



Discovery Charter School

Governing Board Meeting Minutes January 10, 2017

Minutes of the Governing Board of the Discovery Charter School public meeting on Tuesday, January 10, 2017, beginning at 6:00 pm at our Mesa Vista Campus:

AGENDA

1. Call to Order –
Called to order January 10, 2017 at 6:02 PM by President Heidi Ongbongan
2. Roll Call/Establishment of a Quorum
Present were: Carol Hutchison, Heidi Ongbongan, Steve Weaver, Tami Sloan-Harnish, Megan Hubble, Glen Smallman all present. A quorum was established.
3. Flag Salute/Pledge of Allegiance
The pledge was recited.
4. Recite School Motto
Recited by Carol Hutchison
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
Item 14 we removed, Amanda Kettleon's name was added to the administrative reports. Item number 20 was removed.
Steve Weaver moved to adopt the agenda as amended. Carol Hutchison seconded. Vote was unanimous in favor.
6. Approval of minutes from the October 18, 2016 Governing Board Meeting
Steve Weaver moved to adopt the Meeting Minutes from the October 18, 2016 Governing Board Meeting. Glen Smallman seconded. Vote was unanimous in favor.

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

7. Administration Report – Clark Price and Amanda Kettleon
 - i. Staff Development/Staff Mentoring – The focus will be the performance plan we will look at later. It has been a big focus of our recent staff meetings and development. Working to align project rubrics with the standards. Individual guidance with the math department – making sure we are prepping kids to improve how they are scoring. We have initiated school wide writing prompts that we are evaluating and discussion as a school and addressing student needs as a school.
 - ii. Curriculum – We really want to focus towards a standards based assessment. We have to be able to identify how the students perform in the different standards. 1st through 3rd grade will have report cards with the standards spelled out, and we will move to have at least through 5th grade including the standards included on their report cards. Middle school will always have to keep grades there for transcripts to go to high school, but we want to get better at identifying performance within the standards. Then focus on what standards are being taught, what needs to be taught, where they are weak and where they are strong, and create a plan for each kid. The middle school report cards will still show a letter grade, but show in the comments how they are working towards the standards.
 - iii. Policy and Procedure Development/Review – covered in item 18
 - iv. Staff Evaluations/Staffing Changes/Updates – Licensed staff evaluations have been completed before break. We have started support staff this week. It is mostly to touch base and make sure we are all working in the same direction.
In the middle school at Mesa Vista we have had to do some patching. Mrs. McDonough and Mrs. Weller have come in with the math and really solidified that. We feel like for the second semester we are good to go. It does look like after meeting with Mr. Horinger today that we will need to find a new science teacher for second semester. We will be bringing in

- applicants while he starts to finish out this semester. Science is a high demand district area. We will find a good person to teach science.
- Carol Hutchison questioned the seeming high turnover in staffing this year. Clark answered that school wide, there really hasn't been as wide a turn over as it seems. Most of our staff are returning employees. Carol asked about student traditionally staying with an advisor for two years. Clark explained that the advisory structure has changed so we can level out students, though they still often loop with core teachers. We have added a music theory teacher on a temporary trial basis at the Mesa Vista. It has been a pretty neat program that we are piloting right now.
- v. Technology Status Update/Tech Policies/Tech Plan – Amanda Kettleson updated on the technology screening plan. The tech screening plan has slowed down a bit, but we still have a goal to get all the kids through at least level one this year. Megan Hubble asked if it would show up on report cards. Amanda replied that it might show up on the kids who have been screened, as a 1 to 4 rubric. Right now we have pockets of kids across all the grade levels at both campuses. We are still working with Apple on technology education. Right now they are still just doing the iMovie program, but we will be working to expand the program over the summer.
- Carol Hutchison asked if we were planning on bringing in Apple computers for the students. Amanda replied that we still have a Mac lab that Mr. Malabago is working with at the Mesa Vista campus, and they ordered some Macs for the library at Hillpointe.
- vi. Other Items As Needed – Amanda told us that she has been working with Star Nursery on donations for the landscaping at Mesa Vista. The lady assessed the grounds today. Amanda needs to send measurements to her and work out details. There are no guarantees right now, but she wants to do fruit trees in front of the portable.
8. Office Manager – DeAnna McBrayer
- i. Compliance Reports/State Coordination Items – We are getting all of our compliance items in. They are still working on developing the state addition so at one point we can directly exchange student records as students move from one school to another.
 - ii. Enrollment Status/Current Interest – We are still full at each campus. Our open enrollment began January 9th, and will continue until February 22nd. The lottery will be the next day to determine who gets in and also the wait list numbers of all those who do not get in. We have been collecting applications. Mr. Fox from the Hillpointe Campus was able to get our application online, and we have been collecting applications through the website. It has been going very smoothly.
 - iii. Other Items As Needed – No other items
9. Financial Officer – Kristen Diasparra
- i. Budget Review- Everything in the budget is going fine so far. You all have a copy of the financial statements. There is a new requirement that has effected our financial statement this year. It is taking the PERS liability and making that figure more transparent throughout the state. The number that we show at the end balance is not technically our financial liability, but our share of the PERS liability. Steve Weaver has spoken with the Auditor and the PERS liability was explained to him. To give you a more realistic view of where the school stands, we started with our ending figure from last year of \$505,046, we spent an additional \$104,898 out of our DSA funding, leaving us with a balance of \$400,148. Financially we were still in the black. Page 11 shows the numbers she was referring to.
 - ii. DSA Funding Status/Updates -
 - iii. Other Items As Needed
10. Parent Liaison – Angie Story
- i. General School Development/Parent Interaction – Since October we have had, multicultural events in November, and we wouldn't have been able to do it without the parents. All the parents come together and serve the students and one another for a giant feast.
 - ii. Fundraising/Community Involvement Status - Miss Reyes headed up a big holiday bake sale. They raised about a thousand dollars, which they turned around and donated to families in need. She did a fantastic job on it. We have had a fantastic Christmas Play in December

- that Miss Rivera put on again with a ton of parent help. Now we are getting ready for our big Art Gala downtown at the Container Park.
- iii. Other Items As Needed – no other items.

UNFINISHED BUSINESS:

11. None

NEW BUSINESS:

12. Review and possible approval for the application to renew the charter for Discovery Charter School with the Nevada State Public Charter School Authority (ACTION ITEM)

Clark Price explained that went through this last year, our 5th year, but with the testing on hold, they wouldn't consider it. We are in our sixth year and we have to apply. Now we have baseline results from testing, from which we need to grow.

Megan Hubble asked if this is all we have to submit – and Clark answered that it was, and had to be submitted on February 1st. She asked about the process after this step. Clark answered we haven't been that far yet, but he believed that once submitted it would probably go to the state charter board for consideration.

Carol Hutchison Moved to approve the application to renew the charter for the school, Glen Smallman seconded. Vote was unanimous in favor.

13. Review and possible approval for the 2016-2017 School Performance Plan: Submit the annual School Performance Plan. NRS 385.357. (ACTION ITEM)

Clark Price introduced the School Performance plan – it breaks down into the same areas we have been working on in staff development. We are going to be focusing on writing, the mathematics department and making sure our curriculum is structured to focus on the things that the students will be tested on. That will translate into improved test scores.

Megan Hubble noticed some dates that needed to be corrected in the School Performance plan to reflect goals as of 2017. Those corrections were noted.

Megan Hubble asked if the goal scores were realistic, and Clark felt they were. The percentages that we scored in are not reflective of the students we have. She then asked if there was any remedial work going on to get the students who are behind caught up. Price responded that we have targeted mathematics, with identified levels. There is tutoring going on. There is curriculum being added and evaluated. There are targeted efforts in the math division. There is school wide targeting of English with the writing program. In project based learning, holding true to that, making sure those projects are within the standards.

Megan Hubble asked if we have intermediate benchmarks to make sure we are getting to where we need to be, if there was some type of monthly evaluation. Clark Price replied that we will be working with each student and progress will be made. Each student will be supported individually. Kids are being worked with more intensely than in the past. We want to expose them to standardized test, but if you are talking about issuing standardized tests every month, that is not the plan. Megan asked if they will be able to quickly evaluate test problems and eliminate answers. Heidi Ongbongan talked about plans to help students with test taking skills, including hosting parent meetings to help them to work with their students at home. There is a possibility of a test-taking seminar on Friday school to help with those skills. One big item is working to get the kids and their parents familiar with the testing vocabulary, so when the kids see it in the tests they can understand and focus on being able to respond appropriately, and not get hampered by the vocabulary.

Carol Hutchison expressed concern with getting this information out to the parents. Heidi Ongbongan explained that we have email communication, the website and the mobile app through the voice of Angie Story, that we will be able to get the information out to everyone.

Megan Hubble requested that the plan reflect that the parent meetings on page 16 reflect that they are twice a month.

Steve Weaver moved to approve the amended School Performance Plan, Glen Smallman seconded. Vote was unanimous in favor.

~~14. Review and possible approval of the 2016-2017 Crisis Response Management Plan (as required by NRS requirements.) (ACTION ITEM)~~

15. Review and possible approval of 2016-2017 Capital Improvement Plan (as required by NRS requirements.) (ACTION ITEM)

Kristen Diasparra introduced the five year Capitol Improvement plan. At this point and for this year we have no plans for capitol improvement this year, nor in 2017 or 2018.

Carol Hutchison moved to approve the Capitol improvement plan. Steven Weaver seconded. Vote was unanimous in favor.

16. Review and possible approval of 2016-2017 Immunization Certification (as required by NRS requirements.)

DeAnna McBrayer introduced the immunization certification. We have a total of 433 students. All students are in in compliance with state immunization requirements.

17. Review and possible action of the personnel policy handbook in regards to Fingerprinting and Criminal History policies and procedures. (ACTION ITEM)

DeAnna McBrayer introduced a requested amendment to the Personnel policy handbook to be in compliance with the Nevada Department of Public Safety in regards to criminal history background checks for non-licensed staff through fingerprinting. Glen Smallman asked if this includes existing staff, or just new. DeAnna responded that this applies to all staff, existing and new.

Carol Hutchison moved to approve the amendment to the Personnel Policy. Steven Weaver seconded. Vote was unanimous in favor.

18. Possible action for the addition of board committees (ACTION ITEM)

Heidi Ongbongan talked about how we had discussed moving some of the items out of the general board meeting and moving them into committees. From the Nevada State Charter Authority governance best practices suggest at least three committees – a finance committee, and executive committee and a governance committee. Megan Hubble said our bylaws say an executive committee, personnel, finance, an academic committee and one or more others. Carol Hutchison said our bylaws say we may have those committees, and it is important to find out those that you need and form those. Carol suggested that the academic was one that we were having issues with. She questioned the need for a personnel committee that would do that. Carol mentioned that she was moving out of state in the future and mentioned the ability to change the bylaws to make it so board members could live out of state.

Heidi encouraged the formation of an academic committee. The auditors have asked to talk with different board members each year to keep them informed, and that has been working. If we form committees, it is with the understanding that there will be more time and effort, as they must follow open meeting law.

Megan Hubble talked about a committee with the goal of coming up with administrative review process, and an academic committee to keep the board updated on how the school is meeting their goals.

Heidi Ongbongan offered to chair a governance committee to help find members for the Governing Board. Discussion was help regarding the duties of that committee, and decided to leave it a robust committee to be able to meet the standards specified in the Charter Authority documents, including members, training and other items.

Glen Smallman moved to approve a governance committee with Heidi Ongbongan as the chair. Tami Sloan-Harnish seconded. All in favor.

Heidi Onbongan asked to create an Evaluation Committee. Megan Hubble moved that we create an Evaluation Committee. Glen Smallman seconded. Carol Hutchison voted no, all other members voted in favor. Motion passed.

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

The governing board received a letter and resume to apply to be on the Discovery Charter School Governing Board from Mr. Tim West. Part of the reason Heidi wanted a governance board was to make sure we had members who would have knowledge and experience that would benefit the board. She invited Mr. West to apply. Tim stated that he has been an instructor and an administrator, mostly in the Department of Defense. He retired five years ago, and continues to do development of coursework and standards for a variety of programs that teach young adults in the service. As a parent there are things he would like to contribute, particularly on the academics program.

Carol Hutchison moved to approve the appointment of Tim West to the Discovery Charter School Governing Board. Steve Weaver seconded. All in favor.

~~20. Hold Governing board elections (ACTION ITEM)~~

OTHER:

21. Board Member Comments (Non-Action Items)

Heidi Ongbongan told Carol Hutchison how much her work and service has been appreciated.

22. 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 Price also thanked Carol for serving on the board. He also wanted to bring to attention to the board that his contracted days were coming to an end in the first part of February. He strongly suggested that the board consider amending the board member residency bylaw to help with best practices of a governing board. It would help with the diversity of the board – he feels most would agree that a governing board made up of only parents is not the best practice, and that amending the bylaw would allow us to keep some of our governing board members and allow for a more diverse board. With his contract ending soon, he would be excited about the option of applying the board. He would no longer be an employee and would have a unique resume that might add to some of the things you are looking to develop. It is just a request, but he knows of other charters that currently have out of state board members. It would be a good way to maintain diversity, and would be a good way for him to maintain a roll in the school that he had a big part in the start up.

23. Response to Public Comments

Heidi agreed that the school does need diversity in the board.

24. Announcements and Agenda Planning –

The next meeting is scheduled for April 4th at the Hillpointe Campus.

25. Next scheduled Board Meeting to be announced.

26. Adjournment

The meeting was adjourned at 7:32.