

**Discovery Charter School Board Meeting minutes**

**Approved 06/17/2017**

A meeting of the Board of Directors for Discovery Charter School was held May 25, at 6:00 P.M. Thursday. The meeting was held at 4100 East 66th Street, Inver Grove Heights, MN 55076.

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: Present were board members Samuel Master, Ahmed Adam, Mary Pat German, Norm Mejia, Tamer Sharafeldin</li> </ul>	2-3 minutes.
2	Approval of Agenda	<ul style="list-style-type: none"> <li>Motion is made to approve agenda. Sam requested the agenda be amended to move the ED Evaluation to June Meeting.</li> <li>Motion was made to approve the amended agenda. Vote: Ahmed Adam "Aye", Mary Pat German "Aye", Norma Mejia "Aye", Samuel Master "Aye" Tamer Sharefeldin "Aye", the amended agenda passed unanimously.</li> </ul>	2-3 minutes.
3	Mission and Vison	<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 were reported at this time.</li> </ul>	2-3 minutes.
5	Community Comments	<ul style="list-style-type: none"> <li>Community makes comments based upon sign-up sheet. No sign-ups</li> <li>Maximum 5 commenters, 3 minutes per commenter.</li> </ul>	0-15 minutes.
6	Approval of Prior meeting minutes	<ul style="list-style-type: none"> <li>Review of 27 April 2017 minutes.</li> <li>Motion to approve minutes from 27 April 2017. Sam made a motion to approve the minutes, Ahmed seconded. Vote:</li> </ul>	2-3 minutes
9	Board Officer and Terms	<ul style="list-style-type: none"> <li>Officer positions are discussed.</li> <li>Motion is made to nominate a new Board Secretary. No nomination was made, It was brought up that Norma may be interested from the last meeting but has declined the position at this time.</li> <li>Motion is made to reappoint board member; Ahmed Adam "Aye", Mary Pat German "Nay", Norma Mejia "Aye", Samuel Master "Aye", Tamer Sharefeldin "Aye". Motion passed by majority vote</li> </ul>	5 minutes.

10	Curriculum Committee Report:	<ul style="list-style-type: none"> <li>• Curriculum committee reports</li> <li>• Moved to Director's report</li> </ul>	10 minutes.
12	Policy Committee Report:	<ul style="list-style-type: none"> <li>• Policy committee reports. Overview of current policies were reported</li> <li>• Proposed policy changes are discussed. No discussion was made</li> <li>• Motion made to approve policy changes. Moved to June Meeting</li> </ul>	5 minutes.
13	Finance Committee Report:	<ul style="list-style-type: none"> <li>• Finance committee representative reports- Will be discussed in detail in the financial review.</li> </ul>	3 minutes.
14	Personnel Committee Report:	<ul style="list-style-type: none"> <li>• Personnel committee reports- <i>No report at this time</i></li> </ul>	3 minutes.
15	Executive Directors Report:	<ul style="list-style-type: none"> <li>• Student progress update.</li> <li>• School day and STEM block update and discussion- Director provided insight into the programming for the STEM Block and the opportunities having a later time will give to the students.</li> <li>• Discussion on other issues as brought forward by the Executive Director. <i>NEO Contract update is based on performance framework. This performance evaluation was reviewed and will be put to vote to approve in June.</i></li> <li>• <i>Projected ADM for SY2018 at this time is 280 Students with enrollment packets</i></li> </ul>	20-30 minutes.
16	Finances Review:  Finances Review (Cont'd):	<ul style="list-style-type: none"> <li>• Accountant presents the finances.</li> <li>• Discussion on the month's finances. No discussion</li> <li>• <i>Motion is made to approve the finances. Vote Ahmed Adam "Aye" Mary Pat German "Aye" Samuel Master "Aye", Tamer Sharefeldin "Aye"</i></li> </ul>	10 minutes.
16	NEO Contract Update	<ul style="list-style-type: none"> <li>• NEO Contract is reviewed by the board.</li> <li>• Discussion with the authorizer on the contract. <i>Wendy Swanson Choi went through the importance of revising goals.</i></li> <li>• Motions are made as necessary.</li> </ul>	20-30 minutes.
17	NEO Updates	<ul style="list-style-type: none"> <li>• Authorizer provides feedback to the Board.</li> </ul>	5 minutes.
18	Other Issues	<ul style="list-style-type: none"> <li>• Other issues are brought before the board. <i>The Board meeting night was addressed and will be revisited in June.</i></li> <li>• Maximum of 5 minutes discussion</li> <li>• Motions are made as necessary.</li> </ul>	5 minutes.

		<ul style="list-style-type: none"><li>• Consent Agenda is discussed with the amendment with the Executive Director removed. This will be address when the Directors evaluation is conducted in June.</li></ul>	
19	Adjournment	<ul style="list-style-type: none"><li>• A motion is made to adjourn. Ahmed made a motion to approve MPG 2<sup>nd</sup> all approved to adjourn. 7:07 p.m.</li></ul>	2-3 minutes.