

DISCOVERY CHARTER SCHOOL BOARD OF TRUSTEES MEETING AGENDA

November 18, 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

11.18.2022

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 Meeting of 10.7.2022); Affirmation of Executive Committee Action (11.14.2022) of New Hires (*Action Required*): **Resolution #475**; Approval; of New Hires (*Action Required*): **Resolution #477**
6. Committee Reports
 - a. Audit & Finance Committee Report
 - b. Governance Committee Report: Update on Trustee Recruitment
 - c. Executive Committee Report: Minutes in Board Materials
 - d. Academic Excellence Committee: Cf: Director Report
 - e. Personnel Committee Report
 - f. Committee on Diversity, Equity, and Inclusion Report
 - g. Parent Representative Report
7. School Director Report: NYS Test Results , 2022-2023 Academic Targets
8. Board of Trustees Meeting Schedule (*Action Required*): **Resolution #476**
9. Charter Revisions: (*Action Required*): **Resolutions #478, #479, and #480**
10. Executive Session
11. Motion to Adjourn (*Action Required*)

Next Regular Meetings: Friday, December 9, 2022

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

October 7, 2022; 8:00 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
on the website**

Topic: Discovery Charter School- Board of Trustees Meeting 10.7.22

Time: October 7, 2022 08:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

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

Meeting ID: 864 5066 3136

Passcode: Discovery

Trustees Present: S. Varhus (Board Chair), L. Lewis (Vice Chair) S. Adair (Treasurer), D. Braveman, R. Stiles, C. Wilkens, S. Fazili,

Trustees Excused: T. Jackson, E. Stubbs

Also Present: S. Castner (School Director), M. Bradstreet (Data Coordinator)

Participating Remotely: S. Polowitz (Legal Counsel)

1. Call to Order

- a. The Chair called the meeting to order at 8:00 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*, posted at the school and on the school website

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 August Meeting (8.19.22) moved by D. Braveman, seconded by C. Wilkins, and approved unanimously.
6. **Committee Reports**
 - a. Executive Committee: *(no report)*
 - b. Academic Excellence Committee: *(no report)*
 - c. Governance Committee Report: The committee is working to fill a vacant seat and welcome any suggestions from the rest of the board and administration. They will be meeting with other organizations to see if anyone is interested in joining. The committee will meet again at the end of October.
 - 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. Remote attendance at Meetings of Board of Trustees: *(Action Required)* **Resolution #472-** language was added “including but not limited to” moved by D. Braveman, seconded by L. Lewis, approved unanimously.
8. Planning: Follow up on Discussions with DCS Staff and Students: The board and administration are working on identifying the school’s identity, considering asking families and students what they would say, why this is their school of choice. When visiting the school and meeting with staff and students, board members observed staff being invested, committed, meeting students where they are and doing whatever it takes to help them achieve.
9. School Director Report: School is fully staffed and the administration feels confident about the people hired. The school is fully enrolled with students, the only charter school in Rochester that is fully enrolled. The director feels that this is due to families being more informed about charter schools and being selective to which they apply. Test scores have been unembargoed but there is no comparative data from other schools yet. The Instructional Leadership Team is setting targets for achievement this year, looking at individual students and their assessment data.

10. Succession Plan (*Action Required*) **Resolution #470** The plan was changed slightly due to change in staffing and some language was taken out. Approved after the edits, Moved by D. Braveman, seconded by R. Stiles, unanimously approved.

11. **Old Business:** *none*

12. **New Business:** *none*

13. **Adjournment:** The meeting was adjourned at 9:35- Moved by D. Braveman, seconded by C. Wilkins.

Next Regular Meetings: *Friday, Oct. 21, 2022*

Minutes submitted by M. Bradstreet

DISCOVERY CHARTER SCHOOL

RESOLUTION #475

At a Regular Meeting of the Board of Trustees of Discovery Charter School (the “School”) held on the 18 th day of November,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:

WHEREAS: On November 14, 2022, upon recommendation of Ms. Sara Castner, School Director, the Executive Committee approved the appointment of the following employees who has successfully cleared the NYSED background check process: Carrie Franklin, Building Substitute; it is, therefore

RESOLVED: That the Board ratifies the action of the Executive Committee to approve the hiring of Carrie Franklin, Building Substitute , who has successfully cleared the NYSED background check process.

Date: November 18, 2022

Sareer Fazili, Secretary

DISCOVERY CHARTER SCHOOL

RESOLUTION #476

At a Regular Meeting of the Board of Trustees of Discovery Charter School (the “School”) held on the 18th day of November, 2022 at 133 Hoover Drive, Rochester NY 14615 (School Director’s Office) 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:

WHEREAS: It is the responsibility of the Board of Trustees to review and approve the 2022-2023 Schedule of Meetings for the Board of Trustees; and

WHEREAS: The **REVISED** proposed schedule of 2022-2023 Board of Trustee Meetings is as follows:

2022:

July 15: 8:00-10:00

August 19: 8:00-10:00

October 7: 8:00-10:00

November 4: 8:00-10:00

November 18: 8:00-10:00

December 9: 8:30-10:00

December 23: 8:00-10:00

2023:

January 20: 8:00-10:00

February 10: 8:00-10:00

March 3: 8:00-10:00

March 31: 8:00-10:00

April 21: 8:00-10:00

May 19: 8:00-10:00

June 16: 8:00-10:00 (Regular meeting and Annual Meeting)

RESOLVED: That the Board of Trustees approve the **REVISED** 2022-2023 Schedule of Meetings.

Date: November 18, 2022

Sareer Fazili, Secretary

DISCOVERY CHARTER SCHOOL

RESOLUTION #477

At a Regular Meeting of the Board of Trustees of Discovery Charter School (the "School") held on the 18th day of November, 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: Upon recommendation of Ms. Sara Castner, School Director, the Board hereby approves the appointment of the following employees who have successfully cleared the NYSED background check process:

Anna Sonner, Building Substitute

Date: November 18, 2022

Sareer Fazili, Secretary
