

**Discovery Charter School  
Minutes of Board of Directors Meeting  
Wednesday, September 22, 2021**

**I. Call to Order and Roll Call**

A. The meeting was called to order by Lisa Gonzalez at 6:30 p.m.

B. Parties in attendance:

- |                                                 |                                                                                                                                               |
|-------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Board Members:                               | Julie Tegt, Lisa Gonzalez, Lori Knox-Lindsay, Tim Nelson,<br>Mylese Tucker, Susanne Radzik, Kelly Hunt Vander Vliet.<br>Absent: Jessica Lynch |
| 2. Discovery Charter School:<br>Gabriele Group: | Ernesto Martinez and Pamela Moore<br>Allan Gabrielle                                                                                          |

**II. Approval of Minutes**

*Lisa Gonzalez moved to approve the August minutes. Mylese Tucker seconded the motion. The Board unanimously voted to approve the Minutes.*

**III. Financial Reports and Payables**

Allan Gabrielle reported on the financials and stated that August was a break-even month. The 2021-22 budget is still in process, but we are on target for the budget as it's currently drafted. We are expecting a surplus in September because the PPP loan will become a grant upon its forgiveness by the SBA. The audit for the fiscal year ending June 30, 2021 will begin on September 27<sup>th</sup>.

*Suzanne Radzik moved to approve the financials and payables. Tim Nelson seconded the motion. The Board unanimously voted to approve the financials and payables.*

**IV. Public Comment**

None

**V. and VI. Matters for Discussion**

A. October Board Meeting: Due to Fall Break, the October Board Meeting will be held on October 29, 2021 at 6:30 p.m.

B. Recruitment/Terms Process: The Policy Working Group will review and propose ideas for the Board recruitment process and renewal of terms by existing Board members.

C. Book Study: The Board's book study will commence on October 12<sup>th</sup> at 6:30 p.m.

D. Employee Retention Tax Credit (ERTC): Ernesto Martinez explained that the ERTC is intended to give employers a breach on payroll taxes paid by employers in the form of a tax credit. Ernesto has a professional contact at Capital Preservation Services who assists organizations and nonprofits with applying for and obtaining the tax

credit from the IRS. The terms of the service relationship proposed by Capital Preservation Services are as follows: (i) no upfront fees or retainer; (ii) Capital Preservation Services works on a contingency basis and is only paid a fee if the ERTC is obtained; (iii) the contingent fee is 15% of the amount of the tax credit. Currently, the IRS processing time for ERTC applications is approximately 120-180 days. *Suzanne Radzik moved to approve the engagement of Capital Preservation Services to assist with the ERTC. Lori Knox-Lindsay seconded the motion. The Board unanimously voted to approve the engagement of Capital Preservation Services to assist with the ERTC.*

E. Superintendent Goals: The Superintendent Goals for the 2021-22 academic year were reviewed. *Julie Tegt moved to approve the 2021-22 Superintendent Goals. Mylese Tucker seconded the motion. The Board unanimously voted to approve the 2021-22 Superintendent Goals.*

## **VII. School Report**

Ernesto Martinez presented the school report. Current enrollment is 512. Applications continue to come in for the current year. SPED aides were hired. The electronic recycling was picked up on August 31, 2021. Ernesto provided an update on the status of various grants. The lunch reimbursement for August 2021 exceeded \$11,000, which is the largest reimbursement so far. The lunch expenses will be better covered this year than last year. Ernesto reported on his community engagement. The COVID level for the area is now in “Orange” status as explained in the summary provided by Ernesto.

Pamela Moore reported on upcoming professional development activities. The next Discovery Dialogue will feature PAC and Kelly Hunt Vander Vliet and Lisa Gonzalez are the featured guests. There is a new program titled “Ready, Set, Kindergarten”. The School is working towards its status as a “Family Friendly School” and must file its application by April 1, 2022.

## **VIII. Working Groups Updates**

Development: The Brick Fundraiser is continuing. The School will participate in the Chesterton’s annual Halloween Trick or Treat Event. The School is sponsoring the Chesterton soccer team.

Finance: The Finance Working Group met to discuss the Employee Retention Tax Credit.

Policy: The Policy Working Group will work on updates to the Bylaws.

## **IX. PAC**

Kelly Hunt Vander Vliet shared PAC’s financials. The Popcorn Festival Parade was successful. The Fall Fest planning is underway. PAC is accepting bios for anyone interested in serving as Treasurer. The election is scheduled for October 7, 2021. PAC is rewriting its Bylaws to make various updates.

## **X. Recognition**

Lisa Gonzalez recognized all volunteers and Kelly Hunt Vander Vliet’s efforts as PAC President.

## **XI. Confirmation of Next Meeting Date**

Wednesday, October 27, 2021 at 6:30 p.m.

## **XII. Adjournment** Lisa Gonzalez adjourned the meeting at 7:23 p.m.