



## DISCOVERY CHARTER SCHOOL BOARD OF DIRECTORS

# REGULAR MEETING OF THE BOARD OF DIRECTORS DISCOVERY CHARTER SCHOOL

Thursday September 22, 2016

## Minutes

- **CALL TO ORDER**
  - President Morris called the meeting to order at 5:38 P.M.
  - President Morris established the existence of a quorum, with the following members present: Mr. Mettler, Ms. Eagle, Ms. McCreary, Mr. Shepherd and Ms. Morris. The agenda was approved as presented.
  - The Pledge of Allegiance was led by Ms. Morris.
- **CLOSED SESSION** began at 5:38PM
  - The Board conferenced with Legal Counsel.
  - The Board conducted the Executive Director Annual Review for 2015/2016 and set goals for 2016/2017.
- **OPEN SESSION** began at 6:38PM. There were no public comments.
- **REPORTS**
  - **Closed Session** – No action was taken during Closed Session on 9/22.
  - **Discovery II Teacher Presentation** – Middle school teachers presented about the middle school math program. Daily parent volunteers are allowing the teachers to focus on smaller groups. TLC is also working with those who need extra help.
  - **Discovery II PSC** -- Middle schoolers attended meeting to express concerns about the change from Laps For Learning to Field Day. The decision was to continue with field day, but will try to incorporate more student input going forward.
  - **Executive Director Report** – Diversity task force will meet at Discovery II October 11 at 6:30. A survey will be prepared to send out to the community. No safety issues noted.
  - **Discovery 1 Director/Assistant Superintendent Report** – Parent Academy 101 was successful and had a new format with three breakout sessions with multiple topics. The Director is teaching a new multimedia selective class starting 9/30. There will be a new health program with smart phone apps and free thermometers to help parents and students identify fevers and thus cut down on passing infections at school.
  - **Operations Report** – Discovery II annual fund participation at 26% for a total of \$144,583. Discovery I annual fund participation at 42% for a total of 156,348. Discovery I enrollment is at 552 with 6 offers out. Discovery II enrollment is 546.

- **Discovery II Director Report** – Discovery II held its parent Academy 101 meeting at the end of August. It was an online webinar and live in the atrium. A video link was sent out to those not able to attend. This was the first week of parents in the classroom and it's going well.
- **CAASPP Test Results** – Debby Devine presented charts of our test results by grade level for both schools compared to state, county, similar districts, and similar schools.

- **ACTION / DISCUSSION ITEMS**

- **Family Leave Policy** – Still working on insurance quotes. Will update at November meeting.
- **Facilities** – The decision was made not to pursue the property at Saratoga Office Center, 12900-12980 Saratoga Avenue, Saratoga CA 95030. Finance and Facilities to work on affordability scenarios to help with finding a new facility.
- **Officer Term Limits** – Board recommended not adding to the By Laws. However it was decided that Ms. McCreary and Mr. Shepherd will revamp the board manual and add it as a good practice to hold office for only two consecutive years, so that officers can stay fresh.
- **Stand By Letter of Credit** – PG&E is requiring us to have a stand by letter of credit from our bank since we are responsible for the entire utility bill at the Randol campus for Discovery II.
- **Capacity Model for Special Education and IEPs** – Mr. Jones met on 9/21/16 with a USF grad student and TLC staff from both campuses to discuss implementation of the new Capacity Model for Special Education. Mr. Jones had a favorable discussion on the topic with the County's Director of Special Education. The SELPA may be an obstacle to implementation. Planning professional development for staff at both campuses.

- **CONSENT CALENDAR**

- On a motion made by Mr. Mettler and seconded by Ms. Eagle, the Board voted on Motion #160922.1 to approve the Consent Calendar. Approved 5-0. Mr. Mettler – Aye, Ms. McCreary – Aye, Ms. Morris – Aye, Ms. Eagle – Aye, Mr. Shepherd – Aye.

- **BOARD MEMBERS' REPORTS / CORRESPONDENCE / BOARD OPERATIONS / RECOGNITION**

- Board Calendar -- Next Regular Board Meeting will be October 19, 2016.
- Ms. Morris reported that she, Ms. Eagle and Mr. Shepherd are participating in the School Board Leadership Academy at the Board of Education office, sponsored by the American Leadership Forum.
- Board members have been invited to attend the opening of the Anne Frank Museum traveling exhibit on October 26 at Discovery I.
- Future Agenda Items: Family Leave policy in November, EdTec final 2015-16 and YTD 2016-17 in October, Board manual revamp in December, Audit review and accept in November, Open Enrollment in October, Parent Agreement changes in November, Lottery Policy in November.

- **ADJOURN**

The Board adjourned without objection at 8:31 P.M.