

DISCOVERY CHARTER SCHOOL

Board Meeting Minutes

November 15, 2012

A Board of Trustees Meeting was held on November 15, 2012, at 6:00 p.m. at Bishop Kearney High School; 125 Kings Highway South; 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 Vigren

Also Present: Patti Anderson, State Education Department; 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 6:20 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 request to include a "Trustees Excused" line in future minutes documents was made and it was agreed that the October minutes should be so amended. With that change, a motion to approve the minutes of the October 18, 2012 meeting was made by Mr. Aureli, seconded by Mr. Smith and unanimously approved.

4. Goal Review

A line-by-line review of the school's progress toward meeting its current year goals was led by Mr. Vigren. Many goals are being met, several lack data, and some need additional work. It was

the consensus of the board that the review was valuable, should occur quarterly, and should be conducted in the format that this initial review was conducted.

5. Facility Project

The multi-page facility document, distributed to trustees prior to the meeting, was briefly reviewed. Mr. Vigren commented that the school's offer to purchase the Kearney property is scheduled to expire on November 16. No counter offer has been received. Bishop Kearney High School has indicated that they will attempt to purchase the property with assistance from one or more benefactors. It was noted that a decision deadline to focus energy and resources to develop (or not) the East Irondequoit property is only six weeks away. Initial work to survey the property, begin the SEQR process, and sketch a preliminary K-6 building began late October.

6. Director's Report

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

a. Employment. A *Resolution (#96)* to approve the continuing employment of Ms. Carr was moved by Ms. Todd, seconded by Mrs. Archibald and unanimously approved.

b. After-Hours Program. Mr. Saia discussed the need to revise the school's after-hours program. He and the staff are working closely with EnCompass to do so. Envisioned is a reduced program of 50-60 students, focused on tutoring. Transportation and parent communication about the program change are significant issues and are plans are being worked on to deal with each. It is expected that a program change will occur before the next board meeting and it was the consensus of the board that the change being envisioned is appropriate.

7. Business Manager's Report

Ms. Malitis discussed the following items:

a. Enrollment Report. She noted that 175 students were enrolled during October.

b. CSP Grant. The status report of the CSP Grant, distributed to trustees prior to the meeting, was reviewed noting that \$240,836 will likely be received during the current year.

c. Health Insurance. It was noted that more employees opted for the new High Deductible plan than anticipated, thus reducing the school's health insurance expense.

d. 403(b) Plan. A *Resolution (#97)* formally adopting a 403(b) plan was moved by Mrs. Varhus, seconded by Mrs. Tillinghast and unanimously approved.

8. Expansion Workshop Summary

It was reiterated that the board concluded in its workshop meeting earlier in the day that it aspires to be a K-12 school and will begin work to determine how to meet that aspiration in a manner that ensures success for the school and its students.

9. Finance Committee Report

a. October 31 Financial Statements. Mrs. Archibald briefly reviewed the October financial statement and noted that a good deal of budget revision work is underway, preliminary results from which indicate a higher surplus for the year. The Friends of DCS October 31 statement of Revenue and Expenses was also reviewed and the board expressed satisfaction with its revised format.

b. Grant Status. The November 1 Grants Report, prepared by Mrs. Tillinghast, was reviewed.

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

d. Checks over \$5,000. A *Resolution (#98)* authorizing non-routine payments greater than \$5,000 was moved by Mrs. Archibald, seconded by Mrs. Varhus 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 asked if there was any new business to be considered. There was none.

12. Motion to Adjourn

A motion to adjourn was made by Mrs. Tillinghast, seconded by Mr. Martino and unanimously approved at 7:50 pm.