

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

March 18, 2022 8:00 a.m.-10:00 a.m.

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 on the school's website:

Topic: Discovery Charter School- Board of Trustees Meeting 3.18.22

Time: Mar 18, 2022 08:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us04web.zoom.us/j/78312045078?pwd=flaQwJrEtT1aW3mGG3QJEQwEowPURP.1>

Meeting ID: 783 1204 5078

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 February Meeting (2.18.22); *(Action Required)*
6. Committee Reports
 - a. Executive Committee Report
 - b. Academic Excellence Committee
 - c. Governance Committee Report
 - d. Personnel Committee Report
 - e. Audit & Finance Committee Report
 - f. Committee on Diversity, Equity, and Inclusion
 - g. Parent Representative Report
7. School Director Report
 - a. ELA Coordinator Data Report (Part 2)
8. Old Business
9. New Business
10. Motion to Adjourn *(Action Required)*

Next Regular Meetings: Friday, April 15, 2022

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

**February 18, 2022; 8:15-9:30 A.M.
133 Hoover Drive, Rochester, New York 14615**

Due to the COVID-19 School Closure- the Board of Trustees meeting was held remotely using Zoom video conferencing, in accordance with Temporary Legislation adopted by State of New York Legislature. The meeting information was included in Public Notice as well as on the school's website:

**Topic: Discovery Charter School- Board of Trustees Meeting 2.18.22
Time: February 18, 2022 08:00 AM Eastern Time (US and Canada)**

Join Zoom Meeting
<https://us04web.zoom.us/j/74215346390?pwd=EsGATWeIooowYAhxf1Gfd6aUTzMxk8T.1>

Meeting ID: 742 1534 6390

Passcode: Discovery

Trustees Present: S. Varhus (Chair), L. Lewis (Vice Chair), S. Adair (Treasurer), A. Slakes (Secretary), L. Montanaro, R. Stiles, D. Braveman, S. Fazili, E. Stubbs

Trustees Excused: T. Jackson, C. Wilkins

Also Present: S. Castner (School Director), K. Snyder (Assistant School Director), S. Polowitz (Legal Counsel), Justin Schultz (Math Coordinator), Ciomarda Diaz (ELA Coordinator)

1. Call to Order

- a. The Chair called the meeting to order at 8:04 a.m., and it was determined that a lawful quorum of nine was present.

2. Proof of Public Notice of Meeting

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

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 January Meeting (1.21.22); Moved by S. Adair, seconded by L. Montanaro, approved unanimously.

6. **Motion to move into Executive Session:** Moved by R. Stiles, seconded by D. Braveman, approved unanimously at 8:09am.

Motion to exit Executive Session and return to the Regular meeting: Moved by R. Stiles, seconded by L. Lewis, approved unanimously at 8:29am.

Bylaw Revision The School's Complaint Policy is being revised to align with current requirements of Article 56 of the New York education law to send complaints to the Board Chair rather than the School Director, which has been updated in the School's Bylaws. **Resolution #450:** Moved by S. Adair, seconded by R. Stiles, approved unanimously at 8:29am.

7. Committee Reports

- a. Executive Committee: *(no report)*
- b. Academic Excellence Committee: *(no report- but data will be shared in Director Report later in meeting)*
- c. Governance Committee Report: *(no report)*
- d. Personnel Committee Report: *(no report, but will be scheduling a joint meeting with Finance Committee 3.10.22)*
- e. Audit & Finance Committee Report:
 - i. S. Adair shared that it was a great Finance meeting last Tuesday.
 - ii. Action item: get moving on 2022-2023 Draft Budget
 - 1. Will need to look at revenue to see whether a summer program can be added
 - 2. At the joint meeting with Personnel Committee, there are three agenda items that will be discussed: teacher stipends for extended leave coverage, health insurance plan comparisons, and NYSTRS/NYSLERS retirement benefits in upcoming budget cycle.
 - 3. S. Adair wants to touch base with each of the committee chairs during the budget creation process to make sure that suggested needs for the school from the different committees may be considered.
 - 4. State Auditors are currently in the building from the Comptroller's office- one thing they are taking a hard look at is IT security. They are also scheduling individual interviews with School Director, Operations positions, S. Adair and S. Varhus
 - 5. S. Adair noted that all Trustees have been provided a copy of the Federal 990 prepared by Mengel Metzger Barr.
 - a. Motion to approve the Federal 990 with year ending June 30, 2021; Moved by A. Slakes, seconded by L. Montanaro, approved unanimously.
- f. Ad Hoc Committee on Diversity, Equity & Inclusion: *(no report)*

- g. Parent Representative Report: *(no report)*

8. School Director Report:

- a. S. Castner shared that enrollment is back up to 280- and full.
- b. There is a team dedicated to recruitment, before the placement lottery on April 5th
 - i. Recruitment seems even more important this year as three additional charter schools will be opening in the area, two of which are elementary schools.
- c. Student attendance has improved tremendously over the last month
- d. S. Castner thanked the Board for the sponsored holiday lunch for the staff from Chipotle, everyone enjoyed it a great deal.
- e. Math Coach, J. Schultz, was invited to share Math Data with Trustees
 - i. Comparisons from Math Diagnostic 1 in September 2021 was compared with Math Diagnostic 2 in January 2022
 - ii. Making great gains in bringing students to early, mid, or above grade level standards
 - iii. Math BM2 for the Whole School: 51% are proficient, 26% are approaching, and 23% are below
 - iv. We have begun small group tutoring in the evening to work independently with students in the approaching/below categories
 - v. Diagnostic 2 and Internal Benchmark 2, show a similar alignment with student performance. J. Schultz shared that he was pleased to see this correlation- as it is a great indication of NYS testing performance
 - vi. S. Castner shared that she feels the most confidence in the predictive nature of this data set than she has in years past
 - vii. J. Schultz shared that the teaching staff is very passionate about getting the students prepared and plan to use their limited instructional time in meaningful ways
 - viii. Grades 3-6 have begun practice tests to increase testing stamina
 - 1. For the NYS Math Test, Day 1 will be 30 multiple choice questions; Day 2 will be 8 multiple choice and 6 open ended questions
- f. ELA Coach, Ciomarda Diaz, was invited to share ELA Data with Trustees
 - i. Comparisons from ELA Diagnostic 1 in September 2021 was compared with ELA Diagnostic 2 in January 2022
 - ii. Making great gains in bringing students to early, mid, or above grade level standards
 - iii. Looking specifically at students who are right below grade level standards to address that gap
 - iv. Internal data (iReady & Rigby) is what is being submitted to Charter School Office- and we are very pleased with student results
 - v. This is the most promising data that we have seen for student performance at Discovery
 - vi. We continue to work on foundational concepts in Kindergarten- this cohort of students never had a Pre-school experience due to Covid
 - vii. More interventions are being added for students falling in any approaching or below grade level categories

9. Old Business: *none*

10. New Business: *none*

11. **Adjournment:** The meeting was adjourned at 9:48am. (Moved by R. Stiles, seconded by D. Braveman, approved unanimously)

Next Meetings: Friday, March 18, 2022

Minutes submitted by A. Hagen

Committee Chair:	Lisa Lewis		
Committee Members	Name	Present	Excused
	Lisa Lewis (LL)	X	
	Sara Varhus (SV)	X	
	Sara Castner (SC)	X	
	Kara Snyder (KS)	X	
	Laurie Corbett (LC)	X	
	Sareer Fazili (SF)	X	
	Anne Culver (AC)	X	
	Anita Hagen (AH)	X	
	Scott Adair (SA)	X	
	Steven Polowotz (SP)		X

MEETING AGENDA, MINUTES AND ACTION ITEMS

Agenda Item	Discussion	Action Item	Responsible Party	Due Date
Health Insurance coverage/cost	SC- complete a market analysis of salary & benefits; one of the reasons that younger staff leave is health insurance coverage	Assembly the cost impact of a health insurance package	Scott Adair – finance committee	December 2022
	SA- finance have not look at cost of health coverage, cost share between the school & employee.	Sara C. to ask the Charter network how schools in their network do for plans & cost sharing.	Sara Castner	ASAP
	LL-Yes, agree- looked at annually during budgets.			
	SV- in the past hire consultants to look at the package- look at similar districts are doing and how DCS compare.	Distribute info on currently DCS plans and what employee utilize	Laurie Corbett	ASAP
	SC- Charter School Network- must have 100 employees to join; Sara questioned whether we need the assistance of a consultant now			
	SA- not at this time until we get more information- model we may look at is a different cost share- what DCS is willing to pay.			

<p>Policy regarding stipend pay</p>	<p>KS- question how much do DCS save if an employee op- out of a plan; \$6k for cheapest plan per SA. What percentage of employees use DCS plan- per LC 50% of staff?</p> <p>.</p> <p>What percentage of payroll do we spent of health care & benefits- 30%?</p> <p>SC- ask if we survey the staff now. AD- not at this time; need to understand cost and being realistic.</p> <p>AC- Once we decide of plans- we may want to provide education to staff about the plans specially the high deductibles.</p> <p>Committee discussed the need for a policy for stipend pay. SC drafted a statement as follows:</p> <p>Short Term Compensation for additional work duties</p> <p>In the event an employee takes on additional work responsibilities beyond five consecutive workdays, a stipend may be issued to the employee for the duration they fulfill those additional duties. The stipend will be calculated based on responsibilities assumed at the discretion of the board. The stipend will be managed through the payroll process.</p> <p>SF& SA- look at cost saving through extended leave.</p>	<p>Next steps, Sara C to finalize & email to SV for board meeting.</p>	<p>Sara Castner</p>	<p>By March 2022 board meeting</p>
<p>Retirement/TRS</p>	<p>SV asked LC & AH to share their views: similar positions at other districts are eligible for benefits-</p>			

	<p>look at how positions are titled. Look to be equitable across FT employees- 40% eligible in TRS, 28 are not eligible; 14 are new staff- Employee must contribute to TRS AC- only FTE eligible, PT not eligible AC: other districts may not have both systems TRS/ERS; TRS is title dependent. Charters are changing to add TRS to recruit.</p> <p>SA: \$250K to pay back into the plan- must get info from TRS for year eligible and cost to the staff.; possibly 3% of annually salary X number of years.</p> <p>SV- What is the increase to the annual budget- possibly addition of 28 staff- 11% cost to DCS.</p> <p>SC: analysis of the cost impact/benefit to the staff and the school.</p> <p>KS- Can you do a 403 (B) as an option for those not a part of TRS.</p> <p>AC- DCS will have to do for all employees.</p> <p>SV- non-teaching professional, should be looking at this group?</p> <p>AC- yes, we also need to look into any non- teaching professional staff with the credentials and move them into the appropriate position if applicable. Then they would be eligible for TRS.</p>	<p>SV-committee move into a discussion of TRS.</p> <p>Have a discussion with Steve P. on what are we legally required to do with same job descriptions.</p> <p>Communicate committee decision to staff regarding TRS.</p> <p>Look any credentialed staff to move in appropriate titles and possibly TRS.</p>	<p>Sara Varhus</p> <p>Sara Castner/Sara Varhus</p> <p>Sara Castner/Board</p>	<p>TBD</p> <p>TBD</p> <p>TBD</p>
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Discovery Charter School
Check Detail
February 2022

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check		02/10/2022			110-005 · M & T Bank - OLD		-46.15
TOTAL					530-105 · Miscellaneous Expense	-46.15 -46.15	46.15 46.15
Check		02/11/2022	ADP, LLC		110-001 · M&T Bank		-199.61
TOTAL					540-030 · Payroll Processing	-199.61 -199.61	199.61 199.61
Check		02/23/2022	ADP, LLC		110-001 · M&T Bank		-324.00
TOTAL					540-030 · Payroll Processing	-324.00 -324.00	324.00 324.00
Check		02/28/2022			110-001 · M&T Bank		-51.76
TOTAL					530-105 · Miscellaneous Expense	-51.76 -51.76	51.76 51.76
Bill Pmt -Check	5032	02/08/2022	Excellus Blue Cross Blue Shield		110-001 · M&T Bank		-31,000.95
Bill	30612317	01/17/2022			525-015 · Health Insurance	-31,000.95 -31,000.95	31,000.95 31,000.95
TOTAL							
Bill Pmt -Check	5033	02/08/2022	Excellus Blue Cross Blue Shield		110-001 · M&T Bank		-2,659.07
Bill	30631972	01/22/2022			525-017 · Dental Insurance	-2,659.07 -2,659.07	2,659.07 2,659.07
TOTAL							
Bill Pmt -Check	5034	02/08/2022	Cardmember Service		110-001 · M&T Bank		-91.91
Bill		01/12/2022			110-110 · M&T Bank Credit Card - 5639	-91.91 -91.91	91.91 91.91
TOTAL							
Bill Pmt -Check	5035	02/08/2022	Cardmember Service		110-001 · M&T Bank		-485.03
Bill		01/12/2022			110-115 · M&T Bank - 0953	-485.03 -485.03	485.03 485.03
TOTAL							

Discovery Charter School
Check Detail
February 2022

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	5036	02/14/2022	Aflac		110-001 - M&T Bank		-22.46
Bill	886635	01/28/2022			235-025 - AFLAC Liability	-22.46	22.46
TOTAL						-22.46	
Bill Pmt -Check	5037	02/14/2022	Aneesah Willis		110-001 - M&T Bank		-83.70
Bill		02/11/2022			530-010 - Classroom Supplies	-83.70	83.70
TOTAL						-83.70	
Bill Pmt -Check	5038	02/14/2022	Culligan		110-001 - M&T Bank		-285.95
Bill		01/31/2022			530-025 - Food Service Supplies	-285.95	285.95
TOTAL						-285.95	
Bill Pmt -Check	5039	02/14/2022	De Lage Landen Financial Services, Inc.		110-001 - M&T Bank		-779.07
Bill	75406014	02/06/2022			550-030 - Equipment Lease	-779.07	779.07
TOTAL						-779.07	
Bill Pmt -Check	5040	02/14/2022	Education Success Foundation		110-001 - M&T Bank		-38,014.60
Bill	2022-Feb 03	01/04/2022			120-015 - Prepaid Expenses	-29,229.13	29,229.13
Bill	C2021-1201	01/20/2022			550-050 - Utilities	-8,463.39	8,463.39
					530-040 - Telephone	-84.55	84.55
					550-015 - Maintenance & Repairs	-237.53	237.53
TOTAL						-38,014.60	
Bill Pmt -Check	5041	02/14/2022	Education Success Network		110-001 - M&T Bank		-15,153.68
Bill	2022-0101	01/01/2022			540-011 - Landlord - Admin. Services	-7,576.84	7,576.84
Bill	2022-0102	02/01/2022			540-011 - Landlord - Admin. Services	-7,576.84	7,576.84
TOTAL						-15,153.68	
Bill Pmt -Check	5042	02/14/2022	EnCompass		110-001 - M&T Bank		-210.00
Bill	T2021-1201	01/18/2022			530-053 - Transportation	-210.00	210.00
TOTAL						-210.00	

Discovery Charter School
Check Detail
February 2022

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	5043	02/14/2022	Flower City Charter Services		110-001 · M&T Bank		-9,500.00
Bill	331	02/02/2022			550-010 · Janitorial	-9,500.00	9,500.00
TOTAL						-9,500.00	9,500.00
Bill Pmt -Check	5044	02/14/2022	FP Mailing Solutions		110-001 · M&T Bank		-99.24
Bill	R105115872	11/19/2021			530-030 · Postage	-99.24	99.24
TOTAL						-99.24	99.24
Bill Pmt -Check	5045	02/14/2022	JFM Distribution, Inc.		110-001 · M&T Bank		-507.60
Bill	32121	01/28/2022			550-010 · Janitorial	-507.60	507.60
TOTAL						-507.60	507.60
Bill Pmt -Check	5046	02/14/2022	Julia K Caters		110-001 · M&T Bank		-17,087.36
Bill	1600	01/31/2022			540-025 · Food Service Fees	-17,087.36	17,087.36
TOTAL						-17,087.36	17,087.36
Bill Pmt -Check	5047	02/14/2022	Mengel Metzger Barr & Co. LLP		110-001 · M&T Bank		-5,656.00
Bill	498653	01/28/2022			540-005 · Auditing	-5,656.00	5,656.00
TOTAL						-5,656.00	5,656.00
Bill Pmt -Check	5048	02/14/2022	Monroe #1 Boces		110-001 · M&T Bank		-1,486.77
Bill	5155-22A	12/10/2021			530-020 · Computer Supplies & Software	-1,486.77	1,486.77
TOTAL						-1,486.77	1,486.77
Bill Pmt -Check	5049	02/14/2022	Office Depot		110-001 · M&T Bank		-229.81
Bill	223508640001	01/20/2022			530-005 · Office supplies	-137.91	137.91
Bill	22139482201	01/24/2022			530-005 · Office supplies	-91.90	91.90
TOTAL						-229.81	229.81
Bill Pmt -Check	5050	02/14/2022	Premier Accounting		110-001 · M&T Bank		-600.00
Bill	791	01/31/2022			540-006 · Accounting Services	-600.00	600.00
TOTAL						-600.00	600.00

Discovery Charter School
Check Detail
February 2022

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	5051	02/14/2022	Staples		110-001 · M&T Bank		-1,003.75
Bill	1640052689	01/25/2022			530-005 · Office supplies	-1,003.75 -1,003.75	1,003.75 1,003.75
TOTAL							
Bill Pmt -Check	5052	02/14/2022	The Business Council of NYS, Inc.		110-001 · M&T Bank		-1,028.12
Bill	1000068552	01/13/2022			235-020 · Life Insurance	-294.15	294.15
					525-021 · Disability - Supplemental	-431.46	431.46
					525-016 · Vision Insurance	-302.51	302.51
TOTAL						-1,028.12	1,028.12
Bill Pmt -Check	5053	02/14/2022	Transamerica Life Insurance Company		110-001 · M&T Bank		-50.26
Bill		01/01/2022			235-020 · Life Insurance	-50.26 -50.26	50.26 50.26
TOTAL							
Bill Pmt -Check	5054	02/14/2022	Verizon Wireless		110-001 · M&T Bank		-468.01
Bill		01/01/2022			530-040 · Telephone	-220.17	220.17
Bill		02/01/2022			530-040 · Telephone	-247.84	247.84
TOTAL						-468.01	468.01
Bill Pmt -Check	5055	02/14/2022	Wegmans		110-001 · M&T Bank		-223.20
Bill		01/31/2022			540-025 · Food Service Fees	-123.20	123.20
Bill		01/31/2022			540-025 · Food Service Fees	-100.00	100.00
TOTAL						-223.20	223.20
Bill Pmt -Check	5056	02/14/2022	Windstream		110-001 · M&T Bank		-2,237.21
Bill	74523644	02/01/2022			530-040 · Telephone	-2,237.21 -2,237.21	2,237.21 2,237.21
TOTAL							
Total Checks for February:							129,533.51

DISCOVERY CHARTER SCHOOL**Balance Sheet****February 28, 2022****ASSETS****Current Assets**

Checking/Savings

110-001 · M & T Bank \$ 8,106

110-005 · M & T Bank - OLD \$ 179,302

110-015 - State Escrow Account 100,000

Total Checking/Savings 287,408

Accounts Receivable 701,174

Prepaid Expense 34,734

Total Other Current Assets 735,908*Total Current Assets* 1,023,316**Fixed Assets**

170-025 Food Service Equipment 13,356

170-010 · Classroom/Playground Equipment 110,206

170-015 · Computer Equipment 771,291

170-005 Office Equipment 18,304

170-020 · Leasehold Improvements 276,492

170-050 Accumulated Depreciation -567,663

170-065 Accumulated Amortization -253,303

Total Fixed Assets 368,683**TOTAL ASSETS****\$ 1,391,999****LIABILITIES & FUND BALANCE****Liabilities****Current Liabilities**

20000 · Accounts Payable \$ 98,272

Other Current Liabilities

235-010 · NYSTRS Liability 192,747

235-035 · Other Accrued Liabilities 114,232

235-030 · Deferred Per Pupil Allocation 525,267

235-040 · Family Association 602

235-041 · NYS Paid Family Leave 2,693

235-015 · TRS Employee Loan 620

235-025 AFLAC Liability 117

220-005 Accrued Payroll 0

235-020 Life Insurance -1,970

Total Other Current Liabilities 834,308*Total Current Liabilities* 932,580**Long Term Liabilities**

235-060 Deferred Lease Liability 0

Total Long Term Liabilities 0**Total Liabilities**

932,580

Fund Balance

305 · Prior Year Fund Balance 816,000