

# DISCOVERY CHARTER SCHOOL BOARD OF TRUSTEES MEETING AGENDA

October 7, 2022 8:00 a.m.-10:00 a.m.

**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 on the school's website:**

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

**8.26.2022**

**8:00 AM Eastern Time (US and Canada)**

Zoom link:

<https://us06web.zoom.us/j/86450663136?pwd=RkdPU3dTRGJmNkFzKy9CUlc2Nys0QT09>

Meeting ID: 864 5066 3136

Passcode: Discovery

1. Call to Order
2. Proof of Public Notice of Meeting
3. Conflict of Interest Reminder
4. Public Comment
5. Consent Agenda: Approve Minutes for August Meeting (8.19.22); Approval of Check over \$5000 (*Action Required*): **Resolution #473**
6. Committee Reports
  - a. Audit & Finance Committee Report:
  - b. Governance Committee Report
  - c. Executive Committee Report
  - d. Academic Excellence Committee:
  - e. Personnel Committee Report
  - f. Committee on Diversity, Equity, and Inclusion Report
  - g. Parent Representative Report
7. Remote attendance at Meetings of Board of Trustees: (*Action Required*) **Resolution #472**
8. Planning: Follow up on Discussions with DCS Staff and Students
9. School Director Report
10. Succession Plan (*Action Required*) **Resolution #470**
11. Motion to Adjourn (*Action Required*)

Next Regular Meetings: Friday, Oct. 21, 2022

**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=RkdPU3dTRGJmNkFzKvY9CUlc2Nys0QT09>

**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** This resolution was tabled pending clarification from the Charter School Office.

**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

## DISCOVERY CHARTER SCHOOL

### RESOLUTION #473

At a Regular Meeting of the Board of Trustees of Discovery Charter School (the "School") held on the 7th day of October, 2022 at 133 Hoover Drive, Rochester NY 14615 with the option for attendance via Zoom link:

Zoom link:

<https://us06web.zoom.us/j/86450663136?pwd=RkdPU3dTRGJmNkFzKy9CUlc2Nys0QT09>

Meeting ID: 864 5066 3136

Passcode: Discovery

the following Resolution was adopted by the Board of Trustees:

**RESOLVED:** To authorize the following *non-routine* payments of \$5000 or more for March 2022:

**First Student-\$35,700 (Transportation)**

**Mengel, Metzger, Barr & Co., LLP-\$10,000 (Audit)**

Date: October 7, 2022

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Sareer Fazili, Secretary

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Meeting ID: 864 5066 3136

Passcode: Discovery

the following Resolution was adopted by the Board of Trustees:

**WHEREAS**, by passing Chapter 56 of the Laws of 2022 (“Chapter 56”), the New York State Legislature amended Section 103 of the Open Meetings Law; and

**WHEREAS**, Chapter 56 adds Section 103-a of the Open Meetings Law, permitting the Discovery Charter School Board of Trustees to authorize its members to attend meetings by videoconferencing under extraordinary circumstances; and

**WHEREAS**, Section 103-a(2)(a) requires the Discovery Charter School Board of Trustees to adopt a resolution following a public hearing authorizing the limited use of videoconferencing under such circumstances; and

**WHEREAS**, Section 103-a(2) allows for hybrid meetings by requiring “that a minimum number of members are present to fulfill the public body’s quorum requirement in the same physical location or locations where the public can attend”; and

**WHEREAS**, Section 103-a(2)(c) requires that members be physically present at any such meeting “unless such member is unable to be physically present at any such meeting location due to extraordinary circumstances . . . including disability, illness, caregiving responsibilities, requirements of employment, or any other significant or unexpected factor or event which precludes the member’s physical attendance at such meeting”; and

**WHEREAS**, in accordance with Section 103-a(2)(d), any members attending by videoconference must, except during executive session, be “heard, seen and identified, while the meeting is being conducted, including but not limited to any motions, proposals, resolutions, and any other matter formally discussed or voted upon”; and

**WHEREAS**, Section 103-a(2)(g) requires that any meeting where a member attends by videoconference be recorded, posted to the Discovery Charter School Board of Trustees webpage within five business days, and transcribed upon request; and

**WHEREAS**, Section 103-a(2)(h) requires that members of the public be permitted to attend and participate, if authorized, in any meeting by videoconference when a member attends by videoconference.

**BE IT RESOLVED**, that the Discovery Charter School Board of Trustees authorizes its members who experience an extraordinary circumstance, as described above and further defined by any rules or written procedures later adopted, to attend meetings by videoconference: (i) as long as a quorum of the members attend in-person at one or more locations open to the public; (ii) as long as the member can be seen, heard, and identified while the open portion of the meeting is being conducted; and (iii) as otherwise permitted under Chapter 56 of the Laws of 2022; and be it further

**RESOLVED**, that the Discovery Charter School Board of Trustees shall create written procedures further governing its use of videoconferencing by its members in compliance with Chapter 56 of the Laws of 2022.

Date: October 7, 2022

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Sareer Fazili, Secretary

## **DISCOVERY CHARTER SCHOOL**

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Meeting ID: 864 5066 3136

Passcode: Discovery

the following Resolution was adopted by the Board of Trustees:

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**WHEREAS:** The 2022-23 Action Plan requires the creation of a Succession Plan, in order to sustain stability and continuity in the event of a change or changes in school leadership team; and

**WHEREAS:** The School Director and Chair of the Board of Trustees have proposed a DCS Succession Plan; and

**WHEREAS:** This plan identifies interim leadership and reflects best practices in hiring and supporting new school leaders; now it is therefore

**RESOLVED:** That the Board of Trustees approve the DCS Succession Plan as proposed by the School Director and Chair of the Board of Trustees.

Date: October 7, 2022

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Sareer Fazili, Secretary