

## **DISCOVERY CHARTER SCHOOL**

### **Board Meeting Minutes**

**October 16, 2014**

A Board of Trustees Meeting was held on October 16, 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; Joseph Martino; Sara Varhus; David Vigren; Olivia West

**Trustees Excused:** None

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

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

The Chair called the meeting to order at 6:00 p.m. and it was determined that a lawful quorum was present. The Chair welcomed the school's newest trustee, Ms. Olivia West, having received SED approval on October 10, 2014.

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

Public Notice was provided in the Messenger Post.

#### **3. EnCompass Report**

Ms. Lisa Hiley, EnCompass Director of Education, presented an overview of the programs conducted with Discovery Charter School: After School Extended Learning; Summer Learning; Speech-Language Integration. Results for the After School Extended Learning program for 2013-14, compared to a control group, showed statistically significant student reading growth across all grades and groups. In addition, between 64% and 92% of students (depending on grade) showed improvement in one or more social-emotional domains. For the 2014 Summer Learning program summer slide was prevented for 17 of 21 students (80%) attending the EnCompass program.

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

A motion to approve the minutes of the September 18, 2014 meeting was made by Mr. Aureli, seconded by Mr. Martino and unanimously approved.

## **5. Expansion Committee**

- a. Financial Model.** A draft of the financial model for the plan approved by the board in previous meetings was reviewed. Additional sensitivities will be prepared.
- b. Placement of Grade 6 Graduates.** A status report outlining meetings with RCSD and McQuaid Jesuit High School was reviewed. It was agreed that the Family Association will be brought into this effort as it is important to help parents understand alternatives for their children as they leave Discovery. The soon-to-be-administered Family Survey will contain questions regarding this subject. It was the consensus of the board that RCSD and other schools should be invited to talk with parents.

## **6. Summer Learning Program**

Mr. Gleason distributed a summary of the 2015 summer learning program proposal that the team assigned to the project has agreed to. It includes four parts: 1) an independent reading incentive program; 2) a supported reading incentive program; 3) a full-time summer learning program; 4) referrals to other existing community-based programs. In sum, it is estimated that approximately 75% of families will enroll their children in one aspect of the program and that the total cost will be approximately \$190,000. Funding will be needed from local foundations and other benefactors. A motion to approve the proposal and take steps to develop implementation details was made by Mr. Aureli, seconded by Mrs. Dedee Doyle and unanimously approved.

## **7. Charter Renewal**

- a. Calendar.** Mr. Saia presented a calendar and bullet point rational/priorities to be included in Exhibit 13 of the Charter Renewal Application. A motion to approve the calendar and rationale/priorities was made by Mr. Martino, seconded by Mrs. Blackman and unanimously approved.
- b. Daily Schedule.** Mr. Saia presented a daily schedule and bullet point rational/priorities to be included in Exhibit 14 of the Charter Renewal Application. A motion to approve the daily schedule and rationale/priorities was made by Ms. Varhus, seconded by Ms. Amering and unanimously approved.

- c. **Goals Report.** Mr. Saia presented a draft of the report of performance against various goals which will be included in the Charter Renewal Application. Further work will be done on the report and it will be reviewed at the November board meeting.

## 8. Director's Report

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

- a. **NYS Tests.** Mr. Saia reviewed the list of things being done differently this year to further improve NYS test scores.
- b. **SAVE Policy.** Mr. Saia reported that Mr. Gleason's work is completed on the SAVE Policy and that the staff is working on details. The revised policy will come to the board in June for review and approval.

## 9. Business Matters

- a. **Enrollment Report.** Ms. Culver presented the October 1 Enrollment Report noting 259 students in the school. A discussion followed regarding the need to critically control enrollment this year so the school can enroll a full kindergarten class next year in view of the 280 enrollment limit which cannot be exceeded. A **Resolution (#190)** to seek a charter change increasing the maximum number of students in the school to 308 was moved by Mr. Aureli, seconded by Mr. Martino and unanimously approved.
- b. **Compliance Monitoring Report.** The quarterly Compliance Monitoring Report was reviewed.
- c. **Personnel Policy 3100.** Ms. Culver presented an inadvertent omission to the policy document approved at the September board meeting. A motion to approve inclusion of the omission was made by Ms. Varhus, seconded by Mrs. Dedee Doyle and unanimously approved.
- d. **Food Safety Policy 2200.** Ms. Culver presented revisions to the Food Safety Policy. A motion to approve the changes was made by Mr. Aureli, seconded by Mr. DaRin and unanimously approved.
- e. **Audit Progress.** Ms. Culver reported that the Office of State Controller audit is expected to be completed within the next few weeks.

## **10. Finance Committee Report**

- a. Key Financial Indicators.** Mr. Adair reviewed the Key Financial Indicators Report.
- b. Monthly Statements.** Mr. Adair reviewed the September financial statements with the board.
- c. 2014 Audit Report.** Mr. Adair reviewed the 2014 audit report with the board. A motion to accept and approve the report was made by Mr. Adair, seconded by Mr. Martino and unanimously approved.
- d. Grant Status.** Ms. Culver presented a Grants Report as of October 8.
- e. Check Detail Report.** Mr. Adair asked if there were any questions regarding the 12 page check detail report covering \$238,623.94 in disbursements. There were none.
- f. Checks Over \$5,000. Resolution (#189)** approving non-routine checks over \$5000 was moved by Mr. Adair, seconded by Ms. Varhus and unanimously approved.

## **11. Old Business.**

The Chair asked if there was any old business. In connection with the board's discussions early in the summer surrounding minority teacher recruiting, Mr. DaRin reported on his conversations with individuals at Mount Saint Vincent College in the Bronx where he had a temporary assignment for several months. The college graduates approximately 15 teachers annually and 50% of them are generally minority. They all tend to stay in the Bronx or in Westchester. It is not likely that these graduates will enable Discovery to develop a pool of future talent. However, contacts have been made in the metropolitan area and Mr. DaRin offered to help in any way he can.

## **12. New Business**

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

## **13. Motion to Adjourn**

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