

DISCOVERY CHARTER SCHOOL BOARD OF TRUSTEES

MEETING MINUTES

February 27, 2023; 5:00 P.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 2.27.2023

Time: February 27, 2023 5:00 PM 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 (Chair), L. Lewis (Vice Chair), S. Adair (Treasurer), R. Stiles, E. Stubbs, Marisol Galarza-Ruiz

Trustee Participating Remotely: D. Braveman

Trustees Excused: S. Fazili, C. Wilkins

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

Participating Remotely: A. Culver (Finance Manager), S. Polowitz (Legal Council)

1. Call to Order

- a. The Chair called the meeting to order at 5:03, 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 1.26.2023 - Moved by S. Adair, seconded by L. Lewis, approval was unanimous.

6. Committee Reports

- a. Executive Committee: *(no report)*
- b. Academic Excellence Committee: *(no report)*
- c. Governance Committee Report: *(no report, will meet in March)*
- d. Personnel Committee Report: *(no report, needs list of policies to be reviewed)*
- e. Audit & Finance Committee Report: Met, working on budget revisions, things are looking positive, reviewed January financials and project to end the year with a surplus.

f. Committee on Diversity, Equity & Inclusion: *(no report, school staff members have revived committee)*

g. Parent Representative Report: One family attended the Family Association meeting, the team will continue to work on gaining interest.

7. School Director Report: S. Castner shared ELS Benchmark 2 data. Overall, data looks promising and most grade levels are on track to meet their targets. For the grade level that did not perform as well as expected, a plan is in place to offer more intervention and small group work, as well as targeted instruction to help those students succeed. The school continues to be fully staffed and fully enrolled. A group from the charter school network came in as critical friends on 2/9. Comments included that the school was the best that they had ever seen it, and that they would want their own children to attend Discovery.

8. NYS Comptroller Report on Network and Financial Software Controls

9. Bylaw Revision, Resolution #483 *(action required)*- add attachment citing NYS current closing procedures. Moved by L. Lewis, seconded by R. Stiles.

10. Executive Session: School Director Evaluation: mid-year check in- will be addressed during Executive Committee Meeting.

11. Adjournment: (5:55 PM) R. Stiles moved and S. Adair seconded a motion to adjourn; the motion was approved unanimously.

Next Regular Meeting: TBD

Minutes submitted by M. Bradstreet