



Discovery Charter School

Governing Board Meeting Minutes April 12, 2016

The following are the minutes from the Governing Board meeting of Discovery Charter School held on Tuesday, April 12, 2016, at 6:00pm at our Hillpointe Campus:

AGENDA

1. **Call to Order**
Heidi Ongbongan, President, Called the meeting to order at 6:05 PM.
2. **Roll Call/Establishment of a Quorum:** Carol Hutchison, Heidi Ongbongan, Steve Weaver, Megan Hubble, Edna Tondevold and Glen Smallman all present
3. **Flag Salute/Pledge of Allegiance**
The flag salute was conducted
4. **Recite School Motto**
Board Member Megan Hubble recited the school motto:
Discovery Charter School's mission is to promote a safe, nurturing environment, which fosters student success through community involvement, progressive educational practices, and innovative use of technology.
5. **Adoption of Agenda (ACTION ITEM)**
Steve Weaver moved to adopt the agenda, Carol Hutchison seconded. All in favor.
6. **Approval of minutes from the February 9, 2016 Governing Board Meeting (ACTION ITEM)**
Carol Hutchison moved to approve the minutes from the February 9, 2016 Governing Board Meeting. Steve Weaver seconded. All in favor.

REPORTS (The non-action general items to be discussed are listed, but not limited to, these items):

7. Administration Report – Clark Price
 - i. **Staff Development/Staff Mentoring** – Staff development has been set up and is happening now and will continue through the summer. We will be sending teachers to the National Charter Conference in Nashville. Sending some to STEM programs, continuing the Kaegan, sent a group to High Tech High.
 - ii. **Curriculum** – The testing climate - we are doing SBACs now and it seems to be functioning fine. The Charter Authority didn't think it would work, so they had all the charter school s agree to take the ACT set of tests. The SBAC is the test that the state identifies. I don't know which ones are better suited to our students. We need to be able to make a choice and not have to do two sets of tests in the future. The ACT is for 3rd-7th graders. 8th graders will take the End of Course tests instead of the ACTs.
 - iii. **Policy and Procedure Development/Review** – Our ELL programs are being unified under the charter Authority, and then we will develop our site plan.
 - iv. **Staff Evaluations/Staffing Changes/Updates** – Evaluations have concluded. A majority of the staff is planning on staying on this next year. There are 3-4 new teachers, mostly middle school spots.
 - v. **Technology Status Update/Tech Policies/Tech Plan** –We were able to test more efficiently this year because we have more technology to test with. We have worked on developing the 6th grade 6 week class to go more in depth. HP is focusing on 3D printing and Mesa is focusing on Audio/Visual this year.
 - vi. Other Items As Needed – Mesa Vista site has been approved by the county to have a portable on the site. If we get this, it would be used to supplement the programs we already have – reading, tutoring, tech expansion. Not to add additional classes.
8. Office Manager – DeAnna McBrayer

- i. **Compliance Reports/State Coordination Items** – we are in compliance with all state and charter authority reports.
 - ii. **Enrollment Status/Current Interest** – We are full with a wait list at both campuses. We don't have any new non-kinder spots at this time, but that will change over the summer. Hillpointe had 18 siblings for kindergarten, only 2 open spots for new people.
 - iii. **Other Items As Needed** - none
9. Financial Officer – Kristen Diasparra
 - i. **Budget Review** – As of now in the last quarter, we have used about 65% of the expenses, so we are where we should be at.
 - ii. **DSA Funding Status/Updates** – Funding is coming in regularly. We recently received part B funds and early childhood funds. The state has subsidized the full day kinder through a different funding than the regular DSA. The changes will not really affect our budget.
 - iii. **Other Items As Needed** -
10. Parent Liaison – Angie Story
 - i. **General School Development/Parent Interaction** – Working with a father at the HP campus on an APP for the school and hope to have it ready by the end of the school year.
 - ii. **Fundraising/Community Involvement Status** - The art Gala was in February after all expenses, we made just under \$2,000. WE had our Make-a-Wish yard sale. A lot of people were involved. The school raised \$1700 for the make a wish foundation. We have talent show and musical coming up. The Carnival is May 13th.
 - iii. **Other Items As Needed** - none

UNFINISHED BUSINESS:

11. None

NEW BUSINESS:

12. **Review and possible action for the 2016-2017 School Year Tentative Budget as required by NRS requirements. (ACTION ITEM)**

Budget packet was reviewed. There are three columns – actual, estimated current year ending, and then the next year. The estimated current year will be based on the actual from last year, and adjusted for changes we know are different. We are basing the budgets on knowing what the rent is and a slight increase in utilities. With the teacher negotiations mostly done we have a pretty firm number for the salary pool. The student funding is different than the years before – it isn't done by a single count day, but the average daily enrollment. We are looking at 420 for our average daily enrollment next year. The kinder funding is different, so part of it is listed separately. The salary budget column is different than the anticipated budgets from before, because we have a more accurate number this year than the estimates we have used before.

Edna Tondevold motioned to approve the tentative budget, Carol Hutchison seconded. All in favor. Approved.
13. **Review and possible approval of the 2016-2017 School Year Govern Board Meeting Schedule as required by NRS requirements. (ACTION ITEM)**

Board members were given the proposed calendar and the list of compliance items required by the state. There may be extra meetings if something comes up, but they can be added or changed at any time. The April meeting was changed from 4/11/17 to 4/4/17 because of Spring Break. Megan Hubble pointed out that the bylaws require a meeting in June, so the May 31, 2016 meeting was changed to June 2nd.

Megan Hubble motioned to approve the meeting schedule as amended. Edna Tontevold seconded. All in favor.
14. **Review and possible approval of the 2016-2017 School Year Calendar as required by NRS requirements. (ACTION ITEM)**

We changed from 5 Fridays to 3 Fridays next year. There was a lot of family and teacher feedback and talk to find the best way to make use of these extra days. End date is June 6th. We are Starting on August 29, the

same as CCSD. Megan wanted to note on the printed version, the Friday school dates don't match the dates on the actual calendar. DeAnna said that would be corrected.

Carol Hutchison motioned to approve the 2016-2017 school calendar. Glen Smallman seconded. All in favor. Approved.

15. Discussion and possible action of EMO management for Discovery. (ACTION ITEM)

EMO management is allowed by the state statutes, and is the way that most of the charter schools are run in the state. Clark would like to have a way to maintain his involvement with the school, but not have to be there from day to day. The state wants the roles to be defined. This will be dealt with by clearly defining the relationship between the school and the EMO. Transition for the first year, Clark would still be involved a lot, and work with current staff on all the items he currently does with the staff that is there every day. He would take a reduction in salary. One concern with EMOs is the danger of mismanagement of funds and accountability, and this will be dealt with in creating an EMO. There would be a need to change the school bylaws, and this would have to be taken to the charter authority. The state and charter authority would have to approve everything. Clark would create an LLC and the school would contract with him as a management company.

There would be annual reviews of the EMO. If the school changes to an EMO and wanted to change back, they would have to change the bylaws again. This wouldn't be quite the same as a traditional EMO, but the EMO approved through the state will add protections for the school, rather than just contracting Clark as a consultant or manager.

The request at this meeting is for Clark to go to the Charter Authority to present the EMO plan. Right now the approval being sought is for Clark to take his proposal to the charter authority. There would still be an on site administrator. Nothing can be changed until it is taken to the Charter Authority, and then any change will have to come back to the governing board and approved. There is still a lot that needs to be worked out and defined. All staff is currently and will always be hired and contracts approved by the governing board.

Carol Hutchison Moved to approve to move forward with this plan. Glen Smallman seconded. Megan Hubble abstained, all others in favor.

16. New Board member search (ACTION ITEM)

There are current applications for board members. It is posted on the school website.

OTHER:

17. Board Member Comments (Non-Action Items)

18. Public Comments – (Comments may be limited to three minutes per person. Action will not be taken on the matters considered during this period until specifically included on an agenda as an Action Item.)

19. Response to Public Comments

20. Announcements and Agenda Planning – no announcements. The May 31st meeting will be changed to June second to comply with the bylaws.

21. Next scheduled Board Meeting to be announced.

Next meeting is the public Tentative Budget hearing on May 17, 2016 at the Mesa Vista Campus

22. Adjournment

Edna Tondevoid moved to adjourn, Carol Hutchison seconded. Approved.