

DISCOVERY CHARTER SCHOOL

Board Meeting Minutes

July 16, 2015

A Board of Trustees Meeting was held on July 16, 2015, at the Discovery Charter School, 133 Hoover Drive, Rochester, NY 14615.

Trustees Present: Scott Adair; Dan Aureli; Sarah Armignacco; Donna Dedee Doyle; Lisa Lewis; Joseph Martino; Robert Stiles (trustee-elect); Sara Varhus; David Vigren; Olivia West

Trustees Excused: Yoshida Blackman

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

1. Call to Order

The Chair called the meeting to order at 5:45 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. Board Training

Ms. Nancy Snyder, CPA and Partner, The Bonidio Group, was introduced and proceeded to deliver a presentation on Board Governance and Financial Literacy for Nonprofit Boards. Topics included the NY Nonprofit Revitalization Act, Financial Statements for not-for-Profits, Overall Duties of Board Members, Importance of Profits, and Form 990 Highlights.

5. Approval of Minutes of Previous Meeting

A motion to approve the minutes of the June 18, 2015 meeting was made by Mr. Aureli, seconded by Mrs. Dedee Doyle and unanimously approved.

6. Board Committees

Resolution #208 outlining committee membership for the coming year was discussed. Ms. Lewis was added as member of the Nominating Committee. A motion to approve the amended resolution was made by Mrs. Dedee Doyle, seconded by Ms. Lewis and unanimously approved.

7. Paid Time Off Policy

Mr. Martino, Chair of the Human Resources Committee, presented a redline version of the school's Paid Time Off policy (#3410) reflecting the Committee's recommendation for changes. Principal among the changes is an altered amount of paid time off for administrative (12 month) employees. After discussion, which included examination of practices in local district, charter and private schools, a motion to approve the recommendations was made by Mr. Martino, seconded by Ms. Lewis and unanimously approved.

8. Enrollment Policy

Resolution #209 outlining the school's expected enrollment during its second charter period in the wake of the board's decision to postpone any expansion of the school was discussed. The resolution was moved by Ms. Armignacco, seconded by Ms. Varhus and unanimously approved.

9. Annual Report

Resolution #210 authorizing the Executive Committee to review and approve the 2014-15 Annual Report and to report its findings at the next regular meeting of the board was discussed. The resolution was moved by Mr. Adair, seconded by Mrs. West and unanimously approved.

10. Director's Report

Mr. Saia reviewed the highlights of his report. Among them:

- Attendance. Mr. Saia noted that attendance slipped significantly during June, particularly after the local school districts ended their years. June was the worst month for attendance during the entire year. Attendance will continue to be a top issue for the staff and the Parent Association will be recruited for solutions and attendance support for the 2015-16 school year.

- Several members of the school’s neighborhood attended the school’s Learning Exhibition. The 5th grade distributed invitations as they labeled storm drains and handed out informational brochures in the neighborhood as part of their Water Expedition.
- a. Academic Performance.** Mr. Saia reviewed the 4th quarter assessment data snap shot with the board. The trajectory of results continues up. Strategic responses to the few areas for concern were discussed, as well as opportunities to tap staff expertise based on their students’ academic progress in specific areas.
- b. New Staff. *Resolution #211*** with two recommended new hires was placed before the board. The resolution was moved by Mr. Aureli seconded by Ms. Varhus and unanimously approved
- c. Expeditionary Learning Agreement. *Resolution # 212*** to approve the proposed agreement was discussed. The resolution was moved by Mr. Martino, seconded by Ms. Lewis and unanimously approved.
- d. Staff Handbook.** Mr. Saia presented the proposed Staff Handbook for 2015-16. He noted that the new Paid Time Off policy for 12 month employees (see agenda item 7) recommended by the Human Resources Committee will be inserted into the Handbook. After discussion, a motion to approve the proposed handbook was made by Mr. Aureli, seconded by Ms. Armignacco and unanimously approved.
- e. Summer Program.** Mr. Saia reviewed the enrollment of the revamped summer learning program. 79 students are enrolled in the full-time program, 52 are participating in the supported reading program, and 15 are enrolled in the independent reading program. ***Resolution #214*** concerning a summer learning Services Agreement between Education Enterprise of NY and the school was placed before the board. After Mr. Martino recused himself and left the room, discussion took place. The resolution was moved by Ms. Varhus, seconded by Mr. Adair and unanimously approved, with Mr. Martino abstaining.
- f. Character Report.** Mr. Saia reviewed a new Character Progress Report that will be used during the 2015-16 school year to track the status and progress in building 8 important character traits among students.

11. Business Manager’s Report

- a. Enrollment Report.** Ms. Culver presented the June 30 Enrollment Report noting a year-to-date average number of students in the school of 255.4. Expected opening enrollment for the coming school year was also reviewed.

12. Finance Committee Report

- a. **June Financial Statements.** Mr. Adair reviewed the June Financial Statements and Cash Flow Statement with the Board, noting results favorable to previous projections.
- b. **Key Financial Indicators.** Mr. Adair reviewed the Key Financial Indicators report.
- c. **Year 5 Budget Revision.** Mr. Adair reviewed revisions to the Year 5 budget. A motion to accept the revised budget was made by Mr. Aureli, seconded by Ms. Varhus and unanimously approved.
- d. **Five Year Financial Forecast.** Mr. Adair reviewed a five-year financial forecast that reflects the board's decision to postpone expansion of the school. A motion to approve the five-year forecast as presented was made by Mrs. Dedee Doyle, seconded by Mr. Martino and unanimously approved.
- e. **Grant Status.** Ms. Culver presented the July 6 Grants Report.
- f. **Check Detail Report.** Mr. Adair asked if there were any questions concerning the 9-page Check Detail Report, totaling \$162,766.29, for the month of June. There were none.
- g. **Checks Over \$5,000.** Mr. Adair presented a *Resolution (#213)*, detailing non-routine payments of \$5,000 or more. The Resolution was moved by Ms. Varhus, seconded by Ms. Lewis and unanimously approved with Mr. Martino abstaining.

13. Old Business

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

14. New Business

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

15. Motion to Adjourn

A motion to adjourn was made by Mr. Martino, seconded by Mrs. Dedee Doyle and unanimously approved at 7:25 pm.