

**Discovery High School**  
**Governing Board Meeting Minutes**  
**07/28/2025**

Nancy Daley welcomed everyone and called the meeting to order at 9:15 AM.

The following members were present:

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

### **Minutes**

A motion was made by Doretha Tillman to accept the 06/24/2025 minutes as written. Charlotte Butler seconded the motion. The motion was passed by unanimous vote.

### **Review of District Concerns Regarding Employment of Relatives**

**Presenter:** Nancy Daley

- Ms. Daley informed the board that Discovery Schools received an email from the district (handled by Candy Amato) raising concerns about the school's policy on relatives working together. The email highlighted that:
  - Assistant Principal Erica Hudson is the daughter of Board Chair Nancy Daley.
  - A state statute restricts the employment of relatives in supervisory roles within public entities (including charter schools).
- Ms. Daley acknowledged that while Ms. Hudson's role is not new, the district has requested a formal review of compliance.
- Legal Counsel's Guidance: Ms. Daley consulted Daniel Woodring (General Counsel), who advised:
  - The board must reflect in the minutes that Ms. Daley is subject to recusal on any matters involving the employment, promotion, assignment, or advancement of her relative.
  - Ms. Daley must confirm she has not advocated for her relative's interests with school personnel.

- **Ms. Daley's Statement for the Record:**

*"I am subject to recusal as to any matter relating to the employment, promotion, assignment, or advancement of my relative, and have taken no action to advocate for such with any charter school personnel."*

- The statement was read aloud and will be signed by Ms. Daley for inclusion in the official minutes.

**Board Action:** A motion was made by Charlotte Butler, seconded by Doretha Tillman to accept Ms. Daley's statement as part of the record. The motion passed unanimously.

**Board Approved**  
**8/27/25**  
Date

## **Old Business**

### **Transportation Update**

Presenter: **Mr. Warren**

#### **1. Bus Routing Software (Bus Boss)**

- Discovery Schools are working closely with Bus Boss to input all necessary student transportation data.
- Sixth-grade student data (new for this school year) is still being processed, and routing will not be fully operational by the start of the school year.

#### **2. Extended Warranty for Buses**

- The district is finalizing an extended warranty for bus repairs.
  - Engine coverage has been secured for four buses.
  - Transmission coverage is still under consideration (an additional cost).
- Mr. Frabotta noted that the extended warranty lasts five years, covering the buses while the district is still paying off the loan.

### **Personnel Position Renewals & Salary Adjustments**

Presenter: **Mr. Warren**

Mr. Warren presented a renewal proposal for extended-month employees (10/11/12-month positions) including salary adjustments. The proposal included a detailed chart with the following columns:

- **School** (e.g., DHS)
- **Position** (e.g., Financial Secretary)
- **Salary** (Annual)
- **Notes** (e.g., "Includes added HR duties")

#### **Example Highlighted:**

DHS Financial Secretary salary reflects combined HR responsibilities.

**Board Question:** Ms. Daley inquired:

1. **Salary Change Transparency:** Requested future reports include a "Prior Salary" column to show adjustments (increases/decreases)
2. **Weekend/After-Hours Work:**
  - Protocol for compensating staff working weekends/special events (e.g., IT repairs)
  - Budget impact if recurring overtime significantly increases annual pay
  - Policy for work not completed during regular hours

**Board Action:** A motion was made by Doretha Tillman, seconded by lotte Butler to approve the proposed salary schedule. The motion passed unanimously.

### **Administrative Liaison Position Review & Compensation Approval**

Presenters: **Ms. Daley (request), Mr. Warren (report)**

At Ms. Daley's request, Mr. Warren provided a detailed review of the Administrative Liaison role, including:

- Key responsibilities:
  - Serving as liaison to external entities (e.g., government agencies, vendors).
  - Overseeing transportation, school nutrition programs (both schools), and insurance policies/procedures.

- Managing annual audits (financial and workers' compensation).
  - Compensation structure: Explained the proposed annual salary pay scale and levels for the position.
- The board confirmed the retention of the title "Administrative Liaison."

**Board Action:** A motion was made by Charlotte Butler, seconded by Doretha Tillman to approve the proposed annual salary pay scale for the Administrative Liaison position. The motion passed unanimously.

### **Approval of Resolution for TECO Property Sale**

**Presenter:** Nancy Daley

#### **Discussion Highlights:**

- Ms. Daley reported that the closing for the TECO property sale is scheduled for Wednesday, July 30th and requested board approval of a formal resolution to authorize the sale.
- Key Terms of the Sale:
  - The buyer will cover all closing costs, as negotiated in the original agreement.
  - The real estate attorney's fees (hired by the board to review the transaction) will be deducted directly from the seller's proceeds at closing, avoiding upfront payment by the school.
  - Proceeds from the sale will be wired to the trustee (per bondholder approval) and held in a separate account, distinct from bond funds.

#### **Board Actions:**

##### **1. Motion to Approve Resolution:**

- **Motion** was made by John Taylor and seconded by Charlotte Butler to approve the resolution authorizing:
  - The sale of the TECO property.
  - Deduction of legal fees from sale proceeds.
  - Transfer of net proceeds to the trustee-managed account.

**Vote:** The motion passed unanimously.

##### **2. Signing of Resolution:**

- The resolution document was circulated and signed by all board members present to formalize approval.

### **Gas Company Easement/Purchase Agreement Update**

**Presenter:** Nancy Daley

#### **Discussion Highlights:**

- Ms. Daley provided an update regarding the Gas Company's request for an easement to access their pipelines located on the school's property.
  - The Gas Company requires access due to pressure issues with their liquid natural gas (LNG) lines and needs to bring in specialized trucks to address the problem.
  - The district's attorney (previously engaged for TECO matters) reviewed the request and recommended a property purchase instead of an easement, citing cleaner legal terms.

- The matter was discussed with bondholders during a bondholder meeting, where they approved the sale of the property. Proceeds would be treated as non-operational, non-recurring funds (e.g., reserved for PTO payouts upon employee retirements/exits).

**Board Action:**

- A motion was made by Doretha Tillman and seconded by John Taylor to:
  1. Approve the easement request in principle, pending receipt and review of the final purchase agreement.
  2. Authorize the board chair or designated representative to sign the agreement upon final approval.

**Vote:** The motion passed unanimously.

**TSA (Teacher Salary Allocation) Update**

Presenter: **Mr. Warren**

- The state’s TSA funds (additional teacher salary allocations) require a final report on expenditures by the end of this week (end of school year).
- The next TSA allocation is expected in late September/early October.
- Proposed Plan: To avoid the administrative challenges faced this year (e.g., mid-year and year-end adjustments), the district will:
  - Delay distributing the new TSA funds until the end of the 2025–26 school year.
  - Allocate the full amount as a single adjustment to teacher salaries at that time.

**Principal’s Report**

**Personnel Actions**

**Presented:** Mr. Jemison.

Mr. Jemison presented the following personnel matters: three resignation and four new hires. The personnel actions were put to a vote and Doretha Tillman voted to accept, seconded by Charlotte Butler. The Personnel Actions were passed with a unanimous vote.

Mr. Jemison then presented three teachers require out-of-field approval for 25-26 school year.

A motion to approve the out-of-field teachers for the 2025-2026 school year was made by Charlotte Butler. The motion was seconded by John Taylor. The motion passed by unanimous vote.

**Enrollment Update**

**Presenter:** Mr. Jemison

**Current Enrollment Status:**

- Total enrolled students: **922**
- **Pending final paperwork:** 15 students (committed but awaiting documentation)
- **Accepted but awaiting confirmation:** 24 students

## **Enrollment Management:**

- The school aims to maintain enrollment between **920-930 students** for optimal operations.

## **Enrollment & Transportation Coordination Update**

Presenters: **Ms. Daley (inquiry), Mr. Jemison (response)**

### **Discussion Summary:**

- **Ms. Daley** inquired whether current enrollment numbers (922 students + 39 pending) are impacting transportation capacity.
- **Mr. Jemison** reported:
  - No significant transportation issues tied to enrollment at this time.
  - Proactive route adjustments were made:
    - Modified **Monteen's route** to accommodate enrollment changes.
    - Confirmed **Ms. Daniel's route** requires no further changes.
  - Follow-up meetings were held with both drivers' post-adjustment.

## **Title I Documentation Approval**

Presenter: Mr. Jemison

### **1. Compact for Learning**

- Outlines shared responsibilities among staff, parents, and students across five key areas:
  - a) Academics
  - b) Monitoring student progress
  - c) Parent involvement
  - d) Communication
  - e) Learning environment

### **2. Parent Engagement Plan**

- Details strategies for meaningful family participation in Title I programs.

**Board Action:** A motion was made by John Taylor, seconded by Doretha Tillman to approve both the Title I Compact for Learning and Parent Engagement Plan as presented. The motion passed unanimously.

## **New Business**

### **Employee Background Check Update (Clearinghouse Implementation)**

Presenters: **Mr. Warren (overview)**

#### **Key Points:**

#### **1. Clearinghouse Purpose:**

- Conducts national background checks (beyond Florida-only checks previously used)
- Tracks incidents nationwide, improving hiring safety
- 5-year renewal requirement for all employees

#### **2. Implementation Plan:**

- 3-year phased rollout to re-fingerprint entire staff
- Current status: Process underway at both schools

- Reciprocity benefit: Employees moving to other FL schools won't need re-fingerprinting
- 3. **Cost Structure:**
  - Current staff: School pays 50%, employee pays 50% (payroll deduction)
  - New hires: Responsible for 100% of fingerprinting cost
  - *Comparison:* County requires employees to pay 100%
- 4. **Existing Qualifications:**
  - Employees previously fingerprinted for healthcare/law enforcement may already be in system

### **School Improvement Plan Approval**

Presenter: **Mr. Jemison**

#### **Key Highlights:**

1. **Previous Year Success:**
  - 13-point improvement in college acceleration metrics (school grade component)
  - Significant progress in dual enrollment programs and testing protocols
  - Commendation to Business Department for exceptional performance
2. **Current Year Focus Areas:**
  - **Mathematics Achievement:** Targeted instructional improvements
  - **ELA Achievement:** Enhanced curriculum alignment
  - Implementation of progress monitoring systems with teachers
3. **Action Plan:**
  - Regular teacher collaboration meetings
  - Data-driven instruction based on progress monitoring
  - State assessment preparation initiatives

**Board Action:** A motion was made by John Taylor, seconded by Charlotte Butler to approve the School Improvement Plan as presented. The motion passed unanimously.

### **Cambridge Program Exploration Update**

Presenters: Mr. Jemison (DHS), Mr. Frabotta (DALA)

#### **Key Discussion Points:**

1. **Current Status:**
  - DHS has **initiated research** on becoming a Cambridge International School
  - DALA expressed **parallel interest** in developing:
    - Pre-Cambridge program (middle school)
    - Potential future alignment with DHS
2. **Implementation Considerations:**
  - **Timeline:** ≈3-year process for both middle/high school pathways
  - **Cost Structure:**
    - Minimal initial application fees
    - Major budgetary focus: Curriculum staffing and campus resources

### **Insurance Plan Updates**

Presenter: **Mr. Warren**

## **Key Updates:**

1. **Health Insurance Progress:**
  - **Active Discussions:**
    - Meeting today with Mulling Insurance to review medical plan options
    - Scheduled meeting with a second agent (provider TBD)
  - **Eliminated Option:** Third agent ruled out due to unconventional, self-run policy structure
2. **Auxiliary Insurance Status:**
  - **Secured:** Workers' compensation coverage (effective 08/01/2025)
  - **Pending:** Quotes expected this week for:
    - Property insurance
    - Crime insurance
    - Liability management insurance
3. **Next Steps:**
  - Finalize health/auxiliary insurance proposals for board vote at next meeting
  - Mr. Warren to provide full cost/coverage comparisons

## **Legal & Workers' Compensation Update**

**Presenter:** Mr. Warren

### **Transportation Matters**

- Resolution still pending for downtown accident case
  - One slip-and-fall claim filed by employee
2. **Workers' Compensation Status**
    - Multiple active cases (between insurer and employees)
    - No direct organizational involvement required
    - Potential future impact on premium rates, but no current effect
  3. **Action Items**
    - Monitor downtown accident resolution
    - Track workers' compensation case developments

## **Treasurer's Report**

**Presenters:** Ms. Vignale

1. **Transition Announcement:**
  - Ms. Vignale announced her departure from Build Hope, effective [Thursday, 07/21/25].
  - Christine Mentes (familiar with the school's financial progress over the past 1.5 years) will assume her role in attending board meetings.
  - Gordon Kozier, an experienced CPA working with South Florida charter schools, will support Christine.
2. **Financial Reporting Adjustments:**
  - To ensure accuracy, comparisons to the prior month were avoided due to necessary adjustments.
  - **New Process (FY 2025-26):**
    - Monthly reviews with Christine and Gordon after books are closed.
    - Focus on proper revenue booking, clear inter-school invoicing, and "clean data" for decision-making.
    - Starting October, balance sheets will compare year-over-year (vs. prior year) for better trend analysis.

### 3. Audit & Cleanup Progress:

- Kevin Luger (Comptroller) will oversee the audit process and collaborate closely with the auditor.
- Corrections are underway for legacy items flagged by the previous auditor.
- Goal: Ensure accurate FY 2025 closure while improving transparency for FY 2026.

### Revenue Reporting & Adjustments

- **NSLP (National School Lunch Program) Discrepancy:**
  - The high school's NSLP revenue in DALA appears significantly lower than expected.
  - **Action:** Revenue streams will be reallocated to the correct schools for FY 2025-26 to ensure accuracy.
- **Profit & Loss (P&L) Presentation:**
  - Monthly P&L comparisons (May vs. June) were omitted due to adjustments skewing results (e.g., unbooked transportation/rent payments).
  - **FY 2024-25 Actuals (July '24–June '25) vs. Budget:**
    - **Revenues:**
      - Federal/state funds at **97%** of projections.
      - Local revenues exceeded budget by **\$139K** (total gross profit: **87.03%**).
    - **Note:** Final figures pending audit completion (expected **September**).

### 2. Expense Management

- **Amended Budget Performance:**
  - School ended FY **1.92% over budget** (minimal overspending).
- **FY 2025-26 Plans:**
  - Monthly **budget-to-actual** reviews with school sites.
  - Emphasis on **clean data entry** to track spending trends in real time.

### 3. FTE & Additional Savings

- **Staffing (FTE):** Projections were accurate; no adjustments needed.
- **Identified Savings:** Daryl (school representative) flagged further cost-saving opportunities for FY 2025-26.

### Financial Update:

- **Revenue Change:** all revenues for **Discovery High School (DHS)** will be directed to DHS, which will then cover its own operating expenses. This correction has improved cash on hand.
- **Shared Expenses:** DALA will pay shared costs and invoice DHS for reimbursement.
- **Budget:** FY25-26 is balanced with a surplus, boosting cash reserves. Enrollment exceeds projections, further strengthening finances.

The meeting was adjourned by Nancy Daley at 9:54 A.M.

**Next Meeting: August 19, 2025**

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