

Board Meeting Minutes for February 24, 2016

A meeting of the Board of Directors for Discovery Charter School was held on Wednesday February 24, 2016, at Inver Glen Public Library, Conference Room, 8098 Blaine Avenue, Inver Grove Heights, MN 55076.

Meeting was called to order at 6:32

WELCOME; ATTENDANCE Present were Rizwan Farooq, Dan Hurley, Samuel Masters, and Ellen Blewett. Also in attendance were Shannon Benalshaikh (NEO), Brett Studer (NEO), Kevin Peck (Real Estate Agent), Andrew Xiong (potential Lead Teacher), Stephanie (STEM Fuse), and Carter (STEM-Fuse).

APPROVAL OF AGENDA The addition of the Neo contract and statute review was added to the agenda. Samuel made a motion to approve the revised agenda, Ellen seconded, all were in favor. The agenda was unanimously approved.

DISCOVERY MISSION & VISION The mission and vision were read. All affirmed to read them at every Board meeting and to focus on them in making Board decisions.

CONFLICT OF INTEREST None. COMMUNITY COMMENTS None.

APPROVAL OF JANUARY 19, 2016 MEETING MINUTES Samuel made a motion to approve the January 19, 2016, meeting minutes, Ellen seconded, all were in favor. The January 19, 2016, meeting minutes were unanimously approved.

EXECUTIVE DIRECTOR PROGRESS UPDATE

- FACILITIES LEASE/APPROVAL

Kevin, Shannon, and Dan walked through the Inver Grove Heights facility. A few adjustments need to be made. One concern is that as it stands today, we will only be able to be K-5. If the other school occupying the facility leaves, their space would be offered to us and we would have the room to grow

into K-12. The facility itself is good for marketing and recruiting. Kevin stated they looked at maintenance issues and potential security issues with another space in the facility. The lease is close to being ready to go. Dan recommended to the Board that it be approved (after the attorney reviews it) and to give him final authority to sign a lease. We could then move in quickly (3-5 days). Ellen made a motion to

approve the facility lease pending Legal review, Samuel seconded, and all were in favor. The facility Lease was unanimously approved.

- LEAD TEACHER HIRE/APPROVAL Interviews were conducted with Andrew Xiong and other candidates. Dan recommended Mr. Xiong for this position with a starting date of March 1, 2016. Rizwan needs to review Mr. Xiong's documentation and speak with him. We will conditionally approve his contract. A motion to approve the contract will be made next meeting still with a March 1, 2016 start date.

- TECHNOLOGY/WEBSITE CONTRACT There are two technology contract options. One is with Designs for Learning and the other is with Shawn Choi. Shannon recommended Designs for Learning as they provide ongoing support. Samuel made a motion to go with Designs for Learning, Ellen seconded, all were in favor. Designs for Learning as technology support was unanimously approved.

- MARKETING/RECRUITMENT CONTRACT Dan recommended using Jennifer's consulting service. The funds will be part of the CSP grant. We can put into the contract that we can terminate her services at any time if we do not see results. Rizwan and Samuel will review this option. Rizwan recommended obtaining the details of what she will deliver and articulating it in her contract. Dan will formulate a list of our expectations. Samuel made a motion to give approval to Jennifer's current contract as soon as detailed changes are made based on discussion, Ellen seconded, all were in favor. Approval for Jennifer's current contract as soon as detailed changes are made based on discussion was unanimously approved.

- COPIER LEASE CONTRACT Two options for a copier lease are Metro Sales and Loffler. Each provided a proposal with prices on both copier and maint service fees. The Loeffler proposal was within the budget amount so the decision was made to go with the Loeffler Proposal. Samuel made a motion to approve the Loffler copier contract, Ellen seconded, all were in favor. Using Loffler for a copier lease was unanimously approved.

- CURRICULUM STEM Fuse curriculum program experts Stephanie and Carter provided information on this product. Samuel made a motion to go with STEM Fuse curriculum, Ellen seconded, and all were in favor. Using STEM Fuse curriculum was unanimously approved.

- LEGAL AGREEMENT WITH CINDY LAVORATO Samuel made a motion to approve entering into a legal agreement with attorney Cindy Lavorato to review facility lease, Ellen seconded, and all were in favor. Entering into a legal agreement with Cindy Lavorato to review facility lease was unanimously approved.

- DAN'S LIST OF FIVE VENDORS FROM LAST MEETING Samuel made a motion to approve Dan's list of five vendors from last meeting, Ellen seconded, and all were in favor. Dan's list of five vendors was approved

NEO UPDATES - AUTHORIZOR

None.

OTHER ITEMS

- JOB DESCRIPTION APPROVAL (OFFICE MANAGER/ADMIN ASST) Samuel made a motion to postpone voting on the Office Manager/Administrative Assistant job description until next meeting, Ellen seconded, and all were in favor. Voting on the Office Manager/Administrative Assistant job description is postponed until next meeting was unanimously approved.

- NEO Contract & Statute Review- The Board was given the Neo Contract and Statutes to review for the purpose of re-signing with the new/current board members as there has been turnover from the original contract. The Board reviewed these documents and had no questions or concerns. The contract was re-signed.

ADJOURNMENT

Samuel made a motion to adjourn, Ellen seconded, and all were in favor. Motion to adjourn meeting was unanimously approved. The meeting was adjourned at 8:01 pm.

Board Minutes Approved 03/16/2016