

# Board Meeting Minutes for March 16, 2016

A meeting of the Board of Directors for Discovery Charter School was held on Wednesday, March 16, 2016, at 4100 East 66<sup>th</sup> Street, Ste #2, Inver Grove Heights, MN 55076.

Meeting was called to order at 6:20 pm

- 1 Welcome; Attendance** Present were Rizwan Farooq, Dan Hurley, Tamer Sharafeldin, and Ellen Blewett. Also in attendance were Shannon Benalshaikh Grant Manager, Brett Studer (NEO), and two community members.
- 2 Approval of Agenda** Revision was made for the calendar discussion and approval. Ellen made a motion to approve the revised agenda, Tamer seconded, all were in favor. The agenda was unanimously approved.
- 3 Conflict of Interest** None.
- 4 Vision & Mission** The mission and vision were read.
- 5 Community Comments** None.
- 6 Approval of 02/10/2016 and 02/24/2016 Meeting Minutes** Ellen made a motion to approve the 02/10/2016 and 02/24/2016 meeting minutes, Tamer seconded, all were in favor. The 02/10/2016 and 02/24/2016 meeting minutes were unanimously approved.
- 7 Executive Director Progress Update**
  - **Facilities Lease** Lawyers have reviewed the lease and it's been approved. Dan has signed it. Walls probably won't go up until 08/01/2016. Dan called the Inver Grove Heights mayor who would like to inspect our facility. He and Dan will discuss our mission and vision.
  - **Technology - E-Rate** We applied for E-Rate. Travis, our technology coordinator from Designs for Learning, will get back to us next week regarding this topic. We can't spend E-Rate money until July 2016.
  - **Marketing & Recruitment** Our new website is up. Dan met with Town Square TV. A video will be created for us sponsored by STEM Fuse after March 21, 2016. Advertising plan was reviewed. The plan included Facebook, Town Square TV, newspaper, online, open house, post cards, Girl Scouts, calendar, mayor, pizza boxes, Rotary Clubs, print ads, etc.
- 8 CSP Grant Update-Grant Manager** CSP is in good standing and we are right on track.
- 9 Financials-Board Treasurer** The first set of financials has been prepared. The current account balance is \$ 1111.70. We will look into getting a line of credit so we always have the money to cover cash flow. Dan and Rizwan need to discuss

this. Tamer made a motion to approve the financials, Ellen seconded, all were in favor. The financials were unanimously approved.

#### **10 Policy Approvals Chapters 1-4-Policy Committee**

The Policy Committee reviewed Policy Chapters 1 through 4. Ellen made a motion to approve Policy Chapters 1 through 4, Tamer seconded, all were in favor. Policy Chapters 1 through 4 were unanimously approved.

#### **11 NEO Updates-Authorizer**

Brett provided an update from NEO.

#### **12 Other Items**

- **Lead Teacher** Tamer moved to approve Andrew Xiong as lead teacher, Ellen seconded, all were in favor. Motion for Andrew Xiong as lead teacher was unanimously approved.
- **Bus** Dan spoke with Monarch Bus Service. We might need to team up with another charter school for bussing. The two drop off/pick up times available are 9:30 am/4:00 pm or 7:30am/2:45 pm. Dan will research further, no recommendations yet.
- **Office Manager** Dan recommended Erin Laboy as Office Manager. She met all our requirements. Dan spoke of her qualifications. Her start date would be April 4, 2016. Ellen moved to approve Erin Laboy as Office Manager, Tamer seconded, all were in favor. Motion for Erin Laboy as Office Manager was unanimously approved.

Ellen made a motion to adjourn the meeting, Tamer seconded, all were in favor. Motion to adjourn meeting was unanimously approved. The meeting was adjourned at 7:10 pm.

Approved April 13, 2016