

Discovery Charter School

**1100 Camino Biscay
Chula Vista, CA 91910**

Board of Directors
Regular Board Meeting
Thursday, July 25, 2023
5:30pm
Regular Meeting

MINUTES

I. Opening Procedures

A. Call to Order at 5:30pm

B. Roll Call

Members Present: Tara Zaragoza, Harry Sevel, Rochelle Carroll

Members Absent: Morgan Appel

Others Present: Neil MacGaffey, Erika Alamo, Rubi Palomares

C. Pledge of Allegiance led by: Mrs. Baeza

D. Presentation of New Discovery Staff

- Mrs. Alamo introduced Discovery's newest Staff members to the Board. The staff each shared what they felt about joining Discovery.
- Mrs Carroll welcomed the new staff and shared her gratitude towards them and excitement about having them join the Discovery community.

E. Administer Oath for New Parent Board Member

- Mrs. Carroll administered the Oath of Office to the newest parent representative to our Board, Mr. Harry Sevel.

II. Approve Agenda

(Action)

Motion: Zaragoza

Second: Sevel

Vote: MCSU

III. Approve Minutes from the June 8th, 2023 Regular Board Meeting and June 16, 2023 Special Board Meeting (Action)

Motion: Zaragoza

Second: Sevel

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. Public Comment – Items on the Agenda: None

B. Public Comment – Items not on the Agenda: None

V. Consideration and Approval of Appointment of the Community Representative for DCS Board for the Term of Two Years, 2023-2024 and 2024-2025 (Action)

- The Board approved the appointment of Mrs. Sara Roa as the new Community Representative for Discovery's Board of Directors.

Motion: Zaragoza

Second: Sevel

Vote: MCSU

VI. Administer Oath for New Community Board Member (Information/Report)

- Mrs. Carroll administered the Oath of office to Mrs. Sara Roa, our newest Community representative to Discovery's Board of Directors.

VII. Executive Director's Report (Information/Report)

- Mr. MacGaffey shared information regarding the first week of school at Discovery. He mentioned it was the smoothest start of the school year he had ever experienced and shared his gratitude towards everyone who helped make this happen.
- Discovery held its first school-wide assembly last Friday, where parents were also able to standby to watch. Mrs. Kelley did a fantastic job leading the assembly with great excitement.

- In the classroom teachers started the year off well with beginning of year activities, circles and reviewing classroom expectations. Students and staff came together extremely well.
- Discovery is happy that we now have two staff members who are Discovery alumni.
- Mr. MacGaffey reported that we recently received our chronic absent report which noted that we had a decrease from 6% to 5% of chronically absent students. Currently we're at a 98% attendance rate.
- Discovery did have a few COVID cases recently. We continue to remind the community to keep safe and healthy.
- Mr. MacGaffey shared his excitement for the beginning of the school year.

VIII. 2023-2024 Proposed Budget Report

(Information/Report)

- Mr. MacGaffey presented the current proposed budget for the 23-24 school year, including the budget cycle. He is pleased with the budget team at CVESD and appreciates the work and communication they have had with Discovery.
- Mr. MacGaffey presented the unrestricted budget report, which includes the 2nd interim report summary and estimated actuals for 22-23.
- The proposed budget is looking a lot better than 22-23. We are no longer deficit spending.
- The LCFF money increased, which increased our total beginning balance. The proposed budget projects a 24.8% reserve, which is a great way to start the year.
- Mr. MacGaffey thanked the Board for their guidance and our Staff for their patience.
- Mr. MacGaffey also summarized our ELOP grant fund expenditure and predicted carryover. There is enough in the carryover to pay for the new portable for the ELOP program and for the cost of next year's after school program.

IX. Approve Independent Contractor Agreement with McGrath Consulting Group for Professional Development Services in 2023-2024.

(Action)

Services: Will provide professional development to Discovery's Instructional Leadership Team (ILT) and Administrators in 2023-2024 to develop the roles and responsibilities of Leadership in teacher facilitation with the goal of instructional cohesion.

Total Cost: \$9,000.

Funding Source: Educator Effectiveness Grant Funds

Motion: Roa

Second: Sevel

Vote: MCSU

X. Approve Independent Contractor Agreement with Sprockids in 2023-2024 (Action)

Services: Provide after-school trail bike riding classes in 2023-2024 that include the fundamentals of trail bike riding and instruction on bike riding safety and equipment checks.

Total Cost: \$7,500.

Funding Source: ELOP Grant Funds

Motion: Sevel

Second: Roa

Vote: MCSU

XI. Approve Independent Contractor Agreement with Finney Educational Consultant for 2023-2024 (Action)

Services: Math Lesson Study Professional Development for Various Grade Levels

Cost: Up to \$10,000

Funding Source: Educator Effectiveness Block Grant

Motion: Sevel

Second: Roa

Vote: MCSU

XII. Approve Public Works Contract with Fast Signs of South Bay San Diego (Action)

Services: Remove the Discovery Elementary School sign lettering from north side of the 300 building that faces Camino Biscay and replace sign lettering with Discovery Charter School. Includes restoring any areas of the wall affected by the lettering replacement.

Total Cost: \$3,085.43, not to exceed \$3,200

Funding Source: Unrestricted Charter Funds

Motion: Zaragoza

Second: Sevel

Vote: MCSU

XIII. Approve as One Project the Construction of Two Portable Classrooms (bungalows), Remodel of the TK Restrooms in Room 606, and the Associated Site ADA Modifications Required by the Division of the State Architect and Chapter 11B of the California Building Code (Action)

Additional Information: The two new portable classrooms provides a room needed to maintain lower class size for the Dual Immersion program and a room for the Athlead Afterschool Program. The TK restroom remodel is the last phase of the room modifications begun last year that will make the restrooms more accessible from the classroom. Finally, changes in the California Building Code require that any public facility addition or alteration projects must include surveying and upgrading the facility's existing ADA accessibility.

Total Cost: \$798,893.71 cost estimate, not to exceed \$800,000

Funding Source: The TK restroom remodel in Room 606 will use the TK Implementation Grant funds. One of the new portable classrooms will use ELOP funds and the other new portable classroom will use Unrestricted Charter funds. The cost of the ADA accessibility upgrades will be distributed proportionally among the three funds.

Motion: Zaragoza

Second: Sevel

Vote: MCSU

XIV. Approve the Addition of a 9th Noon Duty to Discovery Staffing, effective July 19, 2023 (Action)

Funding Source: ESSER III

Motion: Zaragoza

Second: Roa

Vote: MCSU

XV. Approve Job Description for the New Position of Accountant/Library Clerk, Effective July 19, 2023 (Action)

ADDITIONAL INFORMATION

The job description presented to the Board for approval reflects the new salary range for the impacted position. See attachment A.

Funding Source: Unrestricted Charter Funds

Motion: Zaragoza

Second: Sevel

Vote: MCSU

XVI. Board Announcements

- Mrs. Roa thanked everyone for the opportunity to be part of Discovery's Board; She shared that she started as a volunteer at Discovery, then worked as an Instructional Assistant and EL Instructional Assistant, then Clerk and then School Secretary. Mrs. Roa agreed that once a Dragon always a Dragon and

shared that she never thought she would return in this format. She is very thankful to be returning to such a great place. Mrs. Roa shared that teachers play a huge role at making Discovery a success and believes that Discovery is the best school in the district. She feels very excited and proud when she sees former dragons succeed, which is why she is returning to help make Discovery a better place.

- Mr. Sevel shared that his son loves Discovery and thanked everyone for the opportunity for being on the Board
- Mrs. Zaragoza thanked the newest staff and teachers and welcomed them, as well as our newest Board members.
- Mrs. Carroll welcomed our newest Board members and newest staff. She agreed that it was a very smooth start to the school year. It is going to be a great year.

XVII. Adjournment

(Action)

A motion was made by President Carroll to adjourn the meeting at 6:20pm

Motion: Sevel

Second: Zaragoza

Vote: MCSU

The next regular meeting of the Discovery Charter School Board of Directors will be on Wednesday, August 16, 2023, at 5:30pm

Rochelle Carroll, Board President

Neil MacGaffey, Secretary to the Board