



## Governing Board Meeting Minutes

Minutes of the Governing Board of the Discovery Charter School public meeting on Tuesday, October 18, 2016, beginning at 6:00pm at our Hillpointe Campus:

### AGENDA

1. Call to Order –  
October 18, 2016 at 6:10 pm by Heidi Ongbongan
2. Roll Call/Establishment of a Quorum:  
Present were: Carol Hutchison, Heidi Ongbongan, Steve Weaver, Megan Hubble, Glen Smallman all present. A quorum was present.
3. Flag Salute/Pledge of Allegiance  
Led by Heidi Ongbongan
4. Recite School Motto  
Recited by Megan Hubble  
*Discovery Charter School's mission is to promote a safe, nurturing environment that fosters student success through community involvement, progressive educational practices, and innovative use of technology.*
5. 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.)  
There were no public comments at this time.
6. Adoption of Agenda (ACTION ITEM)  
Carol Hutchison Moved to approve the October 18 agenda as amended. Steve Weaver seconded. All in favor.
7. Approval of minutes from past Governing Board Meeting (ACTION ITEM)  
Megan Hubble moved to approve the minutes as amended with spelling errors corrected. Carol Hutchison seconded. All in favor

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

8. Administration Report – Clark Price
  - i. Staff Development/Staff Mentoring – Amanda Kettleson reported – 1-3 teachers attending a conference in Nashville in the spring. They will come back and bring it to all staff. Clark Price reported - First round of staff evaluations is due December 1<sup>st</sup> and as we bring staff in we will identify other trainings and other areas to explore.
  - ii. Curriculum – Math curriculum has changed at Mesa Vista. 6<sup>th</sup>-8<sup>th</sup> are using ALEX. 3-5 are using Connect-Ed. The Connect-Ed was selected by Mrs. Matson and Mrs. Owens who were planning on teaching the 3-5 math.
  - iii. Policy and Procedure Development/Review – Crisis response and progressive discipline have both been updated and will be reviewed in the action items section.
  - iv. Staff Evaluations/Staffing Changes/Updates – Sunday evening Mr. Schaller resigned, we have had a meeting with a math tutor who created a math program for CCSD who has agreed to come work with our four math blocks. We will advertise and try to fill the advisor position. The math tutor is a retired math teacher, Mrs. Weller. Heidi Ongbongan asked if she was experienced in K-8, Clark Price responded the majority of her experience is in high school. Megan Hubble mentioned rumors swirling on Facebook and asked when the announcement of the staffing changes would be announced. Clark Price said this is still a developing situation and information will go out as soon as we have good information.
  - ~~v. Title I-Removed~~
  - vi. Technology Status Update/Tech Policies/Tech Plan – We inventoried and identified all machines that were not working, and an order has been made to get the 2 to 1 ratio for all grades. Amanda Kettleson talked about the technology checklist. Initial evaluations are still

- ongoing. We have partnered with the Apple Store in Fashion Show mall, and they are creating a program to supplement our technology checklists. Megan Hubble asked if these checklists were being supported in the classrooms. Mrs. Kettleson explained that they were being applied in classrooms through different projects and applications as part of the project based learning, but there is not a specific time in the classroom to specifically cover checklist items. There was discussion about typing skills and identifying and teaching specific tech skills, and how that relates to project based learning.
- vii. Campus Organization/Development – SBACs are in the office. We will pass out directly to parents over the next week, and will mail any not picked up by parent teacher conferences. Both campus students are combined together on the result data. In each area, we are at approaching standards. ACT results are also available for individual student results.
  - viii. Other Items As Needed – We are still waiting on the Fire Martial to give final approval for the Portable at Mesa Vista.
9. Office Manager – DeAnna McBrayer
- i. Compliance Reports/State Coordination Items – All reports are in and on time, and any corrections are made right away. There have been issues with infinite campus state wide implementation, and we attend weekly meetings with other charter schools and school districts as changes are made.
  - ii. Enrollment Status/Current Interest – We are full at both locations and have a wait list.
  - iii. Other Items As Needed
10. Financial Officer – Kristen Diasparra
- i. Budget Review – Everything is still looking good.
  - ii. DSA Funding Status/Updates – we still are receiving monthly payments based on our average daily enrollment and everything is fine.
  - iii. Other Items As Needed
11. Parent Liaison – Angie Story
- i. General School Development/Parent Interaction – A parent has basically re-hauled the website and it is doing a great job at working with the calendars and keeping parents informed. The book fairs just finished – combined totals was over 6900 dollars, and put 3400 dollars of books in the classrooms.
  - ii. Fundraising/Community Involvement Status – about 25 kids and families ran in the Danny Gans charity race. The fall festivals are coming up and parents have stepped up and are really helping out.
  - iii. Other Items As Needed

**UNFINISHED BUSINESS:**

12. None

**NEW BUSINESS:**

13. Plan for Progressive Discipline - Annual review and revision of Discipline Plan and approval of plan by Governing Board. (ACTION ITEM) –  
Clark Price explained the plan – there were a couple of minor cleanups from last year. Students will be given multiple chances to remain the setting. We treat each student as an individual.  
Steve Weaver moved to approve the Plan for Progressive Discipline. Glen Smallman seconded. All in favor.
14. Review Test Security Plan: Submit the Test Security Plan which must be consistent with both the State and District security plans. Accuracy is to be determined by the completeness of the plan. NAC 389.054 (ACTION ITEM)  
The plan was updated to go with the new computer testing. We did the mandated state training with all our 3-8 staff, and will be testing on the Chrome books. Some schools are still doing paper pencil, but all of our tests are on the computer. WIDA still has paper pencil test security.
15. Review EMO - per definition, PayPros, our payroll provider is considered and EMO. We need to evaluate their performance. (ACTION ITEM)  
Kristen explained they are our payroll provider and have been since the beginning. They work well with us and respond and pay in a timely manner and she recommends that we continue to use them.

16. Report of Budget NRS 387.303 [NRS 386.600(1)(b-j)]  
This ties in with the annual audit. We are in progress with this report and it will be submitted on time on November first.
17. Annual Audit Report progress discussion.  
This is due December 1<sup>st</sup>. We are currently working with our auditors and will have it complete and ready to submit on time.
18. Review and Amend Crisis response plan (ACTION ITEM)  
Staff has been reviewing the Crisis Plan on an ongoing basis. We practice the drills and the fire department comes in, oversees and evaluates. Names have been updated since last year.  
Steve Weaver moved to approve the Hillpointe Crisis Response Plan. Carol Hutchison seconded. All in favor.  
Steve Weaver moved to approve the Mesa Vista Crisis Response Plan. Glen Smallman seconded. All in favor. Both have been approved.
- ~~19. Review and possible action on employee contracts (ACTION ITEM)-Moved to administrative reports, not an action item~~
20. Review and possible action for the addition of new Governing Board members (ACTION ITEM)  
Tami Sloan-Harnish, a parent from Mesa Vista, has applied to become a member of the Discovery Charter School Governing Board. Her application and resume have been received.  
Megan Hubble moved to add Tami Sloan-Harnish to the governing board. Carol Hutchison seconded. All in favor. Heidi welcomed her to the board.

**OTHER:**

- ~~21. Progress Towards Goals report from Administration- Removed~~
22. Board Member Comments (Non-Action Items) –  
Heidi asked Glen how well he was able to be an active member of the board – he replied that as long as he didn't have traffic issues on the way to the Mesa Vista campus, and the video conferencing was available, he was good to go. Heidi talked about the video training they did, and talked about a tool for evaluation of staff and administration by the governing board. It is up to us to figure that out and get it put together. Carol talked about having many discussions during the board meeting that weren't really appropriate for the board meeting, and we need to form committees to actually make the changes that are needed. Megan talked about committees and what we need to do to make sure there are proper committees, and how many board members can be on each committee. There were three recommended committees – financial, documents and achievement. Megan is all for moving a lot of this stuff out the of board meetings to the committees. Megan also questioned the recent staff change at Mesa vista and wanted to make sure there was more than one person in any meetings with him. Clark assured her that any meetings that happened also included Amanda Kettleston as issues with the math program were discussed. He assured her that there was documentation of the ongoing discussions.
23. 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.)  
Tori West had a question for the board – what is the process to determine how much project based training new staff has when they are hired? What is the rigor you use to see if the teacher has the training needed to implement the project based learning? Will the person coming in be the permanent person to be the math teacher? How do you advertise for staff? Heidi stated the board does not do the hiring practice; they approve the contracts and oversee the general achievement of the student body as a whole and the administration. Tori asked if she as a parent should come to the admin and say she has a concern. Clark explained that if he has a candidate, he tries to get them in the classroom before he hires them.  
  
Timothy West agreed with the way that the school defends the rights of the teachers to teach. He asked how is the school cataloging the standards before the students get to the standardized tests. He doesn't see it happening as a parent. He sees lots of hardworking educators, and applauds that, but since the school isn't meeting standards, he asked how the school actually catalogues the standards that the students are exposed to. Heidi talked about

how it takes 3 to 4 years to get the absolute best data picture from testing. She asked how we get this to the parents to keep them involved.

Clark Price talked about the forum of an open meeting, and the two hats that many of our board members have as parents of students. He said he is open to discuss any questions that parents have – they are welcome to come to his office and he will talk with them. At the open meeting, it is the time to discuss the big picture, and not all the individual items.

24. Response to Public Comments -

Megan Hubble added that she would like the board to be more forward looking, and not just reacting and meeting because this or that has to be approved. She would like to focus on goal setting and looking to the future and planning. A lot of that is in the committees. Carol added that as this is her last year here, one of her big concerns is that she has seen so many charter and public schools teaching to the tests. She wants to make sure we don't ever go to that.

25. Announcements and Agenda Planning

Next scheduled Board Meeting to be announced.  
January 10<sup>th</sup> at the Mesa Vista Campus.

26. Adjournment –

Carol Hutchison moved to adjourn the meeting. Steve Weaver seconded. All in favor. Meeting adjourned.