

DISCOVERY CHARTER SCHOOL

Board Meeting Minutes

December 13, 2012

A Board of Trustees Meeting was held on December 13, 2012, at 6:00 p.m. at the Bamba Bistro, 282 Alexander Street: Rochester, New York.

Trustees Present: Betsy Archibald; Daniel Aureli; Donna Dedee Doyle; Barthelemy Koumassou; Joseph Martino; Delmonize Smith; Grace Tillinghast; Ferris Todd; Sara Varhus; David Vigen

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

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. Approval of Minutes of Previous Meeting

A motion to approve the minutes of the November 15, 2012 workshop meeting was made by Mr. Martino, seconded by Mrs. Dedee Doyle and unanimously approved.

A motion to approve the minutes of the November 15, 2012 regular meeting was made by Mr. Martino, seconded by Mrs. Dedee Doyle and unanimously approved.

4. Budget Revision

Mrs. Archibald presented a revised budget for fiscal 2012-13. It was noted that careful control of factors influencing revenue and expenses are expected to result in a net operating surplus of

approximately \$50,000 more than originally budgeted. A motion to approve the revised budget was made by Mrs. Archibald, seconded by Mrs. Varhus and unanimously approved.

Mrs. Archibald presented a revised cash flow forecast for fiscal 2012-13. The revised forecast shows a cumulative cash balance trough of approximately \$250,000 in December and an ending cash balance in June of approximately \$316,000. Consideration to pay off the M&T loan in January will take place at the January board meeting. A motion to approve the revised cash flow forecast was made by Mrs. Archibald, seconded by Mrs. Varhus and unanimously approved.

Mrs. Archibald presented a revised five year financial plan through the school's fifth year of operation. As anticipated, the tightest year is expected to be 2013-14 when a number of part time positions become full time and CSP Planning and Implementation grant revenue will be nonexistent. Regardless, an operating surplus of approximately \$67,000 is projected for that year with surpluses exceeding \$200,000 during the following two years. A motion to approve the revised five year financial plan was made by Mrs. Archibald, seconded by Mrs. Varhus and unanimously approved.

5. Business Manager's Report

Ms. Malitis discussed the following items:

a. Enrollment Report. Ms. Malitis noted that there were 172 students in the school as of December 1. Wait list notifications will not be made for the balance of the year unless a grade level dips below 40.

b. Lottery and Application. Ms. Malitis presented the proposed date, time, place and process to be used for the 2013 student lottery. She also presented the Application for Admission to be used for the 2013-14 academic year. A **Resolution (#99)** to approve each item was moved by Mr. Aureli, seconded by Mrs. Tillinghast and unanimously approved.

c. Student Recruiting Plan. Ms. Malitis presented a student recruiting plan for the 2013-14 academic year. The board suggested increased emphasis on recruiting English Language Learners, primarily with increased outreach efforts through Catholic Charities and Monroe County's Department of Social Services. Consensus around the soundness of the plan, as amended, was reached.

6. Facility Project

a. 2013 Summer Work. Mr. Vigren reviewed the Summer 2013 Projects summary that was distributed to trustees prior to the meeting. Mrs. Tillinghast noted that a shelf unit for one of the two new classrooms needed to be added to the list. After discussion, a motion to approve the solicitation of bids for the work was made by Mrs. Archibald, seconded by Mr. Aureli and unanimously approved.

b. Facility Update. Mr. Vigren led the board through a review of the Facility Comparison spreadsheet that had been distributed to the trustees prior to the meeting. Significant discussion took place regarding the school's current situation and the options available for a long term solution to its space needs, including a Letter of Intent draft for a proposed lease from Mr. Summers for the Odyssey School. At the conclusion of the discussion, each trustee then present voiced his/her preference for future action. While not comfortable with a motion committing the school to a specific course of action at this time, it was the consensus of the board that relocating the school appears to be the best long term solution for the school.

c. Charter Amendment. Two potential solutions to the school's space needs would require relocation to another school district. A motion authorizing the chair to approach the NYS Education Department for specific information pertaining to the charter amendment process for relocation to another school district was made by Mr. Aureli, seconded by Mrs. Dedee Doyle and unanimously approved.

7. Expansion Project

It was noted that Mr. Smith and Ms. Todd are in the process of creating a Concept Paper to be used as a springboard for investigative action on the subject of expansion. The board will meet to finalize the Paper at a future time.

8. Director's Report

Mr. Saia led the board through his report outline which had been shared with trustees prior to the meeting.

a. Curriculum Examples. Mr. Saia drew the board's attention to the two curriculum examples he had distributed prior to the meeting. He indicated that significant work was ongoing at all grade levels to conform our curriculum to Common Core Standards.

b. After-Hours Program. Mr. Saia reported that the after-hours program that was initiated in October has ceased. Tutoring for our most needy children will take place in December and a more robust tutoring program will commence in January. The JCC swimming program will continue and a separate contract with them is in the process of being created.

c. Salary Increase. Mr. Saia proposed a \$5,000 salary increase for Anne Malitis based upon her outstanding work performed since joining the staff early in the year. It was noted that there is sufficient room in the school's salary budget to accommodate the increase. A motion to approve the increase was made by Mr. Aureli, seconded by Mrs. Dedee Doyle and unanimously approved.

d. VISTA Grant. Mr. Saia reported that a VISTA Grant application is being made to support medical and dental services for our students.

9. Finance Committee Report

a. November 30 Financial Statements. Mrs. Archibald briefly reviewed the November financial statements.

b. Grant Status. There was no Grant Report for the month as no activity since the previous report had taken place.

c. Check Detail Report. The Chair called for questions on the November Check Detail Report. There were none.

d. Checks over \$5,000. A *Resolution (#100)* authorizing non-routine payments greater than \$5,000 was moved by Ms. Todd, seconded by Mr. Martino and unanimously approved.

10. Old Business

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

11. New Business

The Chair drew the board's attention to the draft "Check-in Site Visit Report" recently received from the NYS Education Department. It was noted that the report is favorable but does contain some cautions regarding expansion beyond K-6. The final report will be reviewed at the January board meeting.

12. Motion to Adjourn

A motion to adjourn was made by Mrs. Dedee Doyle, seconded by Mrs. Varhus and unanimously approved at 9:25 pm.