

### Discovery Charter School Board Meeting Minutes

- A Meeting of the Board of Directors for Discovery Charter School has been scheduled for 6:00 P.M. Thursday, December 28, 2017. The meeting will be held at: 4100 East 66<sup>th</sup> Street, Inver Grove Heights, MN 55076.

Approved 01/25/2018

ITEM	BOARD ACTION	ESTIMATED TIME
Welcome, Attendance	<ul style="list-style-type: none"> <li>• Board Chair calls meeting to order. <b>Meeting called to order at 6:01 p.m.</b></li> <li>• Attendance is reflected in the minutes. <b>In attendance: Jesse Abbott, Samuel Master, Mary Pat German, Tony Ashbacher, Ahmed Adam. Ex officio members Heather Lines and Shannon Benalshaikh</b></li> </ul>	2-3 Minutes.
Approval of Agenda	<ul style="list-style-type: none"> <li>• Motion is made to approve agenda. <b>Jesse made motion to approve the agenda with the amendment to seat new community board member Eldon. Tony 2<sup>nd</sup> motion. Vote was unanimous to approve the agenda.</b></li> </ul>	2-3 Minutes.
Mission and Vision	<ul style="list-style-type: none"> <li>• Executive Director reads Mission and Vision statement. <b>Director read mission and vision.</b></li> </ul>	2-3 Minutes.
Conflict of Interest Statement	<ul style="list-style-type: none"> <li>• Board members declare any conflict of interest. <b>No conflicts of interest noted.</b></li> </ul>	2-3 Minutes.
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. <b>Ashley Ashbacher wanted to let members know about the next Family Fun Night on Jan 11<sup>th</sup> and the need for volunteers Jennifer Abbott noted that the website needs to be updated to reflect board policies, specifically regarding gifts to teachers. Also wanted clarification regarding the scope of committees, specifically finance.</b></li> </ul>	0-15 Minutes.
Approval of Minutes	<ul style="list-style-type: none"> <li>• Review of 30 November 2017 minutes.</li> <li>• Motion to approve minutes from 30 November 2017.</li> </ul>	2-3 Minutes

	<p>Changes were suggested regarding clerical corrections to the prior month's minutes. Ahmed made the motion to approve the minutes with noted corrections, Tony 2<sup>nd</sup> the motion, motion passed by unanimous vote.</p>	
Seating of Community Member	<ul style="list-style-type: none"> <li>Motions made regarding seating of new community member Ahmed made the motion to seat Eldon to the board. Mary Pat 2<sup>nd</sup> the motion. Motion passed by unanimous vote.</li> </ul>	5-10 Minutes
Auditor's Report	<ul style="list-style-type: none"> <li>Auditor will present the Audit Report for FY17 Chuck Rinkey presented the audit and the accountant went over financials.</li> </ul>	15 min.
Executive Directors Report:	<ul style="list-style-type: none"> <li>Executive Director gives report. Heather Lines gave the executive director report, which included current enrollment numbers, successful implementation of the 4<sup>th</sup> grade reading program, review of NWA scores. Also discussed the hiring of a PT SPED teacher, the open house dates of Jan 11<sup>th</sup>, and an update regarding the marketing committee. Belinda Jensen will be coming to the school to talk about meteorology and her book. Board listening session planned for Jan 17<sup>th</sup>.</li> </ul>	20-30 Minutes.
Policy Committee Report:	<ul style="list-style-type: none"> <li>Policy committee reports on Committee policy.</li> <li>Discussion of policy 5.1.1 Admissions Policy with Lottery Corrections and amendments to the admissions policy were discussed and reviewed.</li> <li>Motion to approve policy 5.1.1 revisions. Tony made the motion to approve the updated 5.1.1 policy with the amendments as noted, Ahmed 2<sup>nd</sup> the motion. Motion passed by unanimous vote.</li> </ul>	5 minutes.
Governance Committee Reports	<ul style="list-style-type: none"> <li>Governance Committee reports. Samuel Master gave an update on the Governance Committee meeting, regarding training and the planned listening session.</li> <li>Training materials are presented to the</li> </ul>	5-15 minutes.

	<p>board for review.</p> <p>Training materials were reviewed by board members. Going forward all board members will each have a training binder which will house all necessary training documents and will be kept at the school.</p> <ul style="list-style-type: none"> <li>Governance committee discussions and recommendations are discussed.</li> </ul> <p>No board level recommendations were made at this time.</p> <ul style="list-style-type: none"> <li>Motions are made as necessary.</li> </ul> <p>No motions were made</p>	
<p>Finances Review:</p> <p>Finances Review (Cont'd):</p>	<ul style="list-style-type: none"> <li>Finance committee reports.</li> <li>Discussion of finance committee reports.</li> <li>Accountant and administration presents the finances.</li> </ul> <p>Shannon discussed the finances, specifically the rent payment for Nov/Dec will be made in January, discussion of a potential line of credit, however no line of credit will be needed at this time, will be discussed in future meetings if necessary.</p> <ul style="list-style-type: none"> <li>Discussion and review of the month's finances.</li> <li>Working Budget is discussed and reviewed.</li> <li>Motion is made to approve the finances.</li> </ul> <p>Mary Pat made the motion to approve the finances as presented, Tony 2<sup>nd</sup> the motion. Motion passed by unanimous vote.</p>	20 minutes.
Board Terms Discussion	<ul style="list-style-type: none"> <li>Board term information is presented, including ending board terms. Samuel Master's term ends on Dec 31<sup>st</sup>. Samuel discussed his desire to be renewed until June of 2019.</li> <li>Discussion is had on whether to renew expiring board term.</li> </ul> <p>Discussion regarding renewing Samuel Master's renewal. Mary Pat discussed the timing of the discussion, preparation, and need for a clear transition plan. Tony asked Samuel about his plans for communication going forward as well as his reasoning for wanting to continue to be board chair. Samuel noted the need to be proactive with communication and his ties to the community. He also discussed the</p>	

	<p>need for continuity of leadership and if someone shows an interest in board chair in the future he is willing to step aside.</p> <ul style="list-style-type: none"> <li>• Motion is made concerning the above. Ahmed made the motion to reappoint Samuel Master to the board with an end date of June 2019, Jesse 2<sup>nd</sup> the motion. Jesse – aye, Ahmed- aye, Tony-aye Mary Pat – abstained, Eldon-aye, Samuel – abstained. Motion passed by majority vote.</li> </ul>	
NEO Updates	<ul style="list-style-type: none"> <li>• Authorizer provides feedback to the Board. NEO was not present, so no feedback was provided.</li> </ul>	5 minutes.
Board Training Discussion	<ul style="list-style-type: none"> <li>• Board reviews feedback provided by authorizer.</li> <li>• Board reviews evaluation paperwork and board members perform a self-evaluation. Board reviewed the roles of the board/director provided in the board packet and reviewed the NEO evaluation form.</li> </ul>	20 minutes.
Other Issues	<ul style="list-style-type: none"> <li>• Other issues are brought before the board. Tony discussed of the dates for listening sessions going forward, and suggested creating a survey to find out availability of the community. Discussion regarding Eldon joining the finance committee will be TBD. Mary Pat brought up the open teacher position. Heather noted some interest and it will be addressed at the next meeting. Tony discussed marketing for the upcoming family fun nights.</li> <li>• Maximum of 15 minute discussion</li> <li>• Motions are made as necessary. Discussion was made regarding appointing Jesse Abbott as vice-chair. Tony made the motion, Ahmed 2<sup>nd</sup> the motion, motion passed unanimously.</li> </ul>	15 Minutes.
Adjournment	<ul style="list-style-type: none"> <li>• A motion is made to adjourn. Tony made the motion to adjourn, Mary Pat 2<sup>nd</sup> the motion, motion passed unanimously. Meeting closed 7:47 pm.</li> </ul>	2-3 Minutes.