

## Board Meeting Minutes for June 15, 2016

A meeting of the Board of Directors for Discovery Charter School was held on Wednesday, June 15, 2016, at 4100 East 66<sup>th</sup> Street, Ste #2, Inver Grove Heights, MN 55076.

Meeting was called to order at 6:10 pm.

- 1 **Welcome; Attendance** Ashley Feehan, Rizwan Farooq, Dan Hurley, Samuel Masters, Ellen Blewett.
- 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 **Vision & Mission** Dan read the Vision and Mission.
- 5 **Community Comments** None.
- 6 **Approval of 05/18/2016 Meeting Minutes** Ashley made a motion to approve the 05/18/16 meeting minutes, Samuel seconded, all were in favor. The 05/18/16 meeting minutes were unanimously approved.
- 7 **Executive Director Progress Update**
  - **Marketing & Recruitment** Dan posed a question to the Board. Keep enrolling or add waiting lists. Dan will speak with Susan to revise the budget according to some different scenarios. We may need a special session based on how their conversation goes.
  - **Teacher Hires/Contract approvals** Dan will go through budget with Sue, then summarize his offers. Ashley made a motion for conditional approval, Samuel seconded, all were in favor. Conditional approval was given to Dan to hire based on his conversations with Sue.
  - **Building update**
  - **Contracts for approval** Catering Contracts from Done Right Food, Lancer, and CKC were reviewed. Dan recommended Lancer. Ashley made a motion to use Lancer, Samuel Seconded, all were in favor. Motion to use Lancer as caterer was unanimously approved.
  - **Update on Lease Aid application** Lease aid begins in July.
- 8 **CSP Grant Update-** Fiscal Year End report of Expenditures/ Implementation I-

June reimbursement request was submitted for payment. The remaining balance on the grant at the close of FY16 is \$22,343.56. The Implementation I Phase of the Grant will begin August 13<sup>th</sup>, 2016 and the proposed budget for this period was discussed and put to a conditional motion for approval based on acceptance of MDE will discuss minor adjustments that may be needed at the next meeting. Ashley made a motion to approve the implementation I Budget, Samuel seconded, all were in favor. Budget passed unanimously.

9. **Financials- Board Treasurer** -Accounts have been reconciled, spending is on track with a few minor adjustments for coding. The board of directors wanted to review staff salaries to make sure we are keeping under budget. Dan Hurley will forward to the board as soon as the Business Manager, Susan Airhart, provides a more complete financial report. Financials were accepted and a motion was made by Ashley to approve the reports, Samuel seconded, all were in favor. Motion passed unanimously.

10. **NEO Updates-** None

9 **Other Items** None.

**Adjourn** Samuel made a motion to adjourn the meeting, Ashley seconded, all were in favor. Motion to adjourn the meeting was unanimously approved. The meeting was adjourned at 7:15 pm.

Board Approved 07/20/2016