



## **DISCOVERY CHARTER SCHOOL BOARD OF DIRECTORS**

### **REGULAR MEETING OF THE BOARD OF DIRECTORS**

#### **DISCOVERY CHARTER SCHOOL**

**Discovery Phoenix, Room 2 - 4021 Teale Ave, San Jose CA**

**Tuesday, November 13, 2018**

## **Minutes**

### **I. CALL TO ORDER, 6:38PM**

- A. Roll call and establishment of quorum
- B. Approval of Agenda, Motion: Ms. Sanchez, Second: Mr. Foisie, Aye: Ms. Eagle, Mr. Foisie, Ms. Lee, Ms. Sanchez, Mr. Spieler
- C. Pledge of Allegiance led by Mr. Spieler

### **II. PUBLIC COMMENTS**

- A. None

### **III. REPORTS**

#### **A. Phoenix Student Council Report**

President Dina Berhan: Phoenix had a successful Environmental Spirit Week which included Movie Day, Junk Art, Junk Fashion Show, Zero Energy Day, and Community Cleanup Day where students picked up trash in the neighborhood. Looking into the Pepsi program to help track recycling towards incentives, like gift cards.

#### **B. Staff Round Table: New Teacher Project (Falcon)**

Carol Baker (TK Math Intervention, Gate Testing, New Teacher Project) Michele Coyte (2/3 Grades, New Teacher Project):

New Teacher Project, formally BITSA (competing induction program) provides on the job mentoring and support in the classroom. It has an inquiry process, based on CA Teacher Credential requirements, and teachers receive credits. Carol and Michele are Mentors, and they also attend regional meetings and are trained on an ongoing basis.

8 DCS teachers are in the program, 9 projected for next year. This is a 2 year program which is completed within 5 years of the start date. Mentors observe, teachers reflect, process is flexible enough to meet their needs. Mentors and new teachers meet regularly. Substitute teachers would be helpful to fill in mentor's classrooms while they observe. The project-based program of DCS is a little difficult to fit into the model of New Teacher Program, which is suited for more traditional school models.

C. PSC Report Falcon Campus

Sarah Snow – Fund Drive is at \$127,743, 38%. Laps For Learning on Thursday this week will be postponed LFL for December 4 due to fires, homeschool should be able to participate, jotform online to participate, participation goal for students, upped the donation amount for Sponsors names on the shirt and on the fence, Echo Office to donate walls, new t-shirt design, target donation for \$150 per student. Restaurant Nights: Chipotle (Blossom Hill) tonight, Blaze Pizza and Mod Pizza \$500 from 3 locations for one night. December: CPK 4 nights, Book Fair after Thanksgiving (looking for parents to volunteer), open enrollment Dec 10, 2 nights in Jan 17 & 28, 2 nights in Feb 7 & 27. New this year: 8th Graders to help guide tours on Jan 9, 24, 29, Feb 6, 26: Open Houses. Parent wants to open a science lab with help from Echo Office to build a lab, going to build work kits. Flyer to notify the neighborhood once a month will be passed house to house, a total of 78 houses.

D. Superintendent/Phoenix Campus Director Report (Debby Perry)

Miki and Debby working collaborative on info nights, what parent participation is like. Monitoring the air quality on both campuses. Monitoring state reporting on immunization, and also the State Dashboard.

Phoenix: Dance for Kindness was done last Friday, which will be featured on Orly Wahba's video, encouraging each other to be kind everyday. 5th grade had 100% participation going to week-long Science Camp Field Trip. Alumni student Josh Levin American Ninja Warrior will speak at an assembly. Debby met with lead CCs to work on parent partnerships, and Field Trips: some classes go the same day, and due to logistics, some parents are unable to drive/chaperone. Will be working with Miki to regarding parent participation.

E. Falcon Campus Director Report (Miki Walker)

Falcon finished student conferences 2 weeks ago. New opportunities for staff, offering a shadow conference for teachers, not just new teachers. Focusing on teamwork. 5th grade came back from Science Camp, unaffected by fires. San Jose Unified removed benches in poor shape and they have been very communicative. Christiana asks about general parent participation: Sara said about 30 parents not participating in the classroom. Sara expects that the number will be higher this year than last year.

Working around exemptions and alternative schedules. Christiana asks if they know which classrooms have a higher number. Though there is willingness from parents.

Sara is working on the data and feedback when it comes in. Child swap may help some families.

**F. Financial Report (EdTec)**

DCS is working on a new grant: Low-Performing Students Block Grant for materials and teachers and blanket funding, Board must submit plan and approve by March 1. \$34K Phoenix and \$73K Falcon. Slight increase in State aid LCFF, Other State Revenue: Special Education, SB740, Low Performing Student Block Grant. Operating Income at 40K. Extended Care year-end estimate is 24K. Falcon Forecast Update: Other state Revenue at 215K with Prop 39, LPSBC, Special Education, Operating Income 215K, increase from previous forecast. Falcon Extended Care is right now operating at a loss, but projected at 53,420 at year-end. Falcon Homeschool Program projected year-end estimate operating income at 172K. Discovery projected to end the year with \$1.9M ending cash balance. Report reflects that Falcon is continuing repayment for the loan from Phoenix.

**IV. ACTION / DISCUSSION / INFORMATION ITEMS**

**A. Enrollment update & Fund Drive (Debby Perry)**

Phoenix is at 564 students out of 571 spaces, Falcon has 591 students with no cap. Fund Drive: Phoenix is at 37.5%, Falcon is at 38%. The goal is 100% participation at both schools. There is a team at Phoenix to emulate Falcon's fund drive success. An incentive plan is planned for the end of the month at Falcon.

**B. Charter Renewal Phoenix – Progress (Debby Perry)**

Debby plans to have it ready Thanksgiving week to have it read, planning to turn it in before February. Draft in December for the Board.

**C. Lottery Policy- Discovery I**

Debby asks the Board to discuss whether to have a cap for low-socio-economic preference. Motion to approve the revision to the lottery for preference group D (Board Policy: BP181113.1): Ms. Eagle. Second: Ms. Sanchez, Aye: Ms. Eagle, Mr. Foisie, Ms. Lee, Ms. Sanchez, Mr. Spieler

**D. Parent Participation:**

Debby is looking to see what should be done at both schools, informally and looking to work with Miki. Debby will work on new language for the New Parent Meeting(s), with positive messaging: focusing on what Parents get to do at Discovery School; seeing what happens in the classroom; meeting your children's friends; and supporting classrooms. Miki will add what is specific to the homeschool program. The main message will be: without parents, we wouldn't be Discovery. Some parents may feel entitled, or have difficulty with resources (not a minivan for field trips). End quiz. Miki adds that the Communication piece has been that there are a lot of changes this year. If you couldn't work in the one classroom, you would be put in a pool, higher population of teachers that are parents. Different strategies for placing parents/families in classrooms. Some families have gone back to work.

- E. Executive Director Goals  
Programs need to be aligned. Debby will write a succession plan and assign deliverable dates, inspire parent participation, hire and retain staff, Charter renewal, and LCAP. Campus alignment (practice and more collaboration between the two schools and consistency, like reporting systems). Aiming for goals to be completed by next year August. The Board to come back to this in February.
- F. Pulled Item for 10/16/18 Regular Meeting (Section III, Item A.): Motion to change “14 slots not participating” to “13 slots not participating”.  
Pulled Item for 10/16/18 Regular Meeting (Section V, Item B.): Update 41% to 31%.  
Motion to approve with changes: Ms. Sanchez. Second: Mr. Foisie. Aye: Ms. Eagle, Mr. Foisie, Ms. Lee, Ms. Sanchez, Mr. Spieler

**V. APPROVAL OF CONSENT CALENDAR (ACTION)**

*These agenda items are considered routine and will be approved in one action without discussion. If a Board member requests that an item be removed from the Consent Calendar or a citizen wishes to speak to an item, the item will be considered under Action Items.*

**VI. BOARD MEMBERS' REPORTS / CORRESPONDENCE / BOARD OPERATIONS / RECOGNITION**

*This is an opportunity for Board members to address activities, correspondence, and operations and to acknowledge or recognize specific programs, activities, or personnel.*

A. Board Operations: None.

B. Reports: Committees/Correspondence/Activities

Question: What is best practice for committees? Posting agenda and paper forms for the office, 72 hours, take on items and key items to the agenda. Committees can be all in favor of making recommendations. Barb will send the Board information on best practice for board committees.

Barb bought ads in the Spanish Language newspaper, La Observadora. Digital Banner/Marketing is running in key zip codes. Bay Area Parent ad running throughout the year.

Template for Board Letterhead to be provided in Google and Word.

C. Board Calendar: December 12 meeting to be updated on website. Ilan asks for a special board meeting to discuss the lottery: November 26 at 6:45pm.

D. Future Agenda Items: Charter Renewal, Lottery Approval

**VII. ADJOURNED AT 9:13PM**