

DISCOVERY CHARTER SCHOOL

Board Meeting Minutes

July 21, 2016

A Board of Trustees Meeting was held on July 21, 2016, at the Discovery Charter School, 133 Hoover Drive, Rochester, NY 14615.

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

Trustees Excused: Lisa Lewis

Also Present: Anne Culver, Business Manager; Steven Polowitz, Attorney; Valerie Nolan, Consultant

1. Call to Order

The Chair called the meeting to order at 6:15 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 June 16, 2016 meeting was made by Ms. Armignacco, seconded by Mr. Adair and unanimously approved with Ms. Varhus abstaining.

5. Board Committees

Mr. Vigren presented Resolution #242 outlining the membership of the board's various committees for the coming year. A motion to approve **Resolution #242** was made by Mr. Adair, seconded by Ms. Blackman and unanimously approved.

6. Annual Report

Mr. Vigren presented Resolution #243 authorizing the Executive Committee to review and approve the school's Annual Report and to present its findings at the next regular meeting of the board. A motion to approve **Resolution #243** was made by Mr. Adair, seconded by Ms. Varhus and unanimously approved.

7. Director's Report

Mr. Vigren presented the Director's report in Mr. Saia's absence, highlighting several points:

- The school met its 95% attendance rate for the year. 15 students missed 30 or more days of school for the year.
- The school has set a goal to reduce behavior referrals by 15% during the coming year and to reduce suspensions by 25%.
- There were 235 people who attended the school's 6th grade graduation. All but 1 student was represented by a family member or caring adult from home.
- 80 students are attending the DCS Grows summer program on the Nazareth campus. Another 20 are participating in the DCS reads program.

a. Academic Performance – 4Q. Ms. Castner reviewed the Fourth Quarter Academic Data with the board. She reported that results for 83% of our internal measures are improved from the prior quarter, a trend that has been developing all year.

b. Plan for Improving 2016-17 Academic Achievement. Mr. Vigren briefly led the board through the Strategic and Operating Plan for Improving Academic Achievement During 2016-17. The plan will be reviewed in detail at the board's Planning Meeting on August 22.

c. New Staff. Mr. Saia recommended the hiring of Gillian H. Pennington as a teacher. **Resolution #244** approving the hiring recommendation was moved by Mr. Adair, seconded by Ms. Dedee Doyle and unanimously approved.

7. Business Matters

a. Enrollment Report – Current Year. The board reviewed the June Enrollment Report.

- b. Enrollment Report – Next Year.** The board reviewed the Enrollment report for August 2016.
- c. Staff Handbook.** Ms. Culver reviewed the revised Staff Handbook with the board. A motion to approve the Handbook as presented was made by Ms. Varhus, seconded by Mr. Adair and unanimously approved.
- d. EL Contract.** Ms. Culver reviewed the Expeditionary Learning proposed contract with the board. The total cost of the contract is \$39,900 largely for professional development of teachers. A motion to approve the contract was made by Ms. Armignacco, seconded by Ms. Dedee Doyle and unanimously approved.
- e. 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 June financial statements, including a Cash Flow Report 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 6/30/2016.
- c. Grant Status Report.** Ms. Culver reviewed the Grant Status Report of 6/7/2016.
- d. Check Detail Report.** Mr. Adair asked if there were any questions concerning the May Check Detail Report. There were none.
- e. 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.