

**DISCOVERY CHARTER SCHOOL BOARD OF TRUSTEES**

**MEETING MINUTES**

**April 28, 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 4.28.2023**

**Time: April 28, 2023 8:00 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, M. Galarza-Ruiz, D. Braveman

**Trustee Participating Remotely:** S. Fazili

**Trustees Excused:** E. Stubbs, C. Wilkins

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

**Participating Remotely:** S. Polowitz (Legal Council), Anne Culver Finance/HR Manager)

**1. Call to Order**

- a. The Chair called the meeting to order at 8:01, 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 4.17.2023 - Moved by D. Braveman, seconded by S. Adair, approval was unanimous.

**6. Committee Reports**

- a. Executive Committee: *(no report)*
- b. Academic Excellence Committee: *(no report)*
- c. Governance Committee Report: *(Met with several prospective board members)*
- d. Personnel Committee Report: *(Met, working on updating staff handbook and updating PTO procedures)*
- e. Audit & Finance Committee Report: *(Met, presented 23-24 budget with 5% salary increase, 4 positions will be eliminated through attrition. Due to an increase in students enrolled and stimulus funds, expecting to break even. A possible employee retention*

*refund will be discussed at a future date. Motion to approve budget moved by R. Stiles, seconded by D. Braveman, approval was unanimous.)*

f. Committee on Diversity, Equity & Inclusion: *(The committee has asked S. Castner to share activities planned.)*

g. Parent Representative Report: *(Four staff members have expressed interest in the family liaison position, interviews with families will happen soon.*

**7. School Director Report:** S. Castner reported that the NYS ELA Test happened last week. Expectations are high, students have skills, have been practicing answering questions, annotating, finding main ideas, etc. The number of students who opted out of the test was similar to past years. The NYS Math Test will be next week. The lottery was run and the school is working to fill twelve more slots. Many students selected are ENL or have IEPs. Kindergarten Orientation and screening will take place 5/16.

**8. Executive Session:** Legal Matter to be discussed, Moved by L. Lewis, Seconded by S. Adair, approval was unanimous. Motion to leave Executive Session: moved by D. Braveman, seconded by R. Stiles, approved unanimously.

**9. Motion to approved Resolution # 485:** Approving the DCS Board complaint decision finding not violation of law or policy and directing the Board Chair to share this decision with the Complainants and Head of School. Moved by D. Braveman seconded by L. Lewis, approved unanimously.

**10. Adjournment:** Moved by D. Braveman, seconded by M. Galarza-Ruiz, approved unanimously.

*Next Regular Meeting: 5/19/23 8:00 AM*

Minutes submitted by M. Bradstreet