



Discovery Charter School

Governing Board Meeting Minutes October 20, 2015

The following are the minutes for the Governing Board Meeting of Discovery Charter School held Tuesday, October 20, 2015, beginning at 6:30pm at the Hillpointe Campus.

AGENDA

1. Call to Order

Heidi Ongbongan, President, called the meeting to order October 20, 2015 at 6:32pm.

2. Roll Call/Establishment of a Quorum:

Carol Hutchison, Heidi Ongbongan, Steve Weaver, Megan Hubble via FaceTime, and Edna Tondevold all present and a quorum established.

3. Flag Salute/Pledge of Allegiance

The Flag salute/Pledge was performed

4. Recite School Motto

Board member Carol Hutchison recited the 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

Carol Hutchison moved to approve the agenda with the approval of past meeting minutes moved to later on in the meeting. Edna Tondevold Seconded. The motion carried unanimously.

REPORTS (The non-action general items to be discussed are listed, but not limited to, these items):

6. Administration Report – Clark Price

i. Staff Development/Staff Mentoring – Trainings are based off of their evaluations.

Policy and Procedure Development/Review

Committee for Crisis/Emergency - We have created a new committee and partnered with UNLV and will be working with them to help review and improve our plan. We have also added a law enforcement parent who will come in to staff meeting to help train our staff about how to handle an emergency.

Staff Evaluations/Staffing Changes/Updates – Working on evaluations. Trainings are based off of their evaluations.

ii. Technology Status Update/Tech Policies/Tech Plan – We have continued to build our program. Ratios are continuing to improve – Grade 4-8 are 2 to 1, grades k-3 are 3 to 1 in the classrooms. We have also added more interactive projectors. Teacher guided, student led news programs are in full swing at each campus.

iii. Campus Organization/Development

1. Progress Toward Goals Report

Reviewed the report prepared for the state showing the progress Discovery Charter School as made towards their goals for the past year. Talked about our community

involvement and new community partners we have created. One notable one is the Loews Hero project. We have a large sports program, kindness club, Cooperative Extension program for gardening programs, partnership with a community choir, tutoring programs, and many more programs and community relationships have been developing.

- iv. **State Examinations** – The state has a new vendor for this years exams. As we get it, we will get information out. Several teachers have done the training to be able to test.
 - 1. **Notice regarding Examinations** – Those dates are on the school calendar on the website
 - 2. **Test Security Plan** – We have submitted our test security plan
- v. **Other Items As Needed** – Legislation wise, Bullying and Read by 3 are both initiatives that we have been working on implementing in our school. We have been working with Dr. Price on creating a program – teaching students to be kind and treat each other well rather than just telling them not to bully. We are also aware of the documentation that needs to be done. Incidents would be sent to administration for any bullying cases.

Ready by 3 – we have hires some additional hourly staff to provide additional support as well as continuing to work with our existing teachers. We are documenting 20 kids and collecting data to show what our program is doing to help them this year. This documentation is not yet required, but we wanted to be able to track and show our students progress and the effectiveness of the steps we are taking.

- 7. Office Manager – DeAnna McBrayer
 - i. **Compliance Reports/State Coordination Items**
 - 1. **Dissemination of Nevada Report Card** – the link to the Nevada report card has been placed on our website and is available for all to view.
 - ii. **Enrollment Status/Current Interest** – We are full and have a wait list if there are any spaces that open up this year.
- 8. Financial Officer – Kristen Diasparra
 - i. **Budget Review**
 - 1. **Report of Budget** – This budget report shows us the budget and where we are to date.
 - 2. **Annual Audit Report Update** – The annual audit is currently underway and will be completed on time.
 - ii. **EMO Evaluation (PayPros)** – Pay Pros is still our payroll vendor, and considered to be an EMO. We are happy with the services they have been providing for us. They are easy to work with and are always on time.
 - iii. **DSA Funding Status/Updates** – With the new legislation the Kindergarten payment has changed to a new level, and teacher reimbursement has also been changed.
- 9. Parent Liaison – Angie Story
 - i. **General School Development/Parent Interaction** – Most of this was covered in Clark’s reports. Tortoise Habitat at Hillpointe has been a very ambitious project with large family involvement. We are working on a phone dialer through Infinite Campus to help with parent communication. We are piloting a breakfast program at the Hillpointe campus through Three-Square.

UNFINISHED BUSINESS:

- 10. None

NEW BUSINESS:

- 11. Approval of minutes from past Governing Board Meeting (ACTION ITEM)

Carol Hutchison moved to approve the meeting minutes from the August 11, 2015 meeting. Steve Weaver seconded the Motion. Motion carried unanimously.

12. Plan for Progressive Discipline - Annual review and revision of Discipline Plan and approval of plan by Governing Board. (ACTION ITEM)

The goal is that we want kids to be in school. We try to give them chances to improve their behaviors. We have a series of steps to follow to prevent behavior from disrupting learning and other students. It can move to behavior contracts and ultimately the last step is going to the school board for expulsion. But the main thing is that kids have multiple chances to improve their behavior.

Steve Weaver moved to approve the Plan for Progressive Discipline, Carol Hutchison seconded. Motion carried unanimously.

13. Crisis Response Management Plan – NRS 392.624 Yearly review and approval of crisis response plan. (ACTION ITEM)

We have created a new committee and partnered with UNLV and will be working with them to help review and improve our plan. We have also added a law enforcement parent who will come in to staff meeting to help train our staff about how to handle an emergency.

Edna Tondevold moved to approve the Crisis Management plan. Steve Weaver Seconded. Motion carried unanimously.

14. Review and possible action for the addition of two new Governing Board members (ACTION ITEM)

Glen Smallman introduced himself to the board as an applicant to the Discovery Charter School Governing Board. He was present.

Steve Weaver nominated Glen Smallman to a position on the governing board. Carol Hutchison seconded the nomination. Vote was unanimous.

OTHER:

15. Board Member Comments (Non-Action Items)

Edna Tondevold – wanted to commend everybody on the progress that she has seen the school make in the past few years. It's not just the administration, but also the teachers and other involved.

16. 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.)

Clark talked about the community involvement – both the parents and the students pitching in as well have made a huge difference in our school.

Clark also talked about the Kinder funding. We decided to take the funding, and were able to remove the \$300 full day tuition. We will extend the offer of free full day to the existing half day students for those who are interested up to the full class size of 20 students.

17. Response to Public Comments

None

18. Announcements and Agenda Planning

Next scheduled Board Meeting to be announced.

Next meeting is January 12th, 2016 at the Mesa Vista Camus

19. Adjournment

Edna Tondevold moved to adjourn the meeting. Steve Weaver seconded the Motion. The motion carried unanimously.