

### Discovery Charter School Board Meeting Agenda

- A Meeting of the Board of Directors for Discovery Charter School was held at 6:00 P.M. Thursday, April 27, 2017 at 4100 East 66th Street, Inver Grove Heights, MN55076.

**APPROVED 05/25/2017**

ITEM NUMBER	ITEM	BOARD ACTION	ESTIMATED TIME
1	Welcome, Attendance	<ul style="list-style-type: none"> <li>• Board Chair calls meeting to order. 6:00 p.m.</li> <li>• Attendance is reflected in the minutes. Board Members-Samuel Master, Mary Pat German, Norma Mejia, Ahmed Adam, Ex-Officio Members; Dan Hurley, Shannon Benalshaikh Guests; Pamela Meade (Designs For Learning) Mary Hunn, Board Consultant (Designs For Learning). Absent was Tamer Sharafedin.</li> <li>• Board Announcement- None</li> </ul>	2-3 Minutes.
2	Approval of Agenda	<ul style="list-style-type: none"> <li>• Motion is made to approve agenda. Agenda was approved unanimously</li> <li>• No revisions were made</li> </ul>	2-3 Minutes.
3	Mission and Vision	<ul style="list-style-type: none"> <li>• Executive Director reads Mission and Vision statement.</li> </ul>	2-3 Minutes.
4	Conflict of Interest Statement	<ul style="list-style-type: none"> <li>• Board members declare any conflict of interest- No Conflicts</li> </ul>	2-3 Minutes.
5	Community Comments	<ul style="list-style-type: none"> <li>• Community makes comments based upon sign-up sheet.</li> <li>• Maximum 5 commenters, 3 minutes per commenter.</li> </ul> <p style="text-align: center;"><i>Emelia Lacasse is concerned that there are random people on the grounds and playground afterhours and there are cigarette Butts and broken Glass on the playground. Mandy Mitlyng wants to share concerns for her student who is a 6<sup>th</sup> Grader and doing well at DCS and now may have to find a new school based on the decision to expand or not.</i></p>	0-15 Minutes.
6	Approval of 23 February 2017 Minutes	<ul style="list-style-type: none"> <li>• Review of 23 February 2017 minutes.</li> <li>• Motion to approve minutes from 23 February 2017. Ahmed Adam "Aye" Mary Pat German; Aye, Norma Mejia "Aye" All were in favor</li> </ul>	2-3 Minutes
9	Board Officer Selection	<ul style="list-style-type: none"> <li>• Officer positions are discussed. Position of "Secretary" is available and responsibilities were discussed. Sam Called for a Volunteer to take this position</li> </ul>	5 Minutes.

		<ul style="list-style-type: none"> <li>• Motion is made to nominate a new Board Secretary. No Interested parties to volunteer for the open position of “Secretary”. Sam Master made the motion to nominate Norma Mejia. She would like to take time to decide so it was decided that an Ex-Officio member would take minutes for the April &amp; May meetings.</li> <li>•</li> </ul>	
10	Curriculum Committee Report:	<ul style="list-style-type: none"> <li>• Curriculum committee representative and the Executive Director present the proposed curriculum. Andrew Xiong Presented committee findings on Effective curriculum. Shared school visit highlights and observations.</li> </ul>	10 Minutes.
11	Governance Committee Report:	<ul style="list-style-type: none"> <li>• Governance committee reports. No Report</li> </ul>	3 minutes.
12	Policy Committee Report:	<ul style="list-style-type: none"> <li>• Policy committee representative reports. Have met and reviewed the bylaws, made some changes and seeking feedback from Chuck Spiker (NEO) for any issues that may arise</li> <li>• Consultant reports. Spoke about the progress of looking over policies</li> </ul>	5 minutes.
13	Finance Committee Report:	<ul style="list-style-type: none"> <li>• Finance committee representative reports. No Meeting for the month of April. There was a meeting in March where there was specific discussion about the monetary restrictions that adding Middle School in FY18. Licensing requirements, Curriculum needs would not be feasible at this time.</li> </ul>	3 minutes.
14	Personnel Committee Report:	<ul style="list-style-type: none"> <li>• Personnel committee reports. No Meeting to report on</li> </ul>	3 minutes.
15	Executive Directors Report:	<ul style="list-style-type: none"> <li>• Enrollment is discussed. Returning 160 New Students 109 /275 total students projected to start in the Fall</li> <li>• Upcoming test dates and test data are discussed.</li> <li>• Motion to expand or not to expand to 7<sup>th</sup> and 8<sup>th</sup> grade. <i>Survey results were presented that was had to show parent feedback about the plan to expand. 83% of parents who responded are for waiting to offer middle school to give time to plan and prepare. 17% of parents who responded think that we should move forward with adding 7<sup>th</sup> grade.</i> Community comments: <i>Mandy Mitlyng reiterates her concerns and addressed the issues of delayed decisions, Penny</i></li> </ul>	20-30 Minutes.

		<p><i>Swanson- Expressed support to remain k-6 for FY2018 for sustainability but empathizes with current 6<sup>th</sup> grade parents and agrees that decisions need to be made in a more timely matter; Samuel Master calls for a vote to remain K-6 Voting: Ahmed Adam” Aye”, Mary Pat German, “Aye”, Samuel Master “Aye”, Norma Mejia “Aye”. Motion passed for DCS to remain a K-6 School for FY2018</i></p> <ul style="list-style-type: none"> <li>• Motion to approve 2017-2018 salary increase (2%) The Director presented the salary structure for the board’s approval; Samuel made a motion to approve; Ahmed Adam approved the motion, Mary Pay Seconded for the purpose of discussion. Voting: Ahmed Adam Aye, Mary pat Aye, Sam Aye, Norma Mejia Aye. Motion passed unanimously.</li> </ul>	
16	<p>Finances Review:</p> <p>Finances Review (Cont’d):</p>	<ul style="list-style-type: none"> <li>• Accountant presents the finances.</li> <li>• Discussion on the month’s finances. Pamela Meade presented the February and March Financials in the absence of Ann Yang</li> <li>• Items are presented for addition to the finance committee agenda per discussion.</li> <li>• Motion is made to approve the finances.</li> <li>• Discussion of 2017-2018 budget Shannon presented the budget for FY 2018. Budget for 260 ADM is the focus to be conservative. Mary pat made a motion to approve the budget, Ahmed Seconded Voting: Ahmed Adam “Aye”, Mary Pat “Aye”, Samuel Master “Aye”, Norma Mejia “Aye”. Budget passed unanimously.</li> </ul>	10 minutes.
17	NEO Updates	<ul style="list-style-type: none"> <li>• Authorizer provides feedback to the Board. Wendy Swanson Choi explained the need to redefine goals, and revisit the needs of the school and having standards.</li> </ul>	5 Minutes.
18	Other Issues	<ul style="list-style-type: none"> <li>• Other issues are brought before the board. Ahmed Adam brought up the possibility of changing the meeting day to Friday or Saturday. The discussion was tabled for the FY18 Board Calendar</li> <li>• Minimum of 5 minutes discussion.</li> <li>• Motions are made as necessary. None</li> </ul>	5 Minutes.
19	Adjournment	<ul style="list-style-type: none"> <li>• A motion is made to adjourn. Adjourned 7:52</li> </ul>	2-3 Minutes.