

**Discovery Charter School
1100 Camino Biscay
Chula Vista, CA 91910**

Board of Directors
Regular Meeting
Thursday, October 20, 2016
5:30 p.m.
Discovery Charter School Auditorium

MINUTES

I. Opening Procedures

A. Called to Order at 5:35 p.m.

B. Roll Call

- a. Members Present: Rochelle Carroll, Alfonso Aguirre, Terry McKearney, Paul Gilmartin who attended via phone connection from Courtyard Newport Middletown, 9 Commerce Drive, Middletown, RI 02842.
- b. Members Absent: Dr. Matthew Herbst
- c. Others Present: Ernesto Villanueva, Sandy Du-Song, Robert Pollack, Sara Roa, Cecilia Williamson

C. Pledge of Allegiance led by 6th Grade Students

D. Presentation by 6th Grade Students

Sixth grade students gave a presentation on their recent “Shark Tank” entrepreneurial integrated unit of study. Using math, science, and engineering, students designed a water filtration system. They also created a plan for the budget and production of their water filter, as well as a plan for attracting investors.

Students received a certificate of appreciation for their presentation, with thanks from the Board for helping them understand what is happening in the classroom.

II. Approve Agenda

A motion was made to approve the Agenda with an amendment to change Item VII from “1st Interim Budget Update” to “Year End Actuals Budget Update.”

Motion: McKearney

Second: Aguirre

Vote: MSCU

III. Approve Minutes from September 15th, 2016 Regular Meeting.

Motion: Aguirre

Second: McKearney

Vote: MSCU

IV. Public Comment

A. Items on the Agenda: There were no public comments for items on the Agenda.

B. Items not on the Agenda: Parent Ms. MaryJo Meer made a request to submit her application for the upcoming Board election. Ms. Meers was advised that the deadline for accepting applications was in September, 2016.

V. Executive Committee Report

Mrs. Lauren Kelley reported how much teachers and students enjoyed and learned from the visit of the Carnegie Foundation who provided a “Science Takes Flight” assembly and two-day hands-on lab experience. Mrs. Kelley also reported that Mrs. Du-Song and Mr. Robert Pollack are reviewing each student’s progress data with each of their teachers.

VI. Principal’s Report

Mrs. Du-Song reported that on October 12th, a group of forty two county charter school leaders had an almost three hour visit and walkthrough of Discovery. In this group was the California Charter School Association’s Southern California Communications Director. Mrs. Du-Song shared how impressed and amazed the visitors were with the level of rigor in our STEAM program with the NGSS standards, and also the high level of engagement between the students and teachers.

Mrs. Du-Song also commented on the tremendous success of the Carnegie Foundation’s two days of “Science Takes Flight” assemblies and hands-on lab. She also summarized all of the recent professional development on campus, and also the conferences staff have attended.

VII. Year End Actuals Budget Report

Mrs. Williamson presented the 2015-2016 school year’s Year End Actuals report for charter general fund expenditures and ending balances.

VIII. Building Update

Mrs. Du-Song reported on the recent scheduling meeting she and Mrs. Williamson had with Mr. Rudi Valdez in Facilities regarding the scheduling of construction for the new classroom building. Three other schools are ahead of Discovery for their construction projects. This would put the projected completion date of Discovery’s project well into 2nd quarter of the 2017-2018 school year.

IX. Preschool Comprehensive Report

Mrs. Williamson began the report with a presentation on the historical finances of the Discovery Charter Preschool. An updated Preschool budget report for both 2015-2016 and 2016-2017 was presented next. The report had Preschool personnel expenditures added to the 2015-2016 year that aligned to the resolution passed April 30th, 2015. A proposed budget for the 2016-2017 school year was also presented that included all Preschool personnel. Next, Mrs. Du-Song gave an update on the instructional audit she has initiated for the Preschool,

which will continue into December, 2016. She advised the Board she would have her findings for the instructional audit ready for the January, 2017 meeting.

X. Discovery Charter Preschool 2.5% Salary Increase

A motion was made to table this action item until the January, 2017 Board meeting when the instructional audit will be completed and the data is available. The Board also requested updated Budget information for both the Discovery Charter School general fund, and the Discovery Charter Preschool.

Motion: McKearney

Second: Alfonso

Vote: MSCU

XI. Consideration and Possible Amendment of Bylaws to Establish Staggered Terms for Board Members.

Mrs. Du-Song presented for the Board's consideration amendments to the Board Bylaws that would establish staggered terms for Board members. The rationale for staggering terms is to maintain a consistent trained and knowledgeable presence on the Board at all times. Mrs. Du-Song confirmed that the proposed amendments as outlined below, were reviewed by charter legal counsel.

Section 3. DESIGNATED DIRECTORS AND TERMS.

To effectuate staggering, upon expiration of the directors, the directors shall be appoint to terms set to expire as follows:

Positions:

Parent Representative #1

Parent Representative #2

Community Member Representative #1

Community Member Representative #2

Expiration of Term:

June 30, 2018

June 30, 2019

June 30, 2017

June 30, 2018

Current Status:

Parent #1: Mr. Gilmartin took OATH on September 17, 2014. He has completed his two year term.

Parent #2: Mr. Aguirre took OATH on December 11, 2014. He has completed his two year term.

Community Rep #1: Mr. McKearney took OATH on May 16, 2012. He has completed two terms and is in the first year of this third term.

Community Rep #2: Dr. Herbst took OATH on September 17, 2014 as a PARENT Board Member, however his title changed to Community Rep #2 on December 11, 2014. He will complete his two year term in December, 2016.

District Representative: Mrs. Carroll took OATH in September, 2011 as the District Appointed Representative.

PROPOSED PLAN FOR STAGGERING:

Parent #1: Will take OATH in November, 2016. The Parent #1's term will be two years and the parent's term will complete in **June, 2018.**

Parent #2: Will take OATH in November, 2016. The Parent #2's term will be for three years (ONLY FOR THE FIRST YEAR FOR STAGGERING PURPOSES) and the parent's term will complete in **June, 2019.**

Comm. Rep #1: Mr. McKearney will remain this year and his term will complete in **June, 2017.** He will begin staggering process.

Comm. Rep #2: Dr. Herbst will complete his second term and his term will complete in **June, 2018.**

Therefore, the Elections for the Discovery Board of Directors will be as follows:

June, 2017 **Elect Community Representative #1**
June, 2018 **Elect Parent #1**
 Elect Community Representative #2
June, 2019 **Elect Parent #2**

Motion: Aguirre

Second: McKearney

Vote: MSCU

XII. Approve Arts Empower Mega Conference 2016

Location: San Diego, CA

Dates: October 13th, 2016

Funding Source: General Fund

Rationale: Acquire knowledge and strategies to coordinate educational arts program by creating best practices, and to have opportunities to network with fellow arts educators and community arts organizations.

Participants: Alicia Donovan

Cost: Conference registration is \$85. Not to exceed.

Motion: Aguirre

Second: McKearney

Vote: MSCU

XIII. Approve Smarter Balanced (SBAC) Interim Assessments Training

Location: North San Diego County Office of Education, San Marcos, CA

Dates: November 4th, 2016

Funding Source: General Fund

Rationale: Acquire knowledge and strategies on how to use the SBAC interim assessments to gauge student progress and drive instructional decisions-making throughout the year.

Participants: Robert Pollack

Cost: Conference registration is \$25. Not to exceed.

Motion: McKearney

Second: Aguirre

Vote: MSCU

XIV. Approve Learning and the Brain Conference

Location: San Francisco, CA

Dates: February 17th-19th, 2017

Funding Source: General Fund

Rationale: International faculty will present emerging scientific brain-based research on the most effective strategies for boosting student achievement by improving instruction, motivation and mindsets, content mastery, makerspace and design thinking, hands-on exploration, active student directed inquiry, and effective feedback.

Participants: Sandy Du-Song, Jaime Peterson

Cost: Conference registration is \$499. each. Shared lodging for two nights \$655. total; Roundtrip airfare \$200. each; Meals for three days \$108. each; Taxi ~ \$130., two trips. Total for two people ~ \$2,400. Not to exceed \$2,800.

Motion: McKearney

Second: Aguirre

Vote: MSCU

XV. Approve Computer Using Educators (CUE) Rock Star Admin. Camp Workshop

Location: Del Mar, CA

Dates: January 6th-7th, 2017

Funding Source: General Fund

Rationale: Advanced training for site staff who will be working with CUE when the CUE Rock Star Camp is conducted at Discovery in January 28th-29th, 2017.

Participants: Brian Swanson, Jaime Peterson

Cost: Conference registration is \$525. each. Not to exceed \$1,050.

Motion: Aguirre

Second: McKearney

Vote: MSCU

XVI. Approve 1% Salary Increase for Discovery Charter Classified Staff and Discovery Charter Administrative Staff.

A motion was made to approve a one (1) percent salary increase for the Discovery Charter Classified Staff and Discovery Charter Administrative staff, retroactive to July 1, 2016.

Motion: Alfonso

Second: McKearney

Vote: MSCU

XVII. Board Communications

Mr. McKearney expressed his appreciation for the level of detail in the Discovery Charter Preschool reports Mrs. Du-Song and Mrs. Williamson presented to the Board.

Mr. Aguirre said he too appreciated the level of detail and quality of the information in the DCS Preschool reports presented tonight.

Dr. Gilmartin echoed the other Board members appreciation on the Preschool reports presented tonight. He thanked Mrs. Du-Song for her leadership and everything she is helping Discovery achieve. He said it's been a real privilege to serve on the Board.

Mrs. Carroll thanked the 6th grade students for their hard work on their "Shark Tank" projects and presentations. She also thanked staff, Kinder through 8th Grade, for how everyone is so committed to students and Discovery.

XVIII. Adjournment

A motion was made to adjourn the meeting at 8:07 p.m.

Motion: McKearney

Second: Aguirre

Vote: MSCU

The next regular meeting of the Discovery Charter Board of Directors will be held the Discovery Auditorium on Thursday, November 17, 2016 at 5:30 p.m.

Rochelle Carroll, Board President

Cecilia Williamson, Recording Secretary