

DISCOVERY CHARTER SCHOOL

Board Meeting Minutes

January 17, 2013

A Board of Trustees Meeting was held on January 17, 2013, at 6:00 p.m. at the Bishop Kearney High School; 125 Kings Highway South, Rochester, NY 14617

Trustees Present: Betsy Archibald; Donna Dedee Doyle; Joseph Martino; Ferris Todd; Sara Varhus; David Vigren

Trustee Excused: Daniel Aureli; Barthelemy Koumassou; Delmonize Smith; Grace Tillinghast

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

1. Call to Order

The Chair called the meeting to order at 6:17 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 December 13, 2012 regular meeting was made by Mr. Martino, seconded by Mrs. Dedee Doyle and unanimously approved.

4. Facility Project

- a. **Options Update.** A lengthy discussion took place regarding the facility situation facing the school and the various alternatives available to it. The Facility Comparison

spreadsheet was again reviewed. Mr. Summers' January 8, 2013 Letter of Intent dealing with a proposed lease of the Hoover Drive property was reviewed. The content of two January 11 meetings, one with the Greece Central School District Superintendent and the other with Kearney's board leadership, was discussed. A **Resolution (#101)** was presented, indicating that the Hoover Drive property is the best long term option for the school and that all necessary actions should be taken to obtain NYS Education Department and Board of Regents approval to relocate Discovery Charter School to the Greece Central School District at the earliest possible time. The resolution was moved by Mrs. Archibald, seconded by Mrs. Varhus and unanimously approved.

- b. Education Enterprise of NY Affiliation.** It is Mr. Summers' plan to assign his purchase contract for the Hoover Drive property to Education Enterprise of New York Foundation, Inc. In order to facilitate the property purchase transaction Education Enterprise of New York has invited the school to become an affiliate member of Education Enterprise. A **Resolution (#102)** to approve the school's affiliation with Education Enterprise of NY was moved by Mrs. Dedee Doyle, seconded by Ms. Todd and unanimously approved, with the exception of Mr. Martino who abstained.

5. Expansion Project

- a. Concept Paper.** Mr. Vigen briefly reviewed the action items that were agreed to during the board's expansion workshop meeting earlier in the day.

6. Director's Report

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

- a. Staff Satisfaction Survey.** Mr. Saia discussed the results of the survey which, overall, were quite positive and better than the previous survey. 26 out of 27 employees responded to the survey. Turnover intention was lower than expected. Concerns were expressed regarding burn out, family/work balance, and inadequate sick day allowance. Mr. Saia will consider the negative issues raised and present his recommendations at a future board meeting.

- b. Employment.** A **Resolution (#103)** to approve employment of K. Romilly and position changes for L. Haynes and B. Sanders was moved by Mrs. Varhus, seconded by Ms. Archibald and unanimously approved.

c. **SED Check-in Report.** A motion to approve the SED Check-in report as provided by Ms. Anderson of NYSED was made by Mrs. Varhus, seconded by Mrs. Dedee Doyle and unanimously approved.

7. Business Manager's Report

Ms. Malitis discussed the following items:

a. **Enrollment Report.** Ms. Malitis noted that enrollment has dropped to 169 students in the school as of January 1. Wait list notifications will not be made yet since all grade levels are still above 40 students each.

b. **990 Return.** A motion to approve the IRS 990 tax return as prepared by Mengel, Metzger & Barr was made by Mr. Martino, seconded by Mrs. Archibald and unanimously approved. It was noted that the return is due by February 15, 2013.

c. **Student Recruiting Plan.** Ms. Malitis stated that the applications for returning students were sent out this week. Approximately 25 new enrollment applications have already been received. Ms. Malitis contacted the Catholic Family Center who, after meeting with two DCS staff members, agreed to distribute our applications to their refugee and immigrant organizations.

8. Finance Committee Report

a. **December 31 Financial Statements.** Mrs. Archibald briefly reviewed the December financial statements. It was noted that the revised budget numbers are now included in the report which more accurately reflects our current position.

b. **M&T Loan Payoff.** Mrs. Archibald discussed the school's healthy financial position and proposed an early payoff of approximately \$72,000 owed on the M&T Loan. A motion was made to pay off the M&T Loan by Mrs. Archibald, seconded by Mrs. Varhus and unanimously approved.

c. **Friends of DCS Cash Handling Procedure.** Mrs. Archibald explained the new cash handling procedure for Friends of Discovery Charter School, Inc. To ensure that there is adequate segregation of duties, Ms. Malitis will now be receiving all donations in check form, logging them and forwarding the checks to Mrs. Archibald for deposit. Mrs. Archibald will perform an initial reconciliation of the bank statement each month, and then forward the statement to Ms. Malitis for review. A motion to approve the new cash

handling procedure was made by Mrs. Varhus, seconded by Mrs. Archibald and unanimously approved.

d. Check Detail Report. The Chair called for questions on the December Check Detail Report. There were none.

e. Checks over \$5,000. A *Resolution (#104)* authorizing non-routine payments greater than \$5,000 was moved by Mrs. Archibald, seconded by Mrs. Deede Doyle and unanimously approved, with the exception of Mr. Martino who abstained.

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 Ms. Todd, seconded by Mr. Martino and unanimously approved at 9:48 pm.