

**DISCOVERY EDUCATION SERVICES INC.,
GOVERNING BOARD MEETING**

Tuesday, January 16, 2018
6:00 PM
at Orlando Science Middle/High Charter School

Schools:

Orlando Science Middle/High School
Orlando Science Elementary School
Seminole Science Charter School
Osceola Science Charter School

AGENDA

1. Call to order
2. Approval of the agenda items
3. Approval of November 7, 2017 meeting minutes
4. Executive Director Report
5. Public Remarks
6. Request for Approval of Audit Engagement Letters with King & Walker CPAs for 2018-19 Fiscal Year
7. Request for Approval of Single Audit Engagement and Audit Report for Discovery Education Services Inc.,
8. Request for Ratifying of Lease Agreement of Orlando Science High School Building
9. Request for Approval of Osceola Science CSP Grant's 3rd Budget Amendment
10. Request for Approval of Operating Budgets
11. Request for Approval of All Campuses A+ School Recognition Funds Plan
12. Request for Approval to Authorize Executive Director to sign insurance engagement and documents of new high school building
13. Request for Approval of SSCS and OPCS Out-of-Field Teachers
14. Request for Approval of Costa Rica trip

DISCUSSION ITEMS

15. Update on HB7069 and Local Capital Improvement Revenue
16. Review of Quarterly Financials

17. Readiness for Survey 3 FTE Counts
18. School Resource Officer for Technology and Lynx Ln Campuses
19. Returning students survey, grade level assignments among campuses and admins
20. Returning staff survey and contracts for 2018-19
21. Osceola Science Charter School Lease Negotiations
22. Seminole Science AdvancED accreditation external team visit
23. STEM School Certification progress
24. Annual Character.org conference and Character Edu Certification
25. New Developments around Technology Dr Campus
26. Closure of the meeting

Items motioned, discussed and voted by Governing Board Members:

1. Mr. Fortna called the meeting to the order at 6:21 PM.
2. **Approval of the agenda items**
 - Ms. Sharon moved the motion for approval of agenda items. Ms. Littrell seconded. **The motion was approved unanimously.**
3. **Approval of November 7, 2017 meeting minutes**
 - Ms. Sharon moved the motion for approval of November 7, 2017 meeting minutes. Mr. Fortna seconded. **The motion was approved unanimously.**
4. **Executive Director Report**
 - Dr. Akin presented State of the Schools including, academic data, enrollment, finance of the schools and show the growth in last 10 years.
5. **Public Remarks**
 - No one in the audience made a comment.
6. **Request for Approval of Audit Engagement Letters with King & Walker CPAs for 2018-19 Fiscal Year**
 - Ms. Sharon moved the motion for approval of Audit Engagement Letters for all schools (OSS, OSES, SSCS and OSCS) with King & Walker CPAs for 2018-19 Fiscal Year. Ms. Littrell seconded. **The motion was approved unanimously.**
7. **Request for Approval of Engagement Letter for Single Audit and Federal Single Audit itself for Discovery Education Services Inc.**

- Dr. Akin informed board members about why the single audit is needed to be prepared for the company. It is a requirement since the combination of CSP grant funds received by SSCS and OSCS in 2016-2017 fiscal year were over \$750K threshold for federal grants received.

Ms. Sharon moved the motion for approval of Single Audit Engagement and the Audit Report for Discovery Education Services Inc., with King & Walker CPAs for 2018-19 Fiscal Year. Ms. Littrell seconded. **The motion was approved unanimously.**

8. Request for Ratifying of Lease Agreement of Orlando Science High School Building

- Ms. Sharon moved the motion for Ratifying the Lease Agreement of Orlando Science High School Building at 2600 Technology Drive. Ms. Littrell seconded. **The motion was approved unanimously.**

9. Request for Approval of Osceola Science CSP Grant's 3rd Budget Amendment

- Ms. Sharon moved the motion for Approval of Osceola Science CSP Grant's 3rd Budget Amendment. Mr. Fortna seconded. **The motion was approved unanimously.**

10. Request for Approval of Operating Budgets

- Ms. Littrell moved the motion for Approval of Operating Budget of all schools (OSS, OSES, SSCS and OSCS for 2017-2018 Fiscal Year). Ms. Sharon seconded. **The motion was approved unanimously.**

11. Request for Approval of All Campuses A+ School Recognition Funds Plan

- Ms. Sharon moved the motion for Approval of All Campuses (OSS, OSES, SSCS and OSCS) A+ School Recognition Funds Plan. Ms. He seconded. **The motion was approved unanimously.**

12. Request for Approval to Authorize Executive Director to sign insurance engagement and documents of new high school building

- Ms. Littrell moved the motion for Approval to Authorize Executive Director to sign insurance engagement and documents of new high school building. **The motion was approved unanimously.**

13. Request for Approval of SSCS and OSCS Out-of-Field Teachers

- Ms. Sharon moved the motion for Approval of SSCS and OSCS Out-of-Field Teachers. Ms. He seconded. **The motion was approved unanimously.**

14. Request for Approval of Costa Rica trip

- It was discussed by the board that the school should obtain liability waivers from each trip participant.

Ms. Sharon moved the motion for approval of the motion. Ms. He seconded. **The motion was approved unanimously.**

DISCUSSION ITEMS

15. Update on HB7069 and Local Capital Improvement Revenue

- Dr. Akin informed the board members about the HB 7069 and possibility of receiving additional Local Capital Improvement Revenue (LCIR) for the schools.

16. Review of Quarterly Financials

- Board members reviewed the quarterly financial reports of all the schools (OSS, OSES, SSCS and OSCS). Reports were showing that the schools have been operating aligned with their budgeted numbers.

17. Readiness to Survey 3 FTE Counts

- Board members were informed that all the schools are ready for Survey 3 FTE Counts

18. School Resource Officer for Technology and Lynx Ln Campuses

- Hiring of an SRO or an off-duty officer were discussed for Technology and Lynx Campuses to monitor security of the campuses. The board asked Dr. Akin to collect more information.

19. Returning students survey, grade level assignments among campuses and admins

- Board members were informed about possible options and grade level assignments among and campuses for upcoming school year with addition of Building 3 on Technology Campus.

20. Returning staff survey and contracts for 2018-19

- All the schools are getting ready to start returning staff surveys and contracts for 2018-19 Academic Year.

21. Osceola Science Charter School Lease Negotiations

- OSCS are in the process of Lease Negotiations with Avant Garde Academy for possible additional classrooms to be used for 2018-2019 school year.

22. Seminole Science AdvancED accreditation external team visit

- SSCS started to the preparation for AdvancED accreditation external team visit which will be held in early April.

23. STEM School Certification progress

- OSS, OSES and SSCS are working on STEM School Certification progress

24. Annual Character.org conference and Character Edu Certification

- OSS, OSES and SSCS are working on Annual Character.org conference and Character Edu Certification to receive the recognition.

25. New Developments around Technology Dr Campus

- Dr. Akin informed the board members regarding to new developments around Lynx and Technology Campuses.

26. Closure of the meeting

- Ms. Sharon moved the motion for closure of the meeting. Ms. Littrell seconded. **The meeting was adjourned at 8:18PM.**

Mr. David Fortna

Mr. Ibrahim Sabuncu

Ms. Sharon Akdeniz

Ms. Juanhua He

Ms. Shannon Littrell