

DISCOVERY CHARTER SCHOOL BOARD OF TRUSTEES MEETING AGENDA

December 20, 2022 8:00 a.m.-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 Public Notice as well as on the school's website:

Topic: Discovery Charter School- Board of Trustees Meeting

12.20.2022

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: Approve Minutes for Meeting of 12.10.2022
6. Committee Reports
 - a. Audit & Finance Committee Report
 - b. Governance Committee Report
 - c. Executive Committee Report
 - d. Academic Excellence Committee
 - e. Personnel Committee Report
 - f. Committee on Diversity, Equity, and Inclusion Report
 - g. Parent Representative Report
7. Trustee recruitment
8. School Director Report
9. Staff Celebration
10. Motion to Adjourn (*Action Required*)

Next Regular Meetings: Friday, December 23, 2022

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

December 10, 2022; 8:00 A.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), D. Braveman, R. Stiles, E. Stubbs,
C. Wilkins

Trustee Participating Remotely: none

Trustees Excused: S. Fazili, L. Lewis,

Also Present: S. Castner (School Director), M. Bradstreet (Data Coordinator)

Participating Remotely: S. Polowitz (Legal Counsel)

1. Call to Order

- a. The Chair called the meeting to order at 8:17 a.m., 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 discussed graphs showing Discovery outperforming local school districts and charters on NYS ELA and Math Tests. The board suggested contacting former board members to celebrate this success with them. A letter was sent home to families celebrating the NYS test scores.

The school is currently fully enrolled and fully staffed.

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

9. **Staff Celebration:** S. Castner proposed celebrating staff for the score reports by holding a staff appreciation week 12/12-12/16. Board members have made donations to make this possible. One celebration suggested was giving staff gift cards. Money is available in the budget for this and is allowable by NYS guidelines. Moved by S. Adair, seconded by R. Stiles, unanimously approved.

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: R. Stiles moved and E. Stubbs seconded a motion to adjourn; the motion was approved unanimously.

Next Regular Meetings: **Tuesday 12/20/22 5:30 PM.**

Minutes submitted by M. Bradstreet