



## DISCOVERY CHARTER SCHOOL BOARD OF TRUSTEES

### Meeting Minutes

October 31, 2025, 8:00-10:00 a.m.

**Present:** S. Fazili, C. Wilkens, S. Varhus, M. Franklin-McDuffie, J. Johnson, L. Lewis

**Remote:** S. Polowitz, L. Bridges

**Excused:** M. Galarza-Ruiz, S. Adair

**Other:** S. Castner, A. Culver, C. Franklin

<b>1. Call to Order</b>	8:05am by L. Lewis
<b>2. Proof of Public Notice of Meeting</b>	-confirmed-
<b>3. Conflict of Interest Reminder</b>	Issued by L. Lewis
<b>4. Public Comment</b>	n/a
<b>5. Consent Agenda: <i>(Action Required)</i></b>	Approval of the Consent Agenda was moved by C. Wilkens, 2 <sup>nd</sup> by S. Varhus, and <i>unanimously approved with no abstentions.</i>
a. Approve Minutes from 9.26.25	
b. Resolution #559: Non-Routine Checks over \$5,000	
<b>6. Committee Reports:</b>	
a. Finance Committee	<ul style="list-style-type: none"> <li>● Sept. Financials included in materials.</li> <li>● Met w auditors: No concerns.</li> <li>● Draft of Tracking &amp; Disposal policy (amended from policy provided by Empreinte) reviewed.</li> </ul> <p>Motion to Approve Tracking and Disposal Policy moved by S. Fazili, 2<sup>nd</sup> C. Wilkens: <i>unanimously approved with no abstentions</i> (pending typo fix). Policy #2155 assigned.</p>
b. Governance Committee	<ul style="list-style-type: none"> <li>● Mins provided with Meeting Materials.</li> <li>● Policy reviews are in-progress.</li> <li>● Pursuing prospective new Trustee (R. Kraft) with experience in building safety &amp; compliance, fundraising, and various business connections.</li> </ul>
c. Building Committee	-discussed in Executive Session
d. Executive Committee	-no report-
e. Academic Excellence Committee	<ul style="list-style-type: none"> <li>● Material revision in-progress: goals to increase enrollment and expand to Grades 7 &amp; 8.</li> </ul>

	<ul style="list-style-type: none"> <li>• New Charter Agreement needed to expand grade levels; current Charter Agreement runs through 2028 SY. Can include proposal to expand grade levels in Summer of 2028.</li> <li>• Can still submit proposal to increase number of students; Application due Dec. 2025</li> <li>• Updates to Science curriculum is needed</li> </ul>
f. Personnel Committee	<p>-no report-</p> <p>Lisa Lewis advised all Committees to revise Committee Goals to include Dates and Outcomes for all Goals.</p>
<b>7. School Director Report</b>	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> Leadership Team walk-thru identified Professional Development opportunities; 2<sup>nd</sup> walk-thru showed adherence to consistencies, and effective results of PDs.</li> <li>• Benchmarks underway; Data and Goals to be presented at next Board Meeting by J. Shultz, C. Diaz, and S. Castner. Last year's data still embargoed.</li> <li>• Discussion about food assistance efforts for upcoming long holiday breaks and expanded to questioning how DCS families, students, and staff will be impacted by new Able-Bodied Worker requirement changes for SNAP recipients, and possible loss of SNAP starting Nov 1<sup>st</sup>. DCS is already helping families to fill out applications for food aid though it is expected that some families will not follow through on submitting applications despite need. Several Board Members indicated awareness of various programs and organizations that may be able to help.</li> <li>• Can Friends of Discovery Fund help in short-term? Informal request made to Board Members to donate to Fund if possible.</li> <li>• Informal request made to Board Members to share any lists or leads they may have to assist the needs of the DCS community during the holidays.</li> </ul>
a. Hiring Update	<ul style="list-style-type: none"> <li>• 4<sup>th</sup> T.A. position offered, pending acceptance</li> <li>• 6<sup>th</sup> is short a SpEd Teacher; position to be filled in Dec by teacher returning from Leave. Interim has been filled by S. Castner and T. Porpora.</li> <li>• Staff switch: 1<sup>st</sup> Grade position filled with new hire and former 1<sup>st</sup> teacher moved to 5<sup>th</sup> grade.</li> </ul>
b. Enrollment Update	<ul style="list-style-type: none"> <li>• Current enrollment at 303 students.</li> <li>• Specifically seeking to increase Kindergarten enrollment.</li> <li>• Met with RIT to discuss strategies to increase enrollment and improvements to DCS visibility in the community; Presentation Proposal from RIT planned for Nov 2025. Presenters given budget estimate of \$10,000 for project, if accepted.</li> </ul>

<p><b>8. Policy Review:</b> Governance Committee (Board Operations)</p>	<p>Discussed already in Committee Report; Will determine protocol for dating the reviews.</p>
<p><b>9. Fundraising:</b> Prospect List (<i>Confidential</i>) and Draft Gift Acceptance Policy</p>	<ul style="list-style-type: none"> <li>● Confidential list distributed primarily as exemplar of types of leads to pursue: not just Financial Support, but also Ambassador Support, Community Support, and Material/Supply Supports are all needed.</li> <li>● Request for each Board Member to submit 3 prospects before next meeting.</li> <li>● Revised Draft of Donation and Gift Acceptance Policy reviewed and motion to approve was moved by L. Lewis, 2<sup>nd</sup> by S. Varhus, and <i>unanimously approved with no abstentions.</i></li> </ul>
<p><b>10. Fundraising/Advancement Committee</b></p>	<ul style="list-style-type: none"> <li>● Reviewed Fundraising and Advancement Committee Roles &amp; Responsibilities proposal. Suggested that group should be small and consist of at least 1 non-trustee member; Emphasis on importance of commitment to committee.</li> </ul> <p>Motion to create Fundraising and Advancement Committee moved by M. Franklin-McDuffie, 2<sup>nd</sup> by L. Bridges and <i>unanimously approved with no abstentions.</i></p>
<p><b>11. Conflict of Interest Policy &amp; Form</b></p>	<p>Distributed by S. Varhus, signed and returned during meeting.</p>
<p><b>12. Move to Executive Session</b></p>	<ul style="list-style-type: none"> <li>● Motion to transition into Executive Session to discuss a real estate matter and confidential personnel matters moved by C. Wilkens, 2<sup>nd</sup> by J. Johnson, and <i>unanimously approved with no abstentions.</i></li> <li>● Motion to leave Executive Session moved by _____ 2<sup>nd</sup> by _____ and <i>unanimously approved with no abstentions.</i></li> </ul>
<p><b>13. Motion to Adjourn:</b> (<i>Action Required</i>)</p>	<p>Motion to adjourn moved by _____, 2<sup>nd</sup> by _____ and <i>unanimously approved with no abstentions.</i></p>