

1. Attendance

- Board members in attendance; Samuel Master, Ellen Blewett, Abir Ismail, not in attendance Tamer Sharafeldin, Rania Harb

2. Approval of Agenda

- Ellen moved to adopt the agenda. Samuel seconded. Motion passed unanimously.

3. Community Comments- None

4. Approval of 08/12/2015 Meeting Minutes

- Ellen moved to approve the 08/12/2015 meeting minutes. Samuel seconded. Motion passed unanimously.

5. Progress Update

- Facilities Search- Upon further discussion it was concluded that a facilities committee will need to be assembled. At this time the Committee will consist of the Board Chair and the Start-up Coordinator. They will move forward with an Exclusive agreement as a Non-Exclusive agreement will require approximately \$5,000 upfront and will pose a cash flow problem. It was decided that it is in the best interests of Discovery Charter School to start the process immediately and move forward with KW Commercial Midwest. This agent has many years of experience working with charter schools and is very knowledgeable about the current charter school market place.

- CSP Grant. The Official Grant Award Amendment has been approved by the MDE. Planning Year Budget spending needs to be done by August 12, 2016. As a part of the spending requirement we must follow proper procurement and purchasing procedures. Policy 8.1-Purchasing, Procurement and Contracting was proposed at the last board meeting and after explanation and discussion ready for approval. Samuel moved to approve Policy 8.1. Ellen seconded, all in favor. Motion passed unanimously.

- Tax filings, quarterly reports -E Postcard 940 was completed, MN QTRLY reports were completed. MN Tax exempt status is pending.

- Board Training. Abir Ismail, Tameer Sharafeldin, Samuel Master, and Ellen Blewett completed board training. Certificates will be posted on base camp.

6. Financial Report; Board Treasurer-

- Financials were represented with CSP Budget/Expenditure Comparison Report. As activity increases check registers, bank statements and reconciliation reports will be presented and approved by the board every month.
- At this time no expenditures were reported as of 09/30/2015. Two disbursements were requested and payment is pending.

7. Authorizer Updates; NEO Contract- No updates

8. Board Policies; Chapter 1- 3 approval

- Next meeting Chapters 1-3 will be reviewed/revised and approved. Chapters 4-8 should be received from Attorney Lavarato by next meeting and discussed.

9. Board Chair Resignation

- Muhammad Rizwan Farooq introduced himself and expressed interest in serving on the Discovery Board. Samuel moved to add him as board member. Ellen Seconded the motion, all in favor". Motion passed unanimously.
- At this time Abir Ismail will resign as Board Chair but will remain a board member as a Director. Samuel moved to accept Abir's resignation. Ellen seconded, all in favor. Motion passed unanimously.
- Nominations opened up to elect a new Board Chair. Samuel Nominated Muhammad Farooq. Ellen seconded, all in favor. Motion passed unanimously.
- Rizwan will attend board training at the next available date. Background check will be completed.

10. Other Items

Regarding hiring, we will have started posting ads in December for all three positions. We will need to assemble a hiring committee.

Looking into marketing options (logo, brochures, etc.) will be started and presented to the board at the next meeting.

11. Adjourn

Samuel moved to adjourn. Ellen seconded, all in favor. Motion passed unanimously.

Adjourned 8:15 pm.

Minutes approved 12/16/2015