

DISCOVERY EDUCATION SERVICES INC.,
GOVERNING BOARD MEETING

Thursday, August 6, 2020
5:30 PM
at Orlando Science Middle/High School Lynx Campus

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 meeting minutes of 07/16/2020
4. Public remarks

PRESENTATION

5. Financial Advisor's Presentation

ACTION ITEMS

6. Request Approval of OSS and OSES Food Contracts with OCPS
7. Request Approval Employee Handbook of Discover Education Services Inc.,
8. Request Approval of 2019-20 unaudited final budgets
9. Request Approval of Curriculum and FF&E Purchases
10. Request Approval of 2020-21 Budgets
11. Request Approval of Student Handbook of OSS and SSCS
12. Request Approval of insurance renewals
13. Request Approval of SSCS campus purchase contract
14. Request Approval of OSCS Building Lease 1st Amendment

DISCUSSION ITEMS

D01. Employee Incentives

D02. Seminole Land LOI

D03. Upcoming Insurance Renewals

Closure of Meeting

Items discussed and voted by Governing Board Members:

- The board president Mr. Fortna, board secretary Ms. Sharon, and board member Ms. He all dialed in to the meeting.

1) Call to order

- Mr. Fortna called the meeting to the order at 5:32 PM.

2) Approval of agenda items

- Mr. Fortna requested that item D01. Employee Incentives be moved to an action item. Ms. Sharon moved a motion to switch D01 Employee Incentives to an action item. Ms. He seconded. **The motion was approved unanimously.**
- Ms. Sharon moved the motion for Approval of amended agenda items. Ms. He seconded. **The motion was approved unanimously.**

3) Approval of Meeting Minutes- 07/16/2020

- Mr. Sharon moved a motion for Approval of Meeting Minutes- 07/16/2020. Ms. He seconded. **The motion was approved unanimously.**

4) Public remarks

- There were no comments from the public.

PRESENTATION

5) Financial Advisor's Presentation

- Mr. Richard Moreno presented information about the progress toward re-financing and the purchase of existing properties. He explained the financing process and answered all questions and options. The board also discussed a centralized expenditure system and setting up contracts between the schools and DES.

ACTION ITEMS

6) Request Approval of OSS and OSES Food Contracts with OCPS

- Ms. Sharon moved a motion for Approval of OSS and OSES Food Contracts with OCPS. Ms. He seconded. **The motion was approved unanimously.**

7) Request Approval Employees Handbook of Discovery Education Services Inc.

- Ms. He moved a motion for Approval of Employee Handbook of Discovery Education Services Inc. Ms. Sharon seconded. **The motion was approved unanimously.**

8) Request Approval of 2019-20 unaudited final budgets.

- Mr. Celik presented all final Budgets and Balance sheets. Board discussed consolidating the outstanding mortgages and properties to Discovery Education Holdings LLC., which will be the borrower.
- Ms. Sharon moved a motion for Approval of 2019-20 unaudited final budgets. Ms. He seconded. **The motion was approved unanimously.**

9) Request Approval of Curriculum and FF&E.

- Board discussed the purchase of Columbia College fixtures and technology. Also, the board discussed updates to curriculum and technology needs.
- Ms. Sharon moved a motion for Approval of Curriculum and FF&E purchases. Ms. He seconded. **The motion was approved unanimously.**

10) Request Approval of 2020-21 Budgets.

- Mr. Celik presented the proposed 2020-21 budgets.
- Ms. Sharon moved a motion for Approval of 2020-21 budgets. Ms. He seconded. **The motion was approved unanimously.**

11) Request Approval of Student Handbooks of OSS and SSCS.

- The main amendments to handbooks reference online learning.
- Ms. Sharon moved a motion for Approval of Student Handbooks of OSS and SSCS. Ms. He seconded. **The motion was approved unanimously.**

12) Request Approval of Insurance Renewals

- The board reviewed quotes for upcoming insurance renewals.

- Ms. He moved a motion for Approval of Insurance renewals. Ms. Sharon seconded. **The motion was approved unanimously.**

13) Request Approval of SSCS campus Purchase Contract.

- Ms. Sharon moved a motion for Approval of SSCS campus Purchase Contract. Ms. He seconded. **The motion was approved unanimously.**

14) Request Approval of OSCS Building Lease 1st Amendment.

- This amendment allows for the immediate purchase of the campus.
- Ms. Sharon moved a motion for Approval of OSCS Building Lease 1st Amendment. Ms. He seconded. **The motion was approved unanimously.**

15) (D01) Employee Incentives

- See Discussion item D01.
- Ms. Sharon moved a motion to approve Employee Incentive. Ms. He seconded. **The motion was approved unanimously.** Ms. Sharon also motioned to end the discussed incentive program. Ms. He seconded. **The motion was approved unanimously.**

DISCUSSION ITEMS

D01. Employee Incentives.

- On October 4 of 2018, the board approved an incentive for teachers who transferred from OSS to OSCS. Mr. Cetin requested the incentive for a teacher who was assigned per administrative request for the 2019-20 school year. The board discussed and agreed to grant a retroactive incentive to this teacher. The board also agreed to terminate the incentive going forward. (See Action Item 15.)

D02. Seminole Land LOI

- Dr. Akin updated the board on the progress of the Seminole Land purchase. This property will be included in the upcoming financing package. The letter of Intent and the Contact are currently being reviewed.

D03. Upcoming Insurance Renewals

- Dr. Akin discussed Health Insurance renewals. The broker is currently reviewing bids and negotiating for the best prices.

Closure of the meeting

- Mr. Fortna moved the motion for the closure of the meeting. Ms. Sharon seconded. **The meeting was adjourned at 7:44 PM.**

Mr. David Fortna

Mr. Ibrahim Sabuncu

Ms. Sharon Akdeniz

Ms. Juanhua He

Ms. Shannon Littrell