

# Application: Discovery Charter School

Castner Sara - scastner@rochesterdiscovery.com  
Annual Reports

## Summary

**ID:** 0000000136

**Status:** Liaison Review

**Last submitted:** Dec 5 2020 02:13 AM (UTC)

## Entry 1 School Info and Cover Page

**Completed** - Nov 23 2020

### Instructions

#### Required of ALL Charter Schools

Each Annual Report begins with a completed School Information and Cover Page. The information is collected in a survey format within Annual Report portal. When entering information in the portal, some of the following items may not appear, depending on your authorizer and/or your responses to related items.

## Entry 1 School Information and Cover Page

**(New schools that were not open for instruction for the 2019-20 school year are not required to complete or submit an annual report this year).**

Please be advised that you will need to complete this cover page (including signatures) before all of the other tasks assigned to you by your school's authorizer are visible on your task page. While completing this cover page task, please ensure that you select the correct authorizer **(as of June 30, 2020)** or you may not be assigned the correct tasks.

## BASIC INFORMATION

**a. SCHOOL NAME**

(Select name from the drop down menu)

DISCOVERY CHARTER SCHOOL 260501861002

**a1. Popular School Name**

Discovery Charter School

**b. CHARTER AUTHORIZER (As of June 30th, 2020)**

Please select the correct authorizer as of June 30, 2020 or you may not be assigned the correct tasks.

BOARD OF REGENTS

**c. DISTRICT / CSD OF LOCATION**

GREECE CSD

**d. DATE OF INITIAL CHARTER**

12/2010

**e. DATE FIRST OPENED FOR INSTRUCTION**

8/2011

**f. APPROVED SCHOOL MISSION (Regents, NYCDOE, and Buffalo BOE authorized schools only)**

**MISSION STATEMENT**

DCS provides a high-quality education in a safe and supportive learning community for students and families, empowers students with diverse talents, delivers rigorous and culturally relevant instruction, and fosters creativity, inquiry, and strong character development.

**g. KEY DESIGN ELEMENTS (Regents, NYCDOE, and Buffalo BOE authorized schools only)**

**KEY DESIGN ELEMENTS** (Briefly describe each Key Design Elements (KDE) as presented in the schools approved charter. KDEs are those general aspects of the school that are innovative or unique to the school's mission and goals, are core to the school's overall design, and are critical to its success.

KDE 1	Discovery Charter School offers a extended school day and extended school year for students.
KDE 2	Class size is a maximum of 22, with two staff members in each classroom, with at least one being NYS certified.
KDE 3	Classroom teachers will be supported by full-time substitutes, teaching assistants, and reading and special education teachers to accommodate the needs of the student population.
KDE 4	An ENL teacher, Intervention Teachers, Special Education Teachers, Social Worker, Dean of Students, and Family Liaison are on staff.
KDE 5	Commitment of community partners to support the school by providing services and programs aimed squarely at mitigating the most serious negative impacts on learning, providing adequate food and nutrition, adequate health care, learning reinforcement and positive role modeling, and supervision during non-school hours.
KDE 6	Parent representation on the Board of Trustees, participating in Family Association, and attendance

	at school community meetings with staff and parents. School staff will conduct home visits and keep families abreast of student progress on daily basis.
KDE 7	Differentiated instruction and multiple instructional methodologies.
KDE 8	Formative and summative assessments to inform student learning plans, instructional practices, and effectiveness of school decisions.
KDE 9	Received support from the Rochester City School District, Greece Central School District, Spencerport Central School District, West Irondequoit Central School District, and Gates-Chili Central School District.
KDE 10	(No response)

#### **Need additional space for variables**

No
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#### **h. SCHOOL WEB ADDRESS (URL)**

<a href="https://www.rochesterdiscovery.com/">https://www.rochesterdiscovery.com/</a>
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#### **i. TOTAL MAX APPROVED ENROLLMENT FOR THE 2019-2020 SCHOOL YEAR (exclude Pre-K program enrollment)**

280
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**j. TOTAL STUDENT ENROLLMENT ON JUNE 30, 2020 (exclude Pre-K program enrollment)**

274

**k. GRADES SERVED IN SCHOOL YEAR 2019-2020 (exclude Pre-K program students)**

Check all that apply

Grades Served

K, 1, 2, 3, 4, 5, 6

**l. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?**

No

## **FACILITIES INFORMATION**

**m. FACILITIES**

Will the school maintain or operate multiple sites in 2020-2021?

No, just one site.

**School Site 1 (Primary)**

## m1. SCHOOL SITES

Please provide information on Site 1 for the upcoming school year.

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 1	133 Hoover Drive Rochester NY, 14615	585-342-4032	Greece	K-6	no

### m1a. Please provide the contact information for Site 1.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Sara Castner	585-342-4032		<a href="mailto:scastner@rochesterdiscovery.com">scastner@rochesterdiscovery.com</a>
Operational Leader	Laurie Corbett	585-342-4032		<a href="mailto:lcorbett@rochesterdiscovery.com">lcorbett@rochesterdiscovery.com</a>
Compliance Contact	Sara Castner	585-342-4032		<a href="mailto:scastner@rochesterdiscovery.com">scastner@rochesterdiscovery.com</a>
Complaint Contact	Sara Castner	585-342-4032		<a href="mailto:scastner@rochesterdiscovery.com">scastner@rochesterdiscovery.com</a>
DASA Coordinator	Rita Nilsson	585-342-4032		<a href="mailto:rnilsson@rochesterdiscovery.com">rnilsson@rochesterdiscovery.com</a>
Phone Contact for After Hours Emergencies	Sara Castner	585-342-4032	585-698-9072	<a href="mailto:scastner@rochesterdiscovery.com">scastner@rochesterdiscovery.com</a>

**m1b. Is site 1 in public (co-located) space or in private space?**

Private Space

**IF LOCATED IN PRIVATE SPACE IN NYC OR IN DISTRICTS OUTSIDE NYC**

**m1d. Upload a current Certificate of Occupancy (COO) and the annual Fire Inspection Report for school site 1 if located in private space in NYC or located outside of NYC .**

**Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2020.**

**Site 1 Certificate of Occupancy (COO)**

[Discovery Charter School COO 20-21.pdf](#)

**Filename:** Discovery Charter School COO 20-21.pdf **Size:** 58.8 kB

**Site 1 Fire Inspection Report**

[Discovery Charter School Fire Inspection 20-21.pdf](#)

**Filename:** Discovery Charter School Fire Inspection 20-21.pdf **Size:** 489.9 kB

**CHARTER REVISIONS DURING THE 2019-2020 SCHOOL YEAR**

**n1. Were there any revisions to the school's charter during the 2019-2020 school year? (Please include approved or pending material and non-material charter revisions).**

No

**PLEASE NOTE CHARTER SCHOOLS WILL NO LONGER SUBMIT FINANCIAL STATEMENTS, ANNUAL BUDGETS, AND RELATED FISCAL DATA VIA THE ANNUAL REPORT. HOWEVER, NYSED BOARD OF REGENTS WOULD LIKE TO KNOW IF YOUR SCHOOL'S BOARD OF TRUSTEES HAS APPROVED A BUDGET FOR THE 2020-2021 FISCAL YEAR.**

**o. Has your school's Board of Trustee's approved a budget for the 2020-2021 FY?**

Yes

## **ATTESTATION**

**p. Individual Primarily Responsible for Submitting the Annual Report.**

Name	Matthew Bradstreet
Position	Data Coordinator
Phone/Extension	585-342-4032
Email	<a href="mailto:mbradstreet@rochesterdiscovery.com">mbradstreet@rochesterdiscovery.com</a>

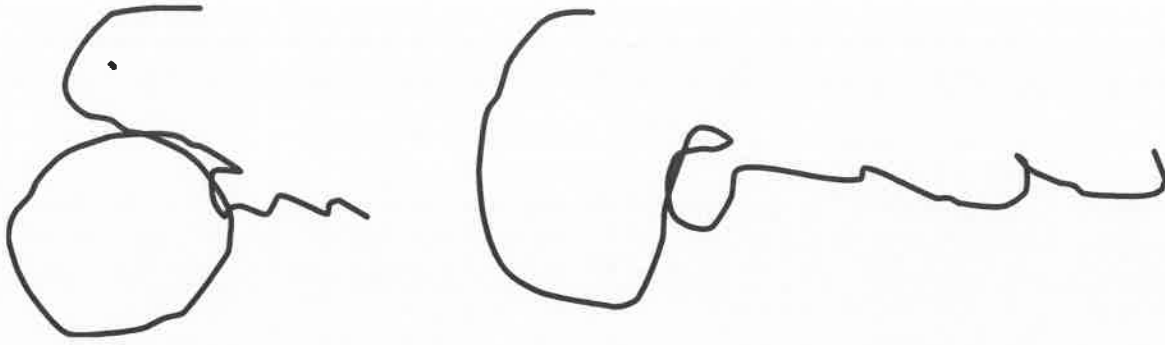
**p. Our signatures (Executive Director/School Leader/Head of School and Board President) below attest that all of the information contained herein is truthful and accurate and that this charter school is in compliance with all aspects of its charter, and with all pertinent Federal, State, and local laws, regulations, and rules. We understand that if any information in any part of this report is found to have been deliberately misrepresented, that will constitute grounds for the revocation of our charter. Check YES if you agree and then use the mouse on your PC or the stylus on your mobile device to sign your name).**

## **Responses Selected:**


Yes



**Signature, Head of Charter School**

A handwritten signature in black ink, appearing to read "Sam Conner", written on a light gray background.

**Signature, President of the Board of Trustees**

A handwritten signature in black ink, appearing to read "Dana Vardine", written on a light gray background.

**Date**

Jul 14 2020

**Thank you.**



## **Entry 3 Progress Toward Goals**

**Completed - Dec 5 2020**

### **Instructions**

**Regents, NYCDOE, and Buffalo BOE-authorized charter schools**

For the 2019-2020 school year, any academic or organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing,

surveying, and other usual practices should be reported as “N/A”.

## Entry 3 Progress Toward Goals

### PROGRESS TOWARD CHARTER GOALS

Board of Regents-authorized and NYCDOE-authorized charter schools only.

Complete the tables provided. List each goal and measure as contained in the school’s currently approved charter, and indicate whether the school has met or not met the goal. Please provide information for all goals no later than November 2, 2020.

#### 1. ACADEMIC STUDENT PERFORMANCE GOALS

**For the 2019-2020 school year, any academic goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”.**

#### 2019-20 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
	Increase academic			DCS is currently utilizing internal benchmark assessments to

Academic Goal 1	performance grade 3-6 by 10% in both math and ELA.	NYS ELA and Math Assessments	Unable to Assess	monitor growth and progress towards reaching our academic targets.
Academic Goal 2	For grades K-2 ELA, 75% of students would be proficient readers by the end of the academic school year.	Fountas and Pinnell Running Reading Record Assessment.	Not Met	DCS continues to utilize Fountas and Pinnell Running Reading Records, EL Education Skills Block assessments, and Fry Sight Words assessments. DCS K-2 teachers provide daily guided reading instruction, phonics skills instruction, and interventions based on student need.
Academic Goal 3				
Academic Goal 4				
Academic Goal 5				
Academic Goal 6				
Academic Goal 7				
Academic Goal 8				
Academic Goal 9				
Academic Goal 10				

## 2. Do have more academic goals to add?

(No response)

### 2019-2020 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	2019-2020 progress toward attainment of goal Met/Not Met/Unable to Assess During Due to Closure
Academic Goal 11				
Academic Goal 12				
Academic Goal 13				
Academic Goal 14				
Academic Goal 15				
Academic Goal 16				
Academic Goal 17				
Academic Goal 18				
Academic Goal 19				
Academic Goal 20				

### 3. Do have more academic goals to add?

(No response)

### 2019-2020 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Meet	If not met, describe efforts the school will take to meet goal. If unable to assess
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				goal, type N/A for Not Applicable
Academic Goal 21				
Academic Goal 22				
Academic Goal 23				
Academic Goal 24				
Academic Goal 25				
Academic Goal 26				
Academic Goal 27				
Academic Goal 28				
Academic Goal 29				
Academic Goal 30				
Academic Goal 31				
Academic Goal 32				
Academic Goal 33				
Academic Goal 34				
Academic Goal 35				
Academic Goal 36				
Academic Goal 37				
Academic Goal 38				
Academic Goal 39				
Academic Goal 40				

#### 4. ORGANIZATION GOALS

**For the 2019-2020 school year, any organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”.**

##### 2019-2020 Progress Toward Attainment of Organization Goals

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Org Goal 1	DCS had a goal to improve ENL student population from 3% to 9% during the 2019-2020 school year.	Enrollment reports	Met	We continue to increase our goal percentage until we are meeting or exceeding our district of location.
Org Goal 2	DCS had a goal to retain our SWD population over the academic year.	Enrollment Reports	Met	We continue to increase our goal percentage until we are meeting or exceeding our district of location.
Org Goal 3	DCS had a goal to meet or exceed the number of economically disadvantaged students in comparison to their district of residence.	Enrollment Reports	Met	

Org Goal 4				
Org Goal 5				
Org Goal 6				
Org Goal 7				
Org Goal 8				
Org Goal 9				
Org Goal 10				
Org Goal 11				
Org Goal 12				
Org Goal 13				
Org Goal 14				
Org Goal 15				
Org Goal 16				
Org Goal 17				
Org Goal 18				
Org Goal 19				
Org Goal 20				

## 5. Do have more organizational goals to add?

(No response)

## 6. FINANCIAL GOALS

## 2019-2020 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	If not met, describe efforts the school will take to meet goal.
Financial Goal 1	DCS will meet our 19-20 annual budget.	A balanced end of year budget.	Not Met	The budget was not met due to the COVID-19 pandemic. Discovery applied for and secured Paycheck Protection Program loan. We will continue active monitoring of the 20-21 budget through regular finance meetings, board reviews and check-ins.
Financial Goal 2				
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				

### 7. Do have more financial goals to add?

(No response)



## 2019-2020 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	If not met, describe efforts the school will take to meet goal.
Financial Goal 6				
Financial Goal 7				
Financial Goal 8				
Financial Goal 9				
Financial Goal 10				

Thank you.

## Entry 7 Disclosure of Financial Interest Form

Completed - Nov 23 2020

### Instructions - Multiple Uploads Permitted

#### **Required of ALL Charter Schools by August 3**

Each member of the charter school's Board of Trustees who served on a charter school education corporation governing one or more charter schools for any period during the 2019-2020 school year must complete a signed:

- **Regents, NYCDOE, and Buffalo BOE Authorized Schools:** Disclosure of Financial Interest Form
- **SUNY- Authorized Charter Schools:** Trustee Financial Disclosure Form

All completed forms must be collected and uploaded in .PDF format for each individual member. If a trustee is not able or available to complete the form by the deadline, the education corporation is responsible for doing so on behalf of the trustee. (Forms completed from past years will not be accepted).

Trustees serving on an education corporation that governs more than one school are not required to complete a separate disclosure for each school governed by the education corporation. In the Disclosure of Financial Interest Form, trustees must disclose information relevant to any of the schools served by the governing education corporation.

#### **DCS Financial Disclosure 19-20**

**Filename:** DCS\_Financial\_Disclosure\_19-20.pdf **Size:** 3.7 MB

## Entry 8 BOT Membership Table

# Instructions

## Required of All charter schools

ALL charter schools or education corporations governing multiple schools must complete the Board of Trustees Membership Table within the online portal. Please be sure to include and identify parents who are members of the Board of Trustees and indicate whether parents are voting or non-voting members.

## Entry 8 BOT Table

1. SUNY-AUTHORIZED charter schools are required to provide information for VOTING Trustees only.
2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools are required to provide information for all --VOTING and NON-VOTING-- trustees.

### DISCOVERY CHARTER SCHOOL 260501861002

#### 1. 2019-2020 Board Member Information (Enter info for each BOT member)

	Trustee Name and Email Address	Position on the Board	Committ ee Affiliation s	Voting Member Per By- Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/ YYYY)	End Date of Current Term (MM/DD/ YYYY)	Board Meetings Attended During 2019- 2020
1	Scott Adair <a href="mailto:scottmadair@nysscpa.org">scottmadair@nysscpa.org</a>	Treasurer	Executive , Audit/Fin ance	Yes	3	07/01/20 19	07/31/20 22	11
2	Donna Dedee Doyle	Vice	- Executive	Yes	3	07/18/20	07/31/20	11

	<a href="mailto:ddedee@holychildhood.org">ddedee@holychildhood.org</a>	Chair	, Personnel			18	21	
3	Sarah Etsler <a href="mailto:sarmignaeco@e-success.org">sarmignaeco@e-success.org</a>	Trustee/Member	Executive, Personnel	Yes	3	07/01/2018	07/31/2021	10
4	Lisa M. Lewis <a href="mailto:llewis@cfcrochesteer.org">llewis@cfcrochesteer.org</a>	Trustee/Member	Audit/Finance	Yes	2	07/01/2017	07/31/2020	5 or less
5	Robert Stiles <a href="mailto:rbstiles@aol.com">rbstiles@aol.com</a>	Secretary	Executive, Governance	Yes	2	07/01/2018	07/31/2021	12
6	Sara Varhus <a href="mailto:svarhus0@naz.edu">svarhus0@naz.edu</a>	Chair	Executive, Audit/Finance, Governance	Yes	4	07/01/2019	07/31/2022	10
7	Christian Wilkens <a href="mailto:cwilkens@brockport.edu">cwilkens@brockport.edu</a>	Trustee/Member	Ad Hoc, Academic Excellence Committee	Yes	1	10/01/2019	07/31/2021	9
8	Tamika Jackson <a href="mailto:tamikajackson472@gmail.com">tamikajackson472@gmail.com</a>	Parent Rep		Yes	1	01/01/2019	07/31/2021	9
9								

**1a. Are there more than 9 members of the Board of Trustees?**

No

**2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES**

1. SUNY-AUTHORIZED charter schools provide response relative to VOTING Trustees only.
2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools provide a response relative to all trustees.

a. Total Number of BOT Members on June 30, 2020	8
b.Total Number of Members Added During 2019-2020	0
c. Total Number of Members who Departed during 2019-2020	0
d.Total Number of members, as set in Bylaws, Resolution or Minutes	8

**3. Number of Board meetings held during 2019-2020**

12

**4. Number of Board meetings scheduled for 2020-2021**

13

Thank you.

**Entry 9 Board Meeting Minutes**

Completed - Nov 23 2020

Instructions

Schools must upload a complete set of monthly board meeting minutes (July 2019-June 2020), which should match the number of meetings held during the 2019-2020 school year, as indicated in the above table. The minutes provided must be the final version approved by the school's Board of Trustees and may be uploaded individually or as one single combined file. Board meeting minutes must be submitted by August 3, 2020.

## **DCS Board Minutes 7-19 to 6-20**

**Filename:** DCS\_Board\_Minutes\_7-19\_to\_6-20.pdf **Size:** 2.4 MB

## **Entry 10 Enrollment & Retention**

**Completed** - Nov 23 2020

Instructions for submitting Enrollment and Retention Efforts

**ALL charter schools must complete this section.** Describe the efforts the charter school has made toward meeting targets in 2018-2019 to attract and retain enrollment of Students with Disabilities (SWDs), English Language Learners/Multilingual Learners (ELLs/MLLs), and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2019-2020.

## **Entry 10 Enrollment and Retention of Special Populations**

Instructions for Reporting Enrollment and Retention Strategies

Describe the efforts the charter school has made in 2019-2020 toward meeting targets to attract and retain enrollment of students with disabilities, English language learners/Multilingual learners, and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2020-2021.

**DISCOVERY CHARTER SCHOOL 260501861002**

### **Recruitment/Attraction Efforts Toward Meeting Targets**

	Describe Recruitment Efforts in 2019-2020	Describe Recruitment Plans in 2020-2021
	A common application ( <a href="http://www.goodschoolsroc.org">www.goodschoolsroc.org</a> ) is used with other charter schools	Discovery will attend recruiting events at Rochester area Head Start programs and have posters

Economically Disadvantaged	in the area, allowing families to easily apply to Discovery. We also continue to have a sibling preference in our lottery process.	and brochures located at high traffic areas around the city (RTS, Foodlink, libraries, etc). We will continue to have an admissions preference in 2020-2021.
English Language Learners/Multilingual Learners	Information on Discovery Charter School and its programs is sent to area organizations that support families (Ibero-American Action League, Rochester Refugee Resettlement Network.	<p>Discovery will have posters and brochures located at high traffic areas around the city (RTS, Foodlink, libraries, etc).</p> <p>Discovery is also working with a marketing company to increase our presence on social media, local radio and television. In addition, Discovery is partnering with several local community organizations (Ibero, Islamic League, various refugee resettlement centers). We are also working with a local immigration attorney. All families will have an initial home visit from Discovery staff members. All materials will be translated. Discovery will continue working to hire a diverse staff and is developing a family group specific for ENL families. For 2020-2021 we have increased the weighing in our lottery for ENL students x4.</p>
Students with Disabilities	The school will continue to recruit through the Rochester Head Start	<p>Discovery will have posters and brochures located at high traffic areas around the city (RTS, Foodlink, libraries, etc).</p> <p>Discovery is also working with a marketing company to increase our presence on social media, local radio and television. We are also partnering with the Rochester Area Youth Athletic League for students with disabilities, as well as Nazareth College Center for Disabilities</p>

preschool programs that provide special education services.

Special Olympics Program. In addition, Discovery is working with Rochester parent advocacy groups for students with disabilities as well as partnering with Rochester Area Charter Leaders SWD working Group. All families will have an initial home visit from Discovery staff members. Discovery is developing a family group specific for SWD families.

## Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2019-2020	Describe Retention Plans in 2020-2021
Economically Disadvantaged	In collaboration with Education Success Foundation, Discovery offers a Family Navigation program that connects families to supportive community services, helps with academic decision making, and participates in activities intended to strengthen the bond between families.	Discovery has increased its professional development opportunities for all staff in relation to culturally responsive and trauma-informed instruction. We will continue to increase our partnerships with local agencies to support our families' needs.
English Language Learners/Multilingual Learners	Discovery will continue to have an English as a New Language teacher to connect with families and ensure siblings attend DCS. Supplemental instruction will continue. Advertise in local publications and media in languages other than English and conduct open houses with bi-	All families will have an initial home visit from Discovery staff members. All materials will be translated. Discovery will continue working to hire a diverse staff and is developing a family group specific for ENL families. We now have two ENL teachers as well as many bi-lingual staff members. Discovery has also created a student Equity and Access committee. Discovery has increased its professional development opportunities for all

	lingual staff available.	staff in relation to culturally responsive and trauma-informed instruction. We will continue to increase our partnerships with local agencies to support our families' needs.
Students with Disabilities	DCS will continue working with school districts served to properly assess and diagnose students that may have disabilities. A 3rd/4th grade integrated co-taught class is being implemented this year to serve students in those grades.	All families will have an initial home visit from Discovery staff members. Discovery has also created a student Equity and Access committee. We are continuing to have a 3rd/4th grade integrated co-taught class and are adding a 1st/2nd integrated co-taught class. Discovery has increased its professional development opportunities for all staff in relation to culturally responsive and trauma-informed instruction. We will continue to increase our partnerships with local agencies to support our families' needs. Modification have been made to the building to accommodate student needs.

## Entry 12 Percent of Uncertified Teachers

**Completed** - Nov 23 2020

### Instructions

**Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY**

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education.

## Entry 12 Uncertified Teachers

**School Name:** DISCOVERY CHARTER SCHOOL 260501861002



# Instructions for Reporting Percent of Uncertified Teachers

## Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education. Enter the relevant full-time equivalent (FTE) count of teachers in each column. For example, a school with 20 full-time teachers and 5 half-time teachers would have an FTE count of 22.5.

If more than one line applies to a teacher, please include in only one FTE uncertified category. Please do not include paraprofessionals, such as teacher aides.

### **CATEGORY A. 30% OR 5 UNCERTIFIED TEACHERS WHICHEVER IS LESS**

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2020)	5
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	0
Total Category A: 5 or 30% whichever is less	5.0

**CATEGORY B. PLUS FIVE UNCERTIFIED TEACHERS IN MATHEMATICS, SCIENCE, COMPUTER SCIENCE, TECHNOLOGY OR CAREER AND TECHNICAL EDUCATION.**

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2020)	0
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	0
Total Category B: not to exceed 5	0.0

**CATEGORY C: PLUS 5 ADDITIONAL UNCERTIFIED TEACHERS**

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2020)	0
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	0
Total Category C: not to exceed 5	0.0

**CATEGORY D: TOTAL FTE COUNT OF UNCATEGORIZED, UNCERTIFIED TEACHERS**

(Include teachers who do not fit in one of these categories or if did fit would exceed the numerical limits for that category)

	FTE Count
Total Category D	1

**CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS**

	FTE Count
Total Category E	22

## CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	28

Thank you.



## Entry 13 Organization Chart

**Completed** - Nov 23 2020

### Instructions

#### **Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY**

Upload the 2019-2020 **Organization Chart**. The organization chart should include position titles and reporting relationships. Employee names should not appear on the chart.

### **Org Chart 19-20**

**Filename:** Org\_Chart\_\_19-20\_z7uQzBs.pdf **Size:** 199.4 kB

## Entry 14 School Calendar

**Completed** - Nov 23 2020

Instructions for submitting School Calendar

#### **Required of ALL Charter Schools**

Given these uncertain and changing times, charter schools may or may not have a school calendar ready to upload by the submission deadline this year of August 3, 2020. If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 3<sup>rd</sup> submission. Charter schools will be able to upload an updated school calendar into the portal at any time but no later than **September 15, 2020**.

School calendars must meet the minimum instructional requirements adopted by the Board of Regents in 2018.

**Board of Regents-authorized charter schools are required to submit school calendars that clearly indicate the start and end date of the instructional year AND the number of instructional hours and/or instructional days for each month.**

### **2020-21 approved DCS Family Calendar**

**Filename:** 2020-21\_approved\_\_DCS\_Family\_Calendar.pdf **Size:** 292.6 kB

# Entry 15 Links to Critical Documents on School Website

Completed - Nov 23 2020

## Instructions

### **Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY**

By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the link from the school's website for each of the items:

1. Most recently filed Annual Report (i.e., 2018-19 Annual Report);
2. Most recent board meeting notice, documents to be discussed at the meeting (if any), and webcast of Board meetings (if held virtually per Governor's Executive Order);
3. Link to New York State School Report Card;
4. Lottery Notice announcing date of lottery;
5. Authorizer-approved DASA Policy;
6. District-wide safety plan and Authorizer-approved Discipline Policy (as per August 29, 2019 [Emergency Response Plan Memo](#));
7. Authorizer-approved FOIL Policy; and
8. Subject matter list of FOIL records.
9. Link to School Reopening Plan

## Form for Entry 15 Links to Critical Documents on School Website

**School Name:** Discovery Charter School

**Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY**

**By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the link from the school's website for each of the items:**

	Link to Documents
1. Most Recent Annual Report (i.e., 2018-19)	<a href="https://www.rochesterdiscovery.com/about-dcs/annual-report/">https://www.rochesterdiscovery.com/about-dcs/annual-report/</a>
2. Most Recent Board Meeting Notice and Related Agenda Item Documents	<a href="http://www.rochesterdiscovery.com/about-dcs/finance-committee-board-meetings/">http://www.rochesterdiscovery.com/about-dcs/finance-committee-board-meetings/</a>
2a. Webcast of Board Meetings (per Governor's Executive Order)	<a href="http://www.rochesterdiscovery.com/about-dcs/finance-committee-board-meetings/">http://www.rochesterdiscovery.com/about-dcs/finance-committee-board-meetings/</a>
3. Link to NYS School Report Card	<a href="https://www.rochesterdiscovery.com/nysed-school-report-card/">https://www.rochesterdiscovery.com/nysed-school-report-card/</a>
4. Most Recent Lottery Notice Announcing Lottery	<a href="https://www.rochesterdiscovery.com/admissions/">https://www.rochesterdiscovery.com/admissions/</a>
5. Authorizer-Approved DASA Policy	<a href="https://www.rochesterdiscovery.com/dasa/">https://www.rochesterdiscovery.com/dasa/</a>
6. District-wide Safety Plan	<a href="https://www.rochesterdiscovery.com/health-wellness-and-safety-policy/">https://www.rochesterdiscovery.com/health-wellness-and-safety-policy/</a>
6a. Authorizer-Approved Discipline Policy (as per August 29, 2019 Emergency Response Plan Memo)	<a href="http://www.rochesterdiscovery.com/wp-content/uploads/Discipline-Policy.pdf">http://www.rochesterdiscovery.com/wp-content/uploads/Discipline-Policy.pdf</a>
7. Authorizer-Approved FOIL Policy	<a href="https://www.rochesterdiscovery.com/foil-policy/">https://www.rochesterdiscovery.com/foil-policy/</a>
8. Subject matter list of FOIL records	<a href="https://www.rochesterdiscovery.com/foil-policy/">https://www.rochesterdiscovery.com/foil-policy/</a>
9. Link to School Reopening Plan	<a href="http://www.rochesterdiscovery.com/dcs-re-opening-plan/">http://www.rochesterdiscovery.com/dcs-re-opening-plan/</a>

Thank you.



## **Entry 16 COVID 19 Related Information**

**Completed** - Nov 23 2020

### **Instructions**

#### **Required of ALL charter schools**

Please provide the number of students attending instruction on the last day instruction was provided

within physical school facilities and the number of students participating in virtual programming on the last day such programming was offered for the 2019-2020 school year.

If applicable, please provide the name and publisher of all end of year assessments provided by grade level as well as the number of participating students. Board of Regents-authorized charter schools are encouraged to refer to Appendix B of the [Remote Monitoring and Oversight Plan Spring 2020](#) remote for best practices regarding end of year assessments in a remote learning environment.

## Entry 16 COVID 19 Related Information

**School Name:** Discovery Charter School

### TABLE 1: 2019-2020 Enrollment, Attendance and Participation Between March-June 2020

Please provide the number of students attending instruction on the last day instruction was provided within physical school facilities and the number of students participating in virtual programming on the last day such programming was offered for the 2019-2020 school year.

	Number of students enrolled in school on the last day instruction was provided within physical school facilities	Number of students attending instruction on the last day instruction was provided within physical school facilities	Number of students participating in virtual programming on the last day such programming was offered for the 2019-20 school year
	274	274	274

### Table 2: 2019-2020 Assessments and Grade Participation

If applicable, please provide the name and publisher of all end of year assessments provided by grade level as well as the number of participating students. Board of Regents-authorized charter schools are encouraged to refer to Appendix B of the [Remote Monitoring and Oversight Plan Spring 2020](#) remote for best practices regarding end of year assessments in a remote learning environment.

Assess	Grade	Grade	Grade	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade	Grade	Grade	Grade	Number

[illegible]





**Disclosure of Financial Interest by a Current or Proposed Board of  
Trustees Member**

**Name:**

SCOTT M. ADAIR

**Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):**

DISCOVERY CHARTER SCHOOL

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Treasurer

2. Are you an employee of any school operated by the education corporation?  
     Yes ☒ No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school? NO

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school? NO

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school? NO

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

     Yes ☒ No

If Yes, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
<i>Please write "None" if applicable. Do not leave this space blank.</i> <b>NONE</b>			

8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "None."

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
<del>Please write None if applicable. Do not leave this space blank.</del>				

J. H. A.  
Signature

7/14/2020  
Date

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.

<b>Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member</b>
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**Name: Donna M. Dedee Doyle**

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**Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):**

**Discovery Charter School**

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1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Vice Chair, Governance Committee, Academic Excellence Committee

2. Are you an employee of any school operated by the education corporation?  
\_\_\_\_ **Yes** ☒ **No**

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?  
**No**

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school? **No**

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school? **No**

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

     Yes X No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
<i>Please write "None" if applicable. Do not leave</i> <b>NONE</b>	<i>this space blank.</i> <b>NONE</b>		<b>NONE</b>

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8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "**None.**"

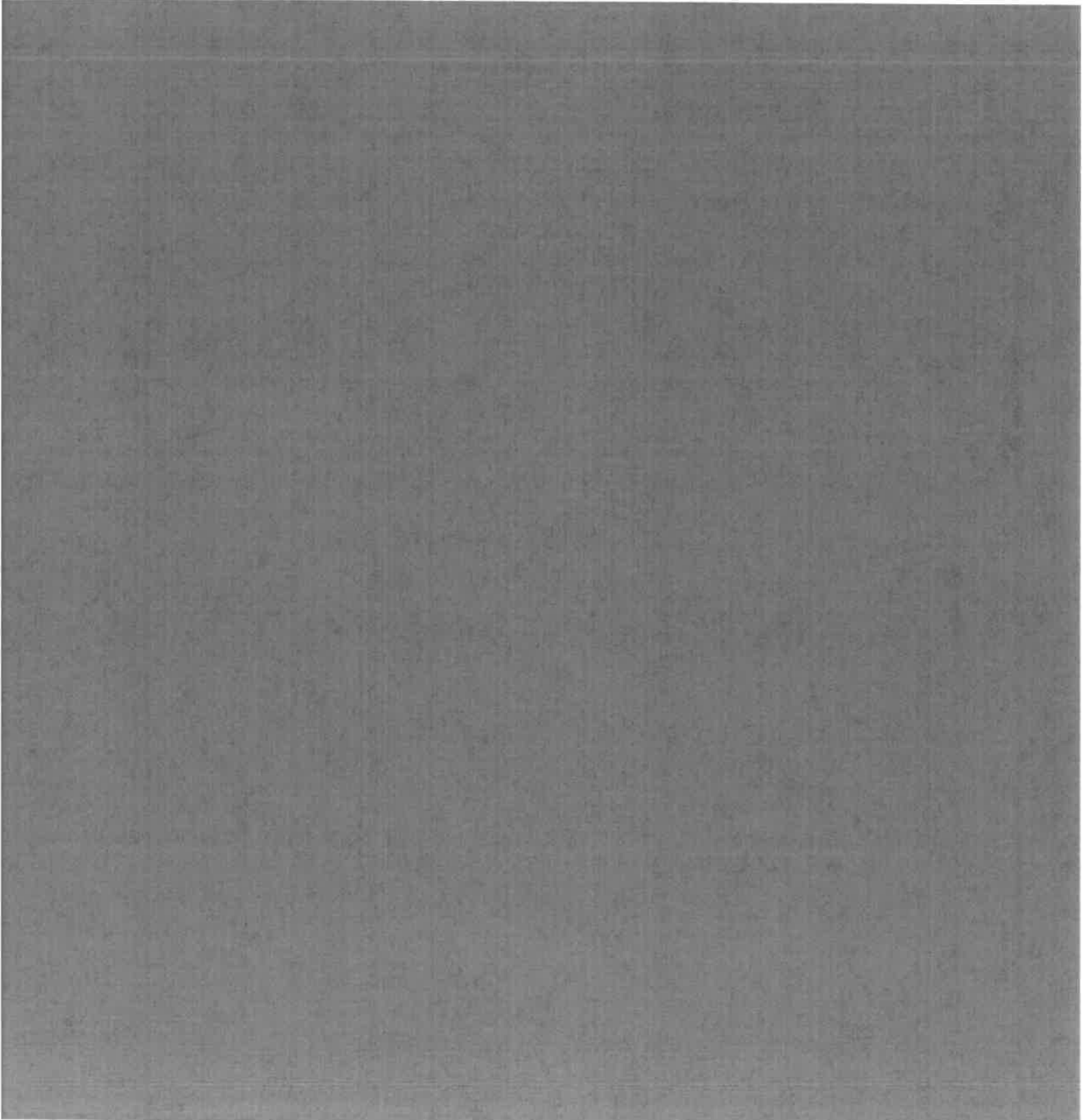
Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
<b>NONE</b>	<b>NONE</b>	<b>NONE</b>	<b>NONE</b>	

Please write "None" if applicable. Do not leave this space blank.

Donna Dedee Doyle per SBV  
Signature

July 22, 2020  
Date

*Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.*





<b>Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member</b>
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**Name: Sarah Etsler**

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**Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):**

**Discovery Charter School**

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1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Chair of Personnel Committee, Executive Committee

2. Are you an employee of any school operated by the education corporation?  
\_\_\_\_ **Yes** ☒ **No**

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?  
**No**

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school? **No**

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school? **No**

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

     **Yes** **X** **No**

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in	Name of person holding interest or engaging in transaction and relationship to you

*Please write "None" if applicable. Do not leave this space blank*

		<b>discussion)</b>	
NONE	NONE		NONE

8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "**None.**"

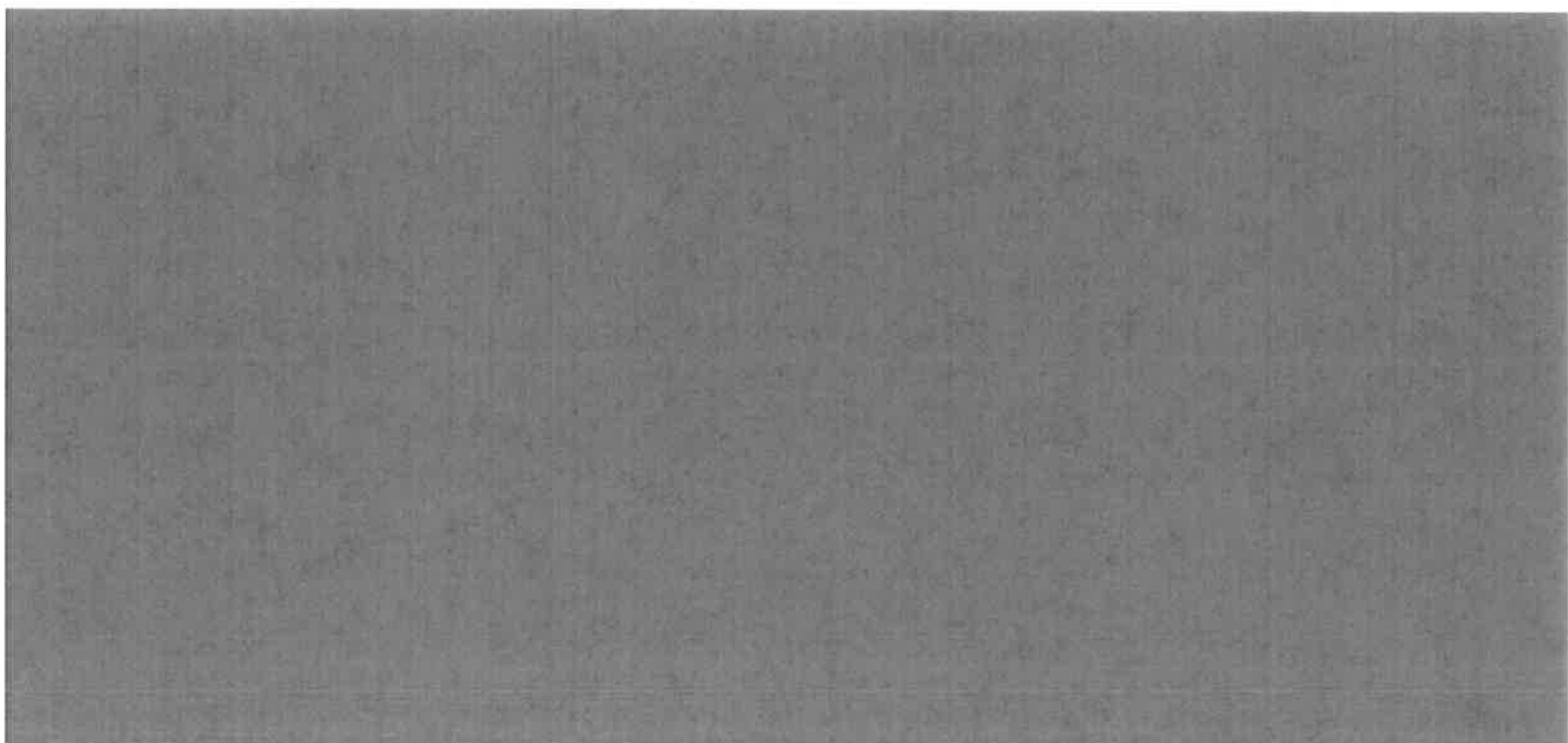
Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
<b>NONE</b>	<b>NONE</b>	<b>NONE</b>	<b>NONE</b>	

Please write "None" if applicable. Do not leave this space blank.

Sara Etsler per SBV  
Signature

7/22/20  
Date

*Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.*



<b>Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member</b>
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**Name:**

Tamika Jackson

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**Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):**

Discovery Charter School

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1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

I hold the parent representative position

2. Are you an employee of any school operated by the education corporation?  
☐ Yes ☒ No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?  
No

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school? Yes

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

My daughter attends Discovery Charter, I dont believe she benifits in any special way. I am the parent representative and represent all students and families as a community.

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

No

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

☐ Yes ☒ No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
Please write "None" if applicable.	None	None	None

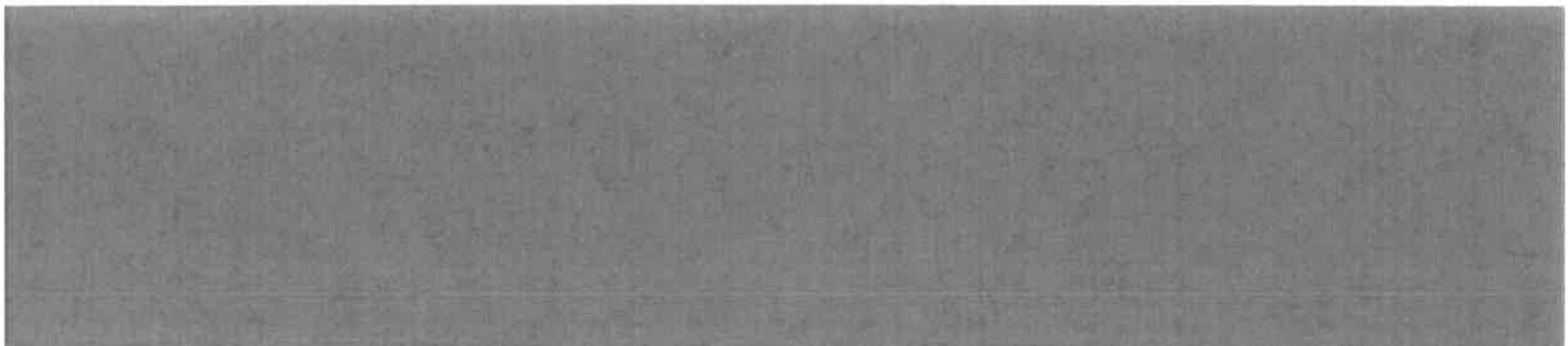
8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "**None**."

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
<i>Please write "None" if applicable. Do not leave this space blank.</i>				
None	None	None	None	None

*Tamika Jackson*  
Signature

6/23/2020  
Date

*Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.*



<b>Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member</b>
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**Name:** Lisa Lewis

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**Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):** Discovery Charter School

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1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

2. Are you an employee of any school operated by the education corporation?  
\_\_\_Yes \_\_X\_\_No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?

**NO**

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school? **No**

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.



5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school? **NO**

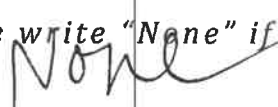
If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

\_\_\_Yes \_\_\_X\_No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

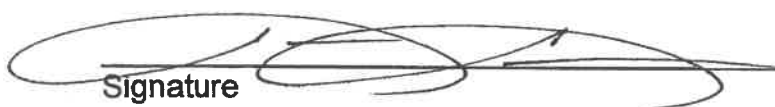
7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
<i>Please write "None" if applicable. Do not leave this space blank.</i> 			

8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "None."

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
<i>Please write "None" if applicable. Do not leave this space blank.</i> <i>None</i>				

7-22-2020

  
Signature

Date

*Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.*

**Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member**

Name:

*Robert Stiles*

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

*Discovery Charter School*

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

*Board of Trustees member*

*Secretary of Board*

2. Are you an employee of any school operated by the education corporation?  
\_\_\_ Yes ☒ No

If Yes, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school? *NO*

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school? *NO*

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

*NO*

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

\_\_\_ Yes ~~X~~ No

If Yes, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
Please write "None" if applicable. Do not leave this space blank.	<b>NONE</b>		

8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "None."

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
Please write "None" if applicable. Do not leave this space blank.				

Signature

*Robert B. Allen*

Date

*6-24-2020*

*Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.*

**Business Telephone:**

\_\_\_\_\_

<b>Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member</b>
-------------------------------------------------------------------------------------------

**Name:** Sara Varhus

---

**Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):** DISCOVERY CHARTER SCHOOL

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative). **CHAIR**

2. Are you an employee of any school operated by the education corporation?  
☐ **Yes** ☒ **No**

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?  
**NO**

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school? **NO**

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school? **NO**

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

     **Yes** X **No**

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
	NONE		

8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "**None.**"

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
NONE				

\_\_\_\_ Sara B. Varhus\_

June 23, 2020\_\_\_\_

Signature

Date

*Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.*

**Business Telephone:** None

**Business Address:** None



<b>Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member</b>
-------------------------------------------------------------------------------------------

**Name:** Christian P. Wilkens

**Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):** Discovery Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).
- Current: Board member, Committee Chair, Academic Excellence Committee
  - Upcoming year (2020-21): Vice Chair

2. Are you an employee of any school operated by the education corporation? \_\_\_\_Yes X No  
If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?  
If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

**No.**

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?  
If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

**No.**

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?  
If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

**No.**

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

\_\_\_\_Yes X No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
<b>None.</b>	<i>Please write "None" if applicable. Do not leave this space blank.</i>		

8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **"None."**

**None.**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
<b>None.</b>	<i>Please write "None" if applicable. Do not leave this space blank.</i>			

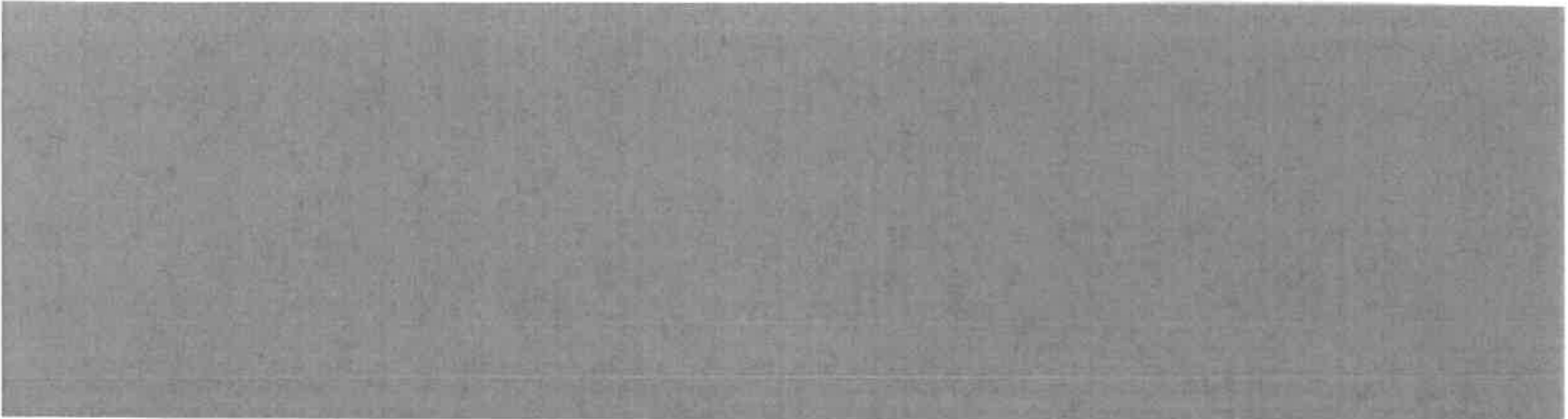


6/26/2020

Signature

Date

*Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.*



2020-2021 Discovery Charter School	
August 17-September 4: Staff Retreat	
September 7: Labor Day Holiday (No School)	
September 8: Conference Day (No School) [Staff PD]	
<b>September 9: First Day for Students</b>	
October 9: Conference Day (No School) [Staff PD]	
October 12: Columbus Day Holiday (No School)	
October 20-22: ELA Benchmarks 2-6	
October 27-29: Math Benchmarks K-6	
November 3: Conference Day (No School) [Data Dive]	
November 11: Veteran's Day Holiday (No School)	
November 24: Parent Teacher Conferences (Half-Day)	
November 25-27: Thanksgiving Recess (No School)	
December 8-10: ELA Benchmarks 1-6	
December 15-17: Math Benchmarks K-6	
December 24-January 1: Winter Recess (No School)	
January 18: Dr. Martin Luther King Holiday (No School)	
February 15-19: President's Recess (No School)	
March 16-18: ELA Benchmarks K-6	
March 23-25: Math Benchmarks K-6	
March 29-April 2: Spring Recess (No School)	
April 20-22: NYS Math Test (3 <sup>rd</sup> -6 <sup>th</sup> )	
April 30: Conference Day (No School) [Data Dive]	
May 4-6: NYS ELA Test (3 <sup>rd</sup> -6 <sup>th</sup> )	
May 31: Memorial Day Holiday (No School)	
<b>June 25: Last Day for Students (Half-Day)</b>	
<b>Phone Number: (585) 342-4032</b>	
<b>Hours: 9:00-4:10 (Half Days 9:00-11:30)</b>	
<b>www.rochesterdiscovery.com</b>	
Q1: 9.9-11.10; Q2: 11.11-1.22 Q3: 1.23-4.9; Q4: 4.10-6.25	

JULY 2020						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

AUGUST 2020						
S	M	T	W	T	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

OCTOBER 2020						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER 2020						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

JANUARY 2021						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

FEBRUARY 2021						
S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

APRIL 2021						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

MAY 2021						
S	M	T	W	T	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**181 student days (1,152 hours and 50 min. of instruction) + 19 additio**

☐ First and Last day for Students  
☐ DCS Benchmarks

☐ Holiday Recess  
☐ Half-Day for Students

☐ NYS E  
☐ Conf

*Subject to change based on the COVID Crisis – if any changes are needed, we will communicate to all as soon as*

The University of the State of New York  
THE STATE EDUCATION DEPARTMENT  
Office of Facilities Planning - Room 1060 Education Building Annex  
Albany, New York 12234

Updated MAY 2020

**PUBLIC SCHOOL FIRE AND BUILDING SAFETY REPORT**

**(THIS REPORT IS TO BE SUBMITTED ELECTRONICALLY – DO NOT MAIL THIS REPORT)**

All buildings which are owned, operated, or leased by public school districts, Boards of Cooperative Educational Services (BOCES), and nonpublic schools must be inspected annually for compliance with applicable sections of 8NYCRR155 Regulations of the Commissioner of Education and for compliance with the 2020 Building Code of New York State, 2020 Fire Code of New York State and the 2020 Property Maintenance Code of New York State.

**BEDS CODE #**

260501861002

**District/School Name**

DISCOVERY CHARTER SCHOOL

**Facility/Building Name**

SUMMERS PARKER CAMPUS

**Street Address (NO PO Box Numbers)**

133 HOOVER DRIVE

**City/Town/Village**

**Zip Code**

ROCHESTER NY 14615

**INSTRUCTIONS**

- Read the "Manual for Public School Facility - Fire and Building Safety Inspections" prior to inspecting the facility and complete a separate report for each facility.
- Part I: General Information. School officials must complete this section annually.
- Part II: This section to be completed by the inspector and non-conformances recorded on page 4, Fire Safety Non-Conformance Reporting Sheet.
- Part II-A Regulations of the Commissioner 155.7: This section must be completed for student occupied buildings only. (Questions 1-7, Nonconformance Reporting Sheet) Do not complete this section for school buildings located in the cities of Buffalo, Syracuse, Rochester, and Yonkers.
- Part II-B Regulations of the Commissioner 155.25: This part to be completed for all buildings with electrically operated partitions. (Question 8, Non-Conformance Reporting Sheet) 2020 Fire Code of New York State and the 2020 Property Maintenance Code of New York State. This part to be completed for all buildings. (Questions 9-26, Non-Conformance Reporting Sheet).
- Part III Certifications. To be completed by persons as indicated.
- A copy of this form must be kept on file at the school for three years and must be available for public review.
- Posting of Certificate of Occupancy: Any temporary, qualified, or annual Certificate of Occupancy must be posted in public view in a prominent location within this facility.

## Part I: General Information and Fire/Life Safety History

---

Inspection Date

07/15/2020

**Note : Please insert the date the actual inspection took place.**

*The Inspection Date cannot be earlier than 45 days before the Due Date.*

---

**1. Please indicate the primary use of this facility:**

☒ INSTRUCTIONAL

ADMINISTRATIVE

BUS MAINTENANCE

BUS STORAGE ONLY

LEASED FACILITY OFF SCHOOL GROUNDS

MAINTENANCE

OTHER

Please Specify:

.....  
PUBLIC LIBRARY

STORAGE

VACANT

**2. Is there a fire sprinkler system in this facility?**

☒ YES

☐ NO

If 'yes', is the sprinkler alarm connected with the building alarm?

☒ YES

☐ NO

**3. Is there a fire hydrant system for facility protection?**

☒ YES

☐ NO

If 'yes', indicate ownership of system (select one):

☒ Public owned

School owned

Other

Please Specify:

4. Indicate the ownership of this facility

- ☒ Leased  
☐ Owned

a. If the building is not District Owned, provide the name and address of Landlord or Building Owner:

Name \*

Education Success Foundation

Address \*

4 Lakeview Park

Rochester, NY 14613

Telephone # \*

585-334-8010

5. Does the District lease the building or spaces within the building to others? ☐ YES ☒ NO

a. If yes, indicate the tenant(s):

Name \*

Address \*

Telephone # \*

6. What is the current gross square footage of this facility?

<sup>\$</sup>  
nearest whole ten feet: 112,000

7. If this Facility is vacant, skip the remaining questions and go to Section #2 Non-Conformance and report any non-conformances for Items #25A-1 through #26A-3

## 8. FIRE AND EMERGENCY DRILLS

If this facility is used for instruction, complete (a) - (g); otherwise go to question 9.

a. Per Section 807, paragraph 2 of the State Education Law entitled Fire and Emergency Drills, a copy of Section 807 has been printed and distributed as guidance to teaching staff? ☒ YES ☐ NO

b. Provide dates of twelve fire and emergency drills required by Section 807 of Education Law held between September 1 and June 30 of the previous school year: ☐ YES ☐ NO

### FIRE & EMERGENCY DRILLS

**NOTE** Eight (8) are required between September 1, and December 31

Eight (8) drills are required to be evacuation drills Four (4) drills are required to be lockdown drills

	Date	Evacuation	Lockdown
1	9/26/2019	✓	
2	9/30/2019	✓	
3	10/8/2019	✓	
4	10/10/2019	✓	
5	10/11/2019	✓	
6	10/29/2019	✓	
7	10/30/2019		✓
8	12/5/2019		✓
9			
10			
11			
12			

c. If the required number of fire and emergency drills were not held during this reporting cycle, please describe the reason:

*Executive Order for distance learning began 3/13/2020.*

d. on the next page, please provide dates of the required monthly EMERGENCY EVACUATION DRILLS

# EMERGENCY EVACUATION DRILLS

**Per NYS Fire Code; Section 405, Table 405.2**

**Required, monthly, for all occupants of Group E (Educational) buildings**

**NOTE: Some drills reported below may coincide with dates reported in 8 (b) above**

## d. provide dates of the required monthly EMERGENCY EVACUATION DRILLS

	dates of drills	comments
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		

## e. If the required monthly evacuation drills were not held during the previous 12 months, provide reason:

f. Average time to evacuate facility was: 2 minutes 18 seconds

g. Arson and fire prevention instruction was provided in accordance with section 808 of the Education Law (revised 9/1/05) which requires every school in New York State to provide a minimum of 45 minutes of instruction in arson, fire prevention, injury prevention, and life safety for each month school is in session. ☒ YES ☐ NO

h. Employee fire prevention, evacuation, and fire safety training was provided, and records maintained, in accordance with Section F406 of the NYS Fire Code ☒ YES ☐ NO

9. If the fire alarm system was activated, was the fire department immediately notified? ☐ YES ☐ NO N/A

10. Have there been any fires in this facility since the last annual fire inspection report? ☐ YES ☒ NO

a. If 'yes', indicate: Number of fires Number of injuries Total cost of property damage



## Part II: Non-Conformance Reporting Sheets

### PART II - A

Item	Non-Conf	Date Corrected	Date Reinspected
01A-2	<input type="checkbox"/>		
01B-1			
01C-1	<input type="checkbox"/>		
01D-1	<input type="checkbox"/>		
01E-1			
02A-2			
02B-1			
02C-3			
02D-1	<input type="checkbox"/>		
02E-2			
02F-3	<input type="checkbox"/>		
02G-2			
03A-3			
03B-1			
04A-2	<input type="checkbox"/>		
04B-2			
04C-1			
05A-3			
05B-2			
05C-2	<input type="checkbox"/>		
06A-1	<input type="checkbox"/>		
06B-1			
06C-1			
06D-2	<input type="checkbox"/>		
06E-3			
06F-1			
06G-1			
06H-2			
07A-3			
07B-2	<input type="checkbox"/>		
07C-2			

## PART II - B

Item	Non-Conf	Date Corrected	Date Reinspected
08A-2			
08B-2			
08C-2			
08D-2			
08E-2			
09A-2			
09B-2			
09C-1			
09D-1			
09F-2			
09G-2			
10A-2			
10B-2			
10C-1			
10D-1			
11A-2			
11B-1			
11C-2			
11D-2			
11E-1			
12A-1			
12B-3			
12C-2			
12D-2			
12E-1			
12F-1			
12G-1			
12H-1			
12I-1			
12J-1			
12K-1			
12L-1			
12M-1			
12N-1			
12O-2			

## PART II - B

Item	Non-Conf	Date Corrected	Date Reinspected
13A-2			
13B-2			
14A-2			
14B-2			
14C-2			
14D-1			
14E-1			
15A-2			
15B-1			
15C-2			
15D-2			
15E-1			
16A-2			
16B-2			
16C-2			
16D-2			
17A-3			
17B-2			
17C-2			
17D-2			
17E-1			
17F-3			
17G-1			
17H-2			
17I-2			
17J-1			
17K-1			
17L-1			
18A-2			
18B-2			
18C-2			
18D-2			
19A-3			
19B-2			
19C-1			

## Part II: Non-Conformance Reporting Sheets

### PART II - B

Item	Non-Conf	Date Corrected	Date Reinspected
19D-1	<input type="checkbox"/>		
19E-1	<input type="checkbox"/>		
19F-1	<input type="checkbox"/>		
19G-1	<input type="checkbox"/>		
19H-2	<input type="checkbox"/>		
20A-1	<input type="checkbox"/>		
20B-1	<input type="checkbox"/>		
20C-1	<input type="checkbox"/>		
21A-3	<input type="checkbox"/>		
22A-3	<input type="checkbox"/>		
22B-3	<input type="checkbox"/>		
22C-3	<input type="checkbox"/>		
23A-1	<input type="checkbox"/>		
23B-1	<input type="checkbox"/>		
23C-1	<input type="checkbox"/>		
23D-2	<input type="checkbox"/>		
24A-3	<input type="checkbox"/>		
25A-1	<input type="checkbox"/>		
25B-1	<input type="checkbox"/>		
25C-1	<input type="checkbox"/>		
26A-3	<input type="checkbox"/>		

If any additional nonconformances are observed, check item 26A-3 and list the specific code sections here:

### Inspector

Confirm that the inspector has been provided with a copy of the previous year's school fire safety inspection report:

☒ YES

☐ NO

## Part III: Public School Certifications

### Section III-A. Fire Inspector

The individual noted below inspected this building and the information in this Fire Safety Report represents, to the best of their knowledge and belief, an accurate description of the building and conditions they observed. The individual that performed this inspection has maintained their certification requirements pursuant to Title 19 Part 1208

Name: Christopher M. Forsyth

Telephone #: (585) 723-2314

Title: Asst. Fire Marshal

Certification # 0717-0224

Email: cforsyth@greenport.gov

(as designated by the NYS Department of State)

### Section III-B. Building Administrator or Designee

*Please provide the name and contact information of the person responsible for monitoring this inspection (whomever accompanied the inspector; provided access to all spaces; and made available any records and/or required documentation requested by the inspector)*

The individual identified below certifies that this building inspection was conducted on this date \_\_\_\_\_ and can confirm the specific locations of any non-conformances (provide inspection date) identified within this report.

Name: \_\_\_\_\_

Telephone #: (\_\_\_\_) \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Signature \_\_\_\_\_.

### Section III-C. School Superintendent

I hereby submit this fire inspection report on behalf of the Board of Education and certify that:

1. Public notice of report availability has been published, and that
2. Any nonconformances noted as corrected on the *Public School Fire Safety Non-Conformance Report Sheet* portion of this report were corrected on the date indicated, and that
3. Violations which are not corrected immediately shall be corrected within a period of time approved by the Commissioner.

Name: \_\_\_\_\_

Telephone #: (\_\_\_\_) \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Signature \_\_\_\_\_.

# **Part II: Public School Fire and Building Safety Non-Conformance Report Sheet**

School District \_\_\_\_\_  
Facility # \_\_\_\_\_

Building Name \_\_\_\_\_

Part II-A (to be completed for public schools only - except "Big 4")					Part II-B					Part II-B					Part II-B				
Item #	Non-Conformance	Date Corrected	Date Reinspected		Item #	Non-Conformance	Date Corrected	Date Reinspected		Item #	Non-Conformance	Date Corrected	Date Reinspected		Item #	Non-Conformance	Date Corrected	Date Reinspected	
01A-2					08A-2					13A-2					19E-1				
01B-1					08B-2					13B-2					19F-1				
01C-1					08C-2										19G-1				
01D-1					08D-2					14A-2					19H-2				
01E-1					08E-2					14B-2									
02A-2					09A-2					14C-2					20A-1				
02B-1					09B-2					14D-1					20B-1				
02C-3					09C-1	1	7/28	7/28		14E-1	1				20C-1				
02D-1					09D-1					15A-2					21A-3				
02E-2					09F-2	1	7/28	7/28		15B-1					22A-3				
02F-3					09G-2					15C-2					22B-3				
02G-2					10A-2					15D-2					22C-3				
					10B-2					15E-1					23A-1				
03A-3					10C-1					16A-2					23B-1				
03B-1					10D-1					16B-2					23C-1				
										16C-2					23D-2				
04A-2					11A-2					16D-2					24A-3				
04B-2					11B-1					17A-3					25A-1				
04C-1					11C-2					17B-2					25B-1				
					11D-2					17C-2					25C-1				
					11E-1					17D-2									
05A-3										17E-1					26A-3				
05B-2					12A-1					17F-3					<p align="center"><b>If any additional non-conformances are observed, check item 26A-3 and list the Code section below.</b></p> <p align="center"><b>Inspector</b></p> <p align="center">The inspector has been provided with a copy of the previous year's school fire safety report:</p> <p align="center">Yes _____ No _____</p>				
05C-2					12B-3					17G-1									
					12C-2					17H-2									
06A-1					12D-2					17I-2									
06B-1					12E-1					17J-1									
06C-1					12F-1					17K-1									
06D-2					12G-1					17L-1									
06E-3					12H-1					18A-2									
06F-1					12I-1					18B-2									
06G-1					12J-1	1	7/28	7/28		18C-2									
06H-2					12K-1					18D-2									
					12L-1					19A-3									
07A-3					12M-1					19B-2									
07B-2					12N-1					19C-1									
07C-2					12O-2					19D-1									

All schools complete Section 8 only if the building has electrically-operated folding partitions.

**Initial Inspection:**

Fire Safety Inspector: Name Christopher M. Forzy H  
Date 27 July 2020

Registry # 0717-0224 (26E-4)

**Final Inspection (if required):**

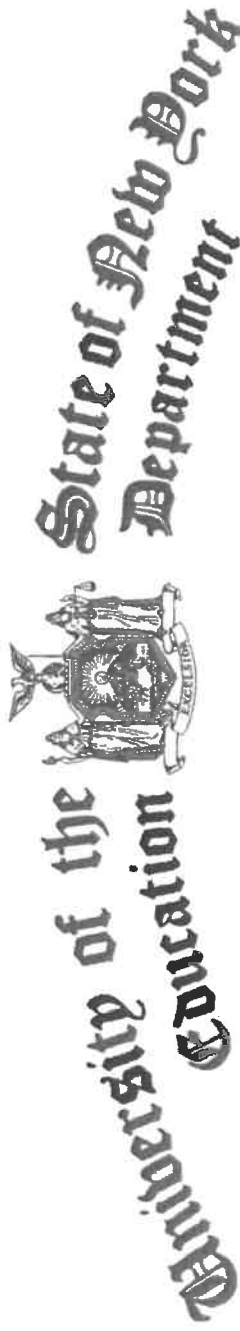
Fire Safety Inspector: Name \_\_\_\_\_  
Date \_\_\_\_\_

Registry # \_\_\_\_\_ (26F-4)

## 2019-20 DCS Emergency Drill Log

Date: 9/26/19 2:00	Date: 9/30/19 2:25	Date: 10/8/19 9:45	Date: 10/10/19 2:25	Date: 10/11/19 12:15	Date: 10/29/19 1:55	Date: 10/30/19 2:30
K: CH, NP, & HS 1: RT & EE 2: EH & AD/BD 3: CL & CD 3/4: JC/TK 4: CL & LM 5: LM/EC & KF/MJ 6: EM & YG PE: KC/JB VA: AL PA: MS	K: CH, NP, & HS 1: RT & EE 2: EH & AD/BD 3: CL & CD 3/4: JC/TK 4: CL & LM 5: LM/EC & KF/MJ 6: EM & YG PE: KC/JB VA: AL PA: MS	K: CH, NP, & HS 1: RT & EE 2: EH & AD/BD 3: CL & CD 3/4: JC/TK 4: CL & LM 5: LM/EC & KF/MJ 6: EM & YG PE: KC/JB VA: AL PA: MS	K: CH, NP, & HS 1: RT & EE 2: EH & AD/BD 3: CL & CD 3/4: JC/TK 4: CL & LM 5: LM/EC & KF/MJ 6: EM & YG PE: KC/JB VA: AL PA: MS	K: CH, NP, & HS 1: RT & EE 2: EH & AD/BD 3: CL & CD 3/4: JC/TK 4: CL & LM 5: LM/EC & KF/MJ 6: EM & YG PE: KC/JB VA: AL PA: MS	K: CH, NP, & HS 1: RT & EE 2: EH & AD/BD 3: CL & CD 3/4: JC/TK 4: CL & LM 5: LM/EC & KF/MJ 6: EM & YG PE: KC/JB VA: AL PA: MS	K: CH, NP, & HS 1: RT & EE 2: EH & AD/BD 3: CL & CD 3/4: JC/TK 4: CL & LM 5: LM/EC & KF/MJ 6: EM & YG PE: KC/JB VA: AL PA: MS
Students Unaccounted For: 5 in intervention group	Students Unaccounted For:	Students Unaccounted For:	Students Unaccounted For:	Students Unaccounted For:	Students Unaccounted For:	Students Unaccounted For:
Time: 2:55 out 4:46 all accounted for	Time: 2:44 out 5:43 all accounted for	Time: 1:57 out 4:10 all accounted for	Time: 2:20 all out 4:06 all accounted for	Time: :49 all out 1:15 all accounted for	Time: 2:21 all out 4:35 all accounted for	Time:
Notes: No alarms, first drill with area of refuge	Notes: First drill with alarms	Notes:	Notes:	Notes:	Notes:	Notes: Lockdown Drill, one student in hallway that was let into room.

Date: 12/5/19 10:15	Date:	Date:	Date:	Date:	Date:	Date:
K: CH, NP, & HS 1: RT & EE 2: EH & AD/BD 3: CL & CD 3/4: JC/TK 4: CL & LM 5: LM/EC & KF/MJ 6: EM & YG PE: KC/JB VA: AL PA: MS	K: CH, NP, & HS 1: RT & EE 2: EH & AD/BD 3: CL & CD 3/4: JC/TK 4: CL & LM 5: LM/EC & KF/MJ 6: EM & YG PE: KC/JB VA: AL PA: MS	K: CH, NP, & HS 1: RT & EE 2: EH & AD/BD 3: CL & CD 3/4: JC/TK 4: CL & LM 5: LM/EC & KF/MJ 6: EM & YG PE: KC/JB VA: AL PA: MS	K: CH, NP, & HS 1: RT & EE 2: EH & AD/BD 3: CL & CD 3/4: JC/TK 4: CL & LM 5: LM/EC & KF/MJ 6: EM & YG PE: KC/JB VA: AL PA: MS	K: CH, NP, & HS 1: RT & EE 2: EH & AD/BD 3: CL & CD 3/4: JC/TK 4: CL & LM 5: LM/EC & KF/MJ 6: EM & YG PE: KC/JB VA: AL PA: MS	K: CH, NP, & HS 1: RT & EE 2: EH & AD/BD 3: CL & CD 3/4: JC/TK 4: CL & LM 5: LM/EC & KF/MJ 6: EM & YG PE: KC/JB VA: AL PA: MS	K: CH, NP, & HS 1: RT & EE 2: EH & AD/BD 3: CL & CD 3/4: JC/TK 4: CL & LM 5: LM/EC & KF/MJ 6: EM & YG PE: KC/JB VA: AL PA: MS
Students Unaccounted For:	Students Unaccounted For:	Students Unaccounted For:	Students Unaccounted For:	Students Unaccounted For:	Students Unaccounted For:	Students Unaccounted For:
Time:	Time:	Time:	Time:	Time:	Time:	Time:
Notes: Lockdown Drill, all rooms/halls quiet, no one visible.	Notes:	Notes:	Notes:	Notes:	Notes:	Notes:



## CERTIFICATE OF OCCUPANCY

### VALID FOR FACILITY:

DISCOVERY CHARTER SCHOOL  
133 HOOVER DRIVE  
ROCHESTER, NEW YORK 14615

### DISTRICT:

DISCOVERY CHARTER SCHOOL  
SARA CASTNER  
133 HOOVER DR  
ROCHESTER, NEW YORK 14615

**Building ID:** 260501861002

**Issuance Date:** August 03, 2020  
**Effective Date:** August 01, 2020  
**Expiration Date:** August 01, 2021

OBTAIN FIRE SAFETY REPORT FROM DISTRICT OFFICE

THIS CERTIFICATE VOIDS ANY PREVIOUSLY ISSUED