

DISCOVERY CHARTER SCHOOL

Board Meeting Minutes

July 10, 2012

A Board of Trustees Meeting was held on July 10, 2012, at 6:00 p.m. at Bishop Kearney High School; 125 Kings Highway South: Rochester, New York.

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

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

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 June 14, 2012 meeting was made by Mrs. Archibald, seconded by Mr. Smith and unanimously approved.

4. Board Committees

a. Committee Structure. A review of the current standing and ad hoc board committee structure took place. As a result of this discussion, a **Resolution (#72)** creating a standing Compliance Committee of the board was moved by Mrs. Archibald, seconded by Mr. Aureli and unanimously approved.

b. **Committee Membership.** A *Resolution* (#73) listing the standing committee members for the next fiscal year was moved by Mrs. Archibald, seconded by Mr. Aureli and unanimously approved.

5. Annual Report

An early draft of the school's first Annual Report was reviewed. It was the consensus of the board that the Executive Committee should review and approve the final copy of the Annual Report when it is completed later this month.

6. Year 1 Performance Bonus

A recommendation to approve the distribution of \$14,000 to staff acknowledging superior school performance during its first year was reviewed. A *Resolution* (#74) to approve payment of the Performance Bonus was made by Mr. Smith, seconded by Mrs. Archibald and unanimously approved.

7. Year 2 Goals

Goals for the school's second year of operation, which had been worked on by the board and School Director, were reviewed. It was the consensus of the board that reporting should be quarterly where possible. A *Resolution* (#75) to formally establish goals and areas of focus for the school for its second year of operation was made by Ms. Todd, seconded by Mrs. Varhus and unanimously approved.

8. Ratify Exhibit A to Lease

A *Resolution* (#76) to ratify the approval and execution by the board chair of Exhibit A to the school's lease (area to be leased) was moved by Mr. Aureli, seconded by Mrs. Varhus and unanimously approved.

9. Ratify Kearney/Discovery MOU

A *Resolution* (#77) to ratify the approval and execution by the School director and Business Manager of a Memorandum of Understanding between Kearney and Discovery was moved by Mr. Aureli, seconded by Mrs. Archibald and unanimously approved.

10. Ratify Auditor Letter of Understanding

A **Resolution (#78)** to ratify the approval and execution by the board chair of a revised letter of understanding between Mengel Metzger Barr & Company and Discovery was moved by Mrs. Archibald, seconded by Mrs. Varhus, and unanimously approved.

11. Director's Report

a. Academic Progress. Mr. Saia reviewed the fourth quarter academic Assessment Data report. Continued progress was noted.

b. Charter Change Letter. Mr. Saia reviewed with the board a proposed letter to the State Education Department requesting a non-material change to the school's charter involving its assessment plan. A motion to approve the letter was made by Mrs. Archibald, seconded by Ms. Todd and unanimously approved.

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

12. Business Manager's Report

a. Enrollment Report. The Enrollment Report as of June 30 shows 124 students in the school at the end of the school year, with a wait list of 229 arising primarily from the 2011 Lottery. For the coming academic year, enrollment stands at 176 with a current wait list of 282, arising primarily from the 2012 Lottery.

b. Audit Progress. Mrs. Martelli reported that the external auditors plan to be in the building shortly. Records requested have been furnished.

c. Health Insurance. Mrs. Martelli reported that employees have accepted the health insurance plan changes and 6 have signed up for the new High Deductible plan. 7 have waived coverage. She asked the board when it would prefer to make the opt-out payments and make the contributions to employee HSA accounts. After discussion, a motion to make the payments and contributions in conjunction with the first pay day in September was made by Mrs. Archibald, seconded by Mr. Aureli and unanimously approved.

13. Finance Committee Report

a. Monthly Statements. The June 30, 2012 statement of revenue and expenses for Friends of Discovery Charter School was reviewed. It was noted that the school's June

30, fiscal year-end financial statements will be available for review at the next board meeting.

b. Grants. Information concerning Child Nutrition program payments was briefly reviewed. It was noted that no payments have been received for Title I, Title IIa or the CSP grant were received in June.

c. Check Detail Report. The Chair called for questions on the June Check Detail report distributed before the meeting. There were none.

d. Checks over \$5,000. A *Resolution (#79)* authorizing a payment over \$5,000 was moved by Mr. Aureli, seconded by Mr. Smith and unanimously approved.

14. Old Business

a. Facilities. Mr. Vigren noted that Highmark Schools continues to show interest in helping Discovery obtain a permanent facility. In addition, a local person of means continues to show interest as well.

15. New Business

a. Facebook. Mr. Smith briefly outlined that 8 RIT students and 8 students from RCSD will be working on the school's Facebook project and other work this summer.

b. Celebration. Mr. Aureli announced that he will not be able to host the August 6 celebration for medical reasons.

16. Motion to Adjourn

A motion to adjourn was made by Mrs. Archibald, seconded by Mrs. Varhus and unanimously approved at 7:53 pm.