

DISCOVERY CHARTER SCHOOL

Board Meeting Minutes

April 24, 2014

A Board of Trustees Meeting was held on April 24, 2014, at the Discovery Charter School; 133 Hoover Drive, Rochester, NY 14615.

Trustees Present: Scott Adair; Daniel Aureli; Thomas DaRin; Donna Dedee Doyle; Barthelemy Koumassou; Joseph Martino; Delmonize Smith; Sara Varhus; David Vigen

Trustees Excused: None

Also Present: Joe Saia, School Director; Steven Polowitz, Attorney; Valerie Nolan, Independent Consultant; Steve Gleason, Director of Operations (Education Enterprise of NY)

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 March 20, 2014 meeting was made by Mr. Aureli, seconded by Mr. Martino and unanimously approved.

4. Expansion Committee Report

Mr. Martino led a discussion regarding expansion of the school. It was concluded that the Expansion Committee will search for one or more individuals who have dealt with school expansion issues and invite them to participate in an expansion discussion with the board. It was also concluded that the Expansion Committee will conduct research on pre-first grade.

5. Nominating Committee Report

Ms. Varhus presented a summary of the recent work of the Nominating Committee and indicated it is the Committee's plan to submit one or more nominees for trustee at the May meeting of the board.

6. Director's Report

Mr. Saia reviewed the more significant elements of his Operations Report.

- a. **NYSED Visit.** Mr. Saia summarized the two day visit of NYSED representatives. He was told that a formal report should be completed within 30 to 90 days.
- b. **State Tests.** The NY State ELA test was administered early in April. Early scoring indicates that results should be better than last year. Two more tests are scheduled during the next few weeks. Final scoring will not be completed until some time this summer in all likelihood.
- c. **School Calendar 2014-15.** Mr. Saia presented the proposed school calendar for 2014-15. A motion to approve the calendar as presented was made by Mr. Martino, seconded by Mr. Koumassou and unanimously approved.

7. Business Matters

- a. **Enrollment Report.** The April 1 Enrollment Report was reviewed.
- b. **Lottery Report.** A report of the 2014 lottery was reviewed.
- c. **Bylaw Revisions.** Mr. Polowitz outlined the single technical change that is needed to the school's bylaws as a result of the change in the State's Not-for-Profit Law. It was agreed that the change will be properly noticed for action at the May board meeting.
- d. **Extended Learning Agreement.** A *Resolution (#156)* to ratify the approval of a services Agreement with Education Enterprise of NY to provide an Extended Learning program was moved by Mr. Smith, seconded by Mr. Adair and unanimously approved with Mr. Martino recusing himself.
- e. **Sublease.** A *Resolution (#157)* to approve a draft of a sublease with Renaissance Academy Charter School and to provide for its finalization was moved by Mr.

Koumassou, seconded by Mrs. Dedee Doyle and unanimously approved with Mr. Martino recusing himself.

- f. Contracts & Agreements.** The board reviewed summaries of the major agreements between the school and Bishop Kearney High School (Kearney) and Education Enterprise of New York (E2), a summary of the rent negotiated with Kearney, a summary of the rent negotiated with E2, and a spreadsheet of all major contracts between the school and various suppliers/contractors. The Chair asked for questions and there were none.
- g. Compliance Monitoring Report.** The quarterly Compliance Monitoring Report was reviewed.

8. Finance Committee Report

- a. Key Financial Indicators.** Mr. Adair reviewed the Key Financial Indicators Report.
- b. Monthly Statements.** Mr. Adair reviewed the January financial statements with the board. He indicated that potential revisions to the current and next years' budgets will be presented at the May board meeting.
- c. Grant Status.** Ms. Nolan indicated that Title 1 allocations are now final and that the SUNY Facilities Grant contract is still not signed. A discussion with SUNY officials will take place regarding the potential for an amendment to the grant due to the very short window between final approval and required expenditure of money.
- d. Check Detail Report.** Mr. Adair asked for any questions concerning the March report. There were none.
- e. Checks Over \$5,000.** A *Resolution (#158)* approving non-routine checks over \$5000 was moved by Mr. Smith, seconded by Mr. DaRin and unanimously approved.

9. Motion to Move into Executive Session

A motion to move into Executive Session to discuss a confidential legal matter was made by Mrs. Dedee Doyle, seconded by Mr. Adair and unanimously approved.

10. Motion to Move out of Executive Session

A motion to move out of Executive Session was made by Mr. Smith, seconded by Mrs. Dedee Doyle and unanimously approved.

11. Old Business

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

12. New Business

Mr. Vigren indicated that there will be an opportunity for board members to help assemble furniture for the new 5th grade class some time late in July.

13. Motion to Adjourn

A motion to adjourn was made by Mr. Smith, seconded by Ms. Varhus and unanimously approved at 9:15 pm.