



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

**September 26, 2025, 8:00-10:00 a.m.**

**Location for Public Meeting: 133 Hoover Drive, Rochester NY 14615**

**Remote Attendance for Public Meeting Option: Zoom Link**

**The meeting information was included in the Public Notice as well as on the school's website:**

**Topic: Discovery Charter School- Board of Trustees Meeting  
9.26.2025**

**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**

**Trustees Present:** L. Lewis, S. Varhus, L. Bridges, M. Galarza-Ruiz, S. Adair, M. Franklin-McDuffie

**Trustees Excused:** S. Fazili, C. Wilkens, J. Johnson,

**Participating remotely:** S. Polowitz, Board Counsel

**Also Present:** S. Castner, A. Culver

1. **Call to Order:** L. Lewis called the meeting to order at 8:09 am.
2. **Proof of Public Notice of Meeting:** Confirmed
3. **Conflict of Interest Reminder:** L. Lewis issued reminder.
4. **Public Comment:** None
5. **Consent Agenda** (*Action Required*): Approval of Minutes for 9.5.25, Resolution 556: Contract with Empreinte; Resolution 557: Purchase Offer for 133 Hoover Drive; Resolution 558: Checks over \$5000 for August 2025--Moved by S. Adair, seconded by M. Galarza-Ruiz, and approved unanimously with no abstentions.
6. **Committee Reports:**
  - a. Audit & Finance Committee Report: 25-26 Budget is currently on track
  - b. Governance Committee Report: No Report
  - c. Building Committee: The Building Committee will meet to discuss a counteroffer on a building.
  - d. Executive Committee Report: No Report
  - e. Academic Excellence Committee: No Report
  - f. Personnel Committee Report: No report
  - g. Committee on Community Engagement: No Report
7. **School Director Report:**
  - a) Hiring Update: S. Castner noted that she is still trying to fill some positions.
  - b) Enrollment Update: S. Castner reported that enrollments are on track and recruitment is ongoing.

8. **2025-26 Bord of Trustees Goals:** S. Varhus reviewed the 23-25 Board Self Evaluation and noted the following areas for improvement:
- Need a long-term plan with annual goals
  - Board Committees could have clear charges and be more active.
  - DCS Leadership Succession Plan needs to be updated.
  - Revise long term budget to accommodate building purchase/oversight.
  - Fundraising?
  - Need ongoing oversight of compliance with Benchmark 9.
  - Need ongoing Board Orientation
  - Need to catch up on SD Evaluation process
  - Need to review policies to ensure that they are current.

She also reviewed the benchmarks in the CSO Performance Framework that are the direct responsibility of the Board of Trustees and suggested that the Board's goals for 2025-26 AND 2025-29 should align with those benchmarks. The board agreed that individual committees will be responsible for drafting annual and five-year goals for the work of the committees; these goals will become part of the overall school annual and five-year plans. Each committee will meet to draft goals, and submit them to Carrie Franklin **by October 24.**

It was also agreed that review of policies will be a standing item on board agendas, with individual committees reporting out on the review of policies in their areas in rotation.

9. **Motion to Adjourn:** moved by M. Franklin-McDuffie, seconded by M. Galarza-Ruiz, and approved unanimously with no abstentions.

Next Regular Meeting: October 17, 2025