

# Board Meeting Minutes for April 13, 2016

A meeting of the Board of Directors for Discovery Charter School was held on Wednesday, April 13, 2016, at 4100 East 66<sup>th</sup> Street, Ste #2, Inver Grove Heights, MN 55076.

Meeting was called to order at 6:15 pm

- 1 Welcome; Attendance** Rizwan Farooq, Dan Hurley, Tamer Sharafeldin (via Skype), and Ellen Blewett were present. Shannon Benalshaikh and Ashley Feehan were also present.
- 2 Approval of Agenda** Ellen made a motion to approve the 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 03/16/16 Meeting Minutes** Tamer made a motion to approve the 03/16/16 meeting minutes, Ellen seconded, all were in favor. The 03/16/16 meeting minutes were unanimously approved.
- 7 Executive Director Progress Update**
  - **Marketing & Recruitment** Dan reviewed marketing and recruitment efforts.
  - **Transportation/Busing** Monarch and Billy busing companies can offer 8:00am drop off/2:40pm pick up. We are waiting to review the contracts. At the next meeting, we will have more concrete details.
  - **Building Update** The only thing we are waiting on is the building Certificate of Occupancy. Signage has been placed. The building will be cleaned for the open house on April 21, 2016.
  - **Other Updates** We submitted all the paperwork for the \$50K line of credit. We received our tax exempt certificate.
- 8 CSP Grant Update-Grant Manager** We are approved for funds to be received on April 15, 2016. \$127K left on our grant to spend in August. Turnaround time is 3 days. Regarding expense reimbursement, we are waiting for feedback on whether that is in compliance with the grant.
- 9 Financials-Board Treasurer** Accounts have been reconciled, spending is on track with a few minor adjustments for coding. The account balance is \$19,794.09 as of 03/31/16. Ellen made a motion to approve the financials, Tamer seconded, all were in favor. The financials were unanimously approved.

**10 NEO Updates-Authorizer** None.

**11 Other Items**

- **Calendar review for SY16-17** Corrections were made to the SY16-17 calendar. The schedule is in line with the other schools in the area. Discussed reasoning behind staff development days and initial teachers workshop. Ellen moved to approve the corrected SY16-17 calendar, Tamer seconded, all were in favor. The corrected SY16-17 calendar was unanimously approved.
- **Revised Board Calendar** Corrections were made to the Board meeting calendar. Board meetings will occur the third Wednesday of each month and dates will be posted. Ellen moved to approve the corrected Board meeting calendar, Tamer seconded, all were in favor. The corrected Board meeting calendar was unanimously approved.
- **Board Director Resignation** Abir Ismail resigned her position as Director. Ashley Feehan is proposed to take her place. Ellen moved to approve Abir Ismail's resignation, Tamer seconded, all were in favor. Abir Ismail's resignation was unanimously approved.  
**New Board member appointment** Ashley Feehan introduced herself to the Board. Tamer moved to approve Ashley as the new Board Director, Ellen seconded, all were in favor. Ashley Feehan was unanimously approved as the new Board Director.

**Adjourn**

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 7:12 pm.

Minutes Subject to Board Approval