



# Discovery Charter School

## Governing Board Meeting Minutes February 15, 2017

---

The Governing Board of the Discovery Charter School conducted a public meeting on Wednesday, February 15, 2017, beginning at 6:00pm at our Hillpointe Campus:

### AGENDA

1. Call to Order  
The DCS Governing Board meeting was called to order on February 15, 2017 at 6:03 by Tim West
2. Roll Call/Establishment of a Quorum:  
Carol Hutchison, Heidi Ongbongan, Steve Weaver, Megan Hubble, Tim West, Tami Sloan-Harnish were all present. A quorum was established.
3. Flag Salute/Pledge of Allegiance  
The Pledge of Allegiance was recited.
4. Reciting of School Motto  
The School motto was recited by Tim West  
*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. 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 item for possible action.)  
Kristen Diasparra expressed concern about there not being any collaboration or discussion with finance and admin yet about items in the agenda that have a budgetary impact.

Jennifer Fontes expressed her concerns about renewing the Administration contract for Mr. Price. She was unhappy with him. Tim West informed her that wasn't on the agenda, and that Mr. Price is now volunteering his time to help Mrs. Kettleson, our current Administrator.

Dawn Bouteiller requested that the school add an additional administrator to the school because other schools have an administrator, principle and vice principle. She also wanted to show her support for item number 16. She also suggested that board members to talk to other school's board members. She talked about the articles Dr. Price posts, and she wants the staff to utilize these more.

Hashem Karoum questioned the time of the board meetings. Asked where to find the governing board minutes. Mrs. Story told him the location on the website. It was mentioned there are some broken links.

Polly Suhr questioned number 11 if it included a consultant for staff members as well. Mr. West said at this time it is just for the governing board.

Clark Price talked about public comments – reminded people that they need to announce their name before they speak.

6. Adoption of Agenda (FOR POSSIBLE ACTION)  
Tim West moved to approve the agenda. Steve Weaver seconded. All voted in favor. Agenda was adopted.
8. Approval of minutes from past Governing Board Meeting (FOR POSSIBLE ACTION)

January 10<sup>th</sup>, 2017 Governing Board Meeting minutes – a typo on page two and Tami's name was corrected.

---

Heidi Ongbongan moved to approve the January 10<sup>th</sup> meeting minutes as amended. Carol Hutchison seconded. All voted in favor. Minutes approved.

February 2, 2017 Governing Board Meeting Minutes – There were a couple of spelling corrections. Clarified in minutes that the contract for the attorney was approved for 12 months. Steve Weaver moved to approve the meeting minutes as corrected. Carol Hutchison seconded. All voted in favor. Minutes approved.

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

9. Administration Report –Amanda Kettleson

i. Charter Renewal Progress

Clark Price's contract days are up – he is attending a last staff meeting Friday formally, going to the parent meetings and basketball game, but will then be done. Amanda Kettleson – we received our formal notice from the Charter Authority and will be on their next agenda April 28<sup>th</sup>. Amanda met with the attorney on what steps need to be taken from this point on. We have to submit a plan by March 24<sup>th</sup>.

ii. Testing progress

Amanda compiled the data from the test results and sent it to the board members. The one positive thing is that there are a lot of kids that are nearly meeting the standards, and she really feels these kids can improve this year with the additional focus on testing. They are setting up times after school and on Fridays for teachers and parent volunteers to help students for test preparation. She is looking at a company that has an online test practice program.

Amanda talked about the AIMS web program that required teacher training and asked about a timeline to implement a program like that. There was discussion questioning if there is another program that we can use to see student data that isn't as cost and time prohibitive as AIMS.

Megan Hubble asked about the school wide writing prompts. Amanda noted that the first round students showed little paragraph structure. The second round there were large improvements where most kids used the proper 5-paragraph structure. We are preparing for our next writing prompt.

**UNFINISHED BUSINESS:**

10. Review Governing Board membership bylaws and discuss recruitment of new members to replace retiring/exiting members (FOR POSSIBLE ACTION)

Glen Smallman sent a note resigning with a heavy heart because he has moved out of state. Tim West said we are in the process of recruiting new governing board members. He stressed that we are looking outside in the community because we have more than the ideal number of parents on our governing board. There are two people in the process of applying.

11. Review requirements and possible action for contract for outside consultant to support board and/or administration (FOR POSSIBLE ACTION)

There are items in the bylaws that are not in the regulatory state statutes. He is requesting a consultant to help the Governing Board ensure they have all requirements met and understand their position. Carol Hutchison asked if Tim would be able to meet with a consultant himself and review the bylaws. Agreed that board member training is necessary. Heidi Ongbongan said that training would have helped her be more effective. Committees earlier on would also have helped. She feels an outside consultant will create a strong

board. Megan Hubble reminded about the NRS requirement to train the board. Tim West talked about the roll of a consultant and said they only have the power you give them –he is looking for a consultant to help with best practices.

12. Review requirement for and proposed guidance for committees, approve creation of committees (FOR POSSIBLE ACTION)

i. Review draft guidance for Administrative review committee

The committee would not be doing the actual administrative review, but making sure we scope administrative review appropriately. It is the job of the school to do the surveys, and then to pass the information back on to the committee. This is an item that if the board gets outside consult they would ask for input. The committee is to come up with recommended course of action to bring to the Governing Board. Carol said that we need to make sure there is a member with HR experience to be on the committee. Megan gave several items that need to be included as best practices – there are three parts that are needed in the review system.

Megan Hubble and Tim West are to head the committee. They are looking at public libraries for meetings. Tim estimates at least two meetings, and to report back by April. Tentative first meeting date is March 2<sup>nd</sup>.

ii. Review draft guidance for Academic Excellence committee

Tentative committee date March 7<sup>th</sup> at Mesa Vista at 4:30. Heidi Ongbongan said the committee is to work with the CEO to devise clear and consistent measures to monitor educational goals, work with the CEO to create goals, and present to the Governing Board. It is also to make Board Level goals. It is about oversight, not to get into the day-to-day operation. Board members, teachers and parents can be on the committee. They are looking at 5 to 7 members.

**NEW BUSINESS:**

13. Discuss requirement for and review use of parliamentarian position during meetings

There was discussion of the use of a parliamentarian to help the board follow Robert's Rules to keep the board meetings running smoothly.

14. Review and possible action for contract for outside consultant to support board (FOR POSSIBLE ACTION)

Tabled at this time.

15. Review requirements for and actions already taken regarding board oversight, including free advice from consultants as identified in previous meeting.

Megan Hubble provided two pages of links to resources for Governing Board Members. – Not all of them are needed at this time, but some are a really good place to start. They cover many areas of governing boards.

16. Identify requirements and options for new board member training

Tim West requested that current board members take a look at a few of the resources provided by Megan Hubble and prepare to report back at the next meeting.

17. Approve Ms. McDonough's contract (FOR POSSIBLE ACTION)

Megan Hubble questioned why the contract was listed as teaching assistant, Tim West believed it was because this contract is bridging a gap and she is sharing teaching with Mrs. Weller.

Carol Hutchison moved to approve Ms. McDonough's contract, Heidi Ongbongan seconded. All voted in favor, contract was approved.

**OTHER:**

18. Board Member Comments (Non-Action Items)

Carol Hutchison wanted to comment about the dedication of Mr. Price starting the school. She and many others she has talked to have never had a problem talking to Mr. Price. The kids have a great relationship with the administrator.

Tami Sloan-Harnish asked if the kids knew Mr. Price was leaving. Mr. Price talked about how he was touching base with the kids, and that he would send out an official letter, but right now he is trying to do as much face to face as possible.

Megan Hubble asked about how the accountability surveys that went out recently have been coming back in. Amanda Kettleon replied that they have been coming in pretty consistently. There are some that say all is fine, and other have valid concerns, many of which we are currently working on addressing. She has been compiling the information into a spreadsheet.

19. 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.)

Hashem Karoum – said Amanda had talked about lawyer confidentiality, and he encouraged you to spend more time with the attorney to fully understand so you know what you can and cannot talk about. Tim West replied that there was information from the state that may not have been finalized.

Rya Eisma – Shared her concern as a parent. She was really excited about how we did things creatively, but is afraid we will lose that by focusing on testing. She doesn't understand the dates and wonders if she needs to apply to other schools now.

Jennifer Fontes – Asked what is the formal notice from the charter authority. Tim West replied and let her know that because of testing we have to present at the next Charter Authority meeting. Do assessments that our teachers are doing match what the SBAC is testing? She questioned how and what teachers are assessing and if administration was overseeing that assessing. Megan Hubble replied based on her observation that you could walk into any class and the teachers know which students need help and what they are doing.

Tori West – Wanted to make sure we are clear on the difference between assessments versus actual learning. There are also two types of assessments – types of testing and the SBAC. She also stated that for board training that they should read the charter.

Dawn Bouteiller – She doesn't think we are following the school motto. She is upset about in school projects. She appreciates that Mrs. Kettleon thought the complaints were valid. She likes that teachers are going to be on the committee. She questioned if we have an academic plan.

20. Response to Public Comments

None at this time.

21. Announcements and Agenda Planning

Next scheduled Board Meeting is to be March 7<sup>th</sup> at 6:00 at the Mesa Vista campus.

22. Adjournment

Tim West adjourned the meeting at 7:55pm.