

DISCOVERY CHARTER SCHOOL BOARD OF TRUSTEES

MEETING MINUTES

February 16, 2024; 8:00 A.M.

133 Hoover Drive, Rochester, New York 14615

Physical Location for Public Meeting: 133 Hoover Drive, Rochester NY 14615 (Art Room)

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 1.19.24

Time: February 16, 2024 8:00 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: L. Lewis (Chair), R. Stiles, L. Bridges, S. Adair (Treasurer), M. Galarza-Ruiz (Secretary), S. Fazili (Vice Chair), J. Johnson

Trustee Participating Remotely: S. Varhus

Trustees Excused: D. Braveman

Also Present: S. Castner (School Director), M. Bradstreet (Assistant Director), G. Pabon-Reyes (Executive Administrative Assistant), Anne Culver (Finance/Human Resources Manager)

Participating Remotely: S. Polowitz (Legal Council)

1. Call to Order

a. The Chair called the meeting to order at 8:10 am, and it was determined that a lawful quorum of six was present.

2. Proof of Public Notice of Meeting

a. Public Notice was provided in *The Daily Record*, 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 (*Action Required*): Approve minutes for Meeting of 1.19.2023. Moved by S. Adair, seconded by S. Fazili, approval was unanimous, no abstentions.

6. Committee Reports

a. Executive Committee: *(no report)*

b. Academic Excellence Committee: *(no report)*

c. Governance Committee Report: *(no report, but are working to seat an additional trustee)*

d. Personnel Committee Report: *(The second staff bonus was distributed, discussion about distributing bonuses when people are on leave, S. Castner working on bonus procedures to be put in place, review employee handbook)*

e. Audit & Finance Committee Report: *(minutes included in materials, overall surplus of \$145,000 received payment from Greece, working on budget and 5-year budget)*

f. Committee on Diversity, Equity & Inclusion: *(no report)*

g. Parent Representative Report: *(S. Castner speaking with solid possibility for parent rep.)*

7. School Director Report: Sara Castner reported that the RCSD has asked for a cap on charter enrollment in Rochester and a moratorium on any new charters. They have asked the governor to decrease funding to charters, even though the rest of the state is getting an increase. The Charter Advocacy Network will be giving contacts that schools can reach out to about this possible change. S. Castner also proposed a bonus for the Discovery Leadership Team based on the increased state test scores. There are excess funds available from the refund that the school received and this could help retain those that were critical to the success (Assistant Director, ELA Coach, Math Coach, Student Services Coordinator, Finance/HR Manager). The bonus was recommended to be \$2500 and the board asked S. Castner to investigate how much would be paid out in order for the team to bring home \$2500.

9. Executive Session: The board moved into Executive Session at 8:48 am to discuss 133 Hoover Drive. Moved by S. Adair, Seconded by J. Johnson, approval was unanimous, no abstentions.

10. Moved out of Executive Session: 9:26, Moved by S. Fazili, seconded by M. Galarza-Ruiz, approval was unanimous, no abstentions.

11. Motion to approve 24-25 Lease agreement: Moved by S. Adair, seconded by S. Fazili, approval was unanimous, no abstentions.

10. Motion to Adjourn: 9:27 Moved by L. Bridges and seconded by S. Fazili; approval was unanimous, no abstentions.

Next Regular Meeting: 3/15/24 8:00 AM

Minutes submitted by M. Bradstreet