

DISCOVERY CHARTER SCHOOL BOARD OF TRUSTEES

MEETING MINUTES

October 20, 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 10.20.23

Time: October 20, 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), S. Fazili (Vice Chair), J. Johnson

Trustee Participating Remotely: none

Trustees Excused: none

Also Present: S. Castner (School Director), M. Bradstreet (Data Coordinator), A. Culver (Finance/HR Manager), G. Pabon-Reyes (Executive Administrative Assistant)

Participating Remotely: S. Polowitz (Legal Council)

1. Call to Order

- a. The Chair called the meeting to order at 8:07, 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 8.4.2023, Authorize the following non-routine payments of \$5000 or more: Resolution # 507 Resolution # 508 Moved by S. Adair, seconded by D. Braveman, approval was unanimous, S. Fazili abstained as he was not present at the August meeting.

6. Committee Reports

- a. Executive Committee: (*no report*)
- b. Academic Excellence Committee: (*met in October, presented NYS test results and proposed academic targets*)
- c. Governance Committee Report: (*Met in September 2023 Minutes included in board material.*)

d. Personnel Committee Report: *(Met in September, discussed salary comparisons, staff bonuses, staff development, and succession plan. J. Johnson attended NY Charter School Network meeting)*

e. Audit & Finance Committee Report: *(Minutes included in Board Materials)*

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

g. Parent Representative Report: *(the position for Parent Representative has been posted; the challenge for a parent is time commitment, will try to recruit at family meeting coming up)*

7. **DCS District Safety Plan:** Approved by email, Resolution #506 moved by R. Stiles, seconded by L. Bridges, approval was unanimous, no abstentions

8. **Update 23-24 Strategic Plan/Goals:** Resolution #505 Approval of the Strategic Plan, moved by S. Varhus, seconded by M. Galarza-Ruiz, approval was unanimous, no abstentions.

9. **Update Benchmark 9: Enrollment, Recruitment, and Retention**

10. **School Director Report:** S. Castner shared that the school is fully enrolled; enrollment at 305 and that the family involvement team is planning a luncheon for families in November, board members are invited to attend. She also shared NYS test results. For the 22-23 school year, all scores with the exception on 5th Grade ELA either met or exceeded the targets. S. Castner shared the academic targets for the 23-24 school year, including the number of new students at each grade level. Anticipating the Lottery occurring in April 2024. S. Castner shared the bonus proposal for the staff; the 1st bonus will be given in October 2023 for returning staff and the 2nd bonus to be given January 2024 for both returning and new staff. S. Castner also shared that the charter renewal visit will occur on November 8th & 9th; schedule to come. The board will be interviewed via Zoom on 11/9.

11. **Additional Board Meeting November 3rd:** Will likely have quorum.

12. **Executive Session (9:26am):** to discuss confidential personnel matter- moved by S. Varhus, seconded by S. Adair, approval was unanimous, no abstentions. Motion to leave Executive Session-moved by S. Adair, seconded by R. Stiles, approval was unanimous, no abstentions. Motion: to confirm the End-of-Year 2022-23 School Director Evaluation presented by outgoing Chair Sara Varhus and to award Sara Castner the staff bonus extended to other continuing DCS staff. Moved by S. Varhus, seconded by D. Braveman, approval was unanimous, no abstentions. The Personnel and finance Committees will review Ms. Castner's base salary in comparison to recent salary benchmarking for charter school leaders.

13. **Motion to Adjourn: 9:40 am, Moved by J. Johnson, Seconded by D. Braveman, approval was unanimous, no abstentions.**

Next Regular Meeting: 11/3/23 8:00 AM

Minutes submitted by M. Bradstreet