

## **DISCOVERY CHARTER SCHOOL**

### **Board Meeting Minutes**

**December 17, 2015**

A Board of Trustees Meeting was held on November 19, 2015, at 2387 Baird Road, Penfield, NY 14526.

**Trustees Present:** Scott Adair; Sarah Armignacco; Dan Aureli; Yoshida Blackman; Lisa Lewis; Joseph Martino; Robert Stiles; Sara Varhus; David Vigren; Olivia West

**Trustees Excused:** Donna Dedee Doyle

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

#### **1. Call to Order**

The Chair called the meeting to order at 6:30 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. Conflict of Interest Reminder**

The Chair read the following statement: “The Chair reminds everyone that if a potential conflict of interest exists concerning a subject under discussion by the Board that you have an obligation to disclose the potential conflict and, if deemed a conflict, recuse yourself and leave the room during any discussion and vote on the subject.”

#### **4. Approval of Minutes of Previous Meeting**

A motion to approve the minutes of the November 19, 2015 meeting was made by Ms. Varhus, seconded by Mr. Adair and unanimously approved.

#### **5. Goal Review**

The board-established goals for 2015-16 were reviewed. Academic performance, as measured by internal assessments with 70% proficiency thresholds, is improved from last year

foreshadowing achievement of the 2016 NYS Assessment goal. Financial performance of the school is exceeding goals established for the year.

## 6. Lottery

- a. **Date, Time, Place, Application, Process.** *Resolution #227*, outlining the date, time, place, enrollment application, and lottery process was moved by Ms. Varhus, seconded by Mr. Martino and unanimously approved.
- b. **Recruiting Plan.** Ms. Culver reviewed the student recruiting plan with the board, noting the several special efforts designed to attract English Language Learners to the school.

## 7. Director's Report

Mr. Saia reviewed his report, highlighting attendance of 96% for the 3<sup>rd</sup> month in a row. He also noted after-school program assessments that measure various social traits, noted that RCSD School Choice booklets and applications have been distributed to all 6<sup>th</sup> graders, that planning for the 2016 summer learning program will start shortly, and that discussions for space use in the building next year have begun with the landlord.

- a. **Academic Improvement Actions.** Mr. Saia led the board through a spreadsheet listing a number of changes made to speed the school's academic performance improvement rate. Results from the Critical Friends Review visits and an off-site visit to a similar charter school were discussed in depth.
- b. **Staffing Changes.** During his review of academic improvement actions, Mr. Saia outlined several personnel reassignments designed to address needs highlighted by first quarter internal assessments.
- c. **Exhibition Invitation.** Mr. Saia reviewed the December 22 Winter Exhibition and Celebration of Learning program for students, families, staff, board and community members.

## 8. Business Matters

- a. **Enrollment Report.** The board reviewed the November 30 Enrollment Report, noting that 5 students are expected to leave the school during December and 1 additional student will leave in January.

- b. Compliance Report.** Ms. Culver reviewed the quarterly Compliance Monitoring Report noting an additional \$225 per student funding has been approved by the state legislature and Governor, for payment after April 1.

## **9. Finance Committee Report**

- a. November Financial Statements.** Mr. Adair led the board in a review of the November financial statements.
- b. Key Financial Indicators.** Mr. Adair led the board in a review of the Key Financial Indicators report as of 11/30/15.
- c. Y5 Budget Revision.** It was agreed to discuss the revised budget at the January board meeting.
- d. Grant Status Report.** Mr. Adair reviewed the Grant Status Report of 12/10/15.
- e. Check Detail Report.** Mr. Adair asked if there were any questions concerning the November Check Detail Report. There were none.

## **10. Old Business**

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

## **11. New Business**

The Chair asked if there was any new business to consider. Mr. Aureli announced that it is necessary for him to resign his position as Vice Chair of the Board for health reasons. The board expressed enthusiastic thanks for his long service in that position and as a member of the Executive Committee.

## **12. Motion to Adjourn**

A motion to adjourn was made by Mr. Aureli, seconded by Ms. Blackman and unanimously approved at 8:35 pm.