

### Discovery Charter School Board Meeting Minutes

- A Meeting of the Board of Directors for Discovery Charter School was held at 6:00 P.M. Wednesday, June 21, 2018. The meeting was held at 4100 East 66th Street, Inver Grove Heights, MN 55076.

APPROVED 07/25/2018

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</li> <li>● Attendance is reflected in the minutes. Sam Master, Jesse Abbott, Ahmed Adam (joined at 6:02), Tony Ashbacher, Samantha Truax, Eldon Marier.</li> </ul>	2-3 Minutes.
2	Approval of Agenda	<ul style="list-style-type: none"> <li>● Motion is made to approve agenda.</li> <li>● Motion made by Tony, 2nd by Eldon. Motion passed by unanimous vote.</li> <li>● Ahmed Adam joined the meeting at 6:02 pm.</li> </ul>	2-3 Minutes.
3	Mission and Vision	<ul style="list-style-type: none"> <li>● Board volunteer reads Mission and Vision statement.</li> <li>● Heather Lines read the 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 with the items on the agenda.</li> <li>● No conflicts noted</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>● No community comments</li> <li>● Maximum 15 minutes of comments from all commenters.</li> </ul>	0-15 Minutes.
6	Response to Community Comments	<ul style="list-style-type: none"> <li>● Board Chair responds to previous community comments from regular Board Meeting or outlines how comments are responded to.</li> <li>● Executive Director outlined Discovery Club availability on teacher work days and other days. As they hire more people for Discovery Club the “data days” that are specific to DCS, the school will provide discovery club services.</li> <li>● Suggestions are made to the board for maintaining order during the meetings</li> </ul>	15 Minutes.

		based upon community feedback.	
7	Approval of Minutes	<ul style="list-style-type: none"> <li>● Review of 23 May 2018 minutes.</li> <li>● Motion to approve minutes from 23 May 2018.</li> <li>● Motion made by Eldon to approve the 23 May 2018 Minutes, 2nd by Ahmed, motion passed by unanimous vote.</li> </ul>	5 Minutes
8	Governance Committee Report:	<ul style="list-style-type: none"> <li>● Governance committee reports.</li> <li>● Board discusses and decides on date and time for new board meetings.</li> <li>● Motion made to accept the board calendar with proposed amendment to move the July meeting to Wednesday July 25th, 2018 by Ahmed, 2nd Jesse. Motion passed by unanimous vote.</li> </ul>	15 minutes.
9	Finance Committee Report and Review of the Monthly Financials:	<ul style="list-style-type: none"> <li>● Review is made of the monthly financials.</li> <li>● Discussion of monthly financials.</li> <li>● Motion is made to accept the financials.</li> <li>● Motion was made by to accept the financials by Ahmed, 2nd by Samantha . Motion passed by unanimous vote.</li> <li>● Budgetary changes are reviewed.</li> <li>● Motion made to approve amended budget.</li> <li>● No motion was made to amend the budget as there are no changes to be made at this time.</li> </ul>	30 minutes.
10	Personnel Committee Report:	<ul style="list-style-type: none"> <li>● Personnel committee reports.</li> <li>● 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.</li> <li>● Motion is made to close the meeting as applicable by Ahmed, 2nd by Samantha. Motion passed by unanimous vote.</li> <li>● The director evaluation and completed rubric was discussed.</li> <li>● Motion was made to open the meeting by Jesse, 2nd by Samantha. Motion passed by unanimous vote.</li> <li>● Upon the opening of the meeting, a motion is made to renew the contract with the Executive Director.</li> <li>● Motion was made by to renew Executive</li> </ul>	45 minutes.

		Director Heather Lines' contract by Ahmed, 2nd by Samantha. Motion passed unanimous vote.	
11	Executive Directors Report:	<ul style="list-style-type: none"> <li>● Director makes their report.</li> <li>● Last day of school was emotional for teachers and students. MDE reporting data was discussed. MCA data will be available on Monday. Three contracts out to prospective teachers, and waiting to hear back on those offers. Other open positions were discussed and movement of teachers to fill some of the middle school classrooms. Pre-K application to the state was discussed.</li> <li>● Consent agenda was presented to the board for employee contracts.</li> <li>● Amended lease is presented to the board.</li> <li>● Lease negotiations are still in process and the amended lease was not presented.</li> <li>● Motions are made as necessary and/or at the suggestion of the executive director.</li> <li>● Motion was made approve consent agenda as proposed by Tony, 2nd by Jesse . Motion passed by unanimous vote.</li> </ul>	20-30 Minutes.
12	NEO Updates	<ul style="list-style-type: none"> <li>● Authorizer provides feedback to the Board.</li> <li>● Authorizer was not present therefore no feedback was provided.</li> </ul>	5 Minutes.
13	Other Issues	<ul style="list-style-type: none"> <li>● Other issues are brought before the board.</li> <li>● Samuel Master announced that at the end of the July 2018 meeting he will need to resign from the board due to personal reasons.</li> <li>● Minimum of 5 minutes discussion.</li> <li>● Motions are made as necessary.</li> <li>● No motions were made.</li> </ul>	5 Minutes.
14	Adjournment	<ul style="list-style-type: none"> <li>● A motion is made to adjourn.</li> <li>● Motion made by Ahmed to close the meeting, 2nd by Samantha. Motion passed by unanimous vote.</li> </ul>	2-3 Minutes.

**DRAFT**