



# Discovery Charter School

GOVERNING BOARD  
MEETING MINUTES  
June 3, 2014

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The following are the meeting minutes for June 3, 2014 held at the Hillpointe Campus, 8941 Hillpointe Road, Las Vegas, Nevada.

## RECORD OF ACTION ITEMS AND ITEMS OF DISCUSSION:

### 1. Call to Order

Heidi Ongbongan, President, called the meeting to order at 6:00 p.m.

### 2. Roll Call/Establishment of a Quorum (Action Item)

Present were: Heidi Ongbongan (President), Carol Hutchison, Jennifer Sher, Edna Tondevold, Homa Woodrum, and Wendy Testa. A quorum of six members was determined. Also present were various administration and staff.

### 3. Flag Salute/Pledge of Allegiance

The Flag Salute/Pledge of Allegiance was conducted.

### 4. Recite School Motto

Board member 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)

The following correction was noted: on agenda item 15, the school year should be 2014-2015 and not 2013-2014.

Homa Woodrum moved to approve the June 3, 2014 meeting agenda as amended. Jennifer Sher seconded the Motion. The motion carried unanimously.

### 6. Approval of Minutes from past Governing Board Meeting

President Ongbongan noted the April 8, 2014 regular Board meeting minutes and the May 20, 2014 special meeting minutes related to the budget needed to be approved.

Wendy Testa moved to approve the April 8, 2014 regular Board meeting minutes and the May 20, 2014 special meeting minutes related to the budget. Edna Tondevold seconded the Motion. The motion carried unanimously.

## REPORTS

### 7. Administration Report

**i. Staff Development/Staff Mentoring** – Jessica Kritzler stated she would be attending the Kagen Conference in July, 2014. Nate Garcia reported he, Ms. Frazier, and Jason Anderson would be attending the IST Technology Conference in Atlanta, Georgia to learn about innovative uses of technology in the classroom. Clark Price stated he and some of the new hires will be attending the National Charter School Convention. He reported a specific team will be established to assist with staff mentoring.

**ii. Curriculum** – Clark Price reported sharing project-based lessons were going well.

**iii. Policy and Procedure Development/Review** – Clark Price stated he and staff was cleaning up the language on the school charter without changing the fundamental mission of the charter.

**iv. Staff Evaluations/Staffing Changes/Updates** – Clark Price reported letters of intent were completed. They were working on hiring four additional licensed teachers.

**v. Other Items as Needed** – There were no other items to report.

### 8. Campus Organization – Clark Price reported the following information:

**i. Technology Status Update/Tech Policies/Tech Plan** – New innovations were being addressed to incorporate more technology in the classrooms.

**ii. Campus Organization/Development** – Inspections were being completed for the campus.

**iii. Other Items as Needed** – There were no additional items to report.

### 9. Office Manager – Deanna McBrayer reported the following information:

**i. Compliance Reports/State Coordination Items** – The school was 100% in compliance with the AOAS reporting system. Training will be held this month for the new system.

**ii. Enrollment Status/Current Interest** – Both campuses were full. Re-evaluations to determine which students will be leaving the school will be held next week. A lottery may be open to those students on the waiting list. There are approximately 90 students on the waiting list at Hillpointe and 50 students on the waiting list at Mesa Vista.

**iii. Other Items as Needed** – There were no additional items to report.

**10. Financial Officer** – Kristen Diasparra reported the following information:

**i. Budget Review** – This item will be addressed later in the meeting.

**ii. DSA Funding Status/Updates** – There were still two more installments of DSA funding for the current school year. The June installment was just received. The second installment will be received in July, 2014. There may also be one more check at the end of the fiscal year, when a review of property values is completed. The independent audit will begin on June 30, 2014 and will conclude in September or October, 2014.

**iii. Other Items as Needed** – There were no additional items to report.

**11. Parent Liaison**

**i. General School Development/Parent Interaction**

**ii. Community Involvement Status**

**iii. Other Items as Needed**

Angie Storey reported Parent interaction was going well. The talent show was completed last week at the Mesa Vista campus. Families were being updated through the school's newsletter, website, and the weekly "Parent Voice" meetings. Yearbooks will be issued tomorrow.

## **UNFINISHED BUSINESS**

**12. NONE**

## **NEW BUSINESS**

**13. Review and Possible Action for the final 2014-2015 School Budget as required by the NRS (ACTION ITEM)** – Kristen Diasparra stated there were no additional amendments to the budget.

At this time, President Ongbongan opened discussion to public comment. Seeing and hearing no public comment requests, President Ongbongan closed public comment.

Homa Woodrum moved to approve the final 2014-2015 School Budget. Carol Hutchison seconded the Motion. The motion carried unanimously.

- 14. Review and Possible Action to authorize the call for new potential board member application to fill current vacancies on the Board (ACTION ITEM)** – President Ongbongan clarified there is currently one vacancy on the Board. Discussion was heard to begin recruitment for the new school year.

At this time, President Ongbongan opened discussion to public comment. Seeing and hearing no public comment requests, President Ongbongan closed public comment.

Homa Woodrum moved to authorize the call for new potential board member applications to fill current vacancies on the Board. Carol Hutchison seconded the Motion. The motion carried unanimously.

- 15. Review and Possible Action for administrator contract for the 2014-2015 school year (ACTION ITEM)** – It was noted the administrator contract was emailed to Board members for review.

At this time, President Ongbongan opened discussion to public comment.

Todd McBrayer commented on the success of the school for the past three years under Dr. Price's administration.

Seeing and hearing no additional public comment requests, President Ongbongan closed public comment.

Homa Woodrum moved to approve the administrator contract for the 2014-2015 school year. Wendy Testa seconded the Motion. The motion carried unanimously.

- 16. Review and Possible Action for various employee contracts for the 2014-2015 school year (ACTION ITEM)** – At this time, President Ongbongan opened up this item to public comment.

Clark Price commented all contracts were negotiated with transparency with the employees and that the Board's understanding of the process will determine the school's success. He noted one employee did not sign a letter of intent this year and had discussed the issue with some Board members. He stated it would be detrimental to the school for Board members to discuss policy and procedures with individual staff members. He commented on the need for transparency to avoid creating additional problems. Discussion followed to provide training regarding these procedures with new hires.

Member Woodrum asked if contracts were available for public viewing. Mr. Price stated staff was free to share their information individually.

Jennifer Sher moved to approve the employee contract for Gwenna Fierro for the 2014-2015 school year. Carol Hutchison seconded the Motion. The motion carried by a vote of 5-0. Member Woodrum abstained due to a conflict of interest.

Wendy Testa moved to approve the employee contract for Dave Price for the 2014-2015 school year. Jennifer Sher seconded the Motion. The motion carried unanimously.

Jennifer Sher moved to approve the employee contract for DeAnna McBrayer for the 2014-2015 school year. Wendy Testa seconded the Motion. The motion carried unanimously.

Wendy Testa moved to approve the employee contract for Nate Garcia for the 2014-2015 school year. Jennifer Sher seconded the Motion. The motion carried unanimously.

Jennifer Sher moved to approve the employee contract for Glenda Matson for the 2014-2015 school year. Carol Hutchison seconded the Motion. The motion carried unanimously.

Jennifer Sher moved to approve the employee contract for Eric Harms for the 2014-2015 school year. Edna Tondevoid seconded the Motion. The motion carried unanimously.

Jennifer Sher moved to approve the employee contract for Ryan Hoon for the 2014-2015 school year. Wendy Testa seconded the Motion. The motion carried unanimously.

Jennifer Sher moved to approve the employee contract for Russell Jordan for the 2014-2015 school year. Homa Woodrum seconded the Motion. The motion carried unanimously.

Jennifer Sher moved to approve the employee contract for Morgan Aker for the 2014-2015 school year. Edna Tondevoid seconded the Motion. The motion carried unanimously.

Jennifer Sher moved to approve the employee contract for Jason Anderson for the 2014-2015 school year. Homa Woodrum seconded the Motion. The motion carried unanimously.

Jennifer Sher moved to approve the employee contract for Angie Story for the 2014-2015 school year. Wendy Testa seconded the Motion. The motion carried unanimously.

Jennifer Sher moved to approve the employee contract for Polly Suhr for the 2014-2015 school year. Carol Hutchison seconded the Motion. The motion carried unanimously.

Jennifer Sher moved to approve the employee contract for Danielle Rubino for the 2014-2015 school year. Edna Tondevoid seconded the Motion. The motion carried unanimously.

Jennifer Sher moved to approve the employee contract for Bianca Rivera for the 2014-2015 school year. Homa Woodrum seconded the Motion. The motion carried unanimously.

Jennifer Sher moved to approve the employee contract for Ben Ocasio-Falcon for the 2014-2015 school year. Carol Hutchison seconded the Motion. The motion carried unanimously.

Jennifer Sher moved to approve the employee contract for Jessica Kritzler for the 2014-2015 school year. Homa Woodrum seconded the Motion. The motion carried unanimously.

Jennifer Sher moved to approve the employee contract for Lisa Bernauer for the 2014-2015 school year. Homa Woodrum seconded the Motion. The motion carried unanimously.

Jennifer Sher moved to approve the employee contract for Nerissa Lopez for the 2014-2015 school year. Homa Woodrum seconded the Motion. The motion carried unanimously.

Jennifer Sher moved to approve the employee contract for Amanda Kettleson for the 2014-2015 school year. Homa Woodrum seconded the Motion. The motion carried unanimously.

Jennifer Sher moved to approve the employee contract for Lauren Ayala for the 2014-2015 school year. Homa Woodrum seconded the Motion. The motion carried unanimously.

Jennifer Sher moved to approve the employee contract for Becca Chase for the 2014-2015 school year. Homa Woodrum seconded the Motion. The motion carried unanimously.

## **OTHER**

### **17. Board Member Comments**

The Board commented on the success of the previous school year and its activities.

A comment was made regarding the importance of allowing teachers to find alternatives to better themselves as teachers.

### **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.)**

A comment was made commending Member Testa's efforts at the school.

## **19. Response to Public Comments**

None

## **20. Announcements and Agenda Planning**

The next scheduled Board meeting will be held on Tuesday, August 12, 2014 beginning at 6:00 p.m. at the Mesa Vista campus.

At this time, agenda item 16 was re-opened to review and approve the employee contract for Kristen Diasparra.

## **16. Review and Possible Action for various employee contracts for the 2014-2015 school year (ACTION ITEM) – Reopened**

President Ongbongan opened the item to public comment. Seeing and hearing no public comment requests, President Ongbongan closed public comment.

Edna Tondevold moved to approve the employee contract for Kristen Diasparra for the 2014-2015 school year. Homa Woodrum seconded the Motion. The motion carried unanimously.

It was noted Ms. Diasparra's contract would end before the August meeting; therefore, it needed to be approved during tonight's meeting.

## **17. Adjournment**

There being no further business, the meeting adjourned at 7:03 p.m.

Wendy Testa moved to adjourn the meeting. Edna Tondevold seconded the Motion. The motion carried unanimously.