DISCOVERY CHARTER SCHOOL BOARD OF TRUSTEES MEETING AGENDA

September 17, 2021 8:00 a.m.-10:00 a.m.
Discovery Charter School: 133 Hoover Drive, Rochester NY 14615

- 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 (8.20.21); Special Meeting (8.27.21); Resolution #437 Checks Over \$5000; Executive Committee Minutes (8.26.21) (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
 - i. Beginning of school year updates/transportation/hours change
- 8. Discovery Policy Review: New Process through Google docs
- 9. New Business
- 10. Motion to Adjourn (Action Required)

Next Meetings: Friday, October 15, 2021

DISCOVERY CHARTER SCHOOL BOARD OF TRUSTEES MEETING MINUTES

August 20, 2021; 8:15-9:30 A.M. 133 Hoover Drive, Rochester, new York 14625rev

Topic: Discovery Charter School- Board of Trustees Meeting 8.20.21 Time: August 20, 2021 08:00 AM Eastern Time (US and Canada)

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

Trustees Excused: T. Jackson, E. Stubbs

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

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 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 from Previous Meeting (6.25.21), Resolution #427 and Resolution #429 Checks Over \$5000; Resolution #428 Approval of New Hires; Executive Committee Minutes (7.21.21); Moved by S. Adair, seconded by L. Lewis, approved unanimously.

6. Committee Reports

- a. Executive Committee: As included in the consent agenda, approval of meeting minutes (7.21.21) & approval of roster of new hires for the 2021-22 School Year.
- b. Academic Excellence Committee: No report. Noted that the next meeting will follow up with the Instructional Leadership Team regarding the new ELA curriculum, as well as a review of current instructional practices.

- c. Governance Committee Report:
 - i. R. Stiles shared that the committee met with a potential trustee candidate, Sareer Fazili, a current attorney with Cellino and former President of the Rochester Islamic Center.
 - ii. R. Stiles noted that the committee feels that Mr. Fazili would make an excellent addition to the Board, and shared that Mr. Fazili feels very strongly on issues of student inclusion practices.
 - iii. It was the recommendation of the committee that Mr. Fazili be advanced for official nomination.
 - iv. A vote to approve the advance of nomination for Mr. Fazili; Moved by R. Stiles, seconded by D. Braveman, approved unanimously.

d. Personnel Committee Report:

- i. L. Lewis shared that the committee met for annual review of the 2021-2022 Employee Handbook, which had been shared electronically with all Trustees
- ii. **Resolution #436** Approval of the 2021-2022 Employee Handbook; Moved by S. Adair, seconded by L. Montanaro, approved unanimously.
- e. Audit & Finance Committee Report: No Report
- f. Ad Hoc Committee on Diversity, Equity & Inclusion:
 - i. No meeting this month, but it was shared that the August meeting will contain a presentation for the Board for this year's 21-day Trustee Challenge for DE&I
- g. Parent Representative Report: No Report

7. School Director Report

- i. **Resolution #430**: Revision to Family Handbook; Moved by C. Wilkins, seconded by L. Lewis, approved unanimously.
- ii. M. Bradstreet (Data Coordinator) presented the updated DCS safety plan to the Trustees. The safety plan was designed after M. Bradstreet attended the public meeting held with the Monroe County Department of Health, and the Rochester City School District. The DCS plan, as presented must remain open until September 1st for public comment. Resolution #431: Approval of DCS Safety Plan; Moved by S. Adair, seconded by C. Wilkins, approved unanimously.
 - 1. It was determined that a specific Covid-19 reopening plan must be designed. A motion to direct the Executive Committee to design a Covid-19 reopening policy with S. Castner; Moved by R. Stiles, seconded by D. Braveman, approved unanimously.
 - 2. The date for a special meeting is planned for Thursday, August 27th at 8:00am.
- iii. **Resolution #432**: 2021-2022 Revised Organizational Chart; Moved by S. Adair, seconded by L. Montanaro, approved unanimously.

- 8. Approval of Strategic Plan, 2021-2024: Resolution #433; Moved by S. Varhus, seconded by A. Slakes, approved unanimously.
- 9. Approval of Board Committee Membership
 - a. 2021-2022: **Resolution #434** Election of Board Secretary, Amy Slakes; Moved by L. Lewis, seconded by C. Wilkins, approved unanimously.
- 10. Confirmation of 2021-22 IT Contract; revised language is needed surrounding Title 9 on the counsel of S. Polowicz.
 - a. Resolution #435: pushed to the next meeting to have contractual language reworded.
- 11. Proposal for Discovery fencing project:
 - a. K. Cousin (PE Teacher) presented the Trustees with 3 quotes for the installation of a residential chain link fence so the classes may better utilize the available outdoor space for students during PE class.
 - b. The three quotes presented were from Steadman (\$11,552), Regency (\$11,320), and Irishman (\$11,100). The recommendation from K. Cousin was to go with Irishman based on both cost and soonest availability for project completion.
 - c. K. Cousin explained that Covid has forced instructional pod sizes to be made smaller, and this contained outdoor classroom will enable them to adequately separate students for physical education and recess.
 - d. It was noted that ESF, the landlord has already approved the plan proposal for the addition of a fence.
 - e. Fencing project; Approval to contract Irishmen Fencing for completion of the project; Moved by S. Adair, seconded by L. Lewis, approved unanimously.
- 12. Old Business: none
- 13. New Business: nione
- 14. **Motion to move into confidential Executive Session**: Moved by D. Braveman, seconded by S. Adair, approved unanimously.
- 14. Adjournment: L. Lewis moved and C. Wilkins seconded a motion to adjourn; the motion carried unanimously at 8:58 am.
- **16. Adjournment:** The meeting was adjourned at 8:58 am.

Next Meetin s: Friday, September 17, 2021

Future Agenda Items: Approval of 2021-22 IT Contract

Minutes submitted by A. Hagen

DISCOVERY CHARTER SCHOOL BOARD OF TRUSTEES SPECIAL MEETING MINUTES

August 29, 2021; 8:00-9:00 A.M. 133 Hoover Drive, Rochester, New York 14615

Topic: Discovery Charter School-Board of Trustees Special Meeting 8.29.21

Time: August 29, 2021 08:00 AM Eastern Time (US and Canada)

Trustees Present: S. Varhus (Chair), A. Slakes (Secretary), D. Braveman, A. Slakes, E. Stubbs, C. Wilkins, R. Stiles

Trustees Excused: S. Adair (Treasurer), L. Lewis (Vice Chair), T. Jackson

Also Present: S. Castner (School Director), A. Hagen (Operations), K. Snyder (Administrative Intern), S. Polowitz (Legal Counsel), M. Bradstreet (Data Coordinator), K. Cousin (Administrative Intern)

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 seven 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. DCS COVID Health and Safety Measures

- a. M. Bradstreet presented curent safety logiostics and procedures in place at Discovery.
 - i. Before coming to work, all staff needs to do a self-assessment to ensure that they are not exhibiting any of the following symptoms:
 - 1. Fever of 100.4 or higher
 - 2. Loss of taste or smell
 - 3. Sore throat
 - 4. Shortness of Breath or trouble breathing
 - 5. Nausea, vomiting, diarrhea
 - 6. Cough
 - 7. Muscle Pain or Body Aches
 - 8. Headache
 - 9. Nasal Congestion/Runny Nose

- ii. Upon arriving at school, all staff will first stop at a station near Door 19 for temperature checks, hand sanitizer, and to sign in.
- b. COVID-19 Safety Protocols
 - i. Staff and Student MUST:
 - 1. Wear masks while indoors (NYS Mask Mandate)
 - In classrooms students are to maintain 3-feet social distancing and move to 6-feet when removing masks for eating
 - Staff must do a self assessment each morning and contact DCS Administration if they are exhibiting any of the systems listed above.
 - Small groups/pods will be composed of students from the same class to avoid any student mixing
 - 5. Materials will not be shared, each student will be provided an individual supply box
 - Teachers and Staff are asked to use school supplied cleaning materials to sanitize desks, chairs, etc. Daily.
 - Custodians will regularly sanitize high touch areas (doorknobs, railings, light switches etc.)
 - ii. In the case that a student or staff has tested Positive for Covid, that person will be required by the Monroe County Department of Health to quarantine for ten days. DCS and MCDOH will determine if any other individuals were exposed. It will be based on the determination of the MCDOH whether an individual must quarantine.

6. DCS COVID Vaccine Requirements for Staff

- a. Executive Committee had met surrounding COVID vaccination requirments for staff, and it was noted by the Board Chair that it is important to bring that discussion to this Special Meeting for all Trustees to consider differing viewpoints.
- b. The Execuitve Committe drafted two options for the Trustees to consider to decide on vaccination requirments for Staff.
 - i. OPTION #1 Vaccine Requirements for Staff: Vaccine with Testing Option

Discovery Charter School will require weekly COVID-19 testing for all staff who are not fully vaccinated for the start of the 2021-22 school year. Proof of vaccination needs to be provided to Matt Bradstreet by Thursday, 8/26 by 4:00. The week of September 6th will be the first required time to get tested for all unvaccinated staff. Monroe County sites offer free testing. All other testing sites may require a fee. Testing will need to take place outside of school hours. Results need to be reported by Matt Bradstreet weekly.

If NYS implements a vaccine mandate, Discovery Charter School will follow and require all employees to be fully vaccinated or have an approved medical/religious exemption by the date outlined by the NYS.

Anyone who has an exemption will be required to test weekly.

Masks and temperature checks are required daily regardless of vaccination status or presentation of symptoms.

This policy will remain in force through October 4. At that time school leadership and the Board of Trustees will review and if appropriate extend or amend this policy.

Commented (\$V1); Outron of a "sunset Mause" for this policy

ii. OPTION #2 Vaccine Requirement for Staff with Exemptions only for Documented Sincerely Held Religious Belief or Medical Issues

The DCS Board of Trustees accepts as its highest responsibility the learning and welfare of our school's 280 children. We also recognize the care and dedication that the DCS staff have always shown for our children's education and well-being. Now, given that our students cannot be vaccinated against COVID and the FDA has approved the Pfizer vaccine, we will implement all of the measures proven to reduce the spread of the virus and to mitigate the severity of COVID infections: masks, health monitoring, social distancing, cleaning and ventilation, COVID testing, and vaccination. These efforts will also support the continuity of our students' education.

DC will require all employees by September 30 to be fully vaccinated or have an approved medical/religious exemption. Anyone who has an approved exemption will be required to test weekly.

Between September 6 and September 30, Discovery Charter School will require weekly COVID-19 testing for all staff who are not fully vaccinated for the start of the 2021-22 school year.

- Proof of vaccination needs to be provided to Matt Bradstreet by Thursday, 8/26 by 4:00.
- Monroe County sites offer free testing. All other testing sites may require a fee. Testing will need to
 take place outside of school hours. Results need to be reported by Matt Bradstreet weekly.

Masks and temperature checks are required daily regardless of vaccination status or presentation of symptoms.

- c. The Board Voted, and decided by majority, that at this time Discovery Charter School would follow Option #1, Vaccine with Testing Option. It was determined that the vote for Option #1 be time limited, and a Special Meeting will be planned for October 1st to reconvene on the decision. Moved by S. Varhus, seconded by A. Slakes, unanimously approved.
- 7. Old Business: none
- 8. New Business: none
- Adjournment: D. Braveman moved, and R. Stiles seconded a motion to adjourn; the motion carried unanimously at 8:28 am.

Next Meetings: Friday, September 17, 2021

Minutes submitted by A. Hagen

Commented (5V2): This statement presents the renormale for recuires vaccination

Commented (5V3). Should the deadline be earner?

9 AM	4/21	
10:19	09/14/	

Discovery Charter School Check Detail August 2021

				August 2021	1202			
	Type	Num	Date	Name Item	Account	Paid Amount	Original Amount	
	Check		08/13/2021	ADP, LLC	110-001 · M&T Bank		-138.05	
TOTAL					540-030 · Payroll Processing	-138.05	138.05	
	Check		08/31/2021		110-001 · M&T Bank		-45.09	
TOTAL					530-105 · Miscellaneous Expense	45.09	45.09	
	Bill Pmt -Check	4834	08/17/2021	Атагоп.сот	110-001 · M&T Bank		-15,622.98	
TOTAL			08/10/2021 08/17/2021		110-120 · Amazon Corporate Credit Line 110-120 · Amazon Corporate Credit Line	-3,013.67 -12,609.31 -15,622.98	3,013.67 12,609.31 15,622.98	
	Bill Pmt -Check	4835	08/17/2021	Cardmember Service	110-001 · M&T Bank		-91.91	
TOTAL	Bill		07/07/2021		110-110 · M&T Bank Credit Card - 5639	-91.91	91.91	
	Bill Pmt -Check	4836	08/17/2021	Culligan	110-001 · M&T Bank		-30.00	
TOTAL	BIII		07/31/2021		530-025 · Food Service Supplies	-30.00	30.00	
	Bill Pmt -Check	4837	08/17/2021	De Lage Landen Financial Services, Inc.	110-001 · M&T Bank		-779.07	
TOTAL	BIII	73362545	08/07/2021		550-030 · Equipment Lease	779.07	779.07	
	Bill Pmt -Check	4838	08/17/2021	Education Success Foundation	110-001 · M&T Bank		-29,229.13	
TOTAL	Biil	2021-Sept 03	08/01/2021		120-015 · Prepaid Expenses	-29,229.13	29,229.13 29,229.13	
	Bill Pmt -Check	4839	08/17/2021	Education Success Network	110-001 · M&T Bank		-7,576.84	
TOTAL	Bill	2021-0801	08/01/2021		540-011 · Landlord - Admin. Services	-7,576.84	7,576.84	
	Bill Pmt -Check	4840	08/17/2021	Excellus Blue Cross Blue Shield	110-001 · M&T Bank		-1,952.43	
TOTAL	116		08/11/2021		525-017 · Dental Insurance	-1,952.43	1,952.43	
	Bill Pmt -Check	4841	08/17/2021	First Student	110-001 · M&T Bank		-22,500.00	

Discovery Charter School Check Detail August 2021

10:19 AM 09/14/21

Paid Amount Original Amount	ng -22,500.00 22,500.00 -22,500.00	-9,618.26	-9,500.00 9,500.00 -118.26 118.26		-12,087.62	-1,350.00 1,350.00		-4,855.57	Ÿ	4,855.57 4,855.57	-5,000.00	-5,000.00 5,000.00 -5,000.00 5,000.00	-1,283.45	-1,283.45 -1,283.45 1,283.45	-80,927.67	-80,927.67 -80,927.67 80,927.67	-18,518.60	-10,239.90 10,239.90 -8,278.70 8,278.70 -18,518.60 18,518.60	-662.94
	540-041 · Enrichment - Summer Learning	110-001 · M&T Bank	550-010 - Janitorial 550-010 - Janitorial		110-001 · M&T Bank	530-085 · Textbooks	530-085 · Textbooks	110-001 · M&T Bank	540-041 · Enrichment - Summer Learning	540-U25 · Food Service Fees	110-001 · M&T Bank	540-005 - Auditing	110-001 · M&T Bank	530-095 · Student Testing	110-001 • M&T Bank	235-010 · NYSTRS Liability	110-001 · M&T Bank	170-010 · Classroom Equipment 170-010 · Classroom Equipment	110-001 · M&T Bank
Name Item		Flower City Charter Services			Houghton Mifflin Harcourt			Julia K Caters			Mengel Metzger Barr & Co. LLP		Monroe 2 - Orleans Boces		New York State Teachers Retirement System		Nickerson Corporation		Office Depot
Date	08/10/2021	08/17/2021	08/01/2021		08/17/2021	07/22/2021	07/23/2021	08/17/2021	07/31/2021		08/17/2021	07/30/2021	08/17/2021	07/01/2021	08/17/2021	08/15/2021	08/17/2021	07/28/2021	08/17/2021
Num	11745900	4842	203		4843	955282255	955286384	4844	1500		4845	494876	4846	C0373-21	4847		4848	027095 027094	4849
Туре	Bill TOTAL	Bill Pmt -Check	III	TOTAL	Bill Pmt -Check	III	Bill	Bill Pmt -Check	Bill	TOTAL	Bill Pmt -Check	Bill TOTAL	Bill Pmt -Check	Bill TOTAL	Bill Pmt -Check	Bill TOTAL	Bill Pmt -Check	Bill Bill TOTAL	Bill Pmt -Check

Discovery Charter School Check Detail August 2021

10:19 AM 09/14/21

Original Amount -1,020.00	1,020.00	-874.15	248.50 368.38 267.77	874.15	-884.52	884.52	-50.26	50.26	-262.31	262.31	-2,915.64	2,915.64	-5,550.00	5,550.00	222,476.49
Paid Amount	-1,020.00		-248.50	-874.15		-884.52		-50.26		-262.31		-2,915.64		-5,550.00	Total for August:
Account 110-001 - M&T Bank	540-006 · Accounting Services	110-001 · M&T Bank	235-020 · Life Insurance 525-021 · Disability - Supplemental	525-016 · Vision insurance	110-001 · M&T Bank	525-035 · Workers Compensation Insurance	110-001 · M&T Bank	235-020 · Life Insurance	110-001 · M&T Bank	530-040 · Telephone	110-001 · M&T Bank	530-040 · Telephone	110-001 · M&T Bank	540-115 • Minor Equipment	
lkem															
Name Premier Accounting		The Business Council of NYS, Inc.			The Hartford Insurance Company		Transamerica Life Insurance Company		Verizon Wireless		Windstream		Irishmen Construction, Inc.		
Date 08/17/2021	07/31/2021	08/17/2021	08/11/2021		08/17/2021	08/09/2021	08/17/2021	08/01/2021	08/17/2021	08/01/2021	08/17/2021	08/01/2021	08/27/2021	08/25/2021	
Num 4850	746	4851	1000059968		4852		4853		4854	9885233048	4855	74004222	4856		
Type Bill Pmt -Check	Bill TOTAL	Bill Pmt -Check	Bill	TOTAL	Bill Pmt -Check	Bill TOTAL	Bill Pmt -Check	Bill TOTAL	Bill Pmt -Check	Bill TOTAL	Bill Pmt -Check	Bill TOTAL	Bill Pmt -Check	Bill TOTAL	

DISCOVERY CHARTER SCHOOL

RESOLUTION #437

At a regular meeting of the Board of Trustees of Discovery Charter School held on the 17th day of September, 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 August 2021:

First Student – \$22,500 (Summer Learning Enrochment)
Houghton Mifflin Harcourt- \$12,087.62 (new ELA curriculum)
Nickerson Corporation- \$18,518.60 (cubicles and dividers)
Irishman Construction- \$5,550 (outdoor classroom chain link fence, payment 1 of 2)
Date: September 17, 2021

Amy Slakes, Secretary

Manage Event

Idil Report (https://app.evvnt.com/reports/DNJ4TZXZJ85G)

Edit (/events/885689/edit)

P_Copy (/events/new?clone_from_id=885689)

O Upgrade to Premium (/checkout?event_id=885689)

O <u>Cancel (/events/885689)</u>





Event Dates

Fri, Sep 17, 21 (8:00 AM - 10:00 AM)

Free

ADD DATES...



Friday September 17, 2021 at 8:00 am

Summary

Discovery Charter School: Board of Trustees Meeting

Description

Unless otherwise announced, meetings will take place 8:00-9:30 am, at 133 Hoover Drive, Rochester, NY, 14615. Attendance via remote access for anyone unable to attend in person will be available via Zoom. The Zoom link for each meeting will be posted on our website, www.rochesterdiscovery.com.

URLs

Website https://go.evvnt:com/885689-

Original URL 2

Primary URL

0

(http://www.rochesterdiscovery.com)

Venue details

Name 133 Hoover Dr

Address 133 Hoover Drive

Town / City Rochester

State / Province New York

Zip Code / Post Code 14615

Country United States

Category Lifestyle | School

Organiser Name Discovery Charter School

Contact: Sara Varhus, Board Chair

ahagen@rochesterdiscovery.com

5853424032134

Capacity 0

Submitted by account Anita Hagen

Contact Anita Hagen

Package Pay As You Go - Entertainment Plan, 1++ Listing Sites