

A meeting of the Board of Directors for Discovery Charter School was held at 6:10 on Wednesday, August 12, 2015 at the University of Minnesota, St. Paul Campus, CTC Building, 1250 Fifield Avenue, Falcon Heights, MN 55108

1. Welcome

- The meeting was called to order at 6:10 p.m. Board members Abir Ismail, Tamer Sharafeldeen, Samuel Master and Ellen Blewett were present.

2. Approval of the Agenda

- Tamer added the subject of Board training to the Other Items section of the agenda for August 12, 2015. Samuel moved to adopt the amended agenda, Abir seconded, motion was passed unanimously.

3. Community Comments

- There were no community comments

4. Approval of 06/10/2015 Meeting Minutes

- Abir's name was incorrectly spelled as Ibir in the June 10, 2015 meeting minutes. It will be corrected.
- Samuel moved to approve the meeting minutes as amended, Ellen seconded, Motion passed unanimously.

5. Progress Update

- 501. (c)(3) status- Shannon requested a letter of affirmation which was received by Tamer. Shannon also requested a copy of the original letter of approval which has not been received yet. The 501.c.3 application was approved on 09/14/2014.
- MN Tax exemption - More information should be available at the next meeting.
- Mandatory 990 Filing with IRS- This will need to be completed by 11/15/2015. Shannon just needs the Board Chair's home address to complete filing and will be done by the due date.
- Other- Updates and the amendments to policies have been posted to the website. Discovery emails for Board members are also posted on the website. Shannon will send out individual emails to board members containing passwords.

6. CSP Grant Updates

- Shannon is waiting for MDE to send the amended grant approval. This will extend the timeline for spending under the Planning Period of the grant. No changes will be made to grant amount or budget at this time.
- The Grant Manager will be the Executive Director, once hired. The Board Chair will act in the position until the E.D. is Hired

7. Financial Procedures

- The Procurement Policy was introduced and waiting Board review and approval. This policy is needed to ensure proper purchasing procedures are in place especially for spending federal money. Sam registration is required for the use of the EPLS system to run vendor checks
- A payment procedure was established to designate roles and responsibilities. The procedure will entail a purchaser, approver, and check signer. All purchases will be proposed to the board for approval and payments will be reported in financials at the following board meeting.

8. Authorizer Updates

- Shannon posted on Basecamp the approval to extend the contract to five years. No new contract has been signed to date.

9. Board Policies

- It was approved at the last board meeting to purchase the Board Policies from Attorney Cindy Lavarato, who wrote a series of policies designed for charter schools.
- Chapters 1-3 were handed out for Board review. Individual policies will be discussed and approved in upcoming board meetings. The remaining chapters will be provided upon receipt of payment. We are waiting for the CSP grant funds to be available for this to happen.

10. Facilities Search

- Realtors have been in touch to discuss facility options. There is a possibility of a property in Roseville where a school recently closed. Also, a representation agreement was sent by KW Commercial Midwest. It was decided that our search will focus on the Eagan, Apple Valley area and we will only sign a non-exclusive agreement. We will focus on finding a property that can provide a minimum of 7-8 classrooms

11. Website Updates

- Website has been updated with amended policies and board contacts

12. Other Items

- NEO Board training has been rescheduled for August 29, 2015, and September 12, 2015. Board members should make sure they register for one of these dates.

13. Adjourn 7:18 P.M.

- Abir moved to adjourn the meeting, Samuel seconded, motion passed unanimously

Board Minutes Approved 10/21/2015