



# Discovery Charter School

GOVERNING BOARD  
MEETING MINUTES  
August 12, 2014

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The following are the meeting minutes for August 12, 2014 held at the Mesa Vista Campus, 3883 East Mesa Vista Way, Las Vegas, Nevada.

## RECORD OF ACTION ITEMS AND ITEMS OF DISCUSSION:

### 1. Call to Order

Heidi Ongbongan, President, called the meeting to order at 6:07 p.m.

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

Present were: Heidi Ongbongan (President), Carol Hutchison, Jennifer Sher, Edna Tondevold, and Homa Woodrum. A quorum of five 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 Hutchison 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)

President Ongbongan stated the agenda needed to be amended to include item 13A: Safe Key at Hillpointe.

Carol Hutchison moved to approve the August 12, 2014 meeting agenda, as amended. Homa Woodrum seconded the Motion. Motion carried unanimously.

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

Homa Woodrum moved to approve the June 3, 2014 meeting minutes. Carol Hutchison seconded the Motion. Motion carried unanimously.

## REPORTS

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

**i. Staff Development/Staff Mentoring** – At the last meeting, he reported on the training seminars being attended by staff. Eight new staff members may form a mentoring group. The Hillpointe campus will be fully staffed when school begins on Monday.

**ii. Policy and Procedure Development/Review** – Policies were being established for Safe Key and parking. He was working on vendors providing free and reduced lunches, during the new school year.

**iii. Staff Evaluations/Staffing Changes/Updates** – The school will be fully staffed with the approval of the additional contracts at tonight’s meeting, with the exception of a Special Ed Aide who will work Monday through Thursday between the two campuses.

**iv. Other Items as Needed** – Facilities were being prepared for the new school year. CRTs were received last week and will be mailed out this week.

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

**v. Compliance Reports/State Coordination Items** – All compliance reports have been submitted on time.

**vi. Enrollment Status/Current Interest** – There was expected fluctuation with regards to enrollment, but spots can be filled, as needed.

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

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

**viii. Budget Review** – The reconciliation for the year ending June 30, 2014 was submitted to the Board. There were outstanding payments in July that are not listed on the reconciliation. These payments will be adjusted before the audit so they can be reflected in year end. Auditors have been contacted and the audit is scheduled to move forward.

**ix. DSA Funding Status/Updates** – The school was still receiving DSA funding on a monthly basis because of enrollment numbers. Funding will be adjusted after Count Day to reflect the increase in students.

It was asked if the school receives funding from the State for the free and reduced lunch program. Ms. Diasparra stated it was a separate program. Mr. Price noted some funding can be used for those students who qualify.

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

## 10. Parent Liaison

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

xii. **Community Involvement Status**

xiii. **Other Items as Needed**

Angie Story reported communication with parents has improved over the summer. A book fair event will be held in September, 2014. A fund-raising event will also be held. Picture Day is scheduled for September 29, 2014 for both campuses.

## 11. Teacher

xiv. **Review Status of Teacher Training, Coordination, and Other Related Items** – There was no one in attendance to present this item.

## UNFINISHED BUSINESS

### 12. NONE

## NEW BUSINESS

### 13. Review and Possible Action for Various Employee Contracts for the 2014-2015 School Year (ACTION ITEM)

Homa Woodrum moved to approve the employee contract for Debbie Parshall for the 2014-2015 school year. Carol Hutchison seconded the Motion. The motion carried unanimously.

Homa Woodrum moved to approve the employee contract for Johnny Maron for the 2014-2015 school year. Carol Hutchison seconded the Motion. The motion carried unanimously.

Homa Woodrum moved to approve the employee contract for Patrice Peteway for the 2014-2015 school year. Carol Hutchison seconded the Motion. The motion carried unanimously.

Homa Woodrum moved to approve the employee contract for Iris Adjusium for the 2014-2015 school year. Carol Hutchison seconded the Motion. The motion carried unanimously.

Homa Woodrum moved to approve the employee contract for Nancy Parsons for the 2014-2015 school year. Carol Hutchison seconded the Motion. The motion carried unanimously.

Homa Woodrum moved to approve the employee contract for Monica Reyes for the 2014-2015 school year. Carol Hutchison seconded the Motion. The motion carried unanimously.

Homa Woodrum moved to approve the employee contract for Zarina Flores for the 2014-2015 school year. Carol Hutchison seconded the Motion. The motion carried unanimously.

Homa Woodrum moved to approve the employee contract for Jim Grimyser for the 2014-2015 school year. Carol Hutchison seconded the Motion. The motion carried unanimously.

**13A. Safe Key for Hillpointe Campus** – Clark Price summarized the Safe Key Program. He stated the program can be terminated at any time, with a 30-day notice.

Edna Tondevoid moved to adopt the Memorandum of Understanding between the City of Las Vegas and Discovery Charter School regarding the Safe Key Program. Homa Woodrum seconded the Motion. Motion carried unanimously.

## **OTHER**

### **14. Board Member Comments**

It was noted a Board member stepped down from the last meeting. The Board discussed and decided to increase Board membership by two for a total of seven Board members.

**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.)**

A. A question was asked regarding approval of the school calendar. It was noted the school calendar was approved at the last Board meeting.

B. A suggestion was given to develop a parent group for campus beautification.

C. A question was asked regarding a bullying policy at the school.

D. A comment was made regarding the State's rating system.

### **16. Response to Public Comments**

Clark Price stated there were numerous meeting opportunities for parents to voice their suggestions and concerns. Discussion followed regarding donations received by the school. Regarding bullying, Mr. Price stated that is encompassed in relationship management by both the school and the students. It was noted the school has access to

developing a bullying program at both campuses, if needed. A brief discussion was heard regarding the requirements for the State’s rating system.

### **17. Announcements and Agenda Planning**

The next Board meeting was tentatively scheduled for October 14, 2014 at the Hillpointe campus beginning at 6:00 p.m.

### **18. Adjournment**

There being no further business, the meeting adjourned at 6:42 p.m.

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