

DISCOVERY CHARTER SCHOOL

Board Meeting Minutes

August 9, 2012

A Board of Trustees Meeting was held on August 9, 2012, at 6:00 p.m. at Bishop Kearney High School; 125 Kings Highway South: Rochester, New York.

Trustees Present: Betsy Archibald; Daniel Aureli; Joseph Martino; Delmonize Smith; Grace Tillinghast; Ferris Todd; Sara Varhus; David Vigren

Also Present: Valerie Nolan, Chameleon Community Schools Project; Steven Polowitz, Attorney; Joseph Saia, Director; Joyce Martelli, Business Manager

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.

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 July 10, 2012 meeting was made by Mr. Martino, seconded by Mr. Aureli and unanimously approved.

4. Expeditionary Learning Annual Evaluation

Ms. Cheryl Dobbertin, EL School Designer, presented EL's annual evaluation of Discovery Charter School. She began her review by indicating that Discovery "has tremendous potential to be a leadership EL school." She reviewed the school's implementation review scores for 33 different practices, scores ranging from 5 (exemplary) to 1 (emerging). Discovery's "Positive School Culture" was rated 5. "Fitness and Wellness" and "Communicating Student Achievement" were rated 1. The other 30 practices were rated between these extremes with four receiving a 4 rating; eleven receiving a 3 rating; thirteen receiving a 2 rating. The school's

overall rating at the end of its first year is 2.6, a significant achievement for a school completing its first year.

5. Trustee Nominations

a. Parent Representative. Mrs. Varhus discussed the work of the ad hoc Nominating Committee formed to present to the board a nominee for Parent Representative Trustee. The nomination of Mr. Barthelemy Koumassou as the school's Parent Representative Trustee was moved by Mrs. Varhus, seconded by Mrs. Tillinghast and unanimously approved for a term as specified in the bylaws, subject to approval of the NYS Education Department. Ms. Todd agreed to be Mr. Koumassou's mentor.

b. Donna Dedee. Mr. Vigren presented information concerning Mrs. Donna Dedee as a possible At Large Trustee. The nomination of Mrs. Donna Dedee as an At Large Trustee was moved by Mr. Vigren, seconded by Mr. Aureli and unanimously approved for a two year term, subject to approval of the NYS Education Department. Mrs. Varhus agreed to be Mrs. Dedee's mentor.

6. Annual Report

A *Resolution (#80)* to ratify action taken by the Executive Committee was moved by Ms. Todd, seconded by Mr. Martino and unanimously approved. Mrs. Tillinghast noted that the school's Annual Report is now on the website and was sent to the Irondequoit Post and Minority Reporter for publication.

7. After-Hours/Enrichment Program

Mr. Saia and Mr. Martino discussed the proposed DCS afterhours and student enrichment program for the coming school year. A *Resolution (#81)* approving a services contract with EnCompass to conduct the program was moved by Mrs. Varhus, seconded by Ms. Todd and unanimously approved, with Mr. Martino abstaining.

8. Director's Report

a. Personnel Recommendation. Mr. Saia presented three names of individuals to be hired for various positions. A *Resolution (#82)* approving conditional appointments of each individual was moved by Mrs. Archibald, seconded by Ms. Todd and unanimously approved.

b. EL Contract. Mr. Saia briefly discussed the agreement he signed with Expeditionary Learning for the coming year. A *Resolution (#83)* ratifying his execution of the contract was moved by Mr. Martino, seconded by Mrs. Varhus and unanimously approved.

Mr. Saia briefly reviewed certain other items on his report outline distributed to the board prior to the meeting.

9. Business Manager's Report

a. Enrollment Report. Mrs. Martelli noted that the school is scheduled to open August 20 with 176 students and a wait list of 282.

b. Audit Progress. Mrs. Martelli reported that the external audit continues to proceed smoothly. No significant changes to the June 30 financial statements are anticipated and a draft of the report is due August 31.

c. Cash Controls. Mrs. Martelli presented a proposed procedure entitled Internal Controls for Cash. Mr. Polowitz suggested, in order to be consistent with other sections in the document, use of the word "shall" instead of "should" in various sentences in the Cash Receipts section on page 2. It was noted that sales tax exemption forms are not to be given to employees, rather to vendors and suppliers only. Approval of the Internal Controls for Cash procedure, as amended, was moved by Mrs. Tillinghast, seconded by Ms. Todd and unanimously approved.

d. Janitorial Contract. Mrs. Martelli presented information concerning two possible suppliers of janitorial services. She recommended that the school continue using Highland Maintenance, Inc., at an annual cost of \$17,904, including certain services enhanced from the school's first year of operation. Approval of her recommendation was moved by Mrs. Archibald, seconded by Mrs. Tillinghast and unanimously approved.

e. Student Management Software. Mrs. Martelli presented several options for student information management software. She reminded the board that we learned suddenly in June from Infinite Campus that the school could no longer use their software without paying a fee approaching \$55,000. She recommended that we adopt the Mindex/Monroe BOECS option for a first year cost of approximately \$16,000 and annual costs thereafter of approximately \$4,000. She indicated that the Mindex/Monroe BOECS system would be operative in October and that its cost could likely be included in the school's CSP grant. Mr. Smith urged that a service agreement be negotiated and that uptime specifications be included. Having been assured that would happen, approval of the

Mindex/Monroe BOECS recommendation was moved by Mr. Smith, seconded by Mrs. Archibald and unanimously approved.

10. Finance Committee Report

a. June 30, 2012 Financial Statements. Mrs. Archibald presented the draft June 30 fiscal year end P&L showing an operating surplus of \$82,627 and a net surplus including revenue for capital expenditures of \$200,945. She also reviewed the draft June 30 Balance Sheet showing a positive Fund Balance (net worth) of \$125,020.

b. July 31, 2012 Friends Financial Statement. Mrs. Archibald briefly reviewed the Friends of DCS July 31 statement of Revenue and Expenses.

c. Grant Status. Mrs. Tillinghast reviewed the August 1 status of private grants.

d. Check Detail Report. The Chair called for questions on the July Check Detail Report. There were none.

e. Checks over \$5,000. A *Resolution (#84)* authorizing a payment of \$5,000 was moved by Mrs. Varhus, seconded by Mr. Martino and unanimously approved.

11. Old Business

a. Facilities. Mr. Vigren commented that HighMark Schools is planning a visit during the last week in August to further discuss facilities issues.

b. Website. In addition to noting the addition of the school's Annual Report to the website, Mrs. Tillinghast mentioned that the new school calendar has been posted as well.

12. New Business

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

13. Motion to Adjourn

A motion to adjourn was made by Mrs. Tillinghast, seconded by Mr. Smith and unanimously approved at 7:56 pm.