

**DISCOVERY CHARTER SCHOOL BOARD OF TRUSTEES  
MEETING MINUTES**

**November 18, 2022; 8:00 A.M.**

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

**Physical Location for Public Meeting: 133 Hoover Drive, Rochester NY 14615 (School  
Director's Office)**

**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 11.18.22**

**Time: November 18, 2022 08:00 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 (Board Chair), L. Lewis (Vice Chair) S. Adair (Treasurer), D. Braveman, R. Stiles, , S. Fazili

**Trustee Participating Remotely:** E. Stubbs

**Trustees Excused:** C. Wilkens

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

**Participating Remotely:** S. Polowitz (Legal Counsel), J. Stanberry (Admin Intern)

**1. Call to Order**

- a. The Chair called the meeting to order at 8:04 a.m., and it was determined that a lawful quorum of six 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:** Approve Minutes for Meeting of 10.7.2022; Affirmation of Executive Committee Action (11.14.2022) re: New Hires (*Action Required*): **Resolution #475**; Approval; of New Hires (*Action Required*): **Resolution #477**. Moved by S. Adair, seconded by D. Braveman, Approved unanimously.

**6. Committee Reports**

- a. Executive Committee: *Minutes of 11.14.2022 Meeting distributed with Board Materials*
  - b. Academic Excellence Committee: *Met to approve targets for 2022-2023; targets will be set in ranges rather than actual numbers.*
  - c. Governance Committee Report: *(no report)*
  - d. Personnel Committee Report: *(no report)*
  - e. Audit & Finance Committee Report: *Board Treasurer reported on current cash levels and fund balance.*
  - f. Ad Hoc Committee on Diversity, Equity & Inclusion: *(no report)*
  - g. Parent Representative Report: *(no report)*
7. School Director Report: NYS Test Results, 2022-2023 Academic targets. It was shared that Discovery outperformed most of the local charter schools in both ELA and Math, as well as outperforming Greece and Rochester City School District. The academic target ranges for K-6 were shared. 2022-23 academic targets were moved by D. Braveman, seconded by R. Stiles, unanimously approved.
8. Charter Revisions: (*Action Required*): **Resolutions #478** (Increase Enrollment) Moved by D. Bravemann, seconded by R. Stiles, unanimously approved; **#479** (Revise Mission Statement) Moved by L. Lewis, seconded by S. Adair, unanimously Approved; **and #480** (Revise Key Design Elements) Moved by S. Adair, seconded by D. Braveman, unanimously Approved.
9. Execution Session moved by R. Stiles, seconded by L. Lewis, unanimously approved.
10. Motion moved by S. Adair, seconded by S. Fazili: To approve the 2021-22 End-of-Year Evaluation for School Director Castner and to award her a 5% salary increment, retroactive to July 1, 2022. The motion was approved unanimously.

11. Board of Trustees Meeting Schedule (*Action Required*): **Resolution #476** : Moved by L. Lewis, seconded by R. Stiles, approved unanimously.

12. **Old Business:** *none*

13. **New Business:** *none*

14. **Adjournment:** D. Braveman moved and L. Lewis seconded a motion to adjourn; the motion was approved unanimously.

Next Regular Meetings: *Friday December 9, 2022*

Minutes submitted by M. Bradstreet