

A meeting of the Board of Directors for Discovery Charter School was held on Wednesday, February 10, 2016, at Inver Glen Public Library, Conference Room, 8098 Blaine Avenue, Inver Grove Heights, MN 55076.

Meeting was called to order at 6:17p.m.

1. WELCOME; ATTENDANCE Present were Rizwan Farooq, Samuel Masters, and Ellen Blewett. Also in attendance were Dan Hurley, Shannon Benalshaikh, Brett Studer (NEO), Kevin Peck (Real Estate Agent), Jennifer Shuffler, Paul Simone and 2 prospective parents.

2. APPROVAL OF AGENDA Samuel made a motion to approve the agenda, Ellen seconded, all were in favor. The agenda was unanimously approved.

3. CONFLICT OF INTEREST - None.

4. COMMUNITY COMMENTS- None.

5. APPROVAL OF JANUARY 13, 2016, and JANUARY 19, 2016, MEETING MINUTES Ellen made a motion to approve the January 13, 2016, meeting minutes, Samuel seconded, all were in favor. January 13, 2016, meeting minutes were unanimously approved. The January 19, 2016, meeting minutes were not addressed because of a technical issue in printing them.

6. EXECUTIVE DIRECTOR PROGRESS UPDATE

- FACILITIES SEARCH Proposals have been submitted and responded to. A response to our proposal for the Inver Grove Heights space came in late today. A one-year lease was presented. If the other tenant leaves, the one year could roll into a 5-year lease. Kevin will draw up a lease for attorney review and board approval.

- STRATEGIC PLANNING Dan reviewed the grant. He spoke with Paul Simone regarding his ability to work with the Board by pointing out details to pay attention to, and to help create a strategic plan. His rate is \$110/hour. He gave the board his resume for consideration. We may re-address his assistance at the next special session.

- RECRUITMENT & MARKETING The lead teacher, office manager, and technology coordinator need to be hired soon. There are a few fairs opening in April to get teacher positions filled. A marketing thought

is to ask the parents what language they want to be taught. We are looking at Designs for Learning and INDIGO for SPED services. Also, we need to look at before/after school care and extracurricular activities. With our grant, we can look into contracting services. Jennifer is an ELL Specialist with marketing experience has worked in many charter schools and may be able to assist us. Her contract would need to be covered by the grant and she will have to stay on the marketing side. We need a physical location, fluid marketing with same message, capitalizing on community to get students recruited. We need other proposals to review and compare with Jennifer's. A marketing committee will need to be established. Discoverymn.org is our new domain through Google Education. Dan will set up these emails.

- 2016 OPENING TIMELINE; READINESS TO OPEN The board reviewed the readiness to open timeline and have determined that we are on track in most areas but need to focus on finalizing the Facility lease to move forward on marketing and recruitment. Weekly enrollment reports and a diversified recruitment plan will be implemented to ensure this happens.

#### 7. CSP GRANT UPDATE; GRANT MANAGER

Cecilia Cannon has retired so grants are backed up. The CSP Grant Budget Revision was approved by MDE. The Expenditure report to be submitted tomorrow. Reimbursement turnaround time is now no less than 30 days but we're working that out with MDE. Must do expenditure reports early so we get things paid on time. Samuel has bank statements and Shannon will scan them.

#### 8. FINANCIAL REPORT; BOARD TREASURER

Samuel made a motion to approve the financial report, Ellen seconded, all were in favor. Financial report was unanimously approved.

#### 9. NEO UPDATES; AUTHORIZER

NEO reaffirmed the importance of making enrollment a priority to make the numbers needed for our readiness to open. Moving forward WEEKLY enrollment reports will be uploaded to Basecamp to ensure progress.

#### 10. BOARD POLICIES; CHAPTER 1-3 APPROVAL

A policy committee will be established. The Committee will be comprised of Shannon, Dan, and Ellen. These committee meetings must be open. Ellen made a motion to approve Policy 2.3 Board Committees, Samuel seconded, all were in favor. Policy 2.3 Board Committees was unanimously approved.

## 11. OTHER ITEMS

- BOARD MEMBER RESIGNATION Board member resignation has been postponed until March 2016 to ensure compliance

- BOARD ASSESSMENT The Board affirms its commitment to the mission of the school. The subject of Conflict of Interest will be a part of each board meeting. Samuel made a motion to have the Executive Director be able to approve expenditures, sign checks, sign contracts, and MDE External User Access Recertification. Ellen seconded, all were in favor. Executive Director's ability to approve expenditures, sign checks, sign contracts, and MDE External User Access Recertification was unanimously approved.

### ADJOURNMENT

Ellen made a motion to adjourn meeting, Samuel seconded, all were in favor. Meeting adjournment was unanimously approved. The meeting was adjourned at 7:43 pm.

Minutes Approved 03/16/2016