Placement of Grade 6 Graduates.** It was reported that Our Lady of Mercy Catholic School for girls is interested in working with Discovery and potentially offering a few scholarships to our 6<sup>th</sup> grade graduates. A meeting with Aquinas Catholic School is being arranged. An offer from Allendale School to meet with Discovery officials has been received with an indication that scholarships may be available. Mr. Martino offered to approach the Harley School. A meeting with the individual preparing the RCSD East High School EPO proposal took place and discussions are underway relative to Discovery being a potential feeder school. It was suggested that information be developed on other RCSD schools for our graduates. It was also suggested that we consider offering ongoing support to our graduates and Mrs. West volunteered to draft a definition of “support.”

## **6. Summer Learning Program**

Mr. Gleason discussed the development timetable for the school’s new summer program. He also discussed efforts underway to house the full-time portion of the program on the Nazareth College campus.

## **7. Charter Renewal**

A general discussion regarding the effort to create the Charter Renewal Application took place.

## **8. Board Survey**

The most recent Board Assessment Report was reviewed, noting improvement from a year ago. It was the consensus of the board to focus further improvement efforts on board training and leadership succession. Mr. Martino and Mrs. Dedee Doyle agreed to lead the effort to find appropriate board training. Ms. Varhus, Ms. Amering, Ms. Lewis, and Mr. Vigren agreed to lead the leadership succession effort.

## 9. Bylaws

Discussion took place regarding the Bylaw changes approved by the Board in May 2013. A **Resolution (#192)** to withdraw the request for NYSED approval was moved by Mrs. West, seconded by Mrs. Blackman and unanimously approved.

## 10. Director's Report

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

- a. **Academic Performance – 1Q.** Mr. Saia reviewed the first quarter academic assessment results. Trends continue to be positive. Of special note is the significant improvement in Kindergarten performance, a class with greater challenge than any past Kindergarten class entering the school.
- b. **New Staff.** Mr. Saia outlined the need to hire an individual to be the School's Administrative Assistant and recommended an individual qualified for that position and who will help move the staff toward the board-articulated goal of increasing racial diversity. A **Resolution (#193)** to approve Mr. Saia's recommendation, subject to clearance for employment by the Commissioner of the NYS Department of Education, was moved by Mr. Adair, seconded by Mr. DaRin and unanimously approved.

## 11. Business Manager's Report

- a. **Enrollment Report.** Ms. Culver presented the November 1 Enrollment Report. Mr. Saia reported on the plan to manage enrollment for the balance of the current year and during next year. Ms. Culver noted that a current year budget revision will come to the board in December.
- b. **Audit Progress.** Ms. Culver reported that the Office of State Controller audit has been completed and a "findings" conference has been held. No items of significance were found. A report from OSC will likely not be available until early 2015.

## 12. Finance Committee Report

- a. **Key Financial Indicators.** Mr. Adair reviewed the Key Financial Indicators Report.
- b. **Monthly Statements.** Mr. Adair reviewed the October financial statements with the board.

- c. **990 Tax Return.** Mr. Adair reviewed the 2013-14 990 Tax Return and Finance Committee checklist with the board. A motion to approve the 990 Tax Return, subject to final determination by the Chair of the Finance Committee and Mengle Metzger Barr of the correct answer to question 35 in Part IV, was moved by Mr. Martino, seconded by Mr. DaRin and unanimously approved.
- d. **Grant Status.** There was no Grant Status Report.
- e. **Check Detail Report.** Mr. Adair asked if there were any questions regarding the 10 page check detail report covering \$225,426.57 in disbursements. There were none.
- f. **Checks Over \$5,000. Resolution (#194)** approving non-routine checks over \$5000 was moved by Mrs. Dedee Doyle, seconded by Ms. Blackman and unanimously approved.

### **13. Old Business.**

The Chair asked if there was any old business. Trustees were reminded about the Holiday Gathering with staff on December 18, beginning at 4:30 at the Midvale Country Club.

### **14. New Business**

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

### **15. Motion to Adjourn**

A motion to adjourn was made by Ms. Varhus, seconded by Mrs. Dedee Doyle and unanimously approved at 9:00 pm.