

DISCOVERY CHARTER SCHOOL BOARD OF TRUSTEES

MEETING MINUTES

November 17, 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 11.17.23

Time: November 17, 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, S. Adair (Treasurer), M. Galarza-Ruiz (Secretary), S. Fazili (Vice Chair),

Trustee Participating Remotely: D. Braveman

Trustees Excused: J. Johnson

Also Present: S. Castner (School Director), M. Bradstreet (Assistant Director), 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 8:08 am, 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 10.20.2023, Authorize the following non-routine payments of \$5000 or more: Resolution # 509 Moved by S. Adair, seconded by S. Varhus, approval was unanimous, no abstentions.

6. Committee Reports

- a. Executive Committee: (*no report*)
- b. Academic Excellence Committee: (*October 2023 Minutes for meeting included in Board Materials, will meet next month to discuss Q1 Benchmark*)
- c. Governance Committee Report: (*no report*)
- d. Personnel Committee Report: (*Did not meet in October, next meeting will discuss Professional Development and hiring practices*)

e. Audit & Finance Committee Report: *(Did not meet, strong balance sheet, strong surplus at the moment. 1.5 m cash balance & 700 k surplus; will likely break even)*

f. Committee on Diversity, Equity & Inclusion: *(no report)*

g. Parent Representative Report: *(the position for Parent Representative has been posted on Facebook, flyers have been sent home, a radio ad was created, will try to recruit at family meeting and conferences coming up)*

7. Strategic Plan Update Benchmark 2: Teaching and Learning: The 1st internal Math benchmark has been completed and is still being scored.

8. School Director Report: The school is fully enrolled with 304 students, approved for 300. The Charter School Office visit is completed, the visitors were complimentary and will likely go before the Board of Regents in April. Intensive instructional coaching is occurring in 1st and 4th grade, with Math and ELA Coordinators and School Director teaching lessons and small groups. Help is being provided with management and organization. Another teacher resigned, interviews are scheduled but candidates are not coming for the interviews. Teaching Assistants are being hired to support with several maternity leaves. TA provided with stipend for additional duties. Sara Castner has reached out to local colleges to recruit December graduates. L. Bridges will reach out to Charter Champion for more info on recruits.

9. Additional Board Meeting: Scheduled for 12/1/23

10. Trustee School Visits: The Trustees will receive a schedule from the school of upcoming events so that they can see best times to visit the school. Note DCS does follow the RCD public school calendar.

11. Executive Session: The board moved into Executive Session to discuss a confidential personnel and student matter. Moved by L. Bridges, seconded by S. Adair, approval was unanimous, no abstentions. The board moved out of session, moved by S. Varhus and seconded by S. Adair; approval was unanimous, no abstentions.

12. Motion to Adjourn at 9.07 am, Moved by S. Adair and seconded by R. Stiles; approval was unanimous, no abstentions.

Next Regular Meeting: 12/1/23 8:00 AM

Minutes submitted by M. Bradstreet