

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. Wednesday, May 23rd, 2018. The meeting will be 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"> ● Board Chair calls meeting to order. 6:00 p.m. ● Attendance is reflected in the minutes. Samuel Master, Jesse Abbott, Tony Ashbacher, Mary Pat German, Samantha Truax, Ahmed Adam, Eldon Marier. Ex officio Heather Lines and Shannon Benalshaikh 	2-3 Minutes.
2	Approval of Agenda	<ul style="list-style-type: none"> ● Motion is made to approve agenda. ● Eldon left meeting at 6:02 and returned at 6:02. ● Motion made by Jesse, 2nd by Ahmed to approve agenda as amended moving item 11 to in between items 16 and 17. Motion passed by unanimous vote. 	2-3 Minutes.
3	Mission and Vision	<ul style="list-style-type: none"> ● Board volunteer reads Mission and Vision statement. ● Heather Lines read the mission and vision statements. 	2-3 Minutes.
4	Conflict of Interest Statement	<ul style="list-style-type: none"> ● Board members declare any conflict of interest with the items on the agenda. ● No conflicts of interest were declared. 	2-3 Minutes.
5	Community Comments	<ul style="list-style-type: none"> ● Community makes comments based upon sign-up sheet. ● Heather Lines left the meeting at 6:08 and returned at 6:09 ● Jennifer Abbott spoke about the discrepancies between the updated DCS calendar and the IGH calendar. Also discussed the PTA spreading mulch on the playground on June 2nd and invited the board to come help. ● Maximum 15 minutes of comments from all commenters. 	0-15 Minutes.
6	Response to Community Comments	<ul style="list-style-type: none"> ● Board Chair responds to previous community comments from regular Board Meeting or outlines how comments are responded to. 	15 Minutes.

		<ul style="list-style-type: none"> ● Suggestions are made to the board for maintaining order during the meetings based upon community feedback. ● There were no community comments from the April meeting therefore there was no response to give. 	
7	Approval of Minutes	<ul style="list-style-type: none"> ● Review of 26 Apr 2018 minutes. ● Motion to approve minutes from 26 Apr 2018. ● Motion made by Ahmed, 2nd by Mary Pat, motion to approve the meeting minutes was passed by unanimous vote. 	15 Minutes
8	Governance Committee Report:	<ul style="list-style-type: none"> ● Governance committee reports. ● Present and discuss timeline of elections and major board decisions. ● Jesse suggested the Governance Committee look at developing a full 12 month timeline for major board decisions. ● Motion is made to accept timeline of elections and major board decisions. ● Motion was made by Tony and 2nd by Ahmed to initiate elections for board seats on the first day of conferences in the fall and once again in the winter for all current non-elected board seats. The board will review applicable guidelines regarding multi-day elections and may amend the election days as proposed. Motion passed by unanimous vote. ● Motion was made by Ahmed to move the June meeting to June 21st. 2nd by Mary Pat. Motion passed by unanimous vote. ● Officer positions and timelines are reviewed. ● Sam Master's chair seat is up in December. Ahmed has been treasurer for over a year. Ahmed nominated Eldon to be Treasurer. Motion made by Ahmed, 2nd Jesse. Ahmed - aye, Jesse- aye, Tony-aye, Sam - aye, Samantha- aye, Mary Pat - aye, Eldon -abstain. 	3 minutes.
9	Policy Committee Report:	<ul style="list-style-type: none"> ● Revised Fund Balance policy is reviewed. ● Motion was made to accept revised policy with amendments as proposed by Ahmed, 2nd Tony. Motion passed by unanimous vote. 	15 minutes.
10	Finance Committee Report and Review	<ul style="list-style-type: none"> ● Review is made of the monthly financials. ● The financials were presented to the board. ● Discussion of finance committee reports. 	15 minutes.

	of the Monthly Financials:	<ul style="list-style-type: none"> ● Motion was made to accept the financials as presented by Jesse, 2nd by Ahmed, motion passed by unanimous vote. ● Proposed budgets are presented to the board for review. ● There is an opportunity to make an initial review of the proposed budgets. ● Motion made by Mary Pat to approve the 240 budget as proposed, 2nd by Samantha. Motion passed by unanimous vote. 	
11	Personnel Committee Report:	<ul style="list-style-type: none"> ● Personnel committee reports. ● At this juncture, the meeting will be closed per Minnesota Statute 13D.05 Subd. 3(a) for the purposes of the evaluation of the Executive Director of Discovery Charter School Heather Lines, specifically the review and approval of the evaluation rubric. ● Motion was proposed to close the meeting. Heather Lines was asked by Sam Master if she would like the meeting closed and Heather declined. The meeting was not closed. ● Rubric was reviewed and discussed. ● Motion was made to approve the rubric as presented by Tony, 2nd by Eldon. Motion passed by unanimous vote. 	45 minutes.
12	Executive Directors Report:	<ul style="list-style-type: none"> ● Director makes their report. ● Heather Lines presented MAP testing results, discussed STEM projects and Mrs. White had a table set up for the board to review student projects. Heather also discussed the Spring Student Showcase and presented an update from Ms. Soley in Art. ● MAP data is presented to the board. ● Qualitative student data is presented to the board. ● Ahmed Adam left the meeting at 7:08 ● Jesse Abbott inquired about the survey Heather had proposed in April as well as a marketing plan as noted. Heather discussed timeframes regarding the next survey and marketing plan. This will be discussed further in the rubric discussion. ● Motions are made as necessary and/or at the suggestion of the executive director. 	20-30 Minutes.

		<ul style="list-style-type: none"> ● No motions were suggested or made. 	
13	Food Service Report	<ul style="list-style-type: none"> ● Food Service Report is presented by Shannon. ● Three options were presented to the board and feedback was provided. 	20 Minutes
14	Consent Agenda Staffing	<ul style="list-style-type: none"> ● Consent agenda for staffing is presented. ● Motion was made by Mary Pat to approve the staffing consent agenda. 2nd by Samantha Truax. Motion passed by unanimous vote. 	15 Minutes.
15	Consent Agenda Vendor Contracts	<ul style="list-style-type: none"> ● Consent agenda for vendor contracts is presented. ● Motion is made to approve agenda. ● Motion was made by Jesse, 2nd by Tony to approve the consent agenda for vendor contracts. Motion passed unanimously. 	15 Minutes.
16	NEO Updates	<ul style="list-style-type: none"> ● Authorizer provides feedback to the Board. ● Authorizer was not present to provide feedback. 	5 Minutes.
17	Other Issues	<ul style="list-style-type: none"> ● Other issues are brought before the board. ● Minimum of 5 minutes discussion. ● Tony inquired about radon testing, Shannon replied that testing will be done over the summer. ● Motions are made as necessary. 	5 Minutes.
18	Adjournment	<ul style="list-style-type: none"> ● A motion is made to adjourn by Jesse, 2nd by Mary Pat, motion passed by unanimous vote at 7:57 pm. 	2-3 Minutes.

DRAFT