



# Discovery Charter School

## Governing Board Meeting Minutes April 14, 2015

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The following are the minutes for the Governing Board Meeting of Discovery Charter School held Tuesday, April 14, 2015, beginning at 6:00pm at the Hillpointe Campus:

### RECORD OF ACTION ITEMS AND ITEMS OF DISCUSSION:

#### AGENDA

**1. Call to Order**

Heidi Ongbongan, President called the meeting to order April 14, 2015 at 6:09pm.

**2. Roll Call/Establishment of a Quorum (ACTION ITEM)**

Present were: Heidi Ongbongan (President), Homa Woodrum, Carol Hutchison, Steve Weaver, Megan Hubble. A quorum of 5 members was determined. Also present were various administration and staff.

**3. Flag Salute/Pledge of Allegiance**

The Flag Salute/Pledge was conducted

**4. Recite School Motto**

Board member Homa Woodrum recited the following 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)**

Edna Tondevoid moved to approve agenda. Carol Hutchison seconded the Motion. Motion carried unanimously.

**6. Approval of minutes from the March 2, 2015 Governing Board Meeting (ACTION ITEM)**

Homa Woodrum moved to approve the meeting minutes from the March 2, 2015 meeting. Carol Hutchison seconded the Motion. Motion carried unanimously.

#### REPORTS

**7. Administration Report – Clark Price reported the following information:**

- i. **Staff Development/Staff Mentoring** – The second round of evaluations are finished and areas of training have been identified. We have teachers set to go out and train in areas that we would like to see further growth, i.e. project based learning, student voice, National Charter School convention, and others.
- ii. **Curriculum** – We continue to discuss through Title IIA, as well as what we implement as we find what is best for our kids and how to be creative with it. We meet at least once a month for All Staff, and weekly for the individual sites. We have also started the SBAC testing this week – all new, all computerized. Today Clark County School District started, and the testing did not work at all. We were able to start some tests and will continue to work on getting them completed in our testing window. We are unable to create a fixed schedule because of the unreliability of the program and server.

- iii. **Policy and Procedure Development/Review** – We are in the 4<sup>th</sup> year of a 5 year lease at Mesa, and we have been in talks with the landlord about what a renewal would look like. We are looking to tie it up this summer.
  - iv. **Staff Evaluations/Staffing Changes/Updates** – Evaluations are done. The next step is the spring negotiations. These will determine who is coming back and what positions we need to hire for.
  - v. **Technology Status Update/Tech Policies/Tech Plan** – We are using the computers for the testing – no real updates there. We are looking at new interactive projectors. All rooms have a projector or Television, only about 4 classes have the full interactive white boards, and we are looking to get more of them.
  - vi. **Other Items As Needed** – No other items at this time.
8. **Office Manager Reports** – DeAnna McBryer reported:
- i. **Compliance Reports/State Coordination Items** – We will be going over the board meeting schedule for next year in the action items. We still have three stars out of three for school compliance. Calendar is based off of the Charter School manual. Meetings are every other campus, but only dates are set on the calendar.
  - ii. **Enrollment Status/Current Interest** – Most of our students have said they are coming back. We have a waiting list for all grades.
  - iii. **Other Items As Needed** – No other items at this time.
9. **Financial Officer Reports** – Kristen Diasparra reported:
- i. **Budget Review** – Will be discussed as an action item for next year. As for this year, we are still on track with our budget.
  - ii. **DSA Funding Status/Updates** – we are still receiving monthly payments, and with our enrollment numbers that will not change.
  - iii. **Other Items As Needed** – No other items at this time.
10. **Parent Liaison Reports** – Angie Story reported:
- i. **General School Development/Parent Interaction** – We have a new little bumper sticker. We are still working on parent communication – through the website, newsletter and weekly parent meetings. We have a lot of things coming up i.e. talent shows, school book fair, entire school field trips, Mesa Vista Musical, and spring carnival.
  - ii. **Fundraising/Community Involvement Status** – We are very involved and very busy until the end of the school year.
  - iii. **Other Items As Needed** - No other items at this time.

**UNFINISHED BUSINESS:**

- 11. None

**NEW BUSINESS:**

- 12. **Review and possible action for the 2015-2016 School Year Tentative Budget as required by NRS requirements. (ACTION ITEM)**

Kristen Diasparra explained the basics of how the budget is set up and coded. It is based on previous years

using data straight from the accounting software. Purchased services include and contracted services like maintenance and cable, also some of the staff through PayPros. Janitorial, Psyche, Speech – anything outsourced. The budget is based on every class full at both sites. Special Programs include special education.

Homa Woodrum moved to adopt the Tentative Budget, Carol Hutchison seconded. Motion carried unanimously.

**13. Review and possible approval of the 2015-2016 School Year Governing Board Meeting Schedule as required by NRS requirements. (ACTION ITEM)**

Discussed the dates of the meetings scheduled and charter school calendar. The date of the last meeting of the school year was amended to 5/31/2016 to go along with the school calendar, which will be submitted to the state soon with the application for alternative 4 day a week schedule.

Homa Woodrum moved to adopt the Governing Board Meeting Schedule as amended, Carol Hutchison seconded. Motion carried unanimously.

**OTHER:**

**14. Board Member Comments (Non-Action Items)**

Homa sought verification of the Board Members terms and term limits. Want to make sure we are on top of keeping board members current. We will review the bylaws and verify the terms and when members term out. Check to make sure the staggering is working. She also commented how our kids are rocking it in sports with sportsmanship and winning. She is grateful for the advisors spending all the time to coach. She will review the bylaws and share with the board.

**15. 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.)**

No public comments at this time.

**16. Response to Public Comments**

No response needed.

**17. Announcements and Agenda Planning**

Already went over agenda planning. Contracts come up in the meeting in June.

**18. Next scheduled Board Meeting to be announced.**

May 19<sup>th</sup>, 2015 will be the next board meeting – a public hearing on the Budget.

**19. Adjournment**

Carol Hutchison moved to adjourn the meeting. Homa Woodrum seconded the Motion. The motion carried unanimously.