

DISCOVERY CHARTER SCHOOL

Board Meeting Minutes

May 15, 2014

A Board of Trustees Meeting was held on May 15, 2014, at the Discovery Charter School; 133 Hoover Drive, Rochester, NY 14615.

Trustees Present: Thomas DaRin; Joseph Martino; Delmonize Smith; Sara Varhus; David Vigen

Trustees Excused: Scott Adair; Danial Aureli; Donna Dedee Doyle; Barthelemy Koumassou

Also Present: Joe Saia, School Director; Anne Malitis, School Business Manager; Steven Polowitz, Attorney; Valerie Nolan, Independent Consultant; Steve Gleason, Director of Operations (Education Enterprise of NY)

1. Call to Order

The Chair called the meeting to order at 6:20 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 April 24, 2014 meeting was made by Ms. Varhus, seconded by Mr. DaRin and unanimously approved.

4. Expansion Committee Report

Mr. Martino gave a brief report of expansion activity noting substantive conversations are being scheduled with at least three skilled individuals who have experience with expanding schools.

5. Nominating Committee Report

Ms. Varhus indicated that several candidates are under active consideration for trustee but it is premature to nominate anyone at this time. The committee is expected to meet again shortly.

6. Director's Report

Mr. Saia reviewed the more significant elements of his Operations Report noting that an integrated co-taught 3rd grade class next year will help the school retain students with IEP's. He also noted that weekly Community Circle family attendance is up considerably this year indicating our initial concern about moving the school with regard to attendance was unfounded. He also indicated that a therapist from Genesee Mental Health has agreed to offer counseling services for students on site. Details are being worked out.

- a. Academic Performance – 3Q.** Mr. Saia reviewed third quarter academic results, primarily the school's internal assessment and AIMSweb results. He noted that all grades are progressing well except for first grade where scores indicate reinforcement is needed. He outlined changes for that grade being implemented by the staff and the board applauded the quick action taken by all.
- b. Summer Learning Program.** Mr. Saia provided the board a summary of the Horizons at Nazareth Summer Program.
- c. New Staff.** Mr. Saia presented the names of three new staff members for the board's consideration. A *Resolution (#160)* to approve the individuals was moved by Mr. Martino, seconded by Mr. DaRin and unanimously approved. Mr. Smith noted that results in recruiting minority staff members are disappointing. Mr. Saia outlined his efforts and agreed results are not meeting expectations. The board agreed that this issue needs discussion and an enhanced approach.

7. Business Matters

- a. Enrollment Report – Current Year.** The May 1 Enrollment Report was reviewed.
- b. Enrollment Report – Next Year.** The Projected Enrollment Report for August 2014 was reviewed.
- c. Bylaw Revisions.** Mr. Polowitz outlined the single technical change that is needed to the school's bylaws as a result of the change in the State's Not-for-Profit Law and reminded the board that proper notice of action on the matter was given. A motion to

approve the bylaw change was made by Mr. Martino, seconded by Mr. Smith and unanimously approved.

- d. Health Insurance.** Mrs. Malitis presented information regarding changed health insurance for employees. She noted that the new plan provides essentially the same coverage as the existing plan, but costs to the school and employees are somewhat less. A motion to approve the health insurance plan recommended by Mrs. Malitis was moved by Mr. DaRin, seconded by Ms. Varhus and unanimously approved.
- e. Sublease.** Mr. Martino and Mr. Vigren briefed the board on the potential sublease with Renaissance Academy Charter School, noting that Renaissance indicate their intent on May 6 to locate elsewhere.
- f. Summer Work Plan.** Mrs. Malitis explained that the only major projects for the summer, now that the sublease will not be consummated, are likely to be the auditorium ADA ramp and installation of smart boards in the 5th grade rooms.
- g. Summer Work Contracts.** Mrs. Malitis reported that there are no summer work contracts to present at this time.

8. Finance Committee Report

- a. Key Financial Indicators.** Mrs. Malitis reviewed the Key Financial Indicators Report.
- b. Monthly Statements.** Mrs. Malitis reviewed the April financial statements with the board. She indicated that projections for fiscal year end results look promising.
- c. Budget Revision-Y3.** Mrs. Malitis indicated that there is no need to change Year 3 projections now that sublease discussions have been terminated.
- d. Grant Status.** Ms. Nolan indicated that there was nothing new to report.
- d. Check Detail Report.** Mrs. Malitis asked for any questions concerning the April report. Mr. Smith inquired about the Windstream check and Mrs. Malitis provided a satisfactory answer.
- e. Checks Over \$5,000.** A *Resolution (#159)* approving non-routine checks over \$5000 was moved by Mr. DaRin, seconded by Mr. Smith and unanimously approved.

9. Motion to Move into Executive Session

A motion to move into Executive Session to discuss a confidential legal matter was made by Mr. Martino, seconded by Ms. Varhus and unanimously approved.

10. Motion to Move out of Executive Session

A motion to move out of Executive Session was made by Mr. Smith, seconded by Mr. Martino and unanimously approved.

11. Old Business

Mrs. Nolan indicated that Exhibit B of our charter became the Charter School Performance Framework when it was approved in 2012 by NYSED and the Board of Regents.

12. New Business

Mr. Smith asked if the board meeting schedule could be revisited. Mr. Vigren agreed to poll the board.

13. Motion to Adjourn

A motion to adjourn was made by Mr. Smith, seconded by Mr. DaRin and unanimously approved at 8:00 pm.