

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

**Board of Directors**  
Regular Meeting  
Thursday, August 13, 2020  
5:30 p.m.  
Virtual Meeting

**MINUTES**

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**I. Opening Procedures**

**A. Call to Order** at 5:30pm

**B. Roll Call**

Members Present: Rochelle Carroll, Erin Richison, Morgan Appel, Terry McKearney and Vikki Viramontes-Castorena

Members Absent: None

Others Present: Principal Neil MacGaffey, Associate Principal Nestor Espinoza, Secretary Sara Roa

**C. Pledge of Allegiance** led by Board President Rochelle Carroll

**II. Approve Agenda**

*Motion: Richison*

*Second: Appel*

*Vote: MCSU*

**III. Approve Minutes from July 16, 2020 Regular Board Meeting and July 28, 2020 Special Board Meeting**

*Motion: Castorena*

*Second: Richison*

*Vote: MCSU*

**IV. Public Comment:** Persons wishing to address the Board of Directors on any item on the agenda or non-agenda items should do so during the Public Comment portion of the meeting. No action or discussion shall be undertaken by the Board of Directors on any item not appearing on the posted agenda. Speakers are requested to limit their comments to no more than five (5) minutes.

**A. Items on the Agenda** - None

**B. Items not on the Agenda:**

- Parent Mrs. Poukkula thanked Mr. MacGaffey for the good communication and in helping parents understand what's happening at school. She expressed concern that due to social distancing devices will not be up to speed for new school year. She shared there is a new internet

company in South Bay who provides good service for residents (no name given). And expressed the need for students to have hot spots and headphones to do their school work well.

#### **V. Principal's Report.**

- Mr. MacGaffey stated DCS having an amazing team and thanked Board members for their support and the office staff for working hard during their Summer break, taking online registrations and answering questions from new families moving to the area.
- Shared DCS Charter is up for renewal this school year and part of the process is to ensure all policies, handbooks and procedures are in place. DCS will update different policies during the school year in preparation for charter renewal.
- Reported DCS Board will have extra Board meetings due that it is required to have a hearing meeting for the Learning Continuity Plan and a separate meeting for approval on September 17<sup>th</sup>, 2020.
- DCS Summer school program is going really well with one teacher per grade level in grades 1<sup>st</sup> through 8<sup>th</sup> grade and between eight to ten students per class with emphasis being English Language Arts, Reading Comprehension, Reading Fluency and Math.
- DCS put out a parent survey to identify the number of devices and internet need by families and three hundred responses were received. The school's website is having some issues/glitches was reported to the IT Department at the district office. Computer devices were ordered but unfortunately will not arrive on time for K – 1<sup>st</sup> grade students.
- Administration's priority is to maintain excellent communication with all stakeholders. Three parent meetings were planned and had overwhelming response with over 300 parents with one meeting in Spanish. Parents appreciated knowing what DCS is preparing for the new school year and Distance Learning. Parents complimented and gave great feedback to help DCS shape future plans. Recorded meetings are posted on the school's website and available to parents.
- DCS teachers.....Distance Learning Playbook training by Dr. Fisher, Dr. Frey and Hattie. One of the main points in the book is to shift your paradigm and view change as an opportunity rather than as something that we have to do.
- DCS will be implementing health safety guidelines provided by the school district where all staff will have to get their temperature checked and complete a COVID survey before entering campus.

#### **VI. Adoption of DCS Professional Boundaries Report**

Principal Mr. MacGaffey provided a presentation indicating that the school recognizes its responsibility to make and enforce all rules and regulations governing student and employee behavior to bring about the safest and most learning-conducive environment possible.

#### **VII. MOU Between DCTU and DCS Report**

Principal Neil MacGaffey provided a presentation of the DCS and DCTU MOU. The Memorandum of Understanding (MOU) addresses staff and student safety issues related to the coronavirus COVID-19 and the opening of school for the 2020-2021 school year.

**VIII. Adoption of DCS Professional Boundaries: Staff/Student Interaction Policy**

The School recognizes its responsibility to make and enforce all rules and regulations governing student and employee behavior to bring about the safest and most learning-conducive environment possible.

*Motion: Appel*

*Second: McKearney*

*Vote: MCSU*

**IX. Approve Distance Learning Memorandum of Understanding Between DCTU and the Discovery Charter School**

Discovery Charter Elementary School and DCTU, jointly known as the Parties enter into this Memorandum of Understanding (MOU) regarding the issues related to the coronavirus COVID-19 and the opening of schools for the 2020-2021 school year.

*Motion: McKearney*

*Second: Richison*

*Vote: MCSU*

**X. Board Communication**

- Dr. Appel admires the tenacity and resilience that Discovery has shown from staff to teachers, to parents in really navigating the complexity of Distance Learning. He is thrilled of so much parent involvement and contributions. He pledges any resources he can provide and shared UCSD recently trained nineteen hundred teachers at Sweetwater Union School District and is open to anybody that is interested.
- Mrs. Castorena thanked everyone for attending the meeting and Mr. MacGaffey for a very detailed report which helps her feel connected as a parent and appreciates everything the school is doing.
- Ms. Richison commends the hard work Mr. MacGaffey and Mr. Espinoza put into the parent meetings and their improved communication which make families very happy. Great work! He was impressed with the teachers and their collaboration in serving our students first.
- Mr. McKearney seconded Mrs. Castorena and is also pleased with the MOU between DCS and DCTU. Links are always a challenge and he recommends DCS freeze sessions for each class so parents can mark them easily and get back to them, especially when there are multiple sessions per classroom. Mr. MacGaffey explained links will be saved and available to students in their Teams classroom account for all students in grades K-8 where students can get to all programs in a safe environment.
- Ms. Carroll thanked administration for their leadership and staff for the hard work getting ready. It will be a different but great year. We will learn and grow together and try our best to give our students what they deserve. CVESD will continue to work with Microsoft to finish planning community trainings and office hours to give families support. Trainings will be on Tuesday and Thursday and will be recorded for later access by parents. Once confirmed, the information will be shared with parents throughout the District. CVESD is using Teams because it provides a greater measure of safety communication between the students and the teachers. She also indicated how pleased she is with the parent and staff involvement during Board meetings.

**XI. Adjournment**

A motion was made to adjourn the meeting at 6:57pm

*Motion: Appel      Second: Castorena      Vote: MSCU*

**The next regular meeting of the Discovery Charter School Board of Directors will be on Thursday, September 10, 2020 at 5:30pm.**

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Rochelle Carroll, Board President

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Sara Roa, Secretary to the Board