

A Meeting of the Board of Directors for Discovery Charter School was held on Wednesday December 16th, 2015. The meeting was held at; Inver Glen Public Library, Conference Room, 8098 Blaine Avenue, MN 55076. No board members attended via electronic means.

Board Meeting Agenda:

Meeting called to order @ 6:57 p.m.

- 1 Welcome; Attendance -Samuel Master, Tamer Sharafeldin, Muhammad Rizwan Farooq were present. Abir Ismail and Ellen Blewett were absent.
- 2 Approval of Agenda- Tamer made a motion to approve the agenda, Samuel Seconded, all were in favor Agenda was approved unanimously.
- 3 Community Comments- No community members were present.
- 4 Approval of 10/21/2015 Meeting Minutes were discussed; Open Meeting law was discussed Samuel made motion to approve the minutes, Tamer seconded. All were in favor.
- 5 Progress Update
 - Facilities Search- Shannon and Rizwan updated the board on the 3 properties that have been seen to date.

1.444 Pine Street, St Paul- The property has a lot of potential with size and space. The floor plan is open with enough room to maintain growth and has an elevator that is required. However, the area is very industrial with surrounding warehouses, insufficient outdoor space, lack of parking, the time and cost to make necessary changes is not feasible.

2. 977 5th Street, St. Paul- The property was a school building so all the space/rooms were in order, the potential for growth is there. However, the building is disrepair and needs to be gutted for the use of a new school. An elevator would need to be installed and the location is a bit out of Discovery's target area. Renovations costs are estimated at \$500,000 to be suitable for our purposes.

3.260 Marie Ave South St Paul- The building was previously a racquetball club that closed a few years ago and has been vacant since. There is a lot of potential with this building at a very high cost. The

location is very good in a light industrial with residential all around and South Saint Paul is ideal but cost too high.

It was determined by the board to continue looking at other properties.

- CSP Grant- the grant is in good standing, MDE has requested that the first expenditure report /request for reimbursement be sent later in January 2016.

- Potential Executive Director Candidates- Shannon presented the resumes of the candidates who are applying for the executive position. Two of the four applicants will be asked to interview with the hiring committee.

- 2016 opening timeline

1. Marketing Materials to be completed for recruitment

2. Hire an Executive Director to start February 1st., 2016

3. Goal to have a facilities lease is no later than March 1, 2016

4. Get recruiters started February 1st, 2016

- 6 CSP Grant Budget Revision- Budget items not consistent with the ongoing planning for a 2016 opening were revised and discussed. Adjustments were proposed and agreed to. A motion to approve the revised budget with the discussed adjustments was made by Tamer. Samuel seconded the motion. All were in favor. The motion to approve the revised budget was passed unanimously.

- 7 Financial Report (Board Treasurer) – Financials were presented with Payments to date. CSP grant payments to date are \$2650.00 with a remaining Grant balance of \$197,350.00 to spend no later than August 12, 2015. Check register and the budget report was presented. Tamer made a motion to approve the financials. Riana seconded the motion. All were in favor, the motion passed unanimously.

- 8 NEO Updates- Neo representatives were not present

- 9 Board Policies; Chapter 1-3 approval- postponed to the next meeting for approval

10 Other Items:

- Board member resignation- Rania Harb resigned her position on the board as of December 2, 2015
- Hiring Committee- The board discussed reaching out to other Directors to assist with the interviews. Shannon will make contact and line up interviews starting the first week in January 2016.
- Diverse Recruitment Opportunities- Not discussed

Meeting Adjourned at 8:29 p.m.

approved 01/13/2016