

**Discovery Charter School**

**1100 Camino Biscay  
Chula Vista, CA 91910**

**Board of Directors  
Regular Board Meeting  
Tuesday, October 17, 2023  
5:30pm**

---

**MINUTES**

**I. Opening Procedures**

**A. Call to Order** at 5:31pm

**B. Roll Call**

Members Present: Rochelle Carroll, Sara Roa, Tara Zaragoza, Morgan Appel, Harry Sevel

Members Absent: None

Others Present: Neil Macgaffey, Erika Alamo, Rubi Palomares

**C. Pledge of Allegiance** led by Victoria Hernandez

**D. Choir Club Presentation**

- Our Middle School Instrumental Choir students presented to the Board. Students spoke about their experience within choir and shared what musical pieces they are working on and what they have learned. They played a musical piece called Great Rondo composed by Carl Oark and Gunild Keetman. The Board members congratulated the students and praised them for their outstanding job.

**II. Approve Agenda**

(Action)

*Motion: Appel*

*Second: Zaragoza*

*Vote: MCSU*

**III. Approve Minutes from the September 6<sup>th</sup> 2023 Regular Board Meeting and Special Board Meeting**

(Action)

*Motion: Sevel*

*Second: Roa*

*Vote: MCSU*

**IV. Public Comment:** Persons wishing to address the Board of Directors on any item on the agenda or non-agenda items should do so during the Public Comment portion of the meeting. No action or discussion shall be undertaken by the Board of Directors on any item not appearing on the posted agenda. Speakers are requested to limit their comments to no more than five (5) minutes.

**A. Public Comment – Items on the Agenda - None**

**B. Public Comment – Items not on the Agenda - None**

**V. Executive Director’s Report** (Information/Report)

- Mr. MacGaffey reported on what has been going on at Discovery. He shared about Discovery’s STEAM Camp, which was taught and run by our upper grade student’s last quarter.
- Discovery’s Choir Fall concert took place on September 18<sup>th</sup> and it was a fantastic event.
- Student Council is up and running and we’ve had fantastic engagement. Elections were held and the newly elected Student Council representatives led their first assembly last week. Mrs. Alamo did a great job spearheading this endeavor.
- Discovery is in progress of getting new window blinds installed on some classroom windows near our quad area. There are additional steps and paperwork in progress, and we hope we will have new blinds soon.
- The new portables project is also in development, and we are looking forward to the district Board approving the project at their November Board meeting.
- Discovery is also looking into securing the fencing on our campus perimeter to improve safety for all.
- Discovery is off to a great start in Quarter 2. Many teachers are offering tutoring which started this week for English, Math, Spanish and English Learners.
- Many sports have also started this quarter and games are scheduled weekly. Discovery is pleased to share that we have many clubs, sports and afterschool activities going on different days of the week on campus.
- Our PTC will have a Movie Night for families on November 3<sup>rd</sup> here on campus. Families will get the opportunity to watch a movie together outdoors and enjoy snacks.
- We had a successful Fall intersession with 40 students attending.

**VI. 2023-2024 DCS Comprehensive School Safety Plan** (Information/Report)

- Mrs. Alamo shared a couple of videos from our PBIS Committee to demonstrate student behavior expectations.
- Mrs. Alamo presented Discovery’s Comprehensive School Safety Plan to the Board, including its components. These include assessment of the school crime and safety, attendance and support, local crime incidents, appropriate programs and strategies, and how we continue to prepare our school for emergency preparedness and safety.

- Mrs. Alamo detailed one of our main components and goals which was people and programs. This focuses on creating a caring school climate, and what we have done to take action to complete this goal.
- Mrs. Alamo also detailed component 2 which is Physical Environment and focuses on how the school site fosters security and safety and explained the current suggestions to meet this goal.
- Mrs. Alamo also spoke about Mr. MacGaffey's lock block that he self-engineered to protect the center pod rooms from intruders. Our custodians helped build the latches.
- Mrs. Alamo shared the emergency response teams and preparedness plans that were discussed with staff.

**VII. Unaudited Actuals Budget Report** (Information/Report)

- Mr. MacGaffey reported on the unaudited actuals from September 2022. The district has recently given us an update on the budget.
- Mrs. Williamson's and the district have been supportive in collaborating with us on how we can be more efficient in our spending, and they have been a tremendous help.
- Mr. MacGaffey was happy to report that it is the first year since 2019 that we are not reporting deficit spending. Discovery currently has a reserve spending conservatively at 27.5%.
- Discovery has made budget-efficient decisions and planning adjustments which has helped us keep a very healthy reserve.
- Discovery has a very healthy budget this year which we are excited about. Mr. MacGaffey also summarized the balance of the current additional grant funds including the Arts and Music Grant, ELOP Grant, Learning Recovery Grant and Educator Effective Fund Grant.

**VIII. Approve Job Description for the Charter Computer Support Technician II Position, Effective July 1, 2020** (Action)

**ADDITIONAL DATA**

On May 14<sup>th</sup>, 2020, a promotion was approved for Brenda Silahua Osuna from Computer Support Technician I to Charter Computer Support Technician II, effective July 1, 2020. The attached job description presented to the Board for approval reflects the salary range for the impacted position. See attachment A.

*Motion: Appel      Second: Sevel      Vote: MCSU*

**IX. Approve Travel to National Association for Gifted Children 2023 Annual Convention** (Action)

**Location:** Lake Buena Vista, Florida  
**Dates:** November 8-12, 2023

**Rationale:** Professional learning and collaboration in best practices for supporting high-ability children's social emotional and educational development.

**Total Cost:** One teacher registration, lodging, meals, ground transportation, and substitute total cost is \$2,320, not to exceed \$2,600. The teacher has offered to provide own airfare.

**Funding Source:** Educator Effectiveness Funds Grant

*Motion: Sevel*

*Second: Roa*

*Vote: MCSU*

**X. Approve Payment to YMCA for 7<sup>th</sup> & 8<sup>th</sup> Grade's Camp Marston Trip the Week of May 1<sup>st</sup> – 5<sup>th</sup>, 2023** (Action)

**Information:** The invoice for this student trip taken in the 2022-23 school year has been recently received in the 2023-24 school year. The District's Accounting department is requesting Board approval before processing payment. This is a new procedure which in previous years had not been requested of Discovery for student educational outdoor camp trips to Camp Cuyamaca and Camp Marston.

**Amount to be Paid:** \$27,450.

**Funding Source:** Discovery Gift Account from which student camp fee payments were deposited.

*Motion: Appel*

*Second: Sevel*

*Vote: MCSU*

**XI. Approve Overnight Field Trip for 7th and 8th Grade Students and Teachers to the San Diego Zoo Safari Park to Depart Thursday, February 22nd and Return Friday, February 23rd, 2024** (Action)

*Motion: Zaragoza*

*Second: Roa*

*Vote: MCSU*

**XII. Board Announcements**

- Mr. Sevel shared that it was a very informative meeting and enjoyed the choir presentation and School Safety Plan presentation.
- Dr. Appel shared that he is pleased that we are doing so great in our budget.
- Mrs. Zaragoza, congratulated the school for our steam camp as well as Mrs. Markham and thanked the teachers and afterschool staff for taking time out of their day and for all of

their efforts. She also thanked Mr. Macgaffey for his engineering projects and thanked the safety committee for their hard work.

- Mrs. Roa congratulated everyone for being number 1 in attendance and is glad that student council is back at Discovery. She thanked Mrs. Alamo for her efforts and all teachers and staff present at the meeting.
- Mrs. Carroll is excited about all the wonderful things going on and appreciates everyone for all of their extra efforts and hard work.

#### FULL BOARD CLOSED SESSION

**XIII. Adjourn to Closed Session** – President Carroll recessed to Closed Session at 6:43pm for the purpose of:

**A. Conference with Labor Negotiators**

**Agency Designated Representative:** Neil MacGaffey

**Employee Organization:** DCTU

**XIV. Reconvene to Open Session** – Discovery Charter School Auditorium, President Carroll reconvened to Open Session at 7:50pm

**A. REPORT OUT OF CLOSED SESSION**

President Carroll reported there is nothing to report, and no action was taken.

**XV. Adjournment**

(Action)

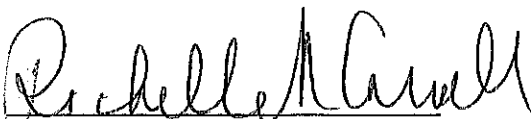
A motion was made to adjourn the meeting at 7:51pm

*Motion: Appel*

*Second: Roa*

*Vote: MCSU*

**The next regular meeting of the Discovery Charter School Board of Directors will be on Tuesday, November 28, 2023, at 5:30pm.**



Rochelle Carroll, Board President



Neil MacGaffey, Secretary to the Board