



Discovery Charter School

GOVERNING BOARD
MEETING MINUTES
APRIL 8, 2014

The following are the meeting minutes for April 8, 2014 held at the Mesa Vista Campus, 3883 Mesa Vista Way, Las Vegas, Nevada.

RECORD OF ACTION ITEMS AND ITEMS OF DISCUSSION:

1. Call to Order

Todd McBrayer, President, called the meeting to order at 6:05 p.m.

2. Roll Call/Establishment of a Quorum (Action Item)

Present were: Todd McBrayer (President), Wendy Testa-Hale, Edna Tondevold, Heidi Ongbongan, Homa Woodrum, and Carol Hutchison. A quorum of six members was determined. Also present were various administration and staff.

3. Flag Salute/Pledge of Allegiance

The Flag Salute/Pledge of Allegiance was conducted.

4. Recite School Motto

Board member Testa-Hale recited the following 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 (Action Item)

Edna Tondevold moved to adopt the April 8, 2014 meeting agenda. Heidi Ongbongan seconded the Motion. Motion carried unanimously.

6. Approval of Minutes from the February 18, 2014 Governing Board Meeting

Wendy Testa-Hale moved to approve the February 18, 2014 meeting minutes. Homa Woodrum seconded the Motion. Motion carried unanimously.

REPORTS

7. **Administration Report** – Clark Price reported the following:

i. Staff Development/Staff Mentoring – Four advisors will be attending a tech conference in Georgia. The National Charter Convention will be held in Las Vegas from June 29 2014 to July 1, 2014. He suggested a Board member attend the convention in order to learn what other charter schools are doing.

ii. Curriculum – He commented on the importance of CORE standards to allow flexibility with the curriculum.

iii. Policy and Procedure Development/Review – There was no new information to report.

iv. Staff Evaluations/Staffing Changes/Updates – Final evaluations will be completed to identify openings. There will be approximately 6-8 openings. The school's growth requires five new advisors. The school has budgeted for doubling PE instructors and expanding on the tech program or supplementing the rotation with Art or Music classes.

v. Technology Status Update/Tech Policies/Tech Plan – The school will need to budget for new technology to keep up with growth.

vi. Other Items as Needed – There were no additional items to report.

8. **Office Manager** – Clark Price reported the following:

i. Compliance Reports/State Coordination Items – The school's "report card" was being completed for public review.

ii. Enrollment Status/Current Interest – There are over one hundred students on the waiting list for both schools. The lease has been approved by the State. Inspections are being completed. A plan review with the Health Department was scheduled for tomorrow, April 9, 2014.

iii. Other Items as Needed – There were no additional items to report.

9. **Financial Officer – Kristen Diasparra**

i. Budget Review

ii. DSA Funding Status/Updates

iii. Other Items as Needed

Kristen Diasparra stated the Board received bank reconciliations for the months ending January 2014 and February 2014. By the next Board meeting, an amended budget for

fiscal year ending 2014 with more accurate information regarding such items as Count Day will be presented.

10. Parent Liaison – Angie Story presented the following information:

i. General School Development/Parent Interaction – Emails and newsletters have been issued and the website was being maintained. Weekly parent meetings were being held.

ii. Fundraising/Community Involvement Status – A book fair event was being prepared, as well as the Spring Carnival. Talent shows were held at both campuses. A musical was held at the Mesa Vista campus. Approximately three hundred field trips were scheduled before the end of the school year. The remaining art from the Art Gala event will be held during the “First Friday” event. Students from Ms. Hall’s class were learning business and will be selling bracelets at the “First Friday” event in order to pay back the business loan they took out and make a profit.

iii. Other Items as Needed – There were no additional items to report.

11. Teacher - TBD

i. Review Status of teacher training, coordination, and other related items – There was no one in attendance to present information. Clark Price noted collaboration continues to grow.

President McBrayer requested to know if teachers had Continuing Education Units (CEUs). Clark Price replied yes, per licensure.

UNFINISHED BUSINESS

12. NONE

NEW BUSINESS

13. Reorganization, nomination, and voting action of all Governing Board positions including president, vice-president, secretary, and treasurer (ACTION ITEM)

President McBrayer noted he would be stepping down from the Board. He stated by-laws require a President, Vice-President, Secretary and Treasurer and 5-7 members on the Board. He suggested advertising for one more Board member. Member Sher was only absent from tonight’s meeting, but was still on the Board; therefore, the Board member total is six. Member Tondevold is currently the Board Secretary. President McBrayer reviewed duties of the Board President, Vice-President, Secretary, and Treasurer.

At this time, President McBrayer opened discussion to public comment.

Clark Price thanked President McBrayer for his service on the Board.

Seeing and hearing no further public comment requests, President McBrayer closed public comment.

Wendy Testa-Hale nominated Heidi Ongbongan for Board President. Carol Hutchison seconded the nomination. Nomination carried.

Wendy Testa-Hale nominated Homa Woodrum for Board Vice President. Carol Hutchison seconded the nomination. Nomination carried.

Wendy Testa-Hale nominated Carol Hutchison for Board Secretary. Homa Woodrum seconded the nomination. Nomination carried.

Carol Hutchison nominated Edna Tondevoid for Board Treasurer. Homa Woodrum seconded the nomination. Nomination carried.

At this time, President McBrayer turned over the meeting to newly-elected President Ongbongan.

14. Review and possible action for the 2014-2015 School Year Tentative Budget as required by NRS requirements (ACTION ITEM)

Member McBrayer stated he was abstaining from this item due to a potential conflict of interest.

Kristen Diasparra reviewed the tentative budget. She stated the budget includes the potential for growth at the Summerlin location. The actual, prior, year-ending figures were based off of the financial statements. The estimated, current-year ending figures were based on the final budget for the current school year. The budget will be amended, as needed.

At this time, President Ongbongan opened discussion to public comment.

Clark Price commented on the importance of discussing salary structures in May, due to the transition and to discuss his performance evaluation in May or June 2014.

Hearing and seeing no further public comment requests, President Ongbongan closed public comment.

Carol Hutchison moved to approve the 2014-2015 Tentative Budget. Edna Tondevoid seconded the Motion. Motion carried with one abstention from Todd McBrayer.

15. Review and possible approval of the 2014-2015 School Year Calendar as required by NRS requirements (ACTION ITEM)

Clark Price stated the calendar closely resembles the Clark County School District calendar. The school will close for a week for the Thanksgiving Holiday and stay open during the last week of school until Friday, June 5, 2015.

At this time, President Ongbongan opened discussion to public comment. Hearing and seeing no public comment requests, President Ongbongan closed public comment.

Todd McBrayer moved to approve the 2014-2015 School Year Calendar. Edna Tondevold seconded the Motion. Motion carried.

16. Review and possible approval of the 2014-2015 School Year Governing Board Meeting Schedule as required by NRS requirements (ACTION ITEM)

Member McBrayer explained meetings were changed from monthly to quarterly and that meeting dates were selected accordingly, based on information which needs to be reported to the State.

At this time, President Ongbongan opened discussion to public comment. Hearing and seeing no public comment requests, President Ongbongan closed public comment.

Member McBrayer noted meeting locations were switched between campuses to encourage parent involvement and for Board members to be acquainted with both campuses. Discussion followed.

Todd McBrayer moved to approve the 2014-2015 Governing Board Meeting Schedule. Edna Tondevold seconded the Motion. Motion carried.

OTHER

17. Progress Towards Goals Report from Administration

Clark Price stated he was optimistic about the growth and changes that will take place next year that will make the school better.

18. Board Member Comments

President Ongbongan thanked Member McBrayer for his efforts on the Board and Clark Price for his service to the school.

19. 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 commented that the school should stay focused on goals.

20. Response to Public Comments

None

21. Announcements and Agenda Planning

The public hearing on the budget will be held in May 2014. The Board will be emailed regarding the date for the Board meeting in June 2014.

A comment was made thanking the school for the “art of teaching” that was being offered by the school.

22. Adjournment

There being no further business, the meeting adjourned at 7:10 p.m.

Edna Tondevold moved to adjourn the meeting. Todd McBrayer seconded the Motion. Motion carried unanimously.