DISCOVERY CHARTER SCHOOL BOARD OF TRUSTEES MEETING Minutes

September 5, 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 9.5.2025**

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: S. Varhus, L. Bridges, S. Fazili, C. Wilkens, M. Galarza-Ruiz, S. Adair, J. Johnson, M. Franklin-McDuffie
Trustees Excused: L. Lewis
Participating remotely: S. Polowitz, Board Counsel, Bryan Hickman
Also Present: S. Castner, A. Culver, C. Franklin

1. **Call to Order:** S. Fazili called the meeting to order at 8:02 am.
2. **Proof of Public Notice of Meeting:** Confirmed
3. **Conflict of Interest Reminder**: S. Fazili issued reminder.
4. **Public Comment**: None
5. **Consent Agenda** *(Action Required)*: Approval of Minutes for 8.15.25--Moved by S. Adair, seconded by C. Wilkens, and approved unanimously with no abstentions.
6. **Committee Reports:**
    a. Audit & Finance Committee Report: No Report
    b. Governance Committee Report: No Report
    c. Building Committee: No Report (Planned to discuss in Executive Session)
    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. **Fundraising Process and Board Commitment:** (*Action Required*) Board discussed meeting with Empreinte. Emphasized that the Board's commitment is paramount to Fundraising success, regardless of choice of support vendor. Four-month contract would conclude with either hire of Fundraising Leader (part-time or full-time) or the continued use of secondary vendor. Clarified that the company does not take over the fundraising efforts, but provides tools to support, as well as connections to funding sources. Emprinte has not specifically worked with other schools but has done work with large non-profit organizations such as local hospital organizations. Time-sensitivity of efforts was addressed, with an emphasis that time is of the essence and, while we need not rush, beginning the process sooner than

later would be preferred. Clarification to note that the fundraising efforts need not be directly tied to the building purchase effort. S. Adair motioned to approve. Seconded by S. Varhus, and approved unanimously with no abstentions. A confirming resolution will be brought forward at the next regular meeting of the Board of Trustees.

8. **School Director Report**:
    a) Hiring Update: S. Castner described one Sp. Ed. Teacher will be resigning to take position at another district and another staff member is poised to support those Sp. Ed. Students until replacement is secured.
    b) Enrollment Update: S. Castner reported that there are currently 308 students enrolled. 26% of students either ENL or with IEP/504 disability on file.
9. **Board Self Evaluation:** Link will be resent. **Please fill out if you have not yet done so. If you are not sure, go ahead and fill it out. Duplicate response is not a big problem.**
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 Move to Executive Session to discuss a real estate matter**: moved by M. Franklin-McDuffie(?), seconded by M. Galarza-Ruiz, and approved unanimously with no abstentions. **Motion to leave Executive Session:** moved by S. Varhus, seconded by L. Bridges, and approved unanimously with no abstentions.
12. **Motion to submit a purchase offer for 133 Hoover Drive** as discussed in Executive Session: Moved by S. Adair, seconded by M. Franklin-McDuffie, and approved unanimously with no abstentions. A confirming resolution will be brought forward at the next regular meeting of the Board of Trustees.
13. **Motion to Adjourn**: moved at 9:18am by M. Franklin-McDuffie, seconded by M. Galarza-Ruiz, and approved unanimously with no abstentions.

Next Regular Meeting: September 19, 2025