

Board Meeting Announcement & Agenda for 10/28/2016

A Meeting of the Board of Directors for Discovery Charter School was held on Friday, October 28th. The meeting was held at: **4100 East 66th Street, Inver Grove Heights, MN 55076.**

Board meeting called to order at 6:01 p.m

- 1 Welcome; Attendance: Members present were Muhammad Rizwan Farooq, Board Chair Samuel Master, Treasurer, Ahmed Adam, Tamer Sharafeldein, Vice Chair Dan Hurley Exficio, Shannon Benalshaikh, Exficio. Member not present was Ashley Feehan, Secretary. Community members were present(Lisa Pratto, Penny Swanson, Ginny Rudolph, Ken & Amelia Lacasse, Mary Pat German,Teacher, Wendy Swanson-Choi & Brett Studer, NEO, Ann Yang, Business Manager.
- 2 Approval of Agenda- the agenda was amended by Mr. Farooq to include his announcement of resignation
- 3 Conflict of Interest-Mr Farooq asked if any agenda items created a conflict for any member. There were no conflicts
- 4 Vision & Mission- Dan Hurley read the Vision statement, Ann Yang read the Mission Statement.
- 5 Community Comments- Community comments were made by Lisa Pratto, PTA President. Shared her concern that the meeting was not posted in paper form in the school building and announced that she would be recording the meeting. Penny Swanson addressed concerns about board training requirements and whether board members are in compliance and the issue of 3 consecutive meetings missed and no final board action. Ginny Rudolph introduced a petition that referenced the appointment of Ahmed Adam to the board. The petition was met with no response.
- 6 Approval of 09/21/16 Meeting Minutes- there were no changes that needed to be made and a motion was made by Tamer to approve the minutes. Samuel seconded, all were in favor. The minutes from the September meeting were approved unanimously.
- 7 Executive Director Progress Update- spoke about steady enrollment and strategic plan for 5th/6th grade classroom, STEM curriculum, introduction of 3D Printers and teacher training to work with student s in the classroom. Had a curriculum night for parents. Turn-out was about 60 parents who are involved and interested in what is happening in school. Samuel was also able to attend. PTA has been very active in the school and is working towards getting the library up and running. To date about 20,000 books have been donated.
- 8 - Administrative Business;
 - Board Development Plan-discussed the developmental plan and reviewed the requirements of what the plan entails. It was brought up that it is in the best interest of the board to increase the number from 5 members to 7 members to include representation of the current

parents and a DCS Staff member. There was a motion made to increase the board to 7 members by Tamer, the motion was seconded by Ahmed. All were in favor. The motion passed unanimously. In light of this decision there would be a committee to include Tamer, Ahmed and Dan to send out a letter to the parents, staff to announce the open seats and accept applications of interested parties to fill these seats. To conclude the issue a motion was made by Tamer to approve the board development plan with the addition of the 2 new seats, Ahmed seconded, all were in favor. The board plan approved unanimously.

- Board Committees- committees were discussed and the following committees were addressed; Governance, finance, and policy. Ahmed will replace (Ellen Blewett) on the policy committee, Tamer expressed interest in being included in a curriculum committee due to his experience and educational background. Samuel volunteered for the Finance committee. Questions on the Governance committee were raised and discussed but no final determination was made on who would be on the committee. This may be addressed at the next meeting when additional members can take on responsibilities.
- Director Contract- The new Contract for the Executive Director was brought to the board for approval. Samuel made a motion to approve the new contract, Ahmed seconded, all were in favor and the contract was approved unanimously.

- 9 CSP Grant Update- the Grant manager, Shannon Benalshaikh announced that the grant reimbursement request was approved but MDE may have made an error with amounts and the issue is being addressed.
- 10 Financials- Ann Yang went over the September Financials in great detail and addressed a few concerns about fund balance and Rent payments due in January in full for the last six months. A few questions were raised as to what vendors were being paid on the check register. All questions were answered to the satisfaction of the board. A motion was made by Samuel to approve the financials, Tamer seconded, all were in favor to approve the financials
- 11 Budget Revision- Budget was discussed but not in the printed packet. Each member received the budget via email and was asked if there were any concerns or questions before approving. There were none raised. Samuel made a motion to approve the revised budget, Ahmed seconded, all were in favor and the motion passed unanimously. The oversight was addressed and the approved budget will be made available to the public.
- 12 Policy Approvals: The Wellness Policy was discussed and no concerns were brought up. Tamer made a motion to approve the wellness policy, Ahmed Adam, seconded, all were in favor. The wellness policy was approved unanimously.
- 13 NEO Updates- Authorizer- Wendy Swanson Choi, The Director of NEO, pointed out that the fund balance goal was 30% by year five so the need to have a five year budget would be a good idea. Also shared that none of their schools have a negative fund balance in the first year and would hope that

- DCS would follow this example.
- 14 Other Items:
Board Chair Resignation- Mr. Farooq announced that he would be resigning from the board due to health reasons. He shared his sadness that he would not be able to continue to help Discovery reach its goals and his sadness to no longer share in the journey. Gave thanks to Dan for his hard work and success at a remarkable start and expressed hopes for our future.

Adjourn 7:24