

Discovery Education Services, Inc.
GOVERNING BOARD MEETING
MINUTES
2427 Lynx Ln, Orlando, FL 32804
Thursday, November 19th, 2015
6:22 PM

AGENDA

- 1- Call to order
- 2- Approval of the agenda items
- 3- Approval of August 13th, 2015 and May 21st, 2015 meeting minutes
- 4- Executive Director report
- 5- Public remarks
- 6- Approval of out-of-field teachers in all three campuses
- 7- Approval of best and brightest teachers program
- 8- Approval of bank and credit card information and accounts' signers
- 9- Approval of final CSP Implementation 1 budget
- 10- Approval of OSES Chrome book lease
- 11- Approval health insurance and benefits
- 12- Approval of General Liability and other required insurance coverages and rates
- 13- Approval of Charter Educational Services & Resources contracts for all the campuses
- 14- Approval of Costa Communications contract
- 15- Approval of Enterprise agreement
- 16- Approval of student handbook
- 17- Approval of employee handbook
- 18- Approval of 2016-17 school calendar of OCPS and SCPS for Orlando Science and Seminole Science, respectively
- 19- Approval of SSCS CSP policies
- 20- Approval of OSS and OSES audit reports
- 21- Approval of initial CSP Implementation 2 budget
- 22- Approval of staffing and payroll recommendations for OSS, OSES and SSCS
- 23- Approval of running after school care program under the Discovery Education Services Inc.,
- 24- Approval of organizational chart
- 25- Approval of home visit incentives
- 26- Approval of LV solutions contract
- 27- Approval of school recognition funds to purchase technology
- 28- Approval of Seminole Science Charter School building items
- 29- Review of current financials
- 30- Approval of Seminole Science visitor check-in software and hardware
- 31- Board meeting dates
 - i. February 18, 2016 at Seminole Science
 - ii. May 19th, 2016 at Orlando science Middle/High
- 32- Closure of the meeting

Issues/Items motioned and voted on by Governing Board Members:

1. The Board meeting was called to order at 6:22PM
2. **Approval of the agenda items**- Mr. Songur moved to approve the November 19th, 2015 agenda items. Mr. Sabuncu seconded the motion. **The board approved the agenda unanimously.**
3. **Approval of August 13th, 2015 and May 21st, 2015 meeting minutes** - Mr. Songur moved the motion and Mrs. Sharon seconded. **The board approved the motion unanimously.**

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4. Executive Director Report

- Dr. Akin shared the School System Accreditation power point presentation with the board members and explained the progress regarding System Accreditation.
- He also shared the school's Thanksgiving Dinner for the seniors class of 2016 and alumni students of the school. The event took place in the school's cafeteria and Dr .Akin invited them to join the dinner after the board meeting.
- He also announced to the board and any other attendees that the enrollments for the 2016-2017 academic year started for all 3 campuses and SSCS has already scheduled its first open house this Saturday, November 21st. He also shared the information that SSCS will be adding 6th and 7th grade classes for the next school year.
- He shared the progress with CSP grant funds that SSCS is eligible for. Also, he told the board members that SSCS would be eligible for additional funding from CSP since we have a very good number of enrollment and are progressing well with the phases of the grant. We have already been reimbursed for start up and implementation 1 phase of the grant and now we are working on finalizing the implementation 2 phase of the budget. We have already submitted a draft budget to DOE. From implantation 2 budget:
 - Purchased 24 Promethean Active Boards, and 1 board was donated to the school's library/media center by the Promethean Company.
 - 25 additional computers purchased for Media Center
 - One I pad card with 25 IPDAs purchased
- Dr. Akin shared with board members that the schools started to print employee IDs in house. Those new IDs come with magnetic security features and are able to open the entrance doors of the schools.
- Lobby guard visitor security check-in and check-out system have been purchased
- Dr. Akin mentioned the charter school conference this year and also shared with board members that our board member; Ersan Songur attended the conference.
- Compliance District Visits
 - All campuses had district visits and they received satisfactory notes
 - Health and Fire Department visits were are also conducted satisfactorily.
 - Survey 2- (Week of October 12th) which is the student count for FTE passed successfully with below student numbers.
 - OSS:565
 - OSES:490
 - SSCS:381
- Hosted Math League Tournament at OSES campus. Among the all participant teams:
 - OSES received 1st place
 - SSCS received 3rd place
- Saturday Leadership Academy studies at all campuses started and are progressing well. FLL, Math Competition and Science Olympiad students started to study for the competitions on Saturdays at Elementary School campuses.

- 5. Public Remarks-** A parent (S. P. from Seminole Campus) shared her happiness with the school and indicated that she would like to be more involved in school activities to support the school. She also likes to see frequent communications between the school and parents.

Items 6-19 moved together:

- 6. Approval of out-of-field teachers in all three campuses**
- 7. Approval of best and brightest teachers program**
- 8. Approval of bank and credit card information and accounts' signers**
- 9. Approval of final CSP Implementation 1 budget**
- 10. Approval of OSES Chrome book lease**

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11. **Approval of health insurance and benefits**
12. **Approval of General Liability and other required insurance coverage and rates**
13. **Approval of Charter Educational Services & Resources contracts for all the campuses**
14. **Approval of Costa Communications contract**
15. **Approval of Enterprise agreement**
16. **Approval of student handbook**
17. **Approval of employee handbook**
18. **Approval of 2016-17 school calendar of OCS and SCPS for Orlando Science and Seminole Science, respectively**
19. **Approval of SSCS CSP policies**

Dr. Akin explained agenda items 6 through 19 to the board members. These are the items that have either already been discussed in previous board meetings or are annually recurring items/contracts which have been approved in previous years and the schools like to continue the services.

Board members motioned items 6-19 together. Mr. Songur moved the items to be approved. The motion seconded by Mr. Sabuncu. **The board approved the items unanimously.**

20. **Approval of OSS and OSES audit reports** – Dr. Akin presented 2014-2015 audit reports to the board both for OSS and OSES and then he explained that Orlando Science Middle/High School annual audit reports have been completed with no findings for 7 years in a row as well as Orlando Science Elementary School completed the annual audit reports with no findings since opened. Both OSS and OSES have strong financial positions. He also mentioned about the change in audit reports per state GASB68 reporting requirements being updated and according to new requirements, FRS member employers' audit reports will also include FRS section in the reports. Mr. Sabuncu moved the motion to be approved. Mrs. Sharon seconded. **The motion was approved unanimously.**
21. **Approval of initial CSP Implementation 2 budget** – Dr. Akin informed the board members about draft CSP implementation 2 budget being submitted to DOE, and we will be finalizing the budget shortly. Mr. Sabuncu moved the motion to be approved. Mrs. Sharon seconded. **The motion was approved unanimously.**
22. **Approval of staffing and payroll recommendations for OSS, OSES and SSCS** – The staff rosters of the schools have been presented to the board members by the Dr. Akin, including new hires for SSCS and any other replacements for OSS and OSES as well as payroll recommendations for each school. Mrs. Sharon moved the motion. Mr. Songur seconded. **The motion was approved unanimously.**
23. **Approval of running after school care program under the Discovery Education Services Inc.,** – Dr. Akin recommended to the board to approve running after school care program under the schools' mother company Discovery Education Services, Inc., He explained to the members the ease of doing it that way and also how it would be much better organized and operated. Mr. Sabuncu moved the motion. Mrs. Sharon seconded. **The motion was approved unanimously.**
24. **Approval of organizational chart** – Dr. Akin explained this item during his reports with item 4. The new organizational chart as a required part of System Accreditation was presented to the board during Dr. Akin's presentation. Mrs. Sharon moved the item. Mrs. Songur seconded. **The motion was approved unanimously.**
25. **Approval of home visit incentives** – Dr. Akin presented to the board a memorandum recommending to increase incentives for home visits from \$20/visit to \$30/visit with the reasons and benefits of the visits; how beneficial and effective they are for interaction of teachers,

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parents/guardians and students as well as how important they are to student success. The board member Mr. Songur emphasized that he likes this idea a lot and even offered to the board to consider increasing it from \$30/visit to \$40/visit in the future. Mr. Songur moved the motion to be approved. Mrs. Sharon seconded. **The motion was approved unanimously.**

26. **Approval of LV solutions contract** – The LV solutions fire alarm contract was presented to the board members for them to review and approve. Mr. Songur moved the motion to be approved. Mrs. Sharon seconded. **The motion was approved unanimously.**
27. **Approval of school recognition funds to purchase technology** – Dr. Akin recommended to the board members using the school recognition funds for the technology again as they have been used to do so in previous years in the situation of the schools become eligible to receive the funds. Mr. Songur moved the motion to be approved. Mrs. Sharon seconded. **The motion was approved unanimously.**
28. **Approval of Seminole Science Charter School building items** – Dr. Akin presented for the board members approval of the change order expenses for additions/renovations to the campus building. These items have not been projected in actual drawings, but have become necessary afterwards for the operation of the School. Mr. Songur moved the motion to be approved. Mrs. Sharon seconded. **The motion was approved unanimously.**
29. **Review of current financials** – The current financials of OSS, OSES and SSCS were presented to the board members for them to review and then Dr. Akin explained that according to the current financial situation, all the schools are on track and in good financial position as projected and presented to the board in previous board meetings.
30. **Approval of Seminole Science visitor check-in software and hardware** – The need of the check-in check-out software and hardware explained to the board members by Dr. Akin. Mr. Sabuncu moved the motion to be approved. Mrs. Sharon seconded. **The motion was approved unanimously.**
31. **Board meeting dates** – February 18th, 2016 at Seminole Science Charter School Campus, 6:00PM was set for the next meeting.
32. **Closure of the meeting** – The meeting was adjourned at 7:22 PM.

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Board Members

Dr. Sirin Budak

Mr. Haluk Laman

Mr. Ersan Songur

Mr. Ibrahim Sabuncu Ms. Sharon Akdeniz