

**DISCOVERY CHARTER SCHOOL BOARD OF TRUSTEES**

**MEETING MINUTES**

**December 20, 2022; 5:30 P.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 12.10.22**

**Time: December 10, 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), S. Adair (Treasurer), L. Lewis, R. Stiles, E. Stubbs, C. Wilkins, S. Falili

**Trustee Participating Remotely:** Daan Braveman

**Trustees Excused:**

**Also Present:** S. Castner (School Director), Kara Snyder (Assistant School Director)

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

**1. Call to Order**

- a. The Chair called the meeting to order at 5:30., 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 11.18.2022- Moved by S. Adair, seconded by E. Stubbs, unanimously approved.

**6. Committee Reports**

- a. Executive Committee: *(no report)*
- b. Academic Excellence Committee: *(no report)*
- c. Governance Committee Report: *(no report)*
- d. Personnel Committee Report: *(no report)*
- e. Audit & Finance Committee Report: *(no report)*
- f. Ad Hoc Committee on Diversity, Equity & Inclusion: *(no report)*
- g. Parent Representative Report: *(no report)*

**7. Trustee Recruitment:** Several candidates have expressed interest in positions on the board. Resumes were shared for two highly qualified candidates, with one (Marisol Galarza-Ruiz) that has committed to joining the board. The board approved **Resolution 481**, nominating Marisol Galarza-Ruiz, subject to approval by NYS. Moved by D. Bravemaan, seconded by C. Wilkins.

**8. School Director Report:** S. Castner: still fully enrolled, application is open, lottery April 5th. Currently working on materials for recruitment. Family liaison position- one staff member is interested in filling the position. Staff appreciation incentives valued by staff members.

Material Revisions concerning increasing enrollment and changing key design elements and mission statement were submitted to the Charter School Office.

**10. 2022 Audit:** S. Adair reported that the 2022 Audit has been completed, and the report submitted to the Board of Trustees. S. Adair moved and D. Braveman seconded acceptance of the 2022 Audit; approval was unanimous.

**11. Old Business:** *none*

**12. New Business:** *none*

**13. Adjournment:** L.Lewis moved and C. Wilkesn seconded a motion to adjourn; the motion was approved unanimously.

Next Regular Meetings: **Thursday 1/26/22 5:30 PM.**

Minutes submitted by K. Snyder