

**DISCOVERY CHARTER SCHOOL BOARD OF TRUSTEES**

**MEETING MINUTES**

**July 21, 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 7.21.23**

**Time: July 21, 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, C. Wilkins, S. Adair (Treasurer)

**Trustee Participating Remotely:** none

**Trustees Excused:** M. Galarza-Ruiz (Secretary), S. Fazili (Vice Chair)

**Also Present:** M. Bradstreet (Data Coordinator), A. Culver (Finance/HR Manager), J. Schultz (Math Coach/Coordinator), C. Diaz (ELA Coach/Coordinator), Joyce Johnson (Board Candidate)

**Participating Remotely:** S. Polowitz (Legal Council)

**1. Call to Order**

- a. The Chair called the meeting to order at 8:01, 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. Update on Trustees, Welcome and Farewell-** L. Bridges is new

Trustee; J. Johnson’s nomination is in process. C. Wilkins will be stepping down.

**6. Consent Agenda:** Approve Minutes for Meeting of 6.21.2023, **Resolution #496:** Checks

Over \$5000 April, May, June, **Resolution #502** New Hires - Moved by S. Adair, seconded by D. Braveman, approval was unanimous, no abstentions.

**7. Committee Reports**

- a. Executive Committee: (*Working on renewal application, will meet as a board 8/4*)
- b. Academic Excellence Committee: (*no report, S. Varhus will chair*)
- c. Governance Committee Report: (*Met, New Trustee Orientation*)

d. Personnel Committee Report: (*Will meet with Finance Committee to discuss retention*)

e. Audit & Finance Committee Report: (*Minutes included in Board Materials, finished the year favorably due to stimulus funds, were projected to finish in debt but will finish the year with a surplus*)

f. Committee on Diversity, Equity & Inclusion: (*no report, D. Braveman will chair*)

g. Parent Representative Report: (*no report, S. Castner working on potential candidates*)

**8. Charter Renewal Application (Action Required) Resolution #497: Approval of Board Cover Letter for Charter Renewal Application :** Renewal Application is due August 15, Board will meet August 4 to finalize and approve.

**9. Five-Year Budget (Action required) Resolution #498 :** Board will meet August 4 to review and approve.

**10. Revision of Policies: Resolution #499:** Revision of Policies #1300, #1310, #1400, #2500, #3700, #4400. Moved by S. Adair, seconded by S. Varhus, approval was unanimous, no abstentions.

**11. Committee Membership (Action Required) Resolution #500: Committee Membership 2023-24:** Moved by D. Braveman, seconded by C. Wilkins, approval was unanimous, no abstentions.

**12. Interest Bearing Account with Merrill Lynch (Action Required) Resolution #501 Interest Bearing Bank Account:** Moved by S. Adair, seconded by R. Stiles, approval was unanimous, no abstentions.

**13. Board Contact Information:** Collection of updated contact information

**14. Q4 Academic Progress (Q4 Benchmark Data):** J. Schultz and C. Diaz shared iReady and Benchmark end of year data. For iReady, 56% of students were on grade level for math, 53% on grade level for ELA. K-2 grades are doing exceptionally well, testing grades possibly feeling fatigued due to multiple tests around the same time of year. On state tests, expectations are high due to the work that was put in this year.

**15. Executive Session:** The board moved into executive session to discuss a confidential personnel matter. Moved by D. Braveman, Seconded by C. Wilkins, approval was unanimous, no abstentions. Motion to leave Executive Session: Moved by D. Braveman –Seconded by R. Stiles—approval was unanimous, no abstentions.

**16. Motion to Adjourn:** Moved by C. Wilkens, Seconded by S. Varhus, approval was unanimous, no abstentions.

*Next Regular Meeting: 8/4/23 8:00 AM*

Minutes submitted by M. Bradstreet