

## Board Meeting Minutes for 12/19/2016

A Meeting of the Board of Directors for Discovery Charter School was held on Monday, December 19th at: **4100 East 66<sup>th</sup> Street, Inver Grove Heights, MN 55076.**

Board meeting called in order at 6:03 p.m.

Board Meeting Agenda:

- 1 Welcome; Attendance, Samuel Master, Board Chair, Ahmed Adam, Treasurer, Dan Hurley, Exficio, Ann Yang, financials, Mary Pat German, Teacher, Ashley Feehan, Secretary. Tamer Sharafeldeen, Vice Chair, was absent. Community members were present. NEO was present (Wendy Swanson-Choi, Dr. Neuman, Eric Molho).
- 2 Approval of Agenda – Samuel asked for a motion to approve the agenda. Ahmed made a motion, Mary Pat seconded. All were in favor.
- 3 Conflict of Interest - Mr. Master asked if any agenda items created a conflict for any member. There were no conflicts.
- 4 Vision & Mission - Dan Hurley read the Vision statement and the Mission statement.
- 5 Community Comments- Limit of 3 minutes to each community commenter, limit 5 community commenters. Ginny Rudolph made a comment about lack of process. Her second comment was lack of transparency and lack of trust. She encouraged having more representatives that connect to Discovery Charter School. Another parent was concerned about the Board, who they are, and their connection to the school.
- 6 Board Announcements – Samuel thanked the community for their input.
- 7 Approval of 11/16/16 Meeting Minutes - There were a few changes: Mary Pat German's name was incorrect, Ahmed Adam's position was incorrect, and Tamer Sharafeldeen was in attendance, but not on the minutes. Ashley made a motion to amend the agenda, Ahmed seconded.
- 8 Board Plan
  - Expiring Terms – Tamer's (Vice Chair) term will be expiring this meeting. Samuel asked for a motion to continue Tamer's term. Ahmed made a motion to approve, Ashley seconded the motion.
  - Addressing empty board seats – Policy 2.1 is under former Board Chair and mandates an election and election committee. Samuel recommended moving the election to March 2017 and bring on a consultant. Samuel would like to bring down the board back to five people until the election in March. Samuel explained the time to address the policy gaps, form a committee, and be communicative and transparent with the community. There was some discussion. Mary Pat made a motion to have the election in February and Samuel seconded the motion. Samuel made the motion to move the board to five members, and Ahmed seconded, Mary Pat seconded. Ahmed made a

motion for the Board Chair to hire an outside consultant. All were in favor.

- Ongoing development Plan- Training January 7<sup>th</sup> for all Board members. Board needs to update strategic plan. Plan is currently in draft form.

- 9 Committee Updates- Curriculum, Governance, Policy, Financial, Personnel
- Dan Hurley discussed curriculum committee meeting (Tamer is on the committee) and the course lists. Mary Pat discussed the math sequence and the rigorous content. Ahmed made a motion to approve Ashley onto the curriculum committee. All were in favor. Sam would like to be on the governance committee. Ashley made a motion to put Samuel on the governance committee, Ahmed seconded. All were in favor. Ahmed made a motion to put Samuel on the policy committee, Mary Pat seconded. All were in favor. Samuel made a motion to add Ahmed to the financial committee. Ashley seconded. Ahmed made a motion to add Mary Pat on the financial committee. Mary Ann made a motion to put Samuel on the personnel committee. Ahmed seconded the motion. Samuel nominated Ashley to be on the personnel committee. Ahmed seconded and Ashley accepted. All were in favor.
- 10 Executive Director Progress Update:
- Enrollment- Currently, DCS is at 192 students and two more students starting in January. There are 50 applications for 2017-2018. Next open house is Thursday, January 19<sup>th</sup>, 6:00-7:30 if the Board can attend. Dan offered any Board member to come visit the school anytime.
  - All students have been placed in RTI. Interventions are in place. Dan expressed his gratitude to the teachers at DCS.
- 11 Financials- Board Treasurer and Board Accountant
- Ann Yang from Designs for Learning presented the financials. Discussion is currently occurring about January's lease payment. Cash flow may be an issue in February. Ann suggested a meeting with the financial committee to come up with some cash flow resolutions. Ann suggested possibly getting a line of credit. Ahmed made a motion to approve the financials. Mary Pat seconded. All were in favor.
- 12 Other Financial Issues – Samuel made a motion to authorize the treasurer to get a line of credit. Mary Pat asked about the committee being involved. Ann explained the possibility of working with the cash flow and then getting a line of credit, if necessary. Dan recommended working with Phil Hadley. Ashley made a motion for the financial committee to meet and work with Ann Yang, Dan, and the financial committee. Ahmed seconded the motion. All were in favor. Samuel made the motion to add Ahmed as an account signer, in addition to the current Board chair. Mary Pat seconded. There was a discussion. Samuel remade the motion to keep Samuel Master and add Ahmed Adam as the only check signers on the account. Ahmed seconded and there was a discussion. Dan expressed that he did not think this motion was a good idea. The motion was changed. Samuel made the motion to add

- Ahmed as a check signer. Mary Pat seconded the motion. All were in favor.
- 13 NEO Updates- Authorizer, Wendy Swanson-Choi. Wendy, Dr. Jean Neuman, and Eric Molho went on a Learning Walk at DCS. Wendy shared the authorizer's findings during the Learning Walk. Learning Walk is a great way to share noticings and best practices. Wendy commented on the strong consistency of the "I Can" statements. During the Learning Walk, the three visitors saw differentiation, small groups, technology, and manipulatives.
- 14 Neo Updates-Authorizer- Continuous Improvement (training and evaluation of the School Director). Wendy provided training on the feedback form and how includes suggestions given by the authorizer for best practices as well as checks for compliance. Wendy explained a best practice about having a policy of having a threshold of amount for the director to have permission. Wendy explained having best practice and taking time to revisit policies and by laws. Wendy stated the School Board needs to evaluate the Executive Director, as required by law.
- 15 Other Issues
- Mary Pat proposed a future agenda item. Mary Pat discussed the creation of the 2017-2018 school year.
  - Mary Pat discussed the amount of board members for the February election. There will be 5 board members and 2 additional members.
  - There was a representative from the landlord.
  - Ashley discussed the October meeting minutes. The fund balance percentage was incorrect. This will be discussed at the January meeting.
- 16 Adjournment at 7:35. Ahmed made the motion and Ashley seconded.