

Discovery High School
Governing Board Meeting Minutes
04/22/2025

The following members were present:

Kevin Warren	President/Treasurer
Nancy Daley	Chairperson/Community Member
Charlotte Butler	Community Member
John Taylor	Community Member
Doretha Tillman	Community Member
Terry Gier	Community Member
Tania Sims	Secretary

Ms. Nancy Daley welcomed everyone and called the meeting to order at 11:20 AM.

Minutes

A motion was made by Ms. Terry Gier to accept the 3/31/2025 minutes as written. Ms. Charlotte Butler seconded the motion. The motion was passed by unanimous vote.

Treasurer's Report

Ms. Vignale from Building Hope conducted a thorough review of the financial statements with the Board, examining each line item in detail.

During the financial review, Ms. Vignale shared encouraging news regarding DHS's financial performance:

Key Highlights:

- ✓ Positive change reflected in DHS financials
- ✓ Expenses remain well-controlled

Ms. Vignale said she is still trying to analyze some of the details behind the revenues and expenses for food service. Additionally, Ms. Vignale mentioned that DHS has four days of cash on hand, which has remained consistent. DHS continues to improve.

Board Approved
5/20/25
Date

Ms. Vignale presented the 2024–2025 budget for the remainder of the school year. Along with Mr. Jemison, Mr. Warren, and Mrs. Green, she collaborated to review the budget line by line. Using three quarters of actual data, they projected reasonable estimates for the final quarter.

A motion was made by Mr. John Taylor to approve the 2024-2025 Discovery High school budget amendment. Ms. Doretha Tillman seconded the motion. The motion was passed by unanimous vote.

President's Report

Mr. Jemison then presented the personnel actions. The personnel actions were put to a vote and Ms. Doretha Tillman voted to accept, seconded by Charlotte Butler. The Personnel Actions were passed with a unanimous vote.

Mr. Jemison stated that Discovery High School currently has 860 students. He also shared an update on open enrollment: DHS has accepted and secured commitments from 251 incoming 9th-grade students, 13 for 10th grade, 4 for 11th grade, and 5 for 12th grade. Additionally, DHS is accepting another 15 ninth-grade students.

Discovery High School still has students on the waiting list who have not yet been accepted, including 115 ninth-grade students, 13 tenth-grade students, 15 eleventh-grade students, and 7 twelfth-grade students.

Mr. Jemison provided a Title I update: DHS still hasn't heard back from the district. He contacted them last week and was told they would likely need another two weeks, as they are still finalizing their assessments and counts.

Old Business

Mr. Warren provided an update on transportation. Discovery Schools received four new buses. These buses will be allocated to drivers who are taking on extra routes and accumulating more miles.

Mr. Whitehead recommended holding off on selling any of the older buses due to the fleet's age and the need for spare units. Current plans suggest that a minimum of five to six spare buses is ideal to support operations.

Mr. Frabotta discussed efforts to improve transportation logistics through the use of routing software and GPS tracking systems. The proposal includes installing tablets on buses to track student ridership and optimize routes. These initiatives were factored into the 2025–2026 budget.

A motion was made by Ms. Doretha Tillman to allow Discovery Schools to research and implement routing and GPS technology within budget constraints. Ms. Charlotte Butler seconded the motion. The motion passed unanimously.

New Business

Mr. Jemison congratulated Adam Phelps for being selected as Teacher of the Year, and Nivia Rodriguez for Support Person of the Year for the 2025–2026 school year.

Mr. Frabotta and Mr. Warren shared that Discovery Schools will adopt the Polk County School Board (PCSB) salary schedule. Rather than waiting until July like PCSB, Discovery will begin distributing raises and retroactive pay in April. Teachers whose current salaries fall below the new schedule will receive raises and back pay; those above the county scale do not warrant any salary adjustment for 24-25 school year.

A motion was made by Ms. Doretha Tillman to approve the salary changes and early implementation. Ms. Charlotte Butler seconded the motion. The motion was passed unanimously.

Mr. Warren presented an amendment to the administrator pay scale. Discovery Schools will align with the Polk County School Board (PCSB) base scale for Principals and Assistant Principals. Administrators earning above the PCSB scale will not need a salary adjustment, while those below the scale will receive an increase and retroactive pay for 2024-2025 school year.

Additionally, the Principal supplement for extra duties was revised from \$10,000 to \$7,200, and the Assistant Principal supplement was set to \$3,600. This adjustment reflects the workload differences and aims to maintain fairness within the administration team.

A motion was made by Ms. Doretha Tillman to approve the updated salary scale and supplements. Ms. Charlotte Butler seconded. The motion passed unanimously.

Mr. Jemison stated that he met with DHS staff and explained the rationale behind why not all employees would receive a raise this year.

Mr. Frabotta explained that Mrs. Pulse is finalizing the numbers, but two policy options are being reviewed:

1. Discovery School reviews what it currently owes to all employees, and we pay that amount into a secondary investment account where it can accrue interest.
2. Discovery School removes the grandfather clause, requiring all employees to transition to the 20-day policy and pay all employees out at 100%

Mr. Warren stated that Discovery Schools will involve staff members in all decisions regarding PTO and vacation policy.

Mr. Warren explained the staffing requirements and new hiring process. He clarified that he won't be approving every individual hire, as budgets dictate what positions the principals can fill. However, new positions need pre-approval. He also covered protocols for mid-year vacancies.

Mr. Warren noted that Discovery Schools' policy handbook is significantly outdated and mentioned he will be leading an update effort. This aligns with the management team's goal of establishing comprehensive policies for all operations.

The Governing Board's role is to review and approve these policies, then ensure compliance. For example, financially, this means verifying that Discovery Schools operates within its budget and that all decisions are budget driven.

A motion was made by Ms. Charlotte Butler to grant the administrative liaison approval authority for both the creation of new positions and the filling of vacancies occurring during the academic year. Ms. Doretha Tillman seconded the motion. The motion was passed by unanimous vote.

Mr. Warren shared that he has been consulting with various insurance providers. A meeting has been scheduled with Kevin Mullings of Discovery Schools' existing provider. The school plans to establish an inclusive committee with cross-level staff representation to guide this initiative from the beginning.

Mr. Warren reported on transportation-related legal matters stemming from several recent bus accidents.

Mr. Jemison noted that several DHS athletic programs face significant challenges, primarily due to the lack of home fields or facilities that could generate revenue through hosting competitions. Currently, teams are addressing these financial constraints through fundraising efforts to cover necessary expenses. Mr. Jemison proposed exploring the possibility of allocating a designated amount in future budgets to provide support for these programs.

Ms. Daley emphasized the importance of the entire sports program and stated that DHS needs to develop a solution, whether through establishing an operating account or making other accommodations. She also proposed drafting a letter of inquiry to solicit support from larger businesses.

The meeting was adjourned by Nancy Daley at 11:45 A.M.

Next Meeting: May 20th, 2025

Discovery Academy of Lake Alfred
Media Center after DALA Meeting
at 9:15 A.M.