

DISCOVERY CHARTER SCHOOL BOARD OF TRUSTEES MEETING AGENDA

November 17, 2023, 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
11.17.2023**

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

1. Call to Order.
2. Proof of Public Notice of Meeting
3. Conflict of Interest Reminder
4. Public Comment
5. Consent Agenda (*Action Required*): Approve Minutes for Meeting of 10.20.2023. Authorize the following non-routine payments of \$5000 or more. (*Action Required*): Resolution # 509
6. Committee Reports:
 - a. Audit & Finance Committee Report
 - b. Governance Committee Report
 - c. Executive Committee Report
 - d. Academic Excellence Committee- September 2023 Minutes for Academic Excellence Committee Meeting included in Board Materials
 - e. Personnel Committee Report-September 2023 Minutes for Personnel Committee Meeting included in Board Materials
 - f. Committee on Diversity, Equity, and Inclusion
 - g. Parent Representative
7. SP Update Benchmark 2: Teaching and Learning
8. School Director Report
9. Additional Board Meeting
10. Trustee School Visits
11. Executive Session
12. Motion to Adjourn (*Action Required*)

Next Regular Meeting: December 15, 2023

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 8.4.23

Time: August 4, 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

DISCOVERY CHARTER SCHOOL

RESOLUTION # 509

At a Regular Meeting of the Board of Trustees of Discovery Charter School (the “School”) held on the 17th day of November 2023 at 133 Hoover Drive, Rochester NY 14615 with the option for attendance via Zoom link:

Zoom link:

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

Meeting ID: 864 5066 3136

Passcode: Discovery

The following Resolution was adopted by the Board of Trustees:

RESOLVED: To authorize the following *non-routine* payments of \$5000 or more for October 2023:

American Express - \$8,927.50 – (classroom supplies, advertising, freezer repair)

SchoolMint - \$5,348.23 – Student Enrollment System

CDW-G - \$16,627.12 – Student Chromebooks

NYS Teachers’ Retirement - \$98,974.60 2nd of 3 payments for 2022-23 Retirement Liability

Date: November 17, 2023

Marisol Galarza-Ruiz, Secretary



Personnel Committee Meeting Minutes
Meeting Date / Time: 9/21/23 4:30-5:30pm
Minutes Recorded By: Lisa Lewis

Committee Chair:	Lisa Lewis		
Committee Members	Name	Present	Excused
	Lisa Lewis (LL)	X	
	Anne Culver (AC)	X	
	Robert Stiles (RS)		X
	Joyce Johnson (JJ)	X	
	Sara Castner(SC)	X	

MEETING AGENDA, MINUTES AND ACTION ITEMS

Agenda Item	Discussion	Action Item	Responsible Party	Due Date
Rochester Board Convening Meeting	Joyce will attend on 9/28			
Staff Salary Bonuses	Retention be distributed 2x during school year- start/end of school year. JJ shared the concern about taxing the staff in the same year. 1st- October 2023 2nd January 2024	Revise Proposal for staff retention bonuses	Sara C.	Next board meeting
Salary Study	Proposal will be revised; waiting on info Burke Group before we discuss. SC shared at first glance DCs looks in line with the study; benefit offering may be area of concern. AC will look for other consultant to assist with a review of the benefit package. Get more info from Rochester Charter Association meeting on 9/28.	J. Johnson to attend and report out to board.	Joyce J.	Next board meeting
Best Practice for Hiring	Posting, screening, interview then interview with full leadership team; may do a lesson plan or engage with student; resume, credentials, Three reference/Background checks which DCS pays for. Questions for specific positions.	Share with Personnel committee protocol & question then update the full board. Committee members will Offer recommendation to reflect on by next meeting date on 10/26.	Sara C.	10/26/23
Process for staff development	School Director- Fellowship program. School Leader- Sara with info from Fellowship Teacher- professional development every Thursday and as needed coaching cycles. Working on social emotion learning professional development for those staff	Sara shares to protocol & mentoring program Selection criteria, meeting expectation NYS assessment data is excellent and long-term staff- rated highly effective, NYS test score. Committee members to offer feedback.	J. Johnson/L. Lewis	10/26/23

<p>Process for Succession Planning</p>	<p>Performance appraisal- standard template with requirement from NYS; non-instructional staff-do not have a PA. Mentoring policy with NYS guidance – mentor teachers assigned to needed teachers. Master Teacher Program- new; 4 teachers' participation, stipend for additional work External trainings at BOCES- Train the trainer; NYS PE training</p> <p>2022 Succession planning updated by October 2023. Sara to share.</p> <p>Key documents on shared google drive and included in plan. School Director has a document of key operation responsibilities and key contacts for DCS.</p>			
<p>Policies</p>	<p>Revisit with Sara V timeline for polices</p>	<p>Confirm timeline for policies revisions.</p>	<p>L. Lewis</p>	<p>10/26/23</p>

Meeting Adjourn at 5:23pm

Academic Committee Meeting Minutes
Meeting Date: October 18 / Time: 8:00
Minutes Recorded By: Sara Varhus

Committee Chair:																																
Committee Members	<table><tr><th colspan="2">Name</th><th>Present</th><th>Excused</th></tr><tr><td colspan="2">Sara Varhus</td><td>X</td><td></td></tr><tr><td colspan="2">Robert Stiles</td><td>X</td><td></td></tr><tr><td colspan="2">LaQuisha Bridges</td><td></td><td>X</td></tr><tr><td colspan="2">Sara Castner, Ex Officio</td><td>X</td><td></td></tr><tr><td colspan="2"></td><td></td><td></td></tr><tr><td colspan="2"></td><td></td><td></td></tr></table>				Name		Present	Excused	Sara Varhus		X		Robert Stiles		X		LaQuisha Bridges			X	Sara Castner, Ex Officio		X									
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	Sara Varhus		X																													
	Robert Stiles		X																													
	LaQuisha Bridges			X																												
	Sara Castner, Ex Officio		X																													
MEETING AGENDA, MINUTES AND ACTION ITEMS																																
Agenda Item	Discussion	Action Item	Responsible Party	Due Date																												
Review of 2023 NYS Test Results	Discussion noted the very strong academic performance of DCS students in 2023, confirming the trend seen in 2021 and 2022. Discussion also addressed areas where students did not meet academic expectations and actions to be taken in 2024 to address those areas.	Present test results at the 10/20 board meeting.	Sara Caastner	10/20/23																												
2024 Academic Goals	Discussion focused on the methodology for setting academic targets.	Describe methodology for setting academic goals at the next bgoard meeting.	Sara Castner	10/20/23																												

DISCOVERY CHARTER SCHOOL
Profit/Loss YTD Comparison w/Budget
As of October 31, 2023

	Actual Month 10/31/2023	Actual YTD 10/31/2023 Food Service Fund	Actual YTD 10/31/2023 Operating Fund	Actual YTD 10/31/2023 Special Aid Fund	ACTUAL YTD 10/31/2023 TOTAL	PRIOR YTD 10/31/2022 TOTAL	Budget Full Year	Remaining Budget \$	% Used/ Received of Budget
Income									
410-010 Per Pupil Allocation Income	\$ 321,516		\$ 1,362,851		1,362,851	\$ 1,296,210	\$ 4,198,572	\$ 2,835,721	32%
410-025 High Cost Aid	-				-	73,464	250,000	250,000	0%
450-050 Federal IDEA	-		-	19,520	19,520	37,090	38,000	18,480	51%
450-030 Title I A&D				10,668	10,668	16,256	215,000	204,332	5%
450-020 Title IIA	-				-	-	25,000	25,000	0%
450-035 Title IV	-				-	-	14,000	14,000	0%
450-090 CARES Act	-				-	132,939		-	
450-105 CRRSA ESSER 2	-				-	93,028		-	
450-100 ARP ESSER 3	85,075		-	85,075	85,075	202,272	396,598	311,523	21%
415-010 Contributions and donations	-				-	601	1,500	1,500	0%
415-020 Miscellaneous	433		512		512	274	500	(12)	0%
410-020 Food Service Income	38,690	71,496	-		71,496	90,795	315,000	243,504	23%
410-120 Child Nutrition Emergency Funds	-		-		-	43,350	-	-	
450-040 Fresh Fruits & Veg Programs	-	1,224	-		1,224	3,951	16,800	-	
425-010 Uniform Income	-		10		10	420	-	-	
450-080 Other Grants	-				-	8,000	11,250	11,250	0%
415-025 E-rate Reimbursement	5,274		10,244		10,244	3,530	3,600	(6,644)	285%
415-015 In-Kind District Textbooks					-	-	18,000	18,000	
TOTAL INCOME	\$ 450,988	\$ 72,720	\$ 1,373,617	\$ 115,263	\$ 1,561,600	\$ 2,002,180	\$ 5,503,820	\$ 3,913,916	28%
Expense									
520-010 Salaries & Wages	\$ 343,740	\$ 11,765	\$ 570,945	\$ 78,727	661,437	737,482	\$ 3,050,795	\$ 2,389,358	22%
525-045 · HSA Employee Contribution			-		-	-			
525-016 Vision Insurance	101		697		697	514			
525-017 · Dental Insurance	2,068		7,573		7,573	6,881			
525-010 · FICA	25,451		49,587		49,587	55,483			
525-015 · Health Insurance	27,801		106,984		106,984	102,339			
525-020 · NYS Disability	(191)		294		294	1,045			
525-021 · Disability - Supplemental	294		1,245		1,245	605			
525-030 · Life Insurance	166		681		681	1,660			
525-025 Retirement Expense	17,949		71,796		71,796	94,108			
525-035 Workers Compensation Insu	2,438		8,940		8,940	11,394			
525-040 · Unemployment Insurance E;	1,323		2,746		2,746	2,396			
Total 525 · Employee Benefits	77,400	-	250,543	-	250,543	276,425	795,024	544,481	32%
Total Personnel Expense	421,140	11,765	821,488	78,727	911,980	1,013,907	3,845,819	2,933,839	
530 · School Operations									
540-115 · Minor Equipment/Furniture			7,642		7,642	10,441	25,000	17,358	31%
530-053 · Transportation			-		-	36,103	40,000	40,000	0%
530-120 · Yearbook			3,231		3,231	3,091	4,000	769	81%

DISCOVERY CHARTER SCHOOL
Profit/Loss YTD Comparison w/Budget
As of October 31, 2023

530-105 · Miscellaneous Expense		45		45	254	2,500	2,455	2%
530-005 · Office Supplies	432	1,298		1,298	6,389	25,000	23,702	5%
530-010 · Classroom Supplies	1,719	16,533		16,533	19,132	36,000	19,467	46%
530-015 · Special Education Supplies	36	135		135	153	2,000	1,865	7%
530-025 · Food Service Supplies		-		-	1,024	2,200	2,200	0%
530-030 · Postage		507		507	104	750	243	68%
530-035 · Printing/Copying	534	5,928		5,928	(3,253)	9,000	3,072	66%
530-040 · Telephone	690	7,987		7,987	8,826	18,000	10,013	44%
530-045 · Marketing & Advertising	1,022	8,554		8,554	2,813	9,000	446	95%
530-055 · Travel		-		-	71	2,000	2,000	0%
530-060 · Professional Development E	527	3,842		3,842	5,596	17,000	13,158	23%
530-070 · Board Expense				-	-	850	850	0%
530-075 · Expedition		1,269		1,269	532	2,200	931	58%
530-080 · Staff Recruitment & Retenti	1,516	3,887		3,887	459	7,500	3,613	52%
530-085 · Textbooks		3,011		3,011	10,281	42,000	38,989	7%
530-120 · Student Uniforms		-		-	600	6,500	6,500	0%
530-020 Computer Supplies & Softwa	110	21,481	1,746	23,227	12,551	75,000	51,773	31%
530-065 Meeting Expense				-	-	1,500	1,500	0%
530-050 Dues and Subscriptions	189	5,051		5,051	5,041	10,600	5,549	48%
530-095 · Student Testing	138	138		138	14,320	20,000	19,862	1%
Total 530 · School Operations	6,913	90,539	1,746	92,285	134,528	358,600	266,315	
Actual YTD School Op Exp vs Full Year Budget 26%								
540 · Contracted Services								
540-005 - Auditing	-	16,000		16,000	19,500	27,500	11,500	58%
540-006 - Accounting Services	-	-		-	1,140	-	-	#DIV/0!
540-045 - Other Purchased/Prof/Consu	550	5,034		5,034	3,463	20,000	14,966	25%
540-040 · Enrichment - After School		-		-	-	-	-	0%
540-041 · Enrichment - Summer Learning		-		-	138	25,000	25,000	0%
540-010 · Legal Fees	1,018	5,685		5,685	5,145	20,000	14,315	28%
540-012 · Landlord - Admin Services	7,271	29,083		29,083	45,529	90,000	60,917	0%
540-015 · Expeditionary Learning Fees		\$	-	-	-	-	-	0%
540-025 · Food Service Fees	38,280	-		73,442	88,129	300,000	226,558	24%
540-030 · Payroll Processing	3,245	9,603		9,603	1,045	30,000	20,397	32%
Total 540 · Contracted Services	50,364	65,405	-	138,847	164,089	512,500	373,653	
Actual YTD Contracted Svcs Exp vs Full Year Budget 27%								
550 · Facility Operation								
550-005 · Insurance	4,799	19,580		19,580	13,964	44,000	24,420	45%
550-015 · Maintenance & Repairs	-	2,921	\$	3,338	1,880	14,000	10,662	24%
550-015 · Janitorial	13,853	52,775	\$	52,775	51,438	160,000	107,225	33%
550-021 · Facility Lease - Hoover	31,009	124,037		124,037	120,424	365,000	240,963	34%
550-050 Utilities	-	15,111		15,111	20,396	68,000	52,889	22%
550-055 Property Taxes		-		-	-	1,000	1,000	0%
550-030 · Equipment Lease	1,061	3,275		3,275	3,018	10,000	6,725	33%
Total 550 · Facility Operation	50,722	217,699	-	218,116	211,120	662,000	443,884	

DISCOVERY CHARTER SCHOOL
Profit/Loss YTD Comparison w/Budget
As of October 31, 2023

Actual YTD Facility Op Ex vs Full Year Budget										33%
Other										
560-090 Fraud Expense										
550-090 · Depreciation	335	27,615		27,950		27,951		112,000		
Contingency										
TOTAL EXPENSE	529,139	85,959	1,222,746	80,473	1,389,178	1,551,595	5,490,919	4,101,741		
Actual YTD Expense vs Full Year Budget										25%
NET OPERATING SURPLUS/(DEFICIT)	\$ (78,151)	\$ (13,239)	\$ 150,871	\$ 34,790	\$ 172,422	\$ 450,585	\$ 12,901			
NET SURPLUS/(DEFICIT) INCLUDING										
REVENUE FOR CAPITAL	\$ (78,151)	\$ (13,239)	\$ 150,871	\$ 34,790	\$ 172,422	\$ 450,585	\$ 12,901			