

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

**August 26, 2022; 8:00-10:00 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  
the Greece Public Library:**

**Topic: Discovery Charter School- Board of Trustees Meeting 8.26.22**

**Time: August 26, 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, C. Wilkens, S. Fazili, E. Stubbs,

**Trustees Excused:** T. Jackson, L. Lewis (Vice Chair)

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

**1. Call to Order**

- a. The Chair called the meeting to order at 8:02 a.m., and it was determined that a lawful quorum of eight was present.

**2. Proof of Public Notice of Meeting**

- a. Public Notice was provided in the *Democrat and Chronicle*, posted at the school and at the Greece Public Library.

**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 June Meeting (7.15.22); Approval of Checks over \$5000 (**Resolution 466**). Moved by R. Stiles; seconded by S. Adair; approved unanimously.
6. **Committee Reports**
  - a. Executive Committee: Minutes of 8.4.22 Meeting provided.
  - b. Academic Excellence Committee: *(no report)*
  - c. Governance Committee Report: Resignation of Amy Slakes 8.4.22, election of S. Fazili as Secretary of the Board of Trustees (**Resolution #473**) moved by D. Braveman, seconded by R. Stiles.
  - 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. **Reorganization of Operations:** Following the discussion of the multi-year budget at the July meeting, the School Director has studied the efficiency of staffing at the school. As a result, two teacher positions have been left open, and two classroom assistants will not be rehired. In addition, with the agreement of the Executive Committee, the positions of Operations Manager and Operaitons Assistant have been eliminated and replaced with the single position of Finance and HRT Manager. Ratification of 8.4.22 Action of the Executive Committee: Organizational Change **Resolution # 467**. Moved by C. Wilkens, seconded by S. Adair; Ratification of 8.4.22 Action of the Executive Committee: Hiring of Finance and HR Manager **Resolution #468** Moved by S. Adair, seconded by C. Wilkens.
8. 2022-2023 Organizational Chart **Resolution #469** Moved by D. Braveman, seconded by C. Wilkins.
9. Succession Plan **Resolution #470** Moved to September Meeting
10. Schedule of Board of Trustees Meetings, 2022-2023. **Resolution #471** Moved by R. Stiles, seconded by C. Wilkins with amendment to change start time from 8:30 to 8:00.
11. Board of Trustee Membership. **Resolution #472** Moved to September Meeting

12. Strategic Planning: **Resolution #474: 2022-2023 Action Plan** Moved by C. Wilkins, seconded by D. Braveman.

13. **School Director Report:** Sara Castner shared that the school is fully enrolled with students (280) for the upcoming school year. Discovery staff have been giving tours to families recently and when we find out a student will not be returning, that spot is filled quickly. The school is also fully staffed and staff are completing the second week of the back-to-school retreat. We are waiting for state test scores to be released publicly. Discovery has heard of two new applications for elementary charter schools and will need to continue efforts to recruit based on more competition for students. Board members will be visiting the school in September to meet with staff to discuss engagement, what is going well, culture, branding, etc.

14. **Old Business:** *none*

15. **New Business:** *none*

16. **Adjournment:** The meeting was adjourned at 8:51 Moved by D. Braveman, seconded by C. Wilkins.

Minutes submitted by M. Bradstreet