Discovery Charter School

1100 Camino Biscay
Chula Vista, CA 91910

Board of Directors
Regular Board Meeting
Tuesday, April 22, 2025
5:30pm

MINUTES

I. Opening Procedures

A. Call to Order at 5:33pm

B. Roll Call
Members Present: Rochelle Carroll, Tara Zaragoza, Harry Sevel

Members Absent: Sara Roa, Morgan Appel

Others Present: Neil MacGaffey, Erika Alamo, Rubi Palomares

C. Pledge of Allegiance led by Kinder Students

D. Grade Level Presentation: Kindergarten

- The kindergarten team along with some kindergarten students presented to the Board. Students talked about what they are learning in their current unit of science, plant life and their environment. They displayed their ecosystem projects to the Board. The students also talked about learning about earthworms, interesting facts about them and their function within the plant ecosystem. The students concluded by singing the song "I Can".

II. Approve Agenda (Action)

Motion: Sevel *Second: Zaragoza* *Vote: MCSU*

III. Approve Minutes from the March 11, 2025 Regular Board Meeting (Action)

Motion: Sevel *Second: Zaragoza* *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 shared that we recently had a successful reclassification ceremony and had a great number of students who were able to reclassify this year.
- He shared that we recently had our school-wide assembly where we recognized our students who played sports and showed our students that teachers have fun too with a staff relay race.
- This week we had our Military Appreciation Breakfast, and we were able to pamper our military families with a meal. It was a great event.
- He shared that Discovery recently had our 6th grade Masonic awards, which is an honor to receive. Six of our students received this honor, and Discovery was very proud of them.
- Mr. MacGaffey spotlighted our CNS team. He spoke about each of our CNS team members and the amazing work they do. They are a great team.
- Mr. MacGaffey also highlighted our two custodians, Mr. Brian Mattison and Paola Montes. He expressed how they both do such a fantastic job.
- Mr. MacGaffey invited the Board to our Multicultural Fair and PTC Spring Event taking place on May 2nd.
- He shared that coming up starting next week will be our amazing PTC Scholastic Book Fair, which Discovery is excited about.
- Mr. MacGaffey expressed appreciation for ongoing support from CVESD, which is in the process of installing cameras. Discovery received 4 new cameras, which has filled in some of the blank areas out of view. This will help our on-campus security in a great way.
- Today we also had an unannounced lock down drill, and we are happy to announce that all staff did a great job and knew what to do.
- Mr. MacGaffey shared that Discovery is still #1 in attendance in the district. The state of CA announced a new attendance recovery plan, which allows schools to permit students to recuperate attendance by participating in before or after school classes. This will help schools recover ADA which in turn, helps fund many of our programs.

- Mr. MacGaffey spoke about the current Board approved attendance policy. He mentioned that he has some improvements and minor changes that he will be presenting to the Board in the meetings coming up.
- He shared that today we learned that our contracted Nurse will be leaving in two weeks, making it our 4th nurse this year. We are looking into retention efforts and will be asking the Board to think about increasing the Nurse salary, in order to remain competitive.
- Discovery has upcoming projects in our facilities that will require Board approval. We will require a Special Board meeting sometime next week in order to report and approve these items.
- Discovery is excited that we were able to install a new sound and light board, which will be able to improve and enhance our theatre productions.
- Lastly, Mr. MacGaffey shared that we had a great DELAC meeting. We had 11 parents attend, which was our best turn out of the year.

VI. Thought Exchange Survey Report (Information/Report)

- Mrs. Alamo echoed Mr. MacGaffey's sentiments and praised our staff for such a great job this past week in DELAC and surviving the recent earthquake.
- She presented our recent Thought Exchange results with 147 participants a mix of Parents and Staff.
- The top-rated thoughts and comments from parents and staff were presented, and Mrs. Alamo went over some things that Discovery is doing well, based on the ratings, and some things that we can improve.

VII. Update to 2024-2025 Staff Handbook Report (Information/Report)

- Mr. MacGaffey shared about the changes to the Classifed staff employment status and the Employee Handbook, with input from our Legal team.
- One item that Discovery will be updating is our Workers Compensation Leave policy, which will codify our current practice and will be noted in our staff handbook.
- Mr. MacGaffey discussed changes to the vacation days for classified staff. This policy will codify and encourage staff to either cash in their vacation days, or limit vacation leave to 1-2 days at a time during the school year.
- Mr. MacGaffey also went over the implementation of a year-to-year contract for Classified Staff, and implementing severance pay for non-probationary Classified Staff, if the contract should be terminated within the year.
- These changes will go into next year's staff handbook.

VIII. Approve Amendment to Update 2024-2025 Staff Handbook (Action)

A. Workers Compensation Leave
B. Classified Employee: Employment Status
C. Classified Employee: Vacation Policy

Motion: Sevel *Second: Zaragoza.* *Vote: MCSU*

IX. Approve Increase of $5,000 for Professional Legal Services in 2024-2025 from Young, Minney, & Corr, LLP (Action)

Funding Source: Unrestricted General Fund

Motion: Zaragoza *Second: Sevel* *Vote: MCSU*

X. Amend Independent Contractor Agreement with Ro Health, LLC for Increased Registered Nurse Service Hours in 2024- 2025 (Action)

Rationale: As of mid-March 2025, and through the end of the 2024-2025 school year, the Ro Health Registered Nurse staffing services in the school health office have been increased from half-time to full-time.
Total Cost: Not to exceed $15,000
Funding Source: Learning Recovery Emergency Block Grant

Motion: Zaragoza *Second: Sevel* *Vote: MCSU*

XI. Approve Selection of Wilkinson Hadley King & Co. LLP for Discovery's Annual Audit of Fiscal Years 2024-25, 2025-26, and 2026-27 (Action)

Information: Education Code Section 41020 requires charter schools to contract for an annual audit of their books and accounts. The auditor selection from the directory approved by the State Controller must be reported in April of each year. As in prior years, Discovery chooses to be included as part of the audit of CVESD's financial records through their contract with Wilkinson Hadley King and Co. LLP currently for Fiscal Years 2024-25, 2025-26, and 2026-27. There are no additional costs to Discovery as this is covered under the chargebacks paid to the district.

Motion: Sevel *Second: Zaragoza* *Vote: MCSU*

XII. Board Announcements

- Mr. Sevel congratulated the Kinder teams and students for a wonderful presentation and is looking forward to the Spring Fest event.
- Mrs. Zaragoza congratulated all the students who were reclassified, and thanked Mrs. Alamo for her presentation and the feedback she shared. She also thanked all the staff for their amazing job and was proud to hear that the students did so well during the earthquake.
- President Carroll thanked everyone for their great work and felt lucky to get to work with all discovery staff. She mentioned that the attendance policy is a great way to incentivize students and parents. We want to find ways to have students want to be at school.

XIII. Adjournment

(Action)

- A motion was made by President Carroll to adjourn the meeting at 6:36pm

Motion: Sevel *Second: Zaragoza* *Vote: MCSU*

The next regular meeting of the Discovery Charter School Board of Directors will be on Tuesday, May 20, 2025, at 5:30pm.

Rochelle Carroll, Board President

Neil MacGaffey, Secretary to the Board