**DISCOVERY CHARTER SCHOOL BOARD OF TRUSTEES**

**MEETING MINUTES**

**April 17, 2020; 8:00-9:30 A.M.**

**Due to the COVID-19 School Closure- the Board of Trustees meeting was held remotely using Zoom video conferencing. The meeting information was included in Public Notice as well as on the school’s website.**

Topic: **Discovery Charter School- Board of Trustees Meeting 4.17.20**

Time: Apr 17, 2020 08:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us04web.zoom.us/j/71566799458?pwd=dGZ6QTJaeElmY01ocHUxS3lPRjFYdz09>

Meeting ID: 715 6679 9458

Password: 9tkAHZ

**Trustees Present**: S. Varhus (Chair),D. Dedee (Vice Chair), S. Adair (Treasurer), R. Stiles (Secretary), T. Jackson

**Trustees Excused**: L. Lewis, S. Etsler

**Also Present:** S. Polowitz (Board Counsel), S. Castner (School Director, for agenda item #9),

A. Hagen (DCS Operations)

1. **Call to Order**
   1. The Chair called the meeting to order at 8:01 a.m., and it was determined that a lawful quorum of five was present.
2. **Proof of Public Notice of Meeting**
   1. Public Notice was provided in the *Messenger Post* and posted at the school
3. **Conflict of Interest Reminder**
   1. The Chairperson read the following statement: “The Chair reminds everyone that, if a potential conflict of interest exists concerning a subject under discussion by the Board, you have an obligation to disclose the potential conflict and, if deemed a conflict, recuse yourself and leave the room during any discussion and vote on the subject.”
4. **Opportunity for Public Comment;** no public comment
5. **Consent Agenda:** Approval of the following: Minutes from Previous Meeting (3.27.20), **Resolution #384** (Non-Routine checks over $5000 for March 2020, approved by the Executive Committee). Moved by C. Wilkins, seconded by S. Adair, approved unanimously.
6. **Governance Committee:** R. Stiles presented that the committee continues its recruitment for an additional Board of Trustees member. R. Stiles interviewed a candidate from SUNY Brockport, Lisa Montenaro, and gave his recommendation to the Trustees to initiate the formal process through NYS. It was shared that L.Montenaro is heading into retirement at the close of this school year, will have increased time to spend on Board responsibilities. R. Stiles described the candidate as being able to bring a “wealth of current educational standards knowledge to the Board” and noted that L. Montenaro will be attending Board meetings in the interim to participate as decisions are finalized. R. Stiles also noted that another candidate, Gary Schindler, will be interviewed within the week. Additional notes of the meetings with each candidate will be presented to the Board for consideration at the next meeting.
7. **Academic Excellence Committee:** C. Wilkins shared that he and the School Director had a call to review the focus on a Science curriculum for the upcoming school year. Next year NYS testing will include Science for the 5th grade students, so materials to support lab equipment for Discovery are being discussed. Mr. Jon Cortina, a current ¾ ICOT Teacher will be leading the Science program for Discovery, and he will be drafting a Science supply list this week to propose needed supplies in conjunction with upcoming Budget meetings.
8. **Finance Committee:** S. Adair reported that the school’s budget continues to be on track for revenue and expenses. He also noted that he had a meeting with Discovery Operations staff and outside CPA consultant Anne Culver, to go over the Budget draft for the upcoming School Year. S. Adair had previously advised the School to apply for the Federal Paycheck Protection Program (PPP) during the COVID-19 school closure- and School Operations Team noted that the application was approved for the sum of $643,300. Board counsel, S. Polowitz, recommended that the school contact the landlord about the possibility of rent abatement during the COVID-19 school closure. Board Chair S. Varhus agreed to contact the landlord on behalf of the school.
9. **School Director’s Report:** S. Castner presented updates at length regarding the school’s approach to instruction and social emotional learning support during the COVID-19 closure- and was very happy to note that attendance across the grade levels for daily Crew meetings and guided focus groups is strong. S. Castner also shared that the school is exploring different assessment tools for the upcoming school year (Anet/iReady/NWEA/Step/Illuminate) and will be able to speak to the advantages and drawbacks to each platform at the next meeting. The Leadership Team at the School has added Benchmark Testing dates to the 2020-21 School Year Calendar, to emphasize the importance of student attendance. S. Castner also discussed how the new school calendar will allow for in increase in Staff Professional Development Days by having them start three weeks earlier than Students in August.
10. Progress on Strategic Plan and Results of Board Self Evaluation: S. Varhus will follow up with individual committees to ensure progress on these items.
11. **Adjournment:** C. Wilkins moved and S. Varhus seconded a motion to adjourn; the motion carried unanimously at 9:25 am.
12. **New Business:** No new business raised.
13. **Adjournment:** The meeting was adjourned at 9:25 am.

Minutes submitted by A. Hagen and S. Varhus