

DISCOVERY CHARTER SCHOOL

Board Meeting Minutes

September 13, 2012

A Board of Trustees Meeting was held on September 13, 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; Barthelemy Koumassou; Joseph Martino; Ferris Todd; Sara Varhus; David Vigren

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

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 August 9, 2012 meeting was made by Mr. Martino, seconded by Ms. Todd and unanimously approved.

4. Trustee Nominees

In accordance with SED approval process guidelines concerning new trustees, a **Resolution (#85)** formalizing action taken by the board at its August 9 meeting was moved by Mrs. Archibald, seconded by Mrs. Varhus and unanimously approved.

5. 403(b) Plan

Upon instruction from the school's Business Manager, a **Resolution (#86)** required to implement the 403(b) Plan approved by the board at its May 10, 2012 meeting was moved by Mr. Aureli, seconded by Mrs. Archibald and unanimously approved.

6. Board Meeting Schedule

A recommendation to change the regular monthly board meeting dates in 2013 to the third Thursday of each month from the second Thursday (per schedule distributed prior to the meeting) was reviewed. In addition, a recommendation was made to change the October 2012 meeting date to October 18 and change the November 2012 meeting date to November 15. A motion to approve the meeting date changes for October and November 2012 and to approve the recommended meeting dates for 2013 was made by Ms. Todd, seconded by Mrs. Archibald and unanimously approved.

7. Business Manager Replacement

a. Restructuring. A proposal to restructure the administrative staffing of the school, provided to the board before the meeting, was discussed. The recommended changes include:

- Replacing the Business Manager with reduced scope of routine duties
- Increasing responsibilities and reducing routine work of the Office Manager
- Creating an new Administrative Assistant position
- Contracting human resources work to Education Enterprise of NY

A motion to approve the proposal was made by Mrs. Archibald, seconded by Mrs. Varhus and unanimously approved.

b. Recruiting. Mrs. Archibald reviewed actions taken to replace the Business Manager. A **Resolution (#88)** approving an emergency conditional appointment was moved by Mrs. Archibald, seconded by Mr. Martino and unanimously approved.

8. School Expansion

Mr. Vigren led the board in a discussion of potential expansion of the school beyond K-6. The "Expansion" document distributed to the board prior to the meeting was reviewed and discussed at some length. It was the general consensus of the board that eventual expansion to grades 7 and 8 would likely make sense but that expanding to grades 9-12 would require a great deal of investigation and discussion. The board formed an ad hoc committee to investigate expansion beyond K-6 with an objective of bringing a preliminary recommendation to the board by November 1.

Mr. Martino (chair)
Mrs. Archibald
Mrs. Dedee
Ms. Todd
Mrs. Varhus

9. Facility Project

Mr. Vigren led the board in a discussion of the various facility issues and opportunities facing the school. The school has a lease that expires June 30, 2015 and will be filing its charter renewal application shortly thereafter. Both situations require extension of the lease or an alternate location for the duration of the charter renewal period. Currently, HighMark Schools, Inc., a national developer of charter school properties, is working with the school to acquire a permanent home. Also working with the school is Mr. John Summers of Graywood Development. Efforts are underway to solidify the school's home in the Kearney building but a deadline of 12/31/2012 for that to occur has been given to the school's landlord. Should a guarantee of space in the Kearney building not be in place by that date, a recommendation will be made to the board to vacate the Kearney building at the termination of the school's current lease and to immediately begin substantive work to develop a site elsewhere. The board formed an ad hoc committee to work on this project:

Mr. Vigren (chair)
Mr. Aureli
Mr. Martino
Ms. Todd

10. Director's Report

Mr. Saia presented the DCS Pledge and Code of Character, both of which have been created and refined by the staff and are increasingly becoming institutionalized throughout the school and its program. He also briefly reviewed the August 31 Enrollment Report noting 174 students enrolled at that time. Mr. Saia reviewed the janitorial contract that had been signed by the Business Manager. A *Resolution (#89)* ratifying the approval and execution of the contract was moved by Mr. Aureli, seconded by Ms. Todd and unanimously approved.

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

11. Finance Committee Report

a. FYE Audit. Mrs. Archibald indicated that the draft audit documents produced by Mengel Metzger Barr will be reviewed with them by the Audit/Finance Committee on October 2. Final documents will be presented to the board for review and approval at the October board meeting.

b. July 31, 2012 Financial Statements. Mrs. Archibald briefly reviewed the July financial statements noting that a new process for reporting monthly per-pupil revenue will be instituted shortly as a result of input from our newest Finance Committee member, Mrs. Patty Dell. Also planned for reporting throughout the year will be a projected year end deficit/surplus revised monthly. The Friends of DCS August 31 statement of Revenue and Expenses was also reviewed. It was noted that a thorough budget review is planned for the December board meeting.

c. Grant Status. The September 1 Grants Report, prepared by Mrs. Tillinghast, was reviewed.

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 (#87)* authorizing a payments greater than \$5,000 was moved by Mr. Aureli, seconded by Mrs. Archibald and unanimously approved.

12. Old Business

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

13. New Business

A moment of silence and many expressions of condolence for the Tillinghast family were expressed in the wake of the sudden death of Mr. John Tillinghast earlier in the day.

14. Motion to Adjourn

A motion to adjourn was made by Mr. Martino, seconded by Mrs. Archibald and unanimously approved at 8:25 pm.