

DISCOVERY CHARTER SCHOOL
Board Meeting Minutes
June 16, 2016

A Board of Trustees Meeting was held on June 16, 2016, at the Discovery Charter School, 133 Hoover Drive, Rochester, NY 14615.

Trustees Present: Scott Adair; Sarah Armignacco; Donna Dedee Doyle; Robert Stiles; David Vigren; Olivia West

Trustees Excused: Yoshida Blackman; Lisa Lewis; Sara Varhus

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

1. Call to Order

The Chair called the meeting to order at 6:10 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 May 19, 2016 meeting was made by Ms. Armignacco, seconded by Mr. Stiles and unanimously approved.

5. ESN Associate Designation

Mr. Vigren directed the board’s attention to Mr. Martino’s June 10, 2016 letter outlining ESN’s bylaw change wherein the term “affiliate” used to identify the relationship between ESN and

Discovery Charter School was changed to the term “associate.” **Resolution #240** acknowledging and accepting the change was moved by Mr. Stiles, seconded by Ms. Dedee Doyle and unanimously approved.

6. Director’s Report

Mr. Saia reviewed his report, highlighting several points:

- The school achieved an attendance rate of 98% in May, the highest monthly rate since the school opened.
 - Spring report card attendance by families was 75% reflecting continuation of a steady upward climb in the rate beginning with 44% in year 2 of the school’s existence, 56% in year 3 and 69% in year 4.
 - The school’s homeless rate is 8%.
 - The school will be using i-Ready Diagnostic, a nationally normed assessment, for grades K-2 beginning with the 2016-17 school year. Terra Nova will be dropped.
 - The University of Chicago sent 5 professors to observe Jump Math being taught at the school. Jump Math identified Discovery as one of their “star” schools.
- a. Academic Improvement Actions.** Mr. Saia reviewed the report of his visit to the Neighborhood Charter School of Harlem, emphasizing the nine changes to Discovery’s operations that are planned as a result of several exchanges between the two schools. A majority of the changes relate to instructional practices and coaching. Changes to elements of the school’s disciplinary system will also be made.
- b. New Staff.** Mr. Saia recommended the hiring of nine individuals. All have cleared the NYSED background check process and the teachers being hired are certified. **Resolution #238** approving the hiring recommendation was moved by Ms. Dedee Doyle, seconded by Ms. West and unanimously approved.
- c. Family Handbook.** Mr. Saia presented a revised Family Handbook for the 2016-17 school year and highlighted the more significant revisions. A motion to approve the handbook as presented was made by Ms. Armignacco, seconded by Mr. Adair and unanimously approved.

7. Business Matters

- a. Enrollment Report – Current Year.** The board reviewed the May Enrollment Report.
- b. Enrollment Report – Next Year.** The board reviewed the Enrollment report for August 2016.

- c. **Compliance Monitoring Report.** The board reviewed the quarterly Compliance Monitoring Report noting legislative action regarding charter school funding.
- d. **Building Lease.** Ms. Culver presented a renewed lease between 133 Hoover Drive LLC and Discovery Charter School. She highlighted the most significant changes in terms and conditions noting that utilities will no longer be included in rent and that the building will be shared with another charter school. She also reported that local charter school rent, where utilities and janitorial services are not included, ranges between \$7-\$15 per square foot. The renewed lease rent is \$9.35 per square foot and it does include building maintenance and janitorial service. A motion to approve the renewed lease was made by Ms. Armignacco, seconded by Mr. Adair and unanimously approved.
- e. **Bus Contract.** Ms. Culver presented a Bus Agreement with First Student, Inc. for transportation services when the RCSD is not in session. The cost per bus is unchanged and the CFO for the Regional Transit Service, a member of the school's board, indicated that the school is receiving a great rate. A motion to approve the agreement was made by Ms. Dedee Doyle, seconded by Ms. West and unanimously approved.
- f. **Insurance Renewal.** Ms. Culver presented a summary of the school's insurance coverage and premium for the 12 months beginning 7/1/2016. Insurance coverage was placed for bid a year ago. Cost increases for the coming year are non-existent or modest with the exception of Workers Compensation where payroll is larger and the school has had some claims. A motion to approve the insurance renewal outlined by Austin & Company was made by Mr. Adair, seconded by Ms. Dedee Doyle and unanimously approved.
- g. **Food Service Contract.** Ms. Culver presented a contract renewal from the school's current food provider, Julia K Caters. The service was placed for bid last year and food quality, student participation, and service experienced during the current year have been outstanding. The contract includes a 5% increase in price. A motion to approve the Julia K Caters contract was made by Ms. Dedee Doyle, seconded by Mr. Stiles and unanimously approved.
- h. **SAVE Policy Review.** Ms. Culver presented the school's SAVE Policy, noting minor changes. A motion to approve the SAVE Policy changes was made by Mr. Adair, seconded by Ms. Dedee Doyle and unanimously approved.

8. Finance Committee Report

- a. **Financial Statements.** Mr. Adair led the board in a review of the May financial statements, including a Cash Flow Forecast for year-end 6/30/2016.
- b. **Key Financial Indicators.** Mr. Adair led the board in a review of the Key Financial Indicators report as of 5/31/2016.
- c. **Audit Plan.** Mr. Adair reported that the Finance Committee reviewed the audit plan, presented by the school's outside auditors. The Board Chair signed the auditor's Management Representation Letter after the review.
- d. **Grant Status Report.** Ms. Culver reviewed the Grant Status Report of 6/7/2016.
- e. **Check Detail Report.** Mr. Adair asked if there were any questions concerning the May Check Detail Report. There were none.
- f. **Checks Over \$5,000.** Mr. Adair presented *Resolution #239* outlining non-routine May checks of \$5,000 or more. The resolution was moved by Mr. Adair, seconded by Ms. West and unanimously approved.

9. Old Business

Two items of old business were discussed.

- a. **Supporting Organizations.** A revised list of organizations supporting the school was distributed. The West Advisory Group was added to the list. The names on the list will be publicized in an appropriate manner.
- b. **Board Planning Retreat.** The board was reminded of the board's planning retreat scheduled for 8/22, 8:00 – 12:00, at Nazareth College.

10. New Business

Two items of new business were discussed.

- a. **Trustee Candidate.** A candidate for trustee was discussed. Mr. Stiles and Ms. Dedee Doyle informed the board of a meeting with the candidate, and it was the consensus of the board that the candidate should be nominated at the next board meeting.

- b. Other Trustee Candidates.** Ms. Armignacco asked the board to consider sharing names of other individuals who may want to serve another charter school. Charter school operations and legal expertise backgrounds would be helpful.

11. Motion to Adjourn

A motion to adjourn was made by Ms. Dedee Doyle, seconded by Ms. Armignacco and unanimously approved at 8:45 pm.