

A Meeting of the Board of Directors for Discovery Charter School was held Wednesday, January 13, 2016, at Inver Glen Public Library, Conference Room, 8098 Blaine Avenue, Inver Grove Heights, MN 55076.

#### Board Meeting Agenda:

Meeting called to order at 6:08 pm.

1. Welcome; Attendance Present were Samuel Masters, Tamer Sharafeldin, Rizwan Farooq, and Ellen Blewett. Also in attendance were Shannon Benalshaikh, Consultant, Brett Studer (NEO), and Kevin Peck Real Estate Age

1. Approval of Agenda Ellen made a motion to approve the agenda, Samuel seconded, all were in favor. Agenda was unanimously approved

1. Community Comments None.

1. Approval of 12/16/2015 Meeting Minutes Samuel made a motion to approve the minutes, Ellen seconded, all were in favor. Minutes were unanimously approved.

#### 1. Progress Update

- Facilities Search Shannon created chart comparing each of the sites visited for possible use as school facilities. The most feasible appeared to be the following three properties: 245 Lafayette Rd, St. Paul, MN; 201 Concord Ave, S St. Paul, MN; and 4100 E 66th St, Inver Grove Heights, MN. Pros and cons were discussed regarding all sites. We will move on paperwork/negotiations for these three sites.

- CSP Grant

A revision of the CSP Grant Budget was submitted to MDE and waiting for approval. Once that is approved a reimbursement request will be submitted

- Executive Director (Hiring Committee) Contract Proposal

The hiring committee met with four highly qualified candidates on January 6th, 2016. An agreement will be offered to one of the candidates with a February 1, 2016 start date. We will need to have an additional Board Meeting in the Month of January to approve the Executive Director Contract.

- 2016 Opening Timeline

Once a Director is hired, we will start recruiting. A posting was done to get quotes on procuring Finance Services. It was decided that Designs for Learning offers more than financial services such as payroll, technology support, special education services, etc. and the cost for these services are in line with the budget. We will be moving forward on this project. Facilities have been narrowed down and will be moving forward with lease proposals.

#### 1.Financial Report; Board Treasure

The monthly balance sheet & check register was provided and spending has been within CSP Grant guidelines. Samuel will need to set-up online banking Bank statements are currently being mailed to Tamer who will scan them to Shannon. Expenditures have been listed with an ending balance of \$2246.06. Samuel moved to approve expenditures, Ellen seconded, all were in favor. Expenditures unanimously approved. The Designs for Learning Contract was presented as the best option for financial Services. Tamer made a motion to approve the contract, Ellen seconded the motion. All were in favor. The motion was approved unanimously.

#### 1.NEO Updates-

Brett Studer was present as the NEO representative. He will follow-up with the 5-year extension of the Authorizer contract and fees owed for the additional planning year.

## 1.Board Policies; Chapter 1-3 Approval

Policy 8.2, Credit, Debit Card Use Policy was reviewed and discussed. Ellen moved to approve this policy, Samuel seconded, all were in favor. Policy 8.2, Credit, Debit Card Use Policy, unanimously approved. Samuel will be out of the country for two months so we may need to get a second signer.

## 1.Other Items:

- Diverse Community Recruitment Opportunities

We are currently on Twitter and Communityville for local areas and Discovery will need to create a recruiting committee.

## Adjourn

Samuel moved to adjourn the meeting, Tamer seconded, all were in favor. Meeting adjourned at 7:39 pm.

Meeting minutes subject to board approval.