

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

October 15, 2021 8:00 a.m.-10:00 a.m.

Due to the COVID-19 School Closure- the Board of Trustees meeting is 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 10.15.21

Time: October 15, 2021 08:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us04web.zoom.us/j/77031951612?pwd=L3A4cnBuY2tTZURvZmFxVGQwVWJhQT09>

Meeting ID: 770 3195 1612

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 from Previous Meeting (9.17.21); Special Meeting (10.1.21); **Resolution #442** Checks Over \$5000 (*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. Nomination of Sareer Fazili to Board of Trustees (**Resolution #440**); Increase # of Trustees to 11 (**Resolution #441**). (*Action Required*)
8. School Director Report
 - i. Future transportation concerns
 - ii. IReady Diagnostic Data
 - iii. Progress toward 2020-2021 Academic Goals
 - iv. Update on COVID
9. Discovery Policy Review: New Process through Google docs
10. New Business
11. Motion to Adjourn (*Action Required*)

Next Regular Meeting: Friday, November 19, 2021

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DISCOVERY CHARTER SCHOOL

RESOLUTION #440

At a regular meeting of the Board of Trustees of Discovery Charter School held on the 15th day of October, 2021, at 133 Hoover Drive, Rochester, NY, a lawful quorum being present the following Resolution was adopted by the Board of Trustees:

RESOLVED: To authorize the following *non-routine* payments of \$5000 or more for September 2021:

Houghton Mifflin Harcourt- \$28,704.42 (new ELA curriculum)

Houghton Mifflin Harcourt- \$8,600.22 (new ELA curriculum)

Tequipment Incorporated- \$47,149.00 (smart boards)

Irishman Construction- \$5,550 (outdoor classroom chain link fence, payment 2 of 2)

Date: October 15, 2021

Amy Slakes, Secretary

Discovery Charter School
Check Detail
September 2021

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check		09/01/2021	University of Toronto Press, Inc.		110-001 · M&T Bank		0.00
General Journal	1069	09/01/2021	University of Toronto Press, Inc.		20000 · Accounts Payable	0.00	-75.64
TOTAL						0.00	-75.64
Check		09/10/2021			110-005 · M & T Bank - OLD		-33.09
TOTAL					530-105 · Miscellaneous Expense	-33.09	33.09
						-33.09	33.09
Bill Pmt -Check	4857	09/01/2021	Aflac		110-001 · M&T Bank		-22.46
Bill	785134	08/28/2021			235-025 · AFLAC Liability	-22.46	22.46
TOTAL						-22.46	22.46
Bill Pmt -Check	4858	09/01/2021	Cardmember Service		110-001 · M&T Bank		-2,584.66
Bill		08/06/2021			110-115 · M&T Bank - 0953	-2,584.66	2,584.66
TOTAL						-2,584.66	2,584.66
Bill Pmt -Check	4859	09/01/2021	Curriculum Associates		110-001 · M&T Bank		-4,301.90
Bill	90038262	08/24/2021			530-085 · Textbooks	-4,301.90	4,301.90
TOTAL						-4,301.90	4,301.90
Bill Pmt -Check	4860	09/01/2021	Education Success Foundation		110-001 · M&T Bank		-3,455.17
Bill	C2021-701	08/25/2021			550-050 · Utilities	-3,379.68	3,379.68
TOTAL					530-040 · Telephone	-75.49	75.49
						-3,455.17	3,455.17
Bill Pmt -Check	4861	09/01/2021	Education Success Network		110-001 · M&T Bank		-618.12
Bill	C2021-703	08/25/2021			530-020 · Computer Supplies & Software	-618.12	618.12
TOTAL						-618.12	618.12
Bill Pmt -Check	4862	09/01/2021	Excellus Blue Cross Blue Shield		110-001 · M&T Bank		-28,200.04
Bill	29162064	08/16/2021			525-015 · Health Insurance	-28,200.04	28,200.04
TOTAL						-28,200.04	28,200.04
Bill Pmt -Check	4863	09/01/2021	FP Mailing Solutions		110-001 · M&T Bank		-99.24
Bill	105004039	08/18/2021			530-030 · Postage	-99.24	99.24
TOTAL						-99.24	99.24
Bill Pmt -Check	4864	09/01/2021	Genesis Communication of Rochester, Inc.		110-001 · M&T Bank		-1,445.00

Discovery Charter School
Check Detail
September 2021

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill	265154	08/23/2021			550-015 · Maintenance & Repairs	-1,445.00	1,445.00
TOTAL						-1,445.00	1,445.00
Bill Pmt -Check	4865	09/01/2021	Houghton Milflin Harcourt		110-001 · M&T Bank		-28,704.42
Bill	955328983	08/16/2021			530-086 · Textbooks	-28,704.42	28,704.42
TOTAL						-28,704.42	28,704.42
Bill Pmt -Check	4866	09/01/2021	Julia K Caters		110-001 · M&T Bank		-19,176.00
Bill	1487	06/30/2021			540-025 · Food Service Fees	-19,176.00	19,176.00
TOTAL						-19,176.00	19,176.00
Bill Pmt -Check	4867	09/01/2021	Kaleigh Jacobson		110-001 · M&T Bank		-32.66
Bill		08/17/2021			530-005 · Office supplies	-32.66	32.66
TOTAL						-32.66	32.66
Bill Pmt -Check	4868	09/01/2021	Office Depot		110-001 · M&T Bank		-1,162.70
Bill	188393411001	08/21/2021			530-005 · Office supplies	-114.64	114.64
Bill	188457271001	08/23/2021			530-005 · Office supplies	-662.94	662.94
Bill	190045773001	08/25/2021			530-005 · Office supplies	-251.14	251.14
Bill	90378652001	08/25/2021			530-005 · Office supplies	-133.98	133.98
TOTAL						-1,162.70	1,162.70
Bill Pmt -Check	4869	09/01/2021	Premier Accounting		110-001 · M&T Bank		-510.00
Bill	756	08/31/2021			540-006 · Accounting Services	-510.00	510.00
TOTAL						-510.00	510.00
Bill Pmt -Check	4870	09/01/2021	Rebecca Van Allen		110-001 · M&T Bank		-102.00
Bill		08/02/2021			530-105 · Miscellaneous Expense	-102.00	102.00
TOTAL						-102.00	102.00
Bill Pmt -Check	4871	09/01/2021	Samantha Bonanno		110-001 · M&T Bank		-98.42
Bill		08/19/2021			530-010 · Classroom Supplies	-98.42	98.42
TOTAL						-98.42	98.42
Bill Pmt -Check	4872	09/01/2021	SchoolMint		110-001 · M&T Bank		-4,851.00
Bill	4997	05/18/2021			530-045 · Marketing & Advertising	-3,307.50	3,307.50
Bill	5082	07/01/2021			530-045 · Marketing & Advertising	-1,543.50	1,543.50
TOTAL						-4,851.00	4,851.00
Bill Pmt -Check	4873	09/01/2021	Tequpment Incorporated		110-001 · M&T Bank		-47,149.00

Discovery Charter School
Check Detail
September 2021

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill	150991	08/24/2021			170-015 · Computer Equipment	-47,149.00	47,149.00
TOTAL						-47,149.00	47,149.00
Bill Pmt -Check	4874	09/01/2021	Transamerica Life Insurance Company		110-001 · M&T Bank		-50.26
Bill		08/01/2021			235-020 · Life Insurance	-50.26	50.26
TOTAL						-50.26	50.26
Bill Pmt -Check	4875	09/01/2021	Cardmember Service		110-001 · M&T Bank		-48.99
Bill		08/19/2021			110-110 · M&T Bank Credit Card - 5639	-48.99	48.99
TOTAL						-48.99	48.99
Bill Pmt -Check	4876	09/01/2021	Excellus Blue Cross Blue Shield		110-001 · M&T Bank		-2,146.09
Bill	29182254	08/23/2021			525-017 · Dental Insurance	-2,146.09	2,146.09
TOTAL						-2,146.09	2,146.09
Bill Pmt -Check	4877	09/07/2021	Irishmen Construction, Inc.		110-001 · M&T Bank		-5,550.00
Bill		09/07/2021			540-115 · Minor Equipment	-5,550.00	5,550.00
TOTAL						-5,550.00	5,550.00
Bill Pmt -Check	4878	09/24/2021	Aneesah Willis		110-001 · M&T Bank		-392.18
Bill		09/11/2021			530-010 · Classroom Supplies	-67.81	67.81
Bill		09/11/2021			530-010 · Classroom Supplies	-27.49	27.49
Bill		09/11/2021			530-010 · Classroom Supplies	-59.09	59.09
Bill		09/11/2021			530-010 · Classroom Supplies	-59.12	59.12
Bill		09/11/2021			530-010 · Classroom Supplies	-82.88	82.88
Bill		09/11/2021			530-010 · Classroom Supplies	-95.99	95.99
TOTAL						-392.18	392.18
Bill Pmt -Check	4879	09/24/2021	Austin & Co., Inc.		110-001 · M&T Bank		-6,884.00
Bill	105132	09/01/2021			120-015 · Prepaid Expenses	-41.25	41.25
Bill	105133	09/01/2021			120-015 · Prepaid Expenses	-4,607.75	4,607.75
Bill	105134	09/01/2021			120-015 · Prepaid Expenses	-1,489.00	1,489.00
Bill	105135	09/01/2021			120-015 · Prepaid Expenses	-746.00	746.00
TOTAL						-6,884.00	6,884.00
Bill Pmt -Check	4880	09/24/2021	BPAS		110-001 · M&T Bank		-437.50
Bill	1000780136	08/31/2021			540-045 · Other Purchased/Prof/Consult	-437.50	437.50
TOTAL						-437.50	437.50
Bill Pmt -Check	4881	09/24/2021	Cardmember Service		110-001 · M&T Bank		-1,600.74
Bill		09/13/2021			110-115 · M&T Bank - 0953	-1,600.74	1,600.74

Discovery Charter School
Check Detail
September 2021

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
TOTAL						-1,600.74	1,600.74
Bill Pmt -Check	4882	09/24/2021	Copier Fax Business Technologies		110-001 · M&T Bank		-291.90
Bill	738522	09/08/2021			530-035 · Printing & Copying	-145.95	145.95
Bill	738523	09/08/2021			530-035 · Printing & Copying	-145.95	145.95
TOTAL						-291.90	291.90
Bill Pmt -Check	4883	09/24/2021	Culligan		110-001 · M&T Bank		-260.95
Bill		08/31/2021			530-025 · Food Service Supplies	-260.95	260.95
TOTAL						-260.95	260.95
Bill Pmt -Check	4884	09/24/2021	De Lage Landen Financial Services, Inc.		110-001 · M&T Bank		-741.97
Bill	73762728	09/11/2021			550-030 · Equipment Lease	-741.97	741.97
TOTAL						-741.97	741.97
Bill Pmt -Check	4885	09/24/2021	Divonte Geiger		110-001 · M&T Bank		-102.00
Bill		09/01/2021			530-105 · Miscellaneous Expense	-102.00	102.00
TOTAL						-102.00	102.00
Bill Pmt -Check	4886	09/24/2021	E-Rate Advantage, LLC		110-001 · M&T Bank		-3,000.00
Bill	2021	09/06/2021			540-045 · Other Purchased/Prof/Consult	-3,000.00	3,000.00
TOTAL						-3,000.00	3,000.00
Bill Pmt -Check	4887	09/24/2021	Education Success Foundation		110-001 · M&T Bank		-29,229.13
Bill	2021-Oct 03	09/07/2021			120-015 · Prepaid Expenses	-29,229.13	29,229.13
TOTAL						-29,229.13	29,229.13
Bill Pmt -Check	4888	09/24/2021	Education Success Network		110-001 · M&T Bank		-7,576.84
Bill	2021-0901	09/01/2021			540-011 · Landlord - Admin. Services	-7,576.84	7,576.84
TOTAL						-7,576.84	7,576.84
Bill Pmt -Check	4889	09/24/2021	Excellus Blue Cross Blue Shield		110-001 · M&T Bank		-34,476.45
Bill	29445489	09/16/2021			525-015 · Health Insurance	-34,476.45	34,476.45
TOTAL						-34,476.45	34,476.45
Bill Pmt -Check	4890	09/24/2021	Flower City Charter Services		110-001 · M&T Bank		-9,500.00
Bill	229	09/03/2021			550-010 · Janitorial	-9,500.00	9,500.00
TOTAL						-9,500.00	9,500.00
Bill Pmt -Check	4891	09/24/2021	Houghton Mifflin Harcourt		110-001 · M&T Bank		-8,600.22

Discovery Charter School
Check Detail
September 2021

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill	955366240	09/02/2021			530-085 · Textbooks	-8,600.22	8,600.22
TOTAL						-8,600.22	8,600.22
Bill Pmt -Check	4892	09/24/2021	Julia K Caters		110-001 · M&T Bank		-1,844.00
Bill	1511	08/31/2021			540-040 · Enrichment Program	-1,844.00	1,844.00
TOTAL						-1,844.00	1,844.00
Bill Pmt -Check	4893	09/24/2021	Kevin Cousin		110-001 · M&T Bank		-38.98
Bill		09/11/2021			550-015 · Maintenance & Repairs	-38.98	38.98
TOTAL						-38.98	38.98
Bill Pmt -Check	4894	09/24/2021	Khadigeh Albaram		110-001 · M&T Bank		-31.50
Bill		08/19/2021			530-010 · Classroom Supplies	-31.50	31.50
TOTAL						-31.50	31.50
Bill Pmt -Check	4895	09/24/2021	Kylee Flore		110-001 · M&T Bank		-19.00
Bill		09/07/2021			530-010 · Classroom Supplies	-19.00	19.00
TOTAL						-19.00	19.00
Bill Pmt -Check	4896	09/24/2021	Maria LaPietra		110-001 · M&T Bank		-68.03
Bill		08/24/2021			530-010 · Classroom Supplies	-68.03	68.03
TOTAL						-68.03	68.03
Bill Pmt -Check	4897	09/24/2021	Matthew Bradstreet		110-001 · M&T Bank		-75.60
Bill		09/11/2021			550-015 · Maintenance & Repairs	-75.60	75.60
TOTAL						-75.60	75.60
Bill Pmt -Check	4898	09/24/2021	Mengel Metzger Barr & Co. LLP		110-001 · M&T Bank		-5,500.00
Bill	485739	09/09/2021			540-005 · Auditing	-5,500.00	5,500.00
TOTAL						-5,500.00	5,500.00
Bill Pmt -Check	4899	09/24/2021	New York State Teachers Retirement System		110-001 · M&T Bank		-80,927.67
Bill		09/15/2021			235-010 · NYSTRS Liability	-80,927.67	80,927.67
TOTAL						-80,927.67	80,927.67
Bill Pmt -Check	4900	09/24/2021	Office Depot		110-001 · M&T Bank		-1,004.66
Bill	191830387001	08/30/2021			530-005 · Office supplies	-320.38	320.38
Bill	188430317001	09/01/2021			530-005 · Office supplies	-370.26	370.26
Bill	192076839001	09/09/2021			530-005 · Office supplies	-244.22	244.22

Discovery Charter School
Check Detail
September 2021

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Bill	192356555001	09/09/2021			530-005 · Office supplies	-69.80	69.80
TOTAL						-1,004.66	1,004.66
Bill Pmt -Check	4901	09/24/2021	R-Options, Inc.		110-001 · M&T Bank		-1,346.75
Bill	10949	09/07/2021			550-015 · Maintenance & Repairs	-1,346.75	1,346.75
TOTAL						-1,346.75	1,346.75
Bill Pmt -Check	4902	09/24/2021	Raptor Technologies		110-001 · M&T Bank		-595.00
Bill	18927	09/01/2021			530-020 · Computer Supplies & Software	-595.00	595.00
TOTAL						-595.00	595.00
Bill Pmt -Check	4903	09/24/2021	School Specialty LLC		110-001 · M&T Bank		-3,469.76
Bill	202501796467	08/27/2021			530-085 · Textbooks	-3,469.76	3,469.76
TOTAL						-3,469.76	3,469.76
Bill Pmt -Check	4904	09/24/2021	Sontrol		110-001 · M&T Bank		-60.00
Bill	220372	09/01/2021			550-015 · Maintenance & Repairs	-60.00	60.00
TOTAL						-60.00	60.00
Bill Pmt -Check	4905	09/24/2021	Staples		110-001 · M&T Bank		-1,589.62
Bill	1637408581	08/25/2021			530-005 · Office supplies	-1,589.62	1,589.62
TOTAL						-1,589.62	1,589.62
Bill Pmt -Check	4906	09/24/2021	Equipment Incorporated		110-001 · M&T Bank		-750.00
Bill	151248	09/02/2021			530-020 · Computer Supplies & Software	-750.00	750.00
TOTAL						-750.00	750.00
Bill Pmt -Check	4907	09/24/2021	Verizon Wireless		110-001 · M&T Bank		-270.49
Bill	9887404886	09/01/2021			530-040 · Telephone	-270.49	270.49
TOTAL						-270.49	270.49
Total for September:							350,950.52

Committee Chair:	Lisa Lewis		
Committee Members	Name	Present	Excused
	Lisa Lewis	X	
	Sara Varhus	X	
	Sara Castner	X	
	Kara Snyder	X	
	Laurie Corbett	X	
	Scott Adair		X

MEETING AGENDA, MINUTES AND ACTION ITEMS

Agenda Item	Discussion	Action Item	Responsible Party	Due Date
Discuss salary increase for DCS staff	<p>Lisa L. opened the discussion of 5% raise versus a bonus</p> <p>Committee discussed raises as the recommended option- across the board for all staff.</p> <p>We will need to ensure have solid communication plan to the staff to include the raise is based on budget annually- not guaranteed.</p>	<ul style="list-style-type: none"> ➤ Committee agreed with the 5% increase for staff. 	Sara C & Sara V to move forward at next board meeting	6/25/2021
Establish a schedule for committee	Lisa L discussed with the committee the desire for consistent schedule for the committee	<ul style="list-style-type: none"> ➤ Committee agreed on bi-monthly meeting moving forward. ➤ Next meeting date/time 7/9/21 	ALL	NA
Review of the handbook- topic: extended time off requests				



Personnel Committee Meeting Minutes
Meeting Date / Time: 6/11/2021
Minutes Recorded By: Lisa Lewis

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Meeting Adjourn at 4:53pm

Next meeting: 7/9/2021 via Zoom at 10-11:30am

Committee Chair:	Lisa Lewis		
Committee Members	Name	Present	Excused
	Lisa Lewis	X	
	Sara Varhus	X	
	Sara Castner	X	
	Kara Snyder	X	
	Laurie Corbett		X

MEETING AGENDA, MINUTES AND ACTION ITEMS

Agenda Item	Discussion	Action Item	Responsible Party	Due Date
Review of the employee handbook	<p>Lisa L. opened the discussion on handbook. Lisa shared with the committee that the revisions to the book are great, only had a couple of recommendations for changes:</p> <ol style="list-style-type: none"> 1. History & Philosophy Recommended the removal of statement where DCS was originally located... Bishop Kearney School. 2. Remove other classification header from under interns/volunteers' section 3. PTO- review statement of approval for PTO is not guaranteed based on operational needs 4. Paid Family (PFL)- question about whether the 30 days notices is required for a qualifying leave. 5. DEI section- remove the bullets regarding age body size, race religion & etc. 6. Drug & Alcohol Use- recommended the following revision- no employee may use, possess, distribute, sell or be under the influence of alcohol, legal or illegal drugs. 	<ul style="list-style-type: none"> ➤ Committee agreed statement is not needed – good with removal. ➤ Committee agreed with removal of wording. ➤ Group agreed wording was correct. ➤ Lisa to provide more clarification and guidance on labor law. ➤ Committee agreed to revise. ➤ Committee agreed to revise. 	<p>ALL</p> <p>Lisa L</p>	NA
Review of the handbook- topic: extended time off requests				



Personnel Committee Meeting Minutes
Meeting Date / Time: 7/15/2021
Minutes Recorded By: Lisa Lewis

	Team discussed handbook should be reviewed by the Steve Polowitz and the board for final approval.	Final approval & resolution should go before board in August 2021.	Sara V.	8/20/21
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Meeting Adjourn at 10:53am

Next meeting: TBD

Topics for next Meeting:

- **PFL**
- **School Director Template/ staff reviews by September 2021**

Committee Chair:	Lisa Lewis		
Committee Members	Name	Present	Excused
	Lisa Lewis	X	
	Bob Stiles	X	
	Sara Castner	X	
	Kara Snyder	X	
	Laurie Corbett	X	
	Ebony Stubbs	X	

MEETING AGENDA, MINUTES AND ACTION ITEMS

Agenda Item	Discussion	Action Item	Responsible Party	Due Date																								
Review of PFL	<p>Lisa L. opened the discussion.</p> <p>Lisa clarified the difference between PFL and FMLA. Employee to be employed for at least one whole school year to be eligible. New teachers are not eligible.</p> <p>The federal <u>Family and Medical Leave Act (FMLA)</u> is a United States labor law that provides job-protected, unpaid leave for employees for qualified medical and family reasons.</p> <p>If an employee has an event that qualifies for leave under both FMLA and Paid Family Leave, and the employer is covered under both laws, the employer can require them to run concurrently. In order for the two types of leaves to run together, the employer must notify the employee that the leave qualifies for both FMLA and Paid Family Leave, and that it will be designated as such.</p> <table><tr><th colspan="3">How are Paid Family Leave (PFL) and the federal Family and Medical Leave Act (FMLA) different?</th></tr><tr><th></th><th>PFL</th><th>FMLA</th></tr><tr><td>Benefits</td><td>PAID</td><td>UNPAID</td></tr><tr><td>Coverage</td><td><ul style="list-style-type: none">• Most private employers• Public employers may opt in• One or more employees</td><td><ul style="list-style-type: none">• Public and private employers• 50 or more employees in a 75-mile radius</td></tr><tr><td>Eligibility</td><td><ul style="list-style-type: none">• After 26 consecutive weeks of employment if regularly working 20 or more hours per week• After 175 days worked if regularly working less than 20 hours per week</td><td><ul style="list-style-type: none">• 12 months of employment• 1,250 hours of work in the 12-month period preceding leave</td></tr><tr><td>Reason for Leave</td><td><ul style="list-style-type: none">• Employees cannot use for own serious health condition• Can be used to care for a child of any age</td><td><ul style="list-style-type: none">• Employee can use for own serious health condition• Can only be used to care for a child if the child is under 18 years old, or "incapable of self-care because of a mental or physical disability"</td></tr><tr><td>Length of Leave</td><td><ul style="list-style-type: none">• Only in full-day increments</td><td><ul style="list-style-type: none">• Hourly basis</td></tr><tr><td>Paid Time Off</td><td><ul style="list-style-type: none">• Employers cannot require employees use paid time off while on PFL</td><td><ul style="list-style-type: none">• Employers can compel an employee to use paid time off while on FMLA</td></tr></table>	How are Paid Family Leave (PFL) and the federal Family and Medical Leave Act (FMLA) different?				PFL	FMLA	Benefits	PAID	UNPAID	Coverage	<ul style="list-style-type: none">• Most private employers• Public employers may opt in• One or more employees	<ul style="list-style-type: none">• Public and private employers• 50 or more employees in a 75-mile radius	Eligibility	<ul style="list-style-type: none">• After 26 consecutive weeks of employment if regularly working 20 or more hours per week• After 175 days worked if regularly working less than 20 hours per week	<ul style="list-style-type: none">• 12 months of employment• 1,250 hours of work in the 12-month period preceding leave	Reason for Leave	<ul style="list-style-type: none">• Employees cannot use for own serious health condition• Can be used to care for a child of any age	<ul style="list-style-type: none">• Employee can use for own serious health condition• Can only be used to care for a child if the child is under 18 years old, or "incapable of self-care because of a mental or physical disability"	Length of Leave	<ul style="list-style-type: none">• Only in full-day increments	<ul style="list-style-type: none">• Hourly basis	Paid Time Off	<ul style="list-style-type: none">• Employers cannot require employees use paid time off while on PFL	<ul style="list-style-type: none">• Employers can compel an employee to use paid time off while on FMLA	The committee agreed that no changes are needed to current policy	ALL	NA
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Review of School Director's Performance Evaluation Template	<p>School Director currently completes evaluation twice a year. Incorporate comments/observations from end of second quarter (i.e., January)</p> <p>Outline in directions section that all goals will be tied to the mission.</p> <p>In section 4 – change section to Board of Directors Relations</p> <p>Incorporate What is the School Director in support of the Board of Directors work?</p>	<p>Add template to Google Docs.</p>	<p>Kara S.</p>	<p>Sept 30th</p>
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Meeting Adjourn at 10:42am

Next meeting: October 22nd at 10am

Topics for next Meeting:

- Covid Policy – Lisa L will work with team to identify needs.
- Stipend Policy for Teacher Coverage – Sara C will draft policy



DISCOVERY CHARTER SCHOOL

RESOLUTION #440

At a regular meeting of the Board of Trustees of Discovery Charter School held on the 15th day of October, 2021, held via Zoom at the following link

<https://us04web.zoom.us/j/77031951612?pwd=L3A4cnBuY2tTZURvZmFxVGQwVWJhQT09>

in accordance with Executive Orders issued by the Governor of the State of New York, a lawful quorum being present, the following Resolution was adopted by the Board of Trustees:

WHEREAS: The bylaws of Discovery Charter School permit a maximum of 15 trustees and immediately prior to this meeting there were 10 trustees serving on the Board; and

WHEREAS: Mr. Sareer Fazili has skills and experience in law and public service that will contribute to the work of the Board; and

WHEREAS: Mr. Sareer Fazili has completed and signed the NYS Education Department Disclosure of Financial Interest form, has completed and signed the NYS Education Department School Trustee Background Information Sheet and has completed all of the other forms and necessary prerequisites for serving on the school's Board of Trustees; and

WHEREAS: The Board of Trustees has reviewed all of the forms and other required information prepared by and obtained by Mr. Sareer Fazili, as well as the formal background check completed before this meeting.

IT IS THEREFORE RESOLVED: The Discovery Charter School Board of Trustees, having conducted a thorough criminal history record check via fingerprinting which is deemed acceptable by NYSED, and having discovered no State or federal criminal history, or having provided information regarding such history to NYSED, if found, and having verified that any academic and/or professional credential or qualification presented by the proposed member is genuine, and having reviewed the application in its entirety, has voted to select Mr. Sareer Fazili as a member to its Board of Trustees, with a term expiring on the date of the July 2024 Annual Meeting of Discovery Charter School, pending approval by NYSED. The resolution approving Mr. Fazili is adopted upon NYSED's approval.

Date: October 15, 2021

Amy Slakes, Secretary

Real Skills for the Real World

133 Hoover Drive - Rochester, NY 14615

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WHEREAS: The bylaws of Discovery Charter School permit a maximum of 15 trustees; and

WHEREAS: Prior to this meeting there were 10 trustees serving on the Board; and

WHEREAS: The Board of Trustees must approve the current number of trustees as a basis for quorum; and

WHEREAS: The Board of Trustees has voted to nominate Mr. Sareer Fazili to serve as the 11th trustee;

IT IS THEREFORE RESOLVED: The Discovery Charter School Board of Trustees approves a membership of 11 trustees, effective upon the approval of the nomination of Mr. Sareer Fazili by the NYS Department of Education.

Date: October 15, 2021

Amy Slakes, Secretary

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