

DISCOVERY CHARTER SCHOOL

Board Meeting Minutes

February 28, 2013

A Board of Trustees Meeting was held on February 28, 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; Sara Varhus; David Vigen; Daniel Aureli; Barthelemy Koumassou; Grace Tillinghast

Trustees Excused: Ferris Todd; Delmonize Smith

Also Present: Valerie Nolan, Independent Consultant; Joseph Saia, Director; Anne Malitis, Business Manager, Steven Polowitz, Attorney

1. Call to Order

The Chair called the meeting to order at 6:07 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 January 17, 2013 workshop meeting was made by Mrs. Archibald, seconded by Ms. Varhus and unanimously approved, with the exception of Mr. Aureli, Mrs. Tillinghast and Mr. Koumassou who abstained.

A motion to approve the minutes of the January 17, 2013 regular meeting was made by Mr. Martino, seconded by Mrs. Archibald and unanimously approved, with the exception of Mr. Aureli, Mrs. Tillinghast and Mr. Koumassou who abstained.

4. Facility Project

- a. **SED Application.** Mr. Vigren noted that things continue to move quickly and a significant amount of work has been done with regard to the potential move to Hoover Drive. The SED application has been filed and a response has been received from State Ed. The application could potentially be placed on the Board of Regents' March agenda.
- b. **Public Hearing.** Mr. Aureli noted that the East Irondequoit hearing went well with very few attendees and no comments. Mr. Vigren reminded the trustees that the Greece Central School District public hearing will take place on March 5, 2013 and he would very much appreciate anyone who is able to attend and support Discovery.
- c. **Koda-Vista Meeting.** This meeting will take place on March 11, 2013. Mr. Vigren indicated Discovery has already received a warm welcome from the community and he encouraged the board members to attend if possible.
- d. **Parent communications.** Mr. Saia presented the board with a letter that was sent home the first week of February discussing the potential move to Hoover Drive. All feedback so far has been positive.
- e. **Lease Status.** Mr. Vigren indicated that there has been an enormous amount of work done since Mr. Summers' January 8, 2013 Letter of Intent. Education Enterprise of New York will be the building owner and the lease will be between Discovery Charter School and Education Enterprise. Discovery's lease with Bishop Kearney will continue to be honored. A draft of the lease agreement may be available in March for comments.
- f. **Move Planning.** Education Enterprise has hired a project manager and a team has been formed to help implement the various needs with relation to the move. There is a significant amount of work to be done both by Discovery as well as Education Enterprise. The move team will meet on a regular basis to ensure as smooth a transition as possible.

5. Expansion Project. Mr. Vigren briefly reviewed the action items that were agreed to during the board's January meeting. Mr. Martino stated we will receive information from schools in Boston that have grown from K-6 to K-12. Ms. Nolan stated she will review a list of New York State Charter Schools and based on criteria set forth by the board, she would choose

approximately six schools to visit. Those schools will be contacted and meetings will be set up in hopes of determining the various aspects of how and why they have been successful. Mr. Vigren spoke of his recent visit to the Capital City Public Charter School, a K-12 charter school in Washington D.C. He was able to speak with various faculty and staff, was pleased with their success and sees many parallels to what they have accomplished and what is envisioned for Discovery. It was decided that extensive expansion project discussion and work will be postponed until post move; however the hiring of a project manager to begin preliminary work was brought forth and agreed upon by the board.

6. Compliance Committee Report. Ms. Varhus spoke of how she has reviewed the initial charter and charter application and has begun compiling a spreadsheet of information that will need to be provided or available during the charter renewal process. The spreadsheet includes all standards and expectations of Discovery to ensure compliance, including student achievement, academic programs, culture and fiscal responsibility. Discovery will work towards having something ready by year end and will continue to add to it leading up to the renewal.

7. Compensation Schedule. A brief discussion ensued with regard to leaving the compensation schedules unchanged and reviewing them every two years. A motion to approve the compensation schedule with no change was made by Mr. Martino, seconded by Mr. Aureli and unanimously approved.

8. After-Hours Program. Mr. Martino noted that the program is running well and he is very pleased with how the revised program has turned out. He handed out a budget that includes both current year and next year's anticipated expenditures based upon 60 students per day, 4 days per week this year and 80 students per day, 4 days per week next year. Mr. Martino is hoping to provide more service days next year by starting the program at the beginning of the school year and continuing through the end of the school year.

9. Director's Report. Mr. Saia led the board through his report outline which had been shared with trustees prior to the meeting. He noted that attendance is up and attributes this to Discovery's interim parent liaison that has been sending notices home to those students who have missed several days.

a. School Performance Mr. Saia reviewed the results for Year 2 Quarter 2 student assessments. He noted that even though the standards were a bit more rigorous this quarter, the overall outcome is very positive.

10. Business Manager's Report

Ms. Malitis discussed the following items:

a. Enrollment Report. Ms. Malitis noted that enrollment has remained constant at 169 students in the school as of February 1.

b. Student Recruiting Plan. Ms. Malitis stated that 71 applications have been received as of February 27, 2013. Mrs. Tillinghast will look into advertising in the Minority Reporter and La Voz and has sent out a press release regarding the lottery.

c. Technology Plan. Ms. Malitis discussed that the technology plan is a necessary step to receive Priority 2 E-Rate funding. A motion to approve the Technology Plan was made by Mr. Martino, seconded by Mrs. Dedee Doyle and unanimously approved.

d. Internet Safety Policy (CIPA). Ms. Malitis noted that this policy is a requirement to receive Priority 2 E-Rate funding. A motion to approve the Internet Safety Policy was made by Mrs. Archibald, seconded by Ms. Varhus and unanimously approved.

11. Finance Committee Report

a. January 31 Financial Statements. Mrs. Archibald briefly reviewed the January financial statements.

b. Friends of DCS Financial Statements. Mrs. Archibald stated that there was no activity during the month of January.

c. Grants. There has been no progress with regard to grants.

d. Check Detail Report. The Chair called for questions on the January Check Detail Report. Mrs. Archibald questioned the amount of credit card usage. After a brief discussion it was decided that Ms. Malitis will draft internal credit card procedures in correlation with the school's credit card policy.

e. Checks over \$5,000. A *Resolution (#105)* authorizing non-routine payments greater than \$5,000 was moved by Mr. Aureli, seconded by Mrs. Dedee Doyle and unanimously approved.

12. Old Business

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

13. New Business

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

14. Motion to Adjourn

A motion to adjourn was made by Mr. Martino, seconded by Mrs. Archibald and unanimously approved at 9:22 pm.