



Discovery Charter School

Governing Board Meeting Minutes August 23, 2016

1. Call to Order
President Heidi Ongbongan called the meeting to order at 6:01pm on August 23, 2016
2. Roll Call/Establishment of a Quorum:
Carol Hutchison, Heidi Ongbongan, Steve Weaver, Megan Hubble present. Glen Smallman not present. A quorum was established.
3. Flag Salute/Pledge of Allegiance –
The flag salute was held
4. Reciting of School Motto

The school motto was 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. Adoption of Agenda
Steve Weaver moved to adopt the agenda. Carol Hutchison seconded. All in favor, motion passed.
6. Approval of minutes from past Governing Board Meeting June 2, 2016
Megan Hubble moved to approve the June 2nd meeting minutes with spelling and grammatical corrections, and the addition of the names of the two administrators. Carol Hutchison seconded. All in favor. Motion passed.

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

1. Administration Report – Clark Price
 - i. Staff Development/Staff Mentoring – We are fully staffed and just had our second all staff meeting. There is a lot of collaboration and staff mentoring going on with the new staff.
 - ii. Curriculum - We are investing in math this year – the new math teachers are working to set their program for the upcoming school year.
 - iii. Policy and Procedure Development/Review – This will be discussed in the action items.
 - iv. Staff Evaluations/Staffing Changes/Updates – no staff evaluations yet this year.
 - v. Other Items As Needed
2. Campus Organization – Clark Price
 - i. Technology Status Update/Tech Policies/Tech Plan – Amanda Kettleson brought in a preliminary technology checklist with levels and skills for all students to pass. There will be a rewards program along with the new checklists. Every student will be evaluated starting at level 1. The tech check list is not a class, but will be included in the different classroom areas. There were many questions about the new program, which is a work in progress. We will have many ways to assess student's tech levels.
Tech ratios are still 2 to 1 for the middle school, and some more tech is being purchased for the tech program at the Mesa Campus.
 - ii. Campus Organization/Development – There are some changes at both campuses.
The portable won't be available when school starts. At Hillpointe there will be new turf going in
 - iii. Other Items As Needed
3. Office Manager – Deanna McBrayer
 - i. Compliance Reports/State Coordination Items – We are currently in compliance and on time. Infinite Campus has gone state wide which has

- caused some glitches in the Infinite Campus program on our end, but we are working on getting teachers access to everything they need to start.
- ii. Enrollment Status/Current Interest – we are currently full at each campus with a wait list.
 - iii. Other Items As Needed - check on test security plan and other upcoming compliance items.
4. Financial Officer – Kristen Diasparra
- i. Budget Review – we are working on closing out the books from last year.
 - ii. DSA Funding Status/Updates – We are still receiving DSA funding based on average daily enrollment.
 - iii. Other Items As Needed – Working on setting a date with the auditors for the budget.
5. Parent Liaison – Angie Story
- i. General School Development/Parent Interaction – New family orientations are tomorrow and Thursday. We aren't having a teacher meet and greet before school, but will be doing an open house a couple of weeks into the new school year. We have a couple of family activities already scheduled for the new year. There are about 25-30 new families at Hillpointe and about 10 new families at Mesa vista outside of the new Kindergarteners.
 - ii. Community Involvement Status – The tortoise habitat is about 80% complete and will be finished as the weather cools. The goal is to have tortoises in by spring.
 - iii. Other Items As Needed

UNFINISHED BUSINESS:

6. None

NEW BUSINESS:

7. Review and possible action for various employee contracts for the 2016-2017 school year. Clark Price presented contracts for Chris Quaresma, advisor HP 2-3 blend, Isabell Pichon as a teaching assistant at both campuses, and William Schaller 3-5 advisory and Math at Mesa Vista. Steve Weaver moved to approve the three contracts, Carol Hutchison seconded. All in favor, motion passed.
8. Review / Possible Approval changes to Personnel Policies Handbook. Discussion was held about the mission statement and grass roots origin of the school in the start of the handbook. There were a few grammatical errors. Steve Weaver made a motion to approve the changes currently made to the Personnel Policies Handbook, Carol Hutchison seconded. 3 in favor, Heidi Onbongan opposed, motion passed.
9. Review / Possible Approval changes to Parent/Student Handbook. Change the mission statement in the book to reflect “that” rather than “which”. Parents voice meetings are now every the first and third week of each month. Carol Hutchison moved to approve the changes to the parent handbook, Steve Weaver seconded. All in favor, motion passed.
10. Update and amend enrollment lottery process in DCS charter to align with NRS 388A.450 and 388A.453. This updates our policy to fully align with the updated state regulations regarding charter school lottery. Carol Hutchison moved to approve the amended enrollment lottery process, Steve Weaver seconded. All in favor, motion passed.

OTHER:

- 11. Board Member Comments - No comments
- 12. Public Comments – - no public comments
- 13. Response to Public Comments - No response needed
- 14. Announcements and Agenda Planning

Next scheduled Board Meeting is October 18th at Hillpointe Campus

15. Adjournment – Carol Hutchison moved to adjourn the meeting, Glen Smallman seconded. All in favor, meeting adjourned.