

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

**August 15, 2025, 8:00-10:00 a.m.**

**Location for Public Meeting: 133 Hoover Drive, Rochester NY 14615**

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

**The meeting information was included in the Public Notice as well as on the school's website:**

**Topic: Discovery Charter School- Board of Trustees Meeting**  
**8.15.2025**

8:00 AM Eastern Time (US and Canada)

Zoom link:

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

Meeting ID: 864 5066 3136

Passcode: Discovery

**Trustees Present:** L. Lewis, S. Varhus, L. Bridges, S. Fazili, C. Wilkens, M. Galarza-Ruiz, S. Adair

**Trustees Excused:** J. Johnson, M. Franklin-McDuffie

**Participating remotely:** S. Polowitz, Board Counsel

**Also Present:** S. Castner, A. Culver

1. Call to Order—Chair L. Lewis called the meeting to order at 8:13 am.
2. Proof of Public Notice of Meeting--Confirmed
3. Conflict of Interest Reminder—Chair issued reminder.
4. Public Comment—None
5. Consent Agenda (*Action Required*): Approval of Minutes for 6.20.25; Checks over \$5000 Resolution #551. Moved by S.Adair, seconded by S. Varhus, and approved unanimously with no abstentions.
6. Committee Reports:
  - a. Audit & Finance Committee Report: S. Adair reported that our cash balance is currently \$2.1 million; this amount includes funds for cash bonuses for staff.
  - b. Governance Committee Report: S. Varhus advanced the nomination of David Dimpleby to be a trustee. The motion to proceed with this nomination was moved by L. Lewis, seconded by L. Bridges, and approved unanimously with no abstentions.
  - c. Building Committee—S. Adair and S. Castner reported on their recent meeting with J. Martino. The Building Committee will meet to discuss next steps. S. Castner and S. Varhus will visit School #20.
  - d. Executive Committee Report—No report
  - e. Academic Excellence Committee—No report
  - f. Personnel Committee Report—No report
  - g. Community on Community Engagement—No report
7. School Director Report: S. Castner described ongoing staff hiring, itemized in Resolution #552. Approval of Resolution #552 was moved by C. Wilkens, seconded by S. Varhus, and approved unanimously with no abstentions. L. Bridges moved approval of Resolution #553--Family Handbook, C.Wilkens seconded; approval was unanimous

- without abstentions. S. Varhus moved approval of Resolution #554--Employee Handbook; S. Adair seconded; approval was unanimous without abstentions. L Bridges moved approval of Resolution #555—Cell Phone Policy; C. Wilkens seconded; approval was unanimous without abstentions. S. Castner reported that there are currently 17 student enrolled; S. Gibbons has advised that DCS can submit a nonmaterial revision to increase enrollments to 345 over two years.
8. Update on Fundraising: SA. Castner and S. Varhus will meet with Marc Misurewicz to learn what services Empreinte might offer in support of fundraising.
  9. Board Self Evaluation: the link to the evaluation will be sent out and all should complete it if that have not done so already.
  10. Board Retreat: It was concluded that the Board Planning Retreat will take place as part of two upcoming regular meetings. (Sept. 19 and Oct. 17).
  11. Motion to adjourn at 9:00 was moved by C. Wilkens, seconded by M. Galarza-Ruiz, and approved unanimously with no abstentions.

Next Regular Meeting: September 5, 2025