

**DISCOVERY CHARTER SCHOOL BOARD OF TRUSTEES**

**MEETING MINUTES**

**August 4, 2023; 8:00 A.M.**

**133 Hoover Drive, Rochester, New York 14615**

**Physical Location for Public Meeting: 133 Hoover Drive, Rochester NY 14615 (Art Room)**

**Remote Attendance for Public Meeting Option: Zoom Link**

**The meeting information was included in Public Notice as well as posted at the school and on the website**

**Topic: Discovery Charter School- Board of Trustees Meeting 8.4.23**

**Time: August 4, 2023 8:00 AM Eastern Time (US and Canada)**

**Join Zoom Meeting**

**<https://us06web.zoom.us/j/86450663136?pwd=RkdPU3dTRGJmNkFzKy9CUlc2Nys0QT09>**

**Meeting ID: 864 5066 3136**

**Passcode: Discovery**

**Trustees Present:** S. Varhus, L. Lewis (Chair), R. Stiles, L. Bridges, D. Braveman, S. Adair (Treasurer), M. Galarza-Ruiz (Secretary)

**Trustee Participating Remotely:** none

**Trustees Excused:** S. Fazili (Vice Chair)

**Also Present:** S. Castner (School Director), M. Bradstreet (Data Coordinator), A. Culver (Finance/HR Manager),

**Participating Remotely:** S. Polowitz (Legal Council)

**1. Call to Order**

- a. The Chair called the meeting to order at 8:01, and it was determined that a lawful quorum of seven was present.

**2. Proof of Public Notice of Meeting**

- a. Public Notice was provided in the *Democrat and Chronicle*, posted at the school and on the school website

**3. Conflict of Interest Reminder**

- a. 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 (*Action Required*):** Approve minutes for Meeting of 7.21.2023 with correction from 8:00 PM to 8:00 AM. Moved by S. Adair, seconded by S. Varhus, approval was unanimous, no abstentions.

**6. Committee Reports**

- a. Executive Committee: *(no report)*
- b. Academic Excellence Committee: *(no report, S. Varhus will send out fall schedule)*
- c. Governance Committee Report: *(no report)*
- d. Personnel Committee Report: *(Met with finance committee, L. Lewis will send out future schedule)*
- e. Audit & Finance Committee Report: *(Minutes included in Board Materials)*

f. Committee on Diversity, Equity & Inclusion: *(no report)*

g. Parent Representative Report: *(no report, S. Castner will have candidates by September)*

**7. DCS Employee Retention Proposal for Staffing (action required):** S. Castner

proposed a retention bonus for returning staff to be distributed in 2 payments. Some of the funding should be spent on staff trainings that will lead to more retention.

**Resolution #503** Moved by S. Adair, seconded by D. Braveman, approval was unanimous, no abstentions

**8. Charter Renewal Application (Action Required) Resolution #497: Approval of Board Cover Letter for Charter Renewal Application :** Moved by D. Braveman, seconded by L. Bridges, approval was unanimous, no abstentions.

**9. Five-Year Budget (Action required) Resolution #498 :** Moved by S. Varhus, seconded by R. Stiles, approval was unanimous, no abstentions

**10. Revision of Policies: Resolution #504:** Revision of Policies #4200 and #4201 Moved by S. Adair, seconded by M. Galarza-Ruiz, approval was unanimous, no abstentions.

**11. 2023 Board Self Evaluation Survey:** end of year survey results and discussion, will be continued at September meeting.

**12. 22-23 Strategic Plan:** Sara Castner presented strategic plan based on CSO Benchmarks, will continue to review and refine.

**16. Motion to Adjourn: 9:31,** Moved by S. Varhus, Seconded by R. Stiles, approval was unanimous, no abstentions.

Next Regular Meeting: 9/15/23 8:00 AM

Minutes submitted by M. Bradstreet