

# Application: Discovery Charter School

Castner Sara - scastner@rochesterdiscovery.com  
2020-2021 Annual Report

## Summary

ID: 0000000146

## Entry 1 School Info and Cover Page

Completed - Nov 16 2021

### 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 2020-2021 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, 2021)** 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, 2021)**

Please select the correct authorizer as of June 30, 2021 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, Webster Central School District, West Irondequoit Central School District, and +East Irondequoit Central School District.
KDE 10	(No response)

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

No

#### **h. SCHOOL WEB ADDRESS (URL)**

<https://www.rochesterdiscovery.com/>

#### **i. TOTAL MAX APPROVED ENROLLMENT FOR THE 2020-2021 SCHOOL YEAR (exclude Pre-K program enrollment)**

280



**j. TOTAL STUDENT ENROLLMENT ON JUNE 30, 2021 (exclude Pre-K program enrollment)**

286

**k. GRADES SERVED IN SCHOOL YEAR 2020-2021 (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 2021-2022?

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, 14615	5853424032	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	585-698-9072		<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, 2021.

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

[DCS Certificate of Occupancy.pdf](#)

**Filename:** DCS Certificate of Occupancy.pdf **Size:** 69.0 kB

**Site 1 Fire Inspection Report**

[Corrected Inspection Report-133 Hoover Dr Suite 1-Discovery Charter School.pdf](#)

**Filename:** Corrected Inspection Report-133 Hoover Dr Suite 1-Discovery Charter School.pdf **Size:** 347.7 kB

**CHARTER REVISIONS DURING THE 2020-2021 SCHOOL YEAR**

**n1. Were there any revisions to the school's charter during the 2020-2021 school year? (Please include approved or pending material and non-material charter revisions).**

Yes

## n2. Summary of Charter Revisions

	Category (Select Best Description)	Specific Revision (150 word limit)	Date Approved by BOT (if applicable)	Date Approved by Authorizer (if applicable)
1	Other	<p>Discovery Charter School is requesting a revision to our charter allowing us to offer an optional summer school program.</p> <p>Included in the optional summer program will be:            Intense Math and English Language Arts remediation;            A choice exploratory activity, such as drama, sports or science to support social emotional and physical health;            A balanced breakfast and lunch.</p>	06/04/2021	07/22/2021
2				
3				
4				
5				

**More revisions to add?**

No

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

Yes

**ATTESTATIONS**

**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 our school has reviewed, understands and will comply with the employee clearance and fingerprint requirements as outlined in Entry 10 and found in the [NYSED CSO Fingerprint Clearance Oct 2019 Memo](#). Click YES to agree.**

**Responses Selected:**

Yes

q. 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. Click YES to agree and then use the mouse on your PC or the stylus on your mobile device to sign your name).

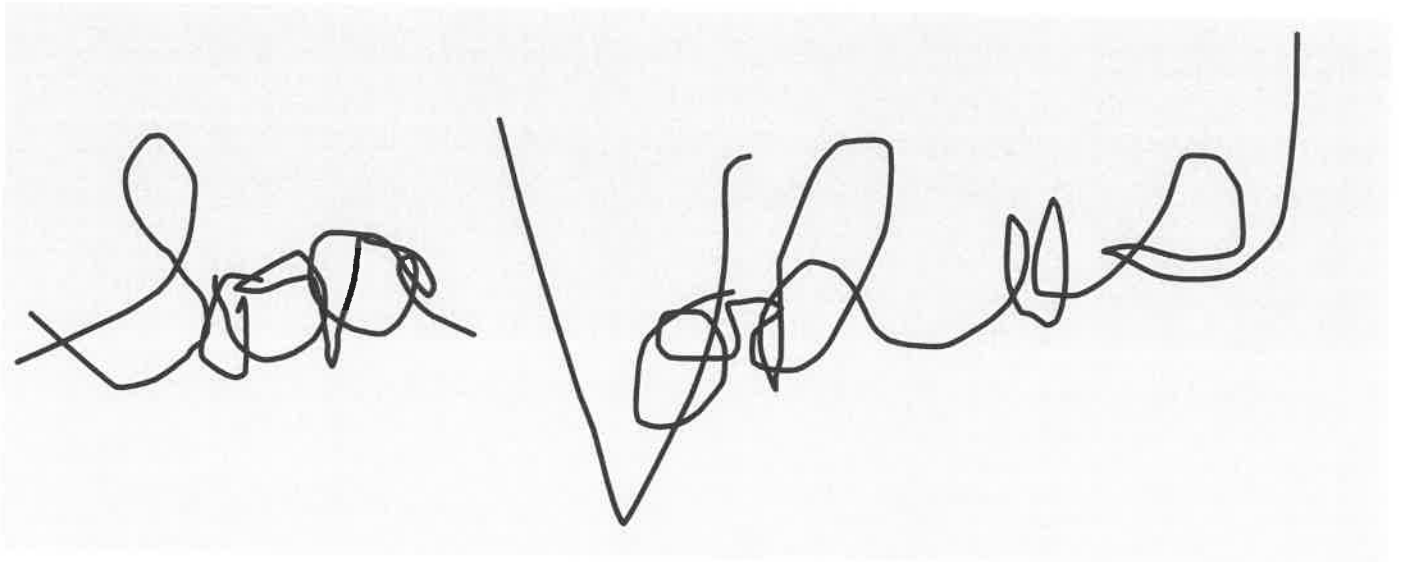
**Responses Selected:**

Yes

**Signature, Head of Charter School**

A handwritten signature in black ink on a light gray background. The signature is stylized and cursive, starting with a large loop on the left, followed by several smaller loops and a long, sweeping horizontal stroke that ends with a small vertical tick at the bottom right.

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

A large, stylized handwritten signature in black ink, appearing to read 'John V. ...'.

**Date**

Jul 30 2021

**Thank you.**



## **Entry 3 Progress Toward Goals**

**Completed** - Nov 16 2021

## **Instructions**

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

For the 2020-2021 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". **Deadline is November 1, 2021.**

**PLEASE NOTE: This is a required task, and it is**

**marked optional for administrative purposes only.**

## **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, 2021.

#### **1. ACADEMIC STUDENT PERFORMANCE GOALS**

**For the 2020-2021 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".**



## 2020-2021 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
Academic Goal 1	Increase academic performance by 10% in Grades 3-6 in both math and ELA.	NYS ELA and Math Assessments	Met	
Academic Goal 2	For grades K-2, 50% of students will be on grade level in reading by the end of the year.	Fountas and Pinnell	Not Met	<p>We adopted a new ELA curriculum and implemented a new assessment/intervention program (i-Ready).</p> <p>Classes will remain no larger than 15 students.</p>
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

## 4. ORGANIZATION GOALS

**For the 2020-2021 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".**

### 2020-2021 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 meet or exceed the number of economically disadvantaged students in comparison to the district of their residence.	enrollment reports	Met	
Org Goal 2	DCS had a goal to retain the ENL student population at 15%.	enrollment reports	Met	
Org Goal 3	DCS had a goal to increase our SWD population over	enrollment reports	Met	

	the academic year from 13% to 15%			
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

## 6. FINANCIAL GOALS

## 2020-2021 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 20-21 annual budget	a balanced end-of year budget	Met	
Financial Goal 2				
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				

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

No

Thank you.

## Entry 4 - Audited Financial Statements

Completed - Oct 29 2021

### Required of ALL Charter Schools

**ALL SUNY-authorized charter schools** must upload the financial statements in .pdf format into the SUNY Epicenter system no later than **November 1, 2021**. SUNY CSI will forward to NYSED CSO.

**ALL Regents, NYCDOE, and Buffalo BOE authorized charter schools** must upload final, audited financial statements to the [Annual Report Portal](#) no later than **November 1, 2021**. Upload the independent auditor's report, any advisory and/or management letter, and the internal controls report as one submission, combined into a .PDF file, ensuring that security features such as password protection are turned off.

**PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.**

### DISCOVERY CHARTER SCHOOL - 06

**Filename:** DISCOVERY\_CHARTER\_SCHOOL\_-\_06.30.20\_92dm5U0.pdf **Size:** 549.9 kB

## Entry 4b - Audited Financial Report Template (BOR/NYC/BOE)

Completed - Dec 20 2021

### Instructions - Regents-Authorized Charter Schools ONLY

Regents-authorized schools must download and complete the Excel spreadsheet entitled "Audited Financial Report Template" from the online portal or the website at [2020-2021 Charter School Annual Report webpage](#). Upload the completed file in Excel format. **Due November 1, 2021.**

**Education Corporations with more than one school should complete the Excel spreadsheet for the Education Corporation as a whole, not for the individual schools. Please submit the same Excel spreadsheet for each of the schools.**

**PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.**

### Discovery CS BEDS-260501861002 2020-21

**Filename:** Discovery\_CS\_BEDS-260501861002\_2020-21.xlsx **Size:** 75.1 kB

## Entry 4c - Additional Financial Documents

Completed - Nov 16 2021

**Instructions - Regents, NYCDOE and Buffalo BOE authorized schools** must upload financial documents in this section **by November 1, 2021**. The items listed below should be uploaded, with an explanation if not applicable or available. For example, a "federal Single Audit was not required because the school did not expend federal funds of more than the \$750,000 Threshold."

1. Advisory and/or Management letter
2. Federal Single Audit
3. CSP Agreed-Upon Procedure Report
4. Evidence of Required Escrow Account for each school<sup>[1]</sup>
5. Corrective Action Plan for Audit Findings and Management Letter Recommendations

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<sup>[1]</sup> Note: For BOR schools chartered or renewed after the 2017-2018 school year, the escrow account per school is \$100,000.

**PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.**

### Escrow at 09

**Filename:** Escrow\_at\_09.30.21.pdf **Size:** 50.5 kB

### Entry 4c - Additional Documents

**Filename:** Entry\_4c\_-\_Additional\_Documents.docx **Size:** 12.5 kB

## Entry 4d - Financial Services Contact Information

Completed - Nov 16 2021

**Instructions:** Please enter the contact information for school staff, firms or other entities providing financial services to the education corporation **by November 1, 2021.**

## Form for "Financial Services Contact Information"

### 1. School Based Fiscal Contact Information

	School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone
	Laurie Corbett	<a href="mailto:lcorbett@rochesterdiscovery.com">lcorbett@rochesterdiscovery.com</a>	585-342-4032

### 2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
	Kate VanBramer	<a href="mailto:kvanbramer@mmb-co.com">kvanbramer@mmb-co.com</a>	585-423-1860	8

**3. If applicable, please provide contact information for the school's outsourced financial services firm.**

	Firm Name	Contact Person	Mailing Address	Email	Phone	Years With Firm

## Entry 5 - Fiscal Year 2021-2022 Budget

**Completed** - Nov 16 2021

**Instructions - Regents, NYCDOE, and Buffalo BOE authorized charter schools** should upload a copy of the school's FY21 Budget using the 2021-2022 [Projected Annual Budget template](#) in the portal or from the Annual Report website **by November 1, 2021.**

The assumptions column should be completed for all revenue and expense items unless the item is self-explanatory. Where applicable, reference the page number or section in the application narrative that indicates the assumption being made. For instance, student enrollment would reference the applicable page number in Section I, C of the application narrative.

**Instructions - SUNY authorized charter schools** should download the 2021-2022 Budget and Quarterly Report Template on the SUNY website or Epicenter and upload the completed template into the portal by **November 1, 2021**.

**PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.**

### **Copy of Final2021-2022ARBudgetTemplate**

Filename: Copy\_of\_Final2021-2022ARBudgetTemplate.xlsx Size: 36.6 kB

## **Entry 6 - Board of Trustees Disclosure of Financial Interest Form**

Completed - Nov 17 2021

### **Required of ALL Charter Schools by August 2**

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 2020-2021 school year must complete a signed:

- Regents, NYCDOE, and Buffalo BOE Authorized Schools: Disclosure of Financial Interest Form
- SUNY- Authorized Charter Schools: SUNY 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. Note: DocuSign is accepted.

### **DFI 2021 Adair**

Filename: DFI\_2021\_Adair.pdf Size: 51.1 kB

### **DFI 2021 Braveman**

Filename: DFI\_2021\_Braveman.pdf Size: 59.3 kB

### **DFI 2021 Jackson**

Filename: DFI\_2021\_Jackson.doc Size: 53.2 kB

### **DFI 2021 Stiles**

Filename: DFI\_2021\_Stiles.pdf Size: 1.9 MB

### **DFI 2021 Montanaro**

Filename: DFI\_2021\_Montanaro.pdf Size: 129.4 kB

### **DFI 2021 Lewis**

Filename: DFI\_2021\_Lewis.pdf Size: 310.2 kB

### DFI 2021 Stubbs

Filename: DFI\_2021\_Stubbs.pdf Size: 123.2 kB

### DFI 2021 Varhus

Filename: DFI\_2021\_Varhus.pdf Size: 45.4 kB

### DFI 2021 Wilkens

Filename: DFI\_2021\_Wilkens.pdf Size: 329.2 kB

## Entry 7 BOT Membership Table

Completed - Nov 16 2021

## 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 7 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.

### 1. 2020-2021 Board Member Information (Enter info for each BOT member)

Trustee Name	Trustee Email Address	Position on the Board	Commit tee Affiliatio ns	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 Meeting s Attende d During 2020- 2021



1	Scott Adair	<a href="mailto:scottmadair@nysscpa.org">scottmadair@nysscpa.org</a>	Treasurer	- Executive, -Audit/ Finance	Yes	3	07/01/2019	06/30/2022	12
2	Lisa M. Lewis	<a href="mailto:llewis@cfcrochester.org">llewis@cfcrochester.org</a>	Trustee/ Member	-Audit/ Finance - Personnel Committee - Executive Committee	Yes	3	07/01/2020	06/30/2023	9
3	Robert Stiles	<a href="mailto:rbstiles@aol.com">rbstiles@aol.com</a>	Secretary	- Executive - Governance - Personnel Committee	Yes	2	07/01/2018	06/30/2021	12
4	Sara Varhus	<a href="mailto:svarhus0@naz.edu">svarhus0@naz.edu</a>	Chair	- Executive -Audit/ Finance - Governance - Personnel Committee	Yes	4	07/01/2019	06/30/2022	12

5	Christina Wilkens	<a href="mailto:cwilkens@brockport.edu">cwilkens@brockport.edu</a>	Vice Chair	- Academic Excellence Committee - Governance Committee - Executive Committee	Yes	1	10/01/2018	06/30/2021	11
6	Tamika Jackson	<a href="mailto:tamikajackson472@gmail.com">tamikajackson472@gmail.com</a>	Parent Rep	- Academic Excellence Committee	Yes	1	01/01/2019	06/30/2021	11
7	Lisa Montanaro	<a href="mailto:Lisamonatanaro1988@gmail.com">Lisamonatanaro1988@gmail.com</a>	Trustee/Member	- Academic Excellence Committee	Yes	1	06/01/2020	06/30/2023	10
8	Ebony Stubbs	<a href="mailto:estubbs2012@gmail.com">estubbs2012@gmail.com</a>	Trustee/Member	None	Yes	1	04/01/2021	06/30/2023	5 or less
9	Daan Braveman	<a href="mailto:dbravem7@naz.edu">dbravem7@naz.edu</a>	Trustee/Member	Governance Committee	Yes	1	10/16/2020	06/30/2023	8

**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, 2021	9
b.Total Number of Members Added During 2020-2021	2
c. Total Number of Members who Departed during 2020-2021	0
d.Total Number of members, as set in Bylaws, Resolution or Minutes	15

**3. Number of Board meetings held during 2020-2021**

17

**4. Number of Board meetings scheduled for 2021-2022**

12

Thank you.

**Entry 8 Board Meeting Minutes**

Completed - Nov 16 2021

Instructions - Required of Regents, NYCDOE, and Buffalo BOE Authorized Schools ONLY

Schools must upload a complete set of monthly board meeting minutes (July 2020-June 2021), which should match the number of meetings held during the 2020-2021 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 2, 2021.

### **DCS Board Meeting Minutes 20-21**

**Filename:** DCS\_Board\_Meeting\_Minutes\_20-21.pdf **Size:** 3.4 MB

## **Entry 9 Enrollment & Retention**

**Completed** - Nov 16 2021

Instructions for submitting Enrollment and Retention Efforts

**ALL charter schools must complete this section.** Describe the good faith efforts the charter school has made in 2020-2021 toward meeting targets to attract and retain the enrollment of Students with Disabilities (SWDs), English Language Learners (ELLs), 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 2021-2022.

## **Entry 9 Enrollment and Retention of Special Populations**

Instructions for Reporting Enrollment and Retention Strategies

Describe the efforts the charter school has made in 2020-2021 toward meeting targets to attract and retain enrollment of students with disabilities, English language 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 2021-2022.

## Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2020-2021	Describe Recruitment Plans in 2021-2022
Economically Disadvantaged	Discovery Charter School (DCS) utilizes the Common Application ( <a href="http://www.goodschoolsroc.org">www.goodschoolsroc.org</a> ) for easy access to the application DCS targets local preschool and Headstart programs serving ED students and families.	Continuation of common application and targeted recruitment centers New position of Community Outreach Specialist as well as a new position of Family outreach specialist have been added to support recruitment and retention in all preference areas.
English Language Learners	Discovery utilizes the Common Application ( <a href="http://www.goodschoolsroc.org">www.goodschoolsroc.org</a> ) for easy access to the application lottery preference. The lottery was again increased, this time weighed 4 times for English Language Learners.	Continuation of past efforts Discovery has added additional staff who speak the home language of new students and families.
Students with Disabilities	Discovery utilizes the Common Application ( <a href="http://www.goodschoolsroc.org">www.goodschoolsroc.org</a> ) for easy access to the application lottery preference. The lottery was weighed 3 times for students with disabilities.	Continuation of past efforts

## Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2020-2021	Describe Retention Plans in 2021-2022
Economically Disadvantaged	Discovery provided 1-1 devices, internet access, support with food and security, a fully staffed SEL team including a social worker, and an active family engagement committee.	New position of Community Outreach Specialist as well as w new position of Family outreach specialist have been added to support recruitment and retention in all preference areas.
English Language Learners	New position of Community Outreach Specialist as well as w new position of Family outreach specialist have been added to support recruitment and retention in all preference areas. Discovery has added additional staff who speak the home language of new students and families, as well as additional ENL teachers.	Implementation of a cultural calendar to ensure holidays and events align with school assessments and events. A multi-cultural event will be held this year to celebrate various cultures.
Students with Disabilities	New position of Community Outreach Specialist as well as w new position of Family outreach specialist have been added to support recruitment and retention in all preference areas. We also provided a a fully staffed SEL team including a social worker.	Discovery added additional specialized staff (school psychologist, additional special education teachers). Also, a continuation to work with the NYS Charter School Network Special Education Work Group.

## Entry 10 - Teacher and Administrator Attrition

Completed - Nov 16 2021

## Form for "Entry 10 - Teacher and Administrator Attrition" Revised to Employee Fingerprint Requirements Attestation

### **A. TEACH System - Employee Clearance**

Charter schools must ensure that all prospective employees<sup>[1]</sup> receive clearance through the NYSED Office of School Personnel Review and Accountability (OSPRA) prior to employment. **This includes paraprofessionals and other school personnel that are provided or assigned by the district of location, or related/contracted service providers.** After an employee has been cleared, schools are required to maintain proof of such clearance in the file of each employee. For the safety of all students, charter schools must take immediate steps to terminate the employment of individuals who have been denied clearance. Once the employees have been terminated, the school must terminate the request for clearance in the TEACH system.

In the Annual Report, charter schools are asked to confirm that all employees have been cleared through the NYSED TEACH system; and, if denied clearance, confirm that the individual or employee has been removed from the TEACH system, and is not employed by the school.

<sup>[1]</sup> Employees that must be cleared include, but are not limited to, teachers, administrative staff, janitors, security personnel and cafeteria workers, and other staff who are present when children are in the school building. **This includes paraprofessionals and other school personnel that are provided or assigned by the district of location, as well as related/contracted service providers.** See NYSED memorandum dated October 1, 2019 at <http://www.p12.nysed.gov/psc/aboutcharterschools/lawsandregs/EmployeeFingerprintOct19.pdf> or visit the NYSED website at: <http://www.highered.nysed.gov/tsei/ospa/fingerprintingcharts.html> for more information regarding who must be fingerprinted. Also see, 8 NYCRR §87.2.

## **B. Emergency Conditional Clearances**

Charter schools are **strongly discouraged** from using the emergency conditional clearance provisions for prospective employees. This is because the school must simultaneously request clearance through NYSED TEACH, and the school's emergency conditional clearance of the employee terminates automatically once the school receives notification from NYSED regarding the clearance request. Status notification is provided for all prospective employees through the NYSED TEACH portal within 48 hours after the clearance request is submitted. Therefore, at most, a school's emergency conditional clearance will be valid for only 48 hours after approval by the board.

Schools are not permitted to renew or in any way re-establish a prospective employee's emergency conditional clearance after status notification is sent by NYSED through the TEACH portal.

Schools are asked to attest that they have reviewed and understand these requirements. More information can be found in the memo at

<http://www.p12.nysed.gov/psc/aboutcharterschools/lawsandregs/EmployeeFingerprintOct19.pdf>.

### **Attestation**

#### **Responses Selected:**

I hereby attest that the school has reviewed, understands, and will comply with these requirements.

## **Entry 11 Percent of Uncertified Teachers**

**Completed** - Nov 16 2021

### **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.

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.

## **Entry 11 Uncertified Teachers**

**School Name:**



# 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, 2021)	4
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)	1
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, 2021)	0
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)	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, 2021)	1
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)	1
Total Category C: not to exceed 5	2.0

**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	0

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

	FTE Count
Total Category E	26

## CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	33

Thank you.



## Entry 12 Organization Chart

Completed - Nov 16 2021

### Instructions

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

Upload the 2020-2021 **Organization Chart**. The organization chart should include position titles and reporting relationships. Employee names should not appear on the chart

#### **Org Chart 20-21**

Filename: Org\_Chart\_\_20-21.pdf Size: 141.3 kB

## Entry 13 School Calendar

Completed - Nov 16 2021

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 2, 2021. If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 2<sup>nd</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, 2021**.

School calendars must meet the minimum instructional requirements as required of other public schools "... unless the school's charter requires more instructional time than is required under the regulations."

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.

**PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.**

## **2021-22 DRAFT DCS Family Calendar**

**Filename:** 2021-22\_DRAFT\_DCS\_Family\_Calendar.pdf **Size:** 295.8 kB

## **Entry 14 Links to Critical Documents on School Website**

**Completed** - Nov 16 2021

### **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., 2019-2020 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 14 Links to Critical Documents on School Website**

**School Name:** Discovery Charter School

**Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item 5: Authorizer-approved DASA policy**

**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., 2019-20)	<a href="http://www.rochesterdiscovery.com/about-dcs/annual-report/19-20-annual-report/">http://www.rochesterdiscovery.com/about-dcs/annual-report/19-20-annual-report/</a>
2. Most recent board meeting notice, documents to be discussed at the meeting (if any)	<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="http://www.rochesterdiscovery.com/nysed-school-report-card/">http://www.rochesterdiscovery.com/nysed-school-report-card/</a>
4. Lottery Notice announcing date of lottery	<a href="http://www.rochesterdiscovery.com/admissions/">http://www.rochesterdiscovery.com/admissions/</a>
5. Authorizer-approved DASA Policy (For Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY);	<a href="https://www.rochesterdiscovery.com/dasa/">https://www.rochesterdiscovery.com/dasa/</a>
6. District-wide Safety Plan	<a href="http://www.rochesterdiscovery.com/dcs-safety-plan/">http://www.rochesterdiscovery.com/dcs-safety-plan/</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="http://www.rochesterdiscovery.com/foil-policy/">http://www.rochesterdiscovery.com/foil-policy/</a>
8. Subject matter list of FOIL records	<a href="http://www.rochesterdiscovery.com/foil-policy/">http://www.rochesterdiscovery.com/foil-policy/</a>

Thank you.



## Entry 15 Staff Roster

Completed - Nov 16 2021

### INSTRUCTIONS

#### **Required of Regents-Authorized Charter Schools ONLY**

Please click on [the MS Excel Staff Roster Template](#) and provide the following information for ANY and

ALL instructional and non-instructional employees.

- Full name for any and all employees
- TEACH IDs for any and all employees
- Using the drop down menu, select a role/position (or the best fit) for each employee in the charter school. (Please provide additional information to the Notes Section of the Staff Roster Template as necessary)
- Date of hire and employment start dates
- Number of years each employee has had in their respective professions
- Number of years each employee has had in their current role in the charter school
- Using the drop down menu, select the correct explanation as to why a teacher is teaching outside of their certification area.

### **AnnualReportBoRStaffRosterCorrected11-2021**

**Filename:** AnnualReportBoRStaffRosterCorrected11-2021.xlsx **Size:** 20.9 kB

**DISCOVERY CHARTER SCHOOL**

**ROCHESTER, NEW YORK**

**AUDITED CONSOLIDATED FINANCIAL STATEMENTS**

**OTHER CONSOLIDATING FINANCIAL INFORMATION**

**REPORT REQUIRED BY**  
**GOVERNMENT AUDITING STANDARDS**

**AND**

**INDEPENDENT AUDITOR'S REPORTS**

**JUNE 30, 2021**  
**(With Comparative Totals for 2020)**



**MENGEL METZGER BARR & CO. LLP**

Certified Public Accountants



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MENGEL METZGER BARR & CO. LLP

Certified Public Accountants

## INDEPENDENT AUDITOR'S REPORT

Board of Trustees  
Discovery Charter School

### **Report on the Consolidated Financial Statements**

We have audited the accompanying consolidated financial statements of Discovery Charter School which comprise the consolidated statement of financial position as of June 30, 2021, and the related consolidated statements of activities and changes in net assets, functional expenses, and cash flows for the year then ended, and the related notes to the consolidated financial statements.

### **Management's Responsibility for the Consolidated Financial Statements**

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditor's Responsibility**

Our responsibility is to express an opinion on these consolidated financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

- 3 -

### **Opinion**

In our opinion, the consolidated financial statements referred to above present fairly, in all material respects, the financial position of Discovery Charter School as of June 30, 2021, and the changes in its net assets, functional expenses and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### **Report on Summarized Comparative Information**

We have previously audited Discovery Charter School's June 30, 2020 consolidated financial statements, and we expressed an unmodified audit opinion on those audited consolidated financial statements in our report dated October 15, 2020. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2020 is consistent, in all material respects, with the audited consolidated financial statements from which it has been derived.

### **Other Report Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated September 16, 2021 on our consideration of Discovery Charter School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Discovery Charter School's internal control over financial reporting and compliance.

*Mengel, Metzger, Baw & Co. LLP*

Rochester, New York  
September 16, 2021

DISCOVERY CHARTER SCHOOL  
CONSOLIDATED STATEMENT OF FINANCIAL POSITION

JUNE 30, 2021  
(With Comparative Totals for 2020)

	<u>ASSETS</u>	<u>June 30,</u>	
		<u>2021</u>	<u>2020</u>
<u>CURRENT ASSETS</u>			
Cash		\$ 692,977	\$ 588,756
Grants and other receivables		104,847	264,531
Prepaid expenses		-	52,381
	TOTAL CURRENT ASSETS	797,824	905,668
<u>PROPERTY AND EQUIPMENT, net</u>		343,029	202,681
<u>OTHER ASSET</u> - cash in escrow		100,000	75,000
	TOTAL ASSETS	<u>\$ 1,240,853</u>	<u>\$ 1,183,349</u>
<u>LIABILITIES AND NET ASSETS (DEFICIENCY)</u>			
<u>CURRENT LIABILITIES</u>			
Accounts payable and accrued expenses		\$ 164,364	\$ 128,211
Accrued payroll and benefits		250,325	395,859
Deferred lease liability		-	6,509
	TOTAL CURRENT LIABILITIES	414,689	530,579
<u>PAYCHECK PROTECTION PROGRAM NOTE PAYABLE</u>		-	643,300
	TOTAL LIABILITIES	414,689	1,173,879
<u>NET ASSETS (DEFICIENCY)</u>			
Without donor restrictions		632,095	(178,548)
With donor restrictions		194,069	188,018
	TOTAL NET ASSETS (DEFICIENCY)	826,164	9,470
	TOTAL LIABILITIES AND NET ASSETS (DEFICIENCY)	<u>\$ 1,240,853</u>	<u>\$ 1,183,349</u>

The accompanying notes are an integral part of the consolidated financial statements.

DISCOVERY CHARTER SCHOOL

CONSOLIDATED STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS

YEAR ENDED JUNE 30, 2021  
(With Comparative Totals for 2020)

	Year ended June 30,			2020
	Without donor restrictions	With donor restrictions	Total	
Operating revenue and support:				
Public school districts:				
Per pupil allocation income	\$ 3,952,754	\$ -	\$ 3,952,754	\$ 3,858,269
District textbooks in-kind	16,310	-	16,310	-
Students with disabilities	265,265	-	265,265	435,510
Total revenue from public school districts	4,234,329	-	4,234,329	4,293,779
Paycheck Protection Program loan forgiveness	643,300	-	643,300	-
Federal and State grants	193,319	184,069	377,388	389,762
Private grants	6,651	-	6,651	3,217
Net assets released from donor restriction	178,018	(178,018)	-	-
Total other revenue and support	1,021,288	6,051	1,027,339	392,979
TOTAL OPERATING REVENUE AND SUPPORT	5,255,617	6,051	5,261,668	4,686,758
Expenses:				
Program services:				
Regular education	3,122,243	-	3,122,243	3,599,323
Special education	774,035	-	774,035	866,729
Supporting services:				
Management and general	548,697	-	548,697	586,455
TOTAL EXPENSES	4,444,974	-	4,444,974	5,052,507
CHANGE IN NET ASSETS	810,643	6,051	816,694	(365,749)
Net (deficiency) assets at beginning of year	(178,548)	188,018	9,470	375,219
NET ASSETS AT END OF YEAR	\$ 632,095	\$ 194,069	\$ 826,164	\$ 9,470

The accompanying notes are an integral part of the consolidated financial statements.

DISCOVERY CHARTER SCHOOL  
CONSOLIDATED STATEMENT OF FUNCTIONAL EXPENSES  
YEAR ENDED JUNE 30, 2021  
(With Comparative Totals for 2020)

			Year ended June 30,					
			2021				2020	
			Program Services			Supporting Services		
	No. of positions		Regular education	Special education	Sub-total	Management and general	Total	Total
	June 30,							
	2021	2020						
Personnel service costs:								
Administrative staff	8	8	\$ 153,563	\$ 170,812	\$ 324,375	\$ 262,807	\$ 587,182	\$ 574,969
Instructional personnel	46	56	1,632,878	408,219	2,041,097	-	2,041,097	2,416,620
Non-instructional personnel	2	2	-	-	-	9,995	9,995	22,108
Total salaries and wages			1,786,441	579,031	2,365,472	272,802	2,638,274	3,013,797
Payroll taxes and employee benefits			302,569	118,707	421,276	57,547	478,823	555,761
Retirement			138,030	46,565	184,595	8,280	192,875	195,033
Legal service			-	-	-	13,944	13,944	14,469
Accounting/ auditing services			-	-	-	24,592	24,592	28,304
Other purchased/ professional/ consulting services			137,707	-	137,707	24,394	162,101	202,031
Building and land rent/ lease/ facility finance interest			396,358	-	396,358	44,040	440,398	440,399
Repairs & maintenance			1,930	-	1,930	1,930	3,860	7,791
Insurance			24,524	-	24,524	8,175	32,699	
Utilities			37,843	-	37,843	19,516	57,359	28,212
Supplies/ materials			70,338	17,558	87,896	-	87,896	63,748
Equipment/ furnishings			5,871	-	5,871	1,468	7,339	35,382
Staff development			613	205	818	-	818	6,132
Marketing/ recruitment			-	-	-	6,182	6,182	13,808
Technology			38,110	-	38,110	9,528	47,638	10,190
Food service			102,235	-	102,235	-	102,235	24,465
Student services			-	-	-	-	-	183,166
Office expense			10,070	1,046	11,116	13,440	24,556	19,513
Depreciation and amortization			64,952	9,993	74,945	24,982	99,926	39,090
Other			4,652	930	5,582	17,877	23,459	158,002
			\$ 3,122,243	\$ 774,035	\$ 3,896,278	\$ 548,697	\$ 4,444,974	\$ 5,052,507

The accompanying notes are an integral part of the consolidated financial statements.

DISCOVERY CHARTER SCHOOL  
CONSOLIDATED STATEMENT OF CASH FLOWS

YEAR ENDED JUNE 30, 2021  
(With Comparative Totals for 2020)

	Year ended June 30,	
	2021	2020
<u>CASH FLOWS - OPERATING ACTIVITIES</u>		
Change in net assets	\$ 816,694	\$ (365,749)
Adjustments to reconcile change in net assets to net cash provided from (used for) operating activities:		
Depreciation and amortization	99,926	158,002
Forgiveness of Paycheck Protection Program note payable	(643,300)	-
Changes in certain assets and liabilities affecting operations:		
Grants and other receivables	159,684	(113,296)
Prepaid expenses	52,381	(1,555)
Accounts payable and accrued expenses	36,153	(99,998)
Accrued payroll and benefits	(145,534)	(34,210)
Deferred lease liability	(6,509)	6,509
NET CASH PROVIDED FROM (USED FOR) OPERATING ACTIVITIES	369,495	(450,297)
<u>CASH FLOWS - INVESTING ACTIVITIES</u>		
Purchases of property and equipment	(240,274)	(40,851)
NET CASH USED FOR INVESTING ACTIVITIES	(240,274)	(40,851)
<u>CASH FLOWS - FINANCING ACTIVITIES</u>		
Borrowings on Paycheck Protection Program note payable	-	643,300
NET CASH PROVIDED FROM FINANCING ACTIVITIES	-	643,300
NET INCREASE IN CASH AND RESTRICTED CASH	129,221	152,152
Cash and restricted cash at beginning of year	663,756	511,604
CASH AND RESTRICTED CASH AT END OF YEAR	<u>\$ 792,977</u>	<u>\$ 663,756</u>
Reconciliation of cash reported within the consolidated statement of financial position that sum to the total amounts shown in the consolidated statements of cash flows:		
Cash	\$ 692,977	\$ 588,756
Cash in escrow	100,000	75,000
Total cash and restricted cash showing in the consolidated statements of cash flow	<u>\$ 792,977</u>	<u>\$ 663,756</u>

The accompanying notes are an integral part of the consolidated financial statements.

## DISCOVERY CHARTER SCHOOL

### NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

JUNE 30, 2021 AND 2020

#### NOTE A: THE ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

##### Basis of presentation and principles of consolidation

The accompanying consolidated financial statements include the accounts of Discovery Charter School (the "School") and Friends of Discovery Charter School, Inc. ("Friends"), (collectively referred to as the "Organization"). The Organizations are presenting consolidated financial statements because they have a common Board of Trustees and economic interest. All intercompany balances and transactions have been eliminated in the accompanying consolidated financial statements.

##### The Organization

The School is an educational corporation that operates as a charter school in Rochester, New York. On December 14, 2010 (School's date of inception), the Board of Regents of the University of the State of New York granted the School a provisional charter valid for a term of five years and renewable upon expiration. During 2016, the School's charter was renewed for a three-year term which expired in June 2019. During 2019, the School's charter was renewed for a two-year term which expired in June 2021. During 2021, the School's charter was renewed for a three-year term which expires in June 2024. The School was established to prepare students to meet the challenges of a rapidly changing world, providing elementary school children real skills for the real world through an interdisciplinary program that integrates literacy, language arts, mathematics, social studies, visual arts and science.

Friends was organized under the laws of the State of New York on February 9, 2006 (Friends' date of inception) as a not-for-profit corporation under subparagraph (a)(5) of Section 102 of the Not-For-Profit Corporation Law as Friends of Community Charter School of Rochester, Inc. Friends was formed to provide funding and administrative assistance to promote the application for a charter school, to provide ongoing financial and volunteer support for such school and to engage in any and all activities reasonably related to such purpose. In 2009, this Organization changed its name to Friends of Discovery Charter School, Inc.

##### Basis of accounting

The accompanying financial statements have been prepared in accordance with accounting principles generally accepted in the United States of America.

##### Financial statement presentation

The Organization reports information regarding its financial position and activities according to two classes of net assets – net assets without donor restrictions and net assets with donor restrictions.

Net Assets Without Donor Restrictions: Represents all resources over which the Board of Directors has discretionary control to use in carrying on the Organization's operations in accordance with the guidelines established for the Organization. The Board may designate portions of the current net assets without donor restrictions for specific purposes, projects or investment.

##### Net Assets With Donor Restrictions

Net assets subject to donor (or certain grantor) imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both.



DISCOVERY CHARTER SCHOOL

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2021 AND 2020

NOTE A: THE ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Cont'd

Revenue and support recognition

Revenue from Exchange Transactions: The Organization recognizes revenue in accordance with Financial Accounting Standards Board (FASB) Accounting Standards Update (ASU) 2014-09, Revenue from Contracts with Customers, as amended. ASU 2014-09 applies to exchange transactions with customers that are bound by contracts or similar arrangements and establishes a performance obligation approach to revenue recognition.

The Organization records substantially all revenue over time as follows:

Public school district revenue

The School recognizes revenue as educational programming is provided to students throughout the year. The School earns public school district revenue based on the approved per pupil tuition rate of the public school district in which the pupil resides. The amount received each year from the resident district is the product of the approved per pupil tuition rate and the full-time equivalent student enrollment of the School. Each NYS school district has a fixed per pupil tuition rate which is calculated annually by NYSED in accordance with NYS Education Law. Amounts are billed in advance every other month and payments are typically received in six installments during the year. At the end of each school year, a reconciliation of actual enrollment to billed enrollment is performed and any additional amounts due or excess funds received are agreed upon between the School and the district(s) and are paid or recouped. Additional funding is available for students requiring special education services. The amount of additional funding is dependent upon the length of time and types of services provided by the School to each student, subject to a maximum amount based upon a set rate for each district as calculated by NYSED.

The following table summarizes contract balances at their respective consolidated statement of financial position dates:

	June 30,		
	2021	2020	2019
Grants and other receivables	\$ 13,977	\$ 198,786	\$ 26,972

Contributions

The Organization recognizes contributions when cash, securities or other assets, an unconditional promise to give, or a notification of a beneficial interest is received. Conditional promises to give, that is, those with a measurable performance or other barrier, and a right of return, are not recognized until the conditions on which they depend have been substantially met.

Contributions and unconditional promises to give are recorded as revenue in the appropriate class of net assets depending on the existence of any donor restrictions. A contribution that is received and expended in the same period for a specific purpose is classified as revenue without donor restrictions.

DISCOVERY CHARTER SCHOOL

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2021 AND 2020

NOTE A: THE ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Cont'd

Contributions are recorded as restricted support if they are received with donor stipulations that limit the use of the donated assets. When a donor restriction expires, that is, when a stipulated purpose restriction is accomplished, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the consolidated statement of activities and changes in net assets as net assets released from restrictions.

Grant revenue

Some of the School's revenue is derived from cost-reimbursable federal and state contracts and grants, which are conditioned upon certain performance requirements and/or the incurrence of allowable qualifying expenses. Amounts received are recognized as revenue when the School has incurred expenditures in compliance with specific contract or grant provisions. Certain grants are subject to audit and retroactive adjustments by its funders. Any changes resulting from these audits are recognized in the year they become known. Qualifying expenditures that have been incurred but are yet to be reimbursed are reported as grants receivable in the accompanying consolidated statement of financial position. The Charter School received cost-reimbursement grants of approximately \$135,200 and \$80,600 that have not been recognized at June 30, 2021 and 2020, respectively, because qualifying expenditures had not yet been incurred.

Cash

Cash balances are maintained at financial institutions located in New York State and are insured by the FDIC up to \$250,000 at each institution. In the normal course of business, the cash account balances at any given time may exceed insured limits. However, the Organization has not experienced any losses in such accounts and does not believe it is exposed to significant risk in cash.

Cash in escrow

The School maintains cash in an escrow account in accordance with the terms of its charter agreement. The amount in escrow was \$100,000 and \$75,000 at June 30, 2021 and 2020, respectively.

Grants and other receivables

Grants and other receivables are stated at the amount management expects to collect from outstanding balances. Management provides for probable uncollectible amounts based on its assessment of the current status of individual receivables from grants, agencies and others. Balances that are still outstanding after management has used reasonable collection efforts are written off against the allowance for doubtful accounts. There was no allowance for doubtful accounts at June 30, 2021 and 2020.

Property and equipment

Property and equipment are recorded at cost. Depreciation and amortization are computed using the straight-line method on a basis considered adequate to depreciate the assets over their estimated useful lives, which range from two to ten years.

DISCOVERY CHARTER SCHOOL

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2021 AND 2020

NOTE A: THE ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Cont'd

Deferred lease liability

The School leases its facility. The lease contains pre-determined fixed escalations of the base rent. In accordance with GAAP, the School recognizes the related rent expense on a straight-line basis over the lease term and records the difference between the recognized rental expense and the amounts payable under the lease as a deferred lease liability.

Tax exempt status

The School and Friends are tax-exempt organizations under section 501(c)(3) of the Internal Revenue Code and applicable state regulations and, accordingly, are exempt from federal and state taxes on income.

The Organization files Form 990 tax returns in the U.S. federal jurisdiction and New York State. The tax returns for the years ended June 30, 2018 through June 30, 2021 are still subject to potential audit by the IRS and New York State. Management of the Organization believes it has no material uncertain tax positions and, accordingly it will not recognize any liability for unrecognized tax benefits.

Marketing costs

The Organization expenses marketing costs as incurred. Total marketing and recruiting costs approximated \$6,200 and \$10,200 for the years ended June 30, 2021 and 2020, respectively.

Contributed goods and services

The School receives contributed services from volunteers to develop its academic program and to serve on the Board of Trustees. These services are not valued in the financial statements because they do not require "specialized skills" and would typically not be purchased if they were not contributed. The School received some donated transportation and special education services from the local school district. The School was unable to determine a value for these services.

The School received contributed goods which were valued at approximately \$16,300 which are included in the accompanying consolidated statement of activities and changes in net assets for the year ended June 30, 2021. The School did not receive contributed goods for the year ended June 30, 2020.

In-kind contributions

Gifts and donations other than cash are recorded at fair market value at the date of contribution.

Use of estimates in the preparation of consolidated financial statements

The preparation of consolidated financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the consolidated financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

DISCOVERY CHARTER SCHOOL

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2021 AND 2020

NOTE A: THE ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Cont'd

New accounting pronouncements

Leases

In February 2016, the FASB issued a new standard related to leases to increase transparency and comparability among entities by requiring the recognition of right-of-use ("ROU") assets and lease liabilities on the consolidated statement of financial position. Most prominent among the changes in the standard is the recognition of ROU assets and lease liabilities by lessees for those leases classified as operating leases under current U.S. GAAP. For nonpublic entities, the FASB voted on May 20, 2020, to extend the guidance in this new standard to be effective for fiscal years beginning after December 15, 2021, and interim periods within fiscal years beginning after December 15, 2022. The Organization is currently evaluating the provisions of this standard to determine the impact the new standard will have on the Organization's financial position or results of operations.

Gifts-in-kind

In September 2020, the FASB issued a new accounting update to improve transparency in the reporting of contributed nonfinancial assets, also known as gifts-in-kind. The update requires not-for-profit entities to present contributed nonfinancial assets separately on the statement of activities, apart from contributions of cash and other financial assets. In addition, the update requires not-for-profit entities to disclose in the notes to the financial statements a breakout of the different types of gifts-in-kind recognized, any donor restrictions associated with the gift, the valuation technique(s) used to arrive at the fair value measure, whether or not the gift-in-kind was monetized, and any policies on monetization. The update is effective for fiscal years beginning after June 15, 2021 and will be applied on a retrospective basis. The Organization is currently evaluating the provisions of this update to determine the impact it will have on the Organization's consolidated financial statements.

Comparatives for the year ended June 30, 2020

The consolidated financial statements include certain prior year summarized comparative information in total but not by net asset class or functional classification. Such information does not include sufficient detail to constitute a presentation in conformity with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with the Organization's consolidated financial statements for the year ended June 30, 2020, from which the summarized information was derived.

Subsequent events

The Organization has conducted an evaluation of potential subsequent events occurring after the statement of financial position date through September 16, 2021, which is the date the financial statements are available to be issued. See Note C.

DISCOVERY CHARTER SCHOOL

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2021 AND 2020

NOTE B: LIQUIDITY AND AVAILABILITY

The Organization regularly monitors liquidity required to meet its operating needs and other contractual commitments. The Organization's main source of liquidity is its cash accounts.

For purposes of analyzing resources available to meet general expenditures over a 12-month period, the Organization considers all expenditures related to its ongoing activities of teaching, and public service as well as the conduct of services undertaken to support those activities to be general expenditures.

In addition to financial assets available to meet general expenditures over the next 12 months, the Organization operates with a balanced budget and anticipates collecting sufficient revenue to cover general expenditures not covered by donor-restricted resources. Refer to the statement of cash flows which identifies the sources and uses of the Organization's cash.

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of the consolidated statement of financial position date, comprise the following:

	<u>June 30,</u>	
	<u>2021</u>	<u>2020</u>
Cash	\$ 692,977	\$ 588,756
Grants and other receivables	<u>104,847</u>	<u>264,531</u>
	<u>\$ 797,824</u>	<u>\$ 853,287</u>
Less:		
Amounts unavailable for general expenditure within one year, due to:		
Restricted by donors with purpose restriction	<u>194,069</u>	<u>188,018</u>
Total financial assets available to management		
for general expenditures within one year	<u>\$ 603,755</u>	<u>\$ 665,269</u>

The Organization has a line of credit with maximum borrowings of \$400,000 which they could draw upon in the event of unanticipated liquidity needs. At June 30, 2021 and 2020, no amount was outstanding on this line.

DISCOVERY CHARTER SCHOOL

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2021 AND 2020

NOTE C: SCHOOL FACILITY

In July 2013, the School entered into a facility lease for its current location through June 30, 2019. Effective July 1, 2019, the School renewed their lease with an expiration date of June 30, 2021. The School renewed their lease for their current location effective July 1, 2021 with an expiration date of June 30, 2024. Renewal options are available through June 30, 2056. Rent is based each year on the number of square feet used by the School. The square footage rate for the space was \$10.32 and \$10.02 for the fiscal years ended June 30, 2021 and 2020, respectively. The square footage rate for the renewed lease agreement for the space is \$8.10, \$8.34, and \$8.59 for the fiscal years ending June 30, 2022, 2023, and 2024, respectively. Rent expense incurred under this lease for each of the years ended June 30, 2021 and 2020 was approximately \$440,000.

The approximate future minimum payments on this agreement based on the current square footage usage is a follows:

<u>Year ending June 30,</u>	<u>Amount</u>
2022	\$ 351,000
2023	361,000
2024	372,000
	<u>\$ 1,084,000</u>

NOTE D: PROPERTY AND EQUIPMENT

Property and equipment consists of the following:

	<u>June 30,</u>	
	<u>2021</u>	<u>2020</u>
Classroom/playground equipment	\$ 91,687	\$ 66,554
Office equipment	18,304	18,304
Computer equipment	707,822	492,680
Food service equipment	13,356	13,356
Leasehold improvements	<u>276,492</u>	<u>276,492</u>
	1,107,661	867,386
Less accumulated depreciation and amortization	<u>764,632</u>	<u>664,705</u>
	<u>\$ 343,029</u>	<u>\$ 202,681</u>

DISCOVERY CHARTER SCHOOL

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2021 AND 2020

NOTE E: NET ASSETS (DEFICIENCY)

Net assets (deficiency) without donor restrictions are as follows:

	June 30,	
	2021	2020
Undesignated net assets (deficiency)	\$ 289,066	\$ (381,229)
Invested in property and equipment	343,029	202,681
	<u>\$ 632,095</u>	<u>\$ (178,548)</u>

Net assets with donor restrictions consisted of the following:

	June 30,	
	2021	2020
Child Nutrition Program	\$ 181,129	\$ 174,518
Board Development Training	2,940	3,500
After School Program	10,000	10,000
	<u>\$ 194,069</u>	<u>\$ 188,018</u>

NOTE F: OPERATING LEASES

The Organization leases office equipment under non-cancelable lease agreements expiring at various dates through June 2023. The approximate future minimum payments on these agreements are as follows:

<u>Year ending June 30,</u>	<u>Amount</u>
2022	\$ 8,900
2023	8,200
	<u>\$ 17,100</u>

DISCOVERY CHARTER SCHOOL

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2021 AND 2020

NOTE G: LINE OF CREDIT

The School has available \$400,000 of a line of credit with a bank, with interest at prime plus 1.5% (an effective rate of 4.75% at June 30, 2021). There were no borrowings outstanding on this line at June 30, 2021 or 2020.

NOTE H: RETIREMENT PLANS

The Organization participates in the New York State Teachers' Retirement System (NYSTRS). This System is a cost sharing multiple employer public employee retirement system. The System offers a wide range of plans and benefits which are related to years of service and final average salary, vesting of retirement benefits, death and disability.

The New York State Teachers' Retirement Board administers NYSTRS. The System provides benefits to plan members and beneficiaries as authorized by the Education Law and the Retirement and Social Security Law of the State of New York. NYSTRS issues a publicly available financial report that contains financial statements and required supplementary information for the System. The report may be obtained by writing to NYSTRS, 10 Corporate Woods, Albany, NY 12211-2395.

The System is noncontributory for the employee, except for those who joined the System after July 27, 1976 and before January 1, 2010 with less than ten years membership, who contribute 3% of their salary. Those joining on or after January 1, 2010 are required to contribute 3.5% of their annual salary for their entire career. Pursuant to Article 11 of the Education Law, the New York State Teachers' Retirement Board establishes rates annually for NYSTRS.

The Organization is required to contribute at an actuarially determined rate, currently 9.53% of the annual covered payroll for the fiscal year ended June 30, 2021. The rate applicable to the year ended June 30, 2020 was 8.86%. The Organization's contributions made to the system was equal to 100% of the contributions required for each year. The required contributions for the current year and preceding year was:

2021	\$ 192,875
2020	195,033

Effective July 2012, the School established an Employee Retirement 403(b) Plan for all employees. The School may make a discretionary contribution to the Plan. There were no discretionary contributions made by the School for the years ended June 30, 2021 and 2020.

NOTE I: CONTINGENCY

Certain grants and contracts may be subject to audit by funding sources. Such audits might result in disallowance of costs submitted for reimbursement by the Organization. Management is of the opinion that such disallowances, if any, will not have a material effect on the accompanying consolidated financial statements. Accordingly, no amounts have been provided in the accompanying consolidated financial statements for such potential claims.



DISCOVERY CHARTER SCHOOL

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2021 AND 2020

NOTE J: CONCENTRATIONS

At June 30, 2021 and 2020 approximately 100% of grants and other receivables are due from the New York State Department of Education relating to certain grants.

The School's primary source of funding is obtained from the New York State Department of Education and is reported as public school district income in the accompanying statement of activities and changes in net assets. This funding is based on the home district of each pupil and is received from various districts. The total per pupil allocation income for the years ended June 30, 2021 and 2020 was \$4,218,019 and 4,293,779, respectively. This is approximately 80% and 91% of total operating revenue and support for the years ended June 30, 2021 and 2020, respectively. The per-pupil rate is set annually by the State based on the school district in which the School's students are located.

NOTE K: COMMITMENTS

The School has a yearly services agreement with a not-for-profit organization to provide administrative management, human resources and information technology support. This expense amounted to approximately \$87,300 and \$97,400 for the years ended June 30, 2021 and 2020, respectively.

In July 2019, the School entered into a contract with an Institute to participate in their School Turnaround Program. The program is a three-year agreement that commences in July 2019 and extends through June 2022 for a total cost of \$195,000.

NOTE L: FUNCTIONAL EXPENSES

The consolidated financial statements report certain categories of expenses that are attributed to more than one program or supporting function. Therefore, expenses require allocation on a reasonable basis that is consistently applied. All expenses that are allocated to more than one program or supporting function are allocated on the basis of estimates of time and effort.

NOTE M: COVID-19

On January 30, 2020, the World Health Organization ("WHO") announced a global health emergency because of a new strain of coronavirus (the "COVID-19 outbreak") and the risks to the international community as the virus spreads globally beyond its point of origin. In March 2020, the WHO classified the COVID-19 outbreak as a pandemic, based on the rapid increase in exposure globally. The full impact of the COVID-19 outbreak continues to evolve as of the date of this report. As such, it is uncertain as to the full magnitude that the pandemic will have on the Organization's financial condition, liquidity, and future results of operations. Management is actively monitoring the global situation on its financial condition, liquidity, operations, suppliers, industry, and workforce. Given the daily evolution of the COVID-19 outbreak and the global responses to curb its spread, the Organization is not able to estimate the effects of the COVID-19 outbreak on its results of operations, financial condition, or liquidity for fiscal year 2022.

DISCOVERY CHARTER SCHOOL

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2021 AND 2020

NOTE M: COVID-19, Cont'd

In response to the COVID-19 outbreak, in April 2020 the Organization applied for and was approved by a bank for a loan of \$643,300 through the Paycheck Protection Program established by the Small Business Administration. The loan had a maturity of 2 years and an interest rate of 1%. The loan had the potential for forgiveness provided certain requirements are met by the Organization. The loan was funded on April 17, 2020. In March 2021, the Small Business Administration approved the forgiveness of the loan and all accrued interest, which is reported in other revenue and support on the accompanying statement of activities and changes in net assets.

In response to the COVID-19 outbreak, the Federal Government passed several COVID relief acts which include funding for elementary and secondary education. The Elementary and Secondary School Emergency Relief Fund (ESSER Fund) was established to award grants to state and local educational agencies. The School has recognized approximately \$33,200 of revenue relative to ESSER grants during the year ended June 30, 2021.

**DISCOVERY CHARTER SCHOOL**

**OTHER CONSOLIDATING FINANCIAL INFORMATION**



MENGEL METZGER BARR & CO. LLP

Certified Public Accountants

INDEPENDENT AUDITOR'S REPORT ON CONSOLIDATING FINANCIAL INFORMATION

Board of Trustees  
Discovery Charter School

We have audited the consolidated financial statements of Discovery Charter School as of and for the year ended June 30, 2021 and we have issued our report thereon dated September 16, 2021, which contained an unmodified opinion on those consolidated financial statements. Our audit was conducted for the purpose of forming an opinion on the consolidated financial statements as a whole. The 2021 consolidating financial information hereinafter is presented for purposes of additional analysis and is not a required part of the consolidated financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the consolidated financial statements. The information has been subjected to the auditing procedures applied in the audit of the consolidated financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the consolidated financial statements or to the consolidated financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the consolidated financial statements for the year ended June 30, 2021, as a whole.

*Mengel, Metzger, Barr & Co. LLP*

Rochester, New York  
September 16, 2021

DISCOVERY CHARTER SCHOOL

CONSOLIDATING STATEMENT OF FINANCIAL POSITION

JUNE 30, 2021

<u>ASSETS</u>	<u>Discovery Charter School</u>	<u>Friends of Discovery Charter School, Inc.</u>	<u>Eliminations</u>	<u>Total</u>
<u>CURRENT ASSETS</u>				
Cash	\$ 682,886	\$ 10,091	\$ -	\$ 692,977
Grants and other receivables	104,847	-	-	104,847
TOTAL CURRENT ASSETS	787,733	10,091	-	797,824
<u>PROPERTY AND EQUIPMENT, net</u>	343,029	-	-	343,029
<u>OTHER ASSET - cash in escrow</u>	100,000	-	-	100,000
TOTAL ASSETS	<u>\$ 1,230,762</u>	<u>\$ 10,091</u>	<u>\$ -</u>	<u>\$ 1,240,853</u>
<u>LIABILITIES AND NET ASSETS</u>				
<u>CURRENT LIABILITIES</u>				
Accounts payable and accrued expenses	\$ 164,364	\$ -	\$ -	\$ 164,364
Accrued payroll and benefits	250,325	-	-	250,325
TOTAL CURRENT LIABILITIES	414,689	-	-	414,689
<u>NET ASSETS</u>				
Without donor restrictions	632,004	91	-	632,095
With donor restrictions	184,069	10,000	-	194,069
TOTAL NET ASSETS	816,073	10,091	-	826,164
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 1,230,762</u>	<u>\$ 10,091</u>	<u>\$ -</u>	<u>\$ 1,240,853</u>

DISCOVERY CHARTER SCHOOL

CONSOLIDATING STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS

YEAR ENDED JUNE 30, 2021

	Discovery Charter School	Friends of Discovery Charter School, Inc.	Eliminations	Total
Operating revenue and support:				
Public school districts:				
Per pupil allocation income	\$ 3,952,754	\$ -	\$ -	\$ 3,952,754
District textbooks in-kind	16,310	-	-	16,310
Students with disabilities	<u>265,265</u>	<u>-</u>	<u>-</u>	<u>265,265</u>
Total revenue from public school districts	4,234,329	-	-	4,234,329
Paycheck Protection Program				
loan forgiveness	643,300	-	-	643,300
Federal and State grants	377,388	-	-	377,388
Private grants	<u>6,651</u>	<u>-</u>	<u>-</u>	<u>6,651</u>
Total other revenue and support	<u>1,027,339</u>	<u>-</u>	<u>-</u>	<u>1,027,339</u>
TOTAL OPERATING REVENUE AND SUPPORT	5,261,668	-	-	5,261,668
Expenses:				
Program services:				
Regular education	3,122,243	-	-	3,122,243
Special education	774,035	-	-	774,035
Supporting services:				
Management and general	<u>548,697</u>	<u>-</u>	<u>-</u>	<u>548,697</u>
TOTAL EXPENSES	<u>4,444,974</u>	<u>-</u>	<u>-</u>	<u>4,444,974</u>
CHANGE IN NET ASSETS	816,694	-	-	816,694
Net (deficiency) assets at beginning of year	<u>(621)</u>	<u>10,091</u>	<u>-</u>	<u>9,470</u>
NET ASSETS				
AT END OF YEAR	<u>\$ 816,073</u>	<u>\$ 10,091</u>	<u>\$ -</u>	<u>\$ 826,164</u>

**DISCOVERY CHARTER SCHOOL**

**REPORT REQUIRED BY GOVERNMENT AUDITING STANDARDS**



MENGEL METZGER BARR & CO. LLP

Certified Public Accountants

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND  
ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS  
PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

Board of Trustees  
Discovery Charter School

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the consolidated financial statements of Discovery Charter School, which comprise the consolidated statement of financial position as of June 30, 2021 and the related consolidated statements of activities and changes in net assets, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated September 16, 2021.

**Internal Control over Financial Reporting**

In planning and performing our audit of the consolidated financial statements, we considered Discovery Charter School's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the consolidated financial statements, but not for the purpose of expressing an opinion on the effectiveness of Discovery Charter School's internal control. Accordingly, we do not express an opinion on the effectiveness of Discovery Charter School's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Organization's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.



### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Discovery Charter School's consolidated financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **Purpose of This Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Mengel, Metzger, Barw & Co. LLP*

Rochester, New York  
September 16, 2021

FOR INQUIRIES CALL: HENRIETTA  
(585) 427-2906

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P



DISCOVERY CHARTER SCHOOL  
ESCROW ACCOUNT  
133 HOOVER DR  
ROCHESTER NY 14615-2603

ACCOUNT TYPE	
COMMERCIAL CHECKING	
ACCOUNT NUMBER	STATEMENT PERIOD
9853850593	09/01/21 - 09/30/21
BEGINNING BALANCE	\$100,000.00
DEPOSITS & CREDITS	0.00
LESS CHECKS & DEBITS	0.00
LESS SERVICE CHARGES	0.00
ENDING BALANCE	\$100,000.00

ACCOUNT ACTIVITY

POSTING DATE	TRANSACTION DESCRIPTION	DEPOSITS & OTHER CREDITS (+)	WITHDRAWALS & OTHER DEBITS (-)	DAILY BALANCE
09/01/2021	BEGINNING BALANCE			\$100,000.00
	NUMBER OF DEPOSITS/CHECKS PAID	0	0	

DEPOSIT ACCOUNT CUSTOMERS - WE HAVE REVISED OUR COMMERCIAL DEPOSIT ACCOUNT AGREEMENT ("CDAA"). EFFECTIVE SEPTEMBER 16, 2021, YOUR USE OF COMMERCIAL DEPOSIT ACCOUNTS WILL BE GOVERNED BY THE REVISED CDAA. TO REVIEW ADDITIONAL DETAILS AND THE REVISED CDAA, VISIT MTB.COM/CDAA.

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

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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).

**Treasurer**

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 ☒ 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.*

	NONE		
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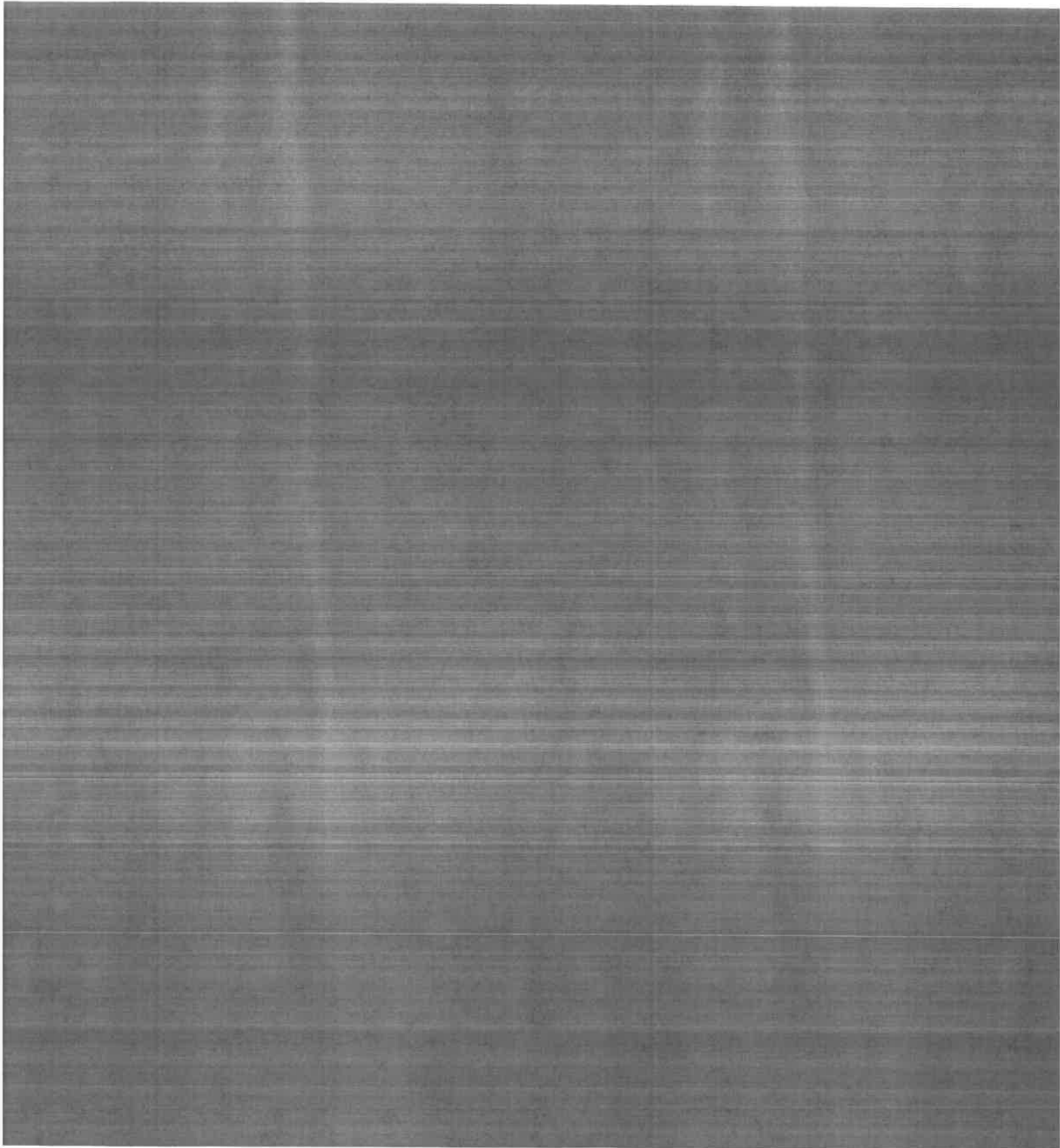
8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation 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
NONE				
<i>Please write "None" if applicable. Do not leave this space blank.</i>				

**SCOTT ADAIR (SBV)**  
Signature

**7/29/2021**  
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:**

**Daan Braveman**

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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). Trustee

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>				

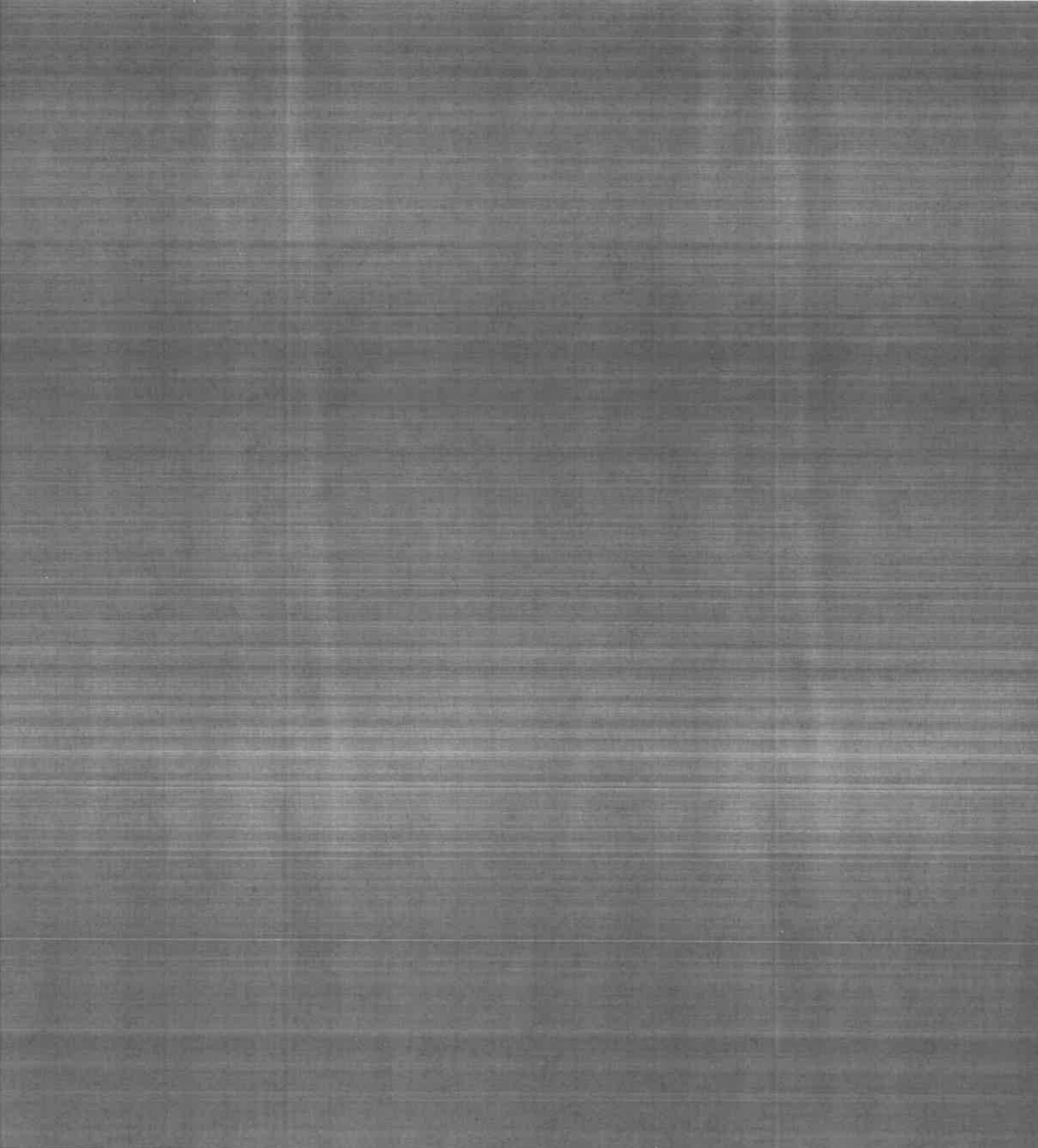
*Dean Braverman*

6.21.21

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).

Chair of Governance Committee  
Secretary to 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 not applicable. Do not leave this space blank.	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
<p><i>None</i></p> <p><i>Please write "None" if applicable. Do not leave this space blank.</i></p>				

Signature Robert B. Stiles Date 6-22-2021

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: NA

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

**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). Trustee

2. Are you an employee of any school operated by the education corporation?  
\_\_\_\_ **Yes** \_\_X\_\_ **No**, I am not an employee of Discovery Charter School

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.

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

Signature

*Don Montano*

June 21, 2021  
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:** 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).

*Vice 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?

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? 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> 			


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>		

Signature 

Date *7/22/2021*

*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:** Ebony Stubbs

**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

\_\_\_\_\_**Discovery Charter School**

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

Parent Trustee

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 ☒ 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.*

	NONE		
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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."

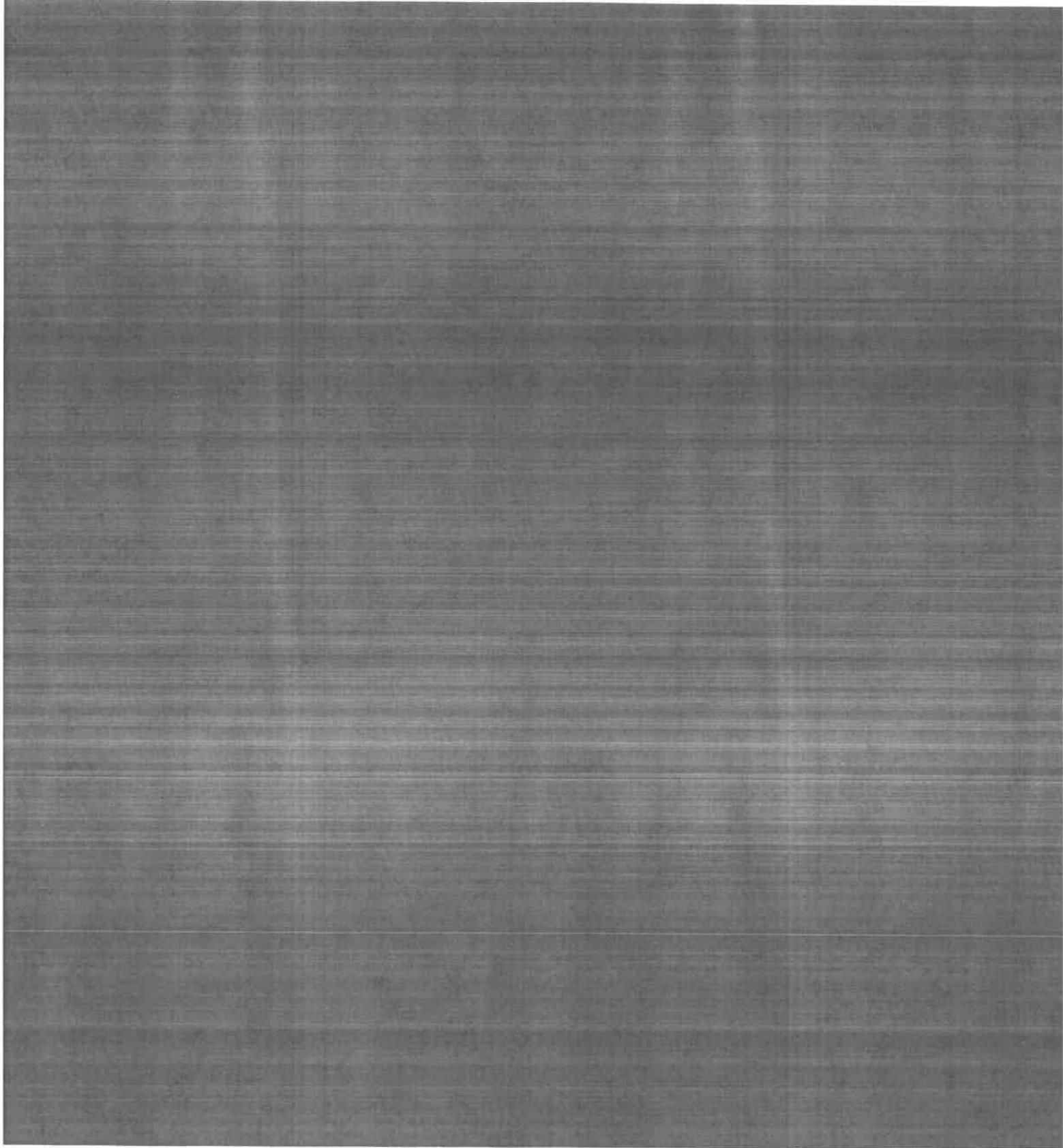
Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps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

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

**EBONY STUBBS (SBV)**  
Signature

**7/29/2021**  
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:** Sara Varhus

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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):**

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1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative). **Board 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 ☒ 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      July 13, 2021  
 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:** Christian P. Wilkens

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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 President, Board of Trustees (in 2020-21; soon to shift to just "member")

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 ☒ 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.	None if applicable.	Do not leave	this space blank.

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.				



Signature

6/23/2021

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.*

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

**July 17, 2020; 8:00-9:30 A.M.**

**Due to the COVID-19 School Closure- the Board of Trustees meeting was held remotely using Zoom video conferencing. The meeting information was included in Public Notice as well as on the school's website.**

**Topic: Discovery Charter School- Board of Trustees Meeting 7.17.20**  
**Time: Jul 17, 2020 08:00 AM Eastern Time (US and Canada)**

Join Zoom Meeting

<https://us04web.zoom.us/j/77424741866?pwd=MFRjRmh3MVFOMDBsNEIRNGd6OStNUT09>

Meeting ID: 774 2474 1866

Passcode: Discovery

**Trustees Present:** S. Varhus (Chair), S. Adair (Treasurer), R. Stiles (Secretary), T. Jackson, C. Wilkins, L. Lewis, L. Montenaro

**Trustees Excused:** none

**Also Present:** S. Polowitz (Board Counsel), S. Castner (School Director),  
A. Hagen (DCS Operations)

**1. Call to Order**

- a. The Chair called the meeting to order at 8:02 a.m., and it was determined that a lawful quorum of seven was present.

**2. Proof of Public Notice of Meeting**

- a. Public Notice was provided in the *Messenger Post* and posted at the school

**3. Conflict of Interest Reminder**

- a. The Chairperson read the following statement: "The Chair reminds everyone that, if a potential conflict of interest exists concerning a subject under discussion by the Board, you have an obligation to disclose the potential conflict and, if deemed a conflict, recuse yourself and leave the room during any discussion and vote on the subject."

**4. Opportunity for Public Comment;** no public comment

- 5. Consent Agenda:** Approval of the following: Minutes from Previous Meetings (6.19.20). Moved by S. Adair, seconded by C. Wilkins, approved unanimously.

6. **Executive Committee:** Approval of the following: The Board of Trustees meeting schedule for the 2020-21 school year. Moved by L. Lewis, seconded by T. Jackson, approved unanimously.
7. **Governance Committee:** R. Stiles shared with the Board that Dann Braveman, recently retired President of Nazareth College, has agreed to come on the Board. There will be another Zoom meeting scheduled in the near future to gather information for the New York State Charter School Office, to present his candidacy for formal approval. R. Stiles also shared that the search is ongoing for an additional parent representative for the Board, as current Trustee, Tamika Jackson, has a daughter who will be graduating from Discovery at the end of the current school year. S. Castner offered to e-mail the staff, inviting them to share recommendations of parents who might express interest. The committee will share additional candidates at the August Board meeting.
8. **Academic Excellence Committee:** No Report
9. **Personnel Committee:** No Report
10. **Finance Committee:** S. Adair reminded the Trustees that the 2019-2020 School Budget reflects a 186K deficit. The final month of the current year brought many COVID related expenditures that were not anticipated. S. Adair reminded the Trustees, that the school did secure the \$643,000 Federal PPP loan, and he expects the forgiveness of the loan as a Grant. S. Adair advised the Trustees to keep the current audit “open” until it is known about the PPP loan, to not record a deficit for 2019-20. S. Adair addressed open issues heading into the new fiscal year, and noted that Trustees should keep a watchful eye on shifts in per pupil revenue across the Districts, as well as watching Title 1 funding allowances. S. Adair shared that at the last Finance Committee meeting, Operations Manager L. Corbett, attributed a revenue dip at the end of the year, attributed to the difficulty in securing new student enrollment during the school closure. The school ended FY20 at an FTE count of 274- those 6 spots would have been readily filled by students on the waitlist had it not been for the closure. S. Adair also noted, that Discovery has never not been at a final full count of 280 students.
11. **School Director’s Report:** S. Castner shared with the Trustees that NYSED, NYS, and the Department of Health have all issued school guidance documents for creating a sound re-opening plan. S. Castner told the Trustees that all plans are due by July 31, 2020 to NYSED. S. Castner noted that the Leadership Team has been very busy drafting 3 comprehensive re-opening plans: a full remote model, a hybrid model, and a full return model for students. S. Castner shared the results of a recent family and staff survey, asking about comfort level in sending children back to school. The results of the survey showed 60% of families reporting that they do not feel safe having their children fully return yet. L. Lewis suggested an additional Trustees meeting to review the re-opening plan before submitting to NYSED. The Trustees agreed to adding an additional “Special Meeting” on Thursday, July 30<sup>th</sup> at 8:00am. A. Hagen was asked to provide public notice and post on the Discovery website. S. Castner also shared that additional strides are being made at the school: a re-entry task force has been formed, the annual report for CSO is almost complete, the charter renewal application is in process, and there is a fully formed Benchmark Committee. S. Castner shared that ENL projections continue an upward trend (18-19 School Year at 3%, 19-20 School Year at 8%, and projections for the 20-21

School Year are at 13%). S. Castner shared that there is still no report from the Charter School Office after Discovery's mid-year desk visit, but is assured by Susan Gibbons that we will receive communication from them soon. Susan Gibbons from the CSO did report that all Fall visits will be remote. S. Caster shared that, at a Local Leaders call, it was shared that Dr. Mendoza from the Monroe County Department of Health, would be conducting virtual Professional Developments regarding school re-entry. The training is said to include guidelines on making a plan for COVID exposure, a plan for containment, and PPP requirements for staff and students.

**12. DCS STRATEGIC PLAN, 2020-2021: GOALS AND INDICATORS:** The following was presented to the Trustees for Review inclusive of updated indicators, a combination of Goals 1 & 2, and a new goal pertaining exclusively to Benchmark 9 (the recruitment and retention of ELL students). Changes and additions are in small font.

**I. Rigorous and Culturally relevant instruction (K-2), and II. Rigorous and Culturally relevant instruction (3-6),**

INDICATORS	DOCUMENTATION/METRIC
<p>A. By October 2020, DCS will have identified academic targets for both ELA and Math using the beginning of year assessment data as well as end of each benchmark data collected June 2020 as a baseline. The TRI formula for academic goal setting will be utilized to identify grade level and classroom level instructional targets for both ELA and Math.</p> <p><b>Resources:</b> TRI</p> <p><b>Champion:</b> School Director</p>	<p>Targets Established</p> <p><i>Targets to be Board presented and approved October 2020 regular mtg. (grade level and classroom level targets K-6)</i>  <i>(include F&amp;F, IExcel, and Standards Benchmarks)</i></p>
<p>B. By the end of the 21-22 school year grades K-6 will have hit the identified target. (Growth will be monitored in quarterly benchmark assessments for both ELA and Math.)</p> <p><b>Resources:</b> <i>DCS Benchmark Assessments, DCS Assessment Calendar, Full quarterly data reports K-6</i></p> <p><b>Champion:</b> School Director. Board of Trustees</p>	<p>Target proficiency will be the metric.</p> <p><i>Full quarterly data reports K-6, NYS Assessments, EoY DCS Assessments</i></p>
<p>C. By October 2020 Board Academic Excellence Committee develops protocols for tracking and improving instructional practices and learning outcomes.</p> <p><b>(Resources:</b> TRI Board Support, Academic Targets, Interim Assessments, Data Reports on Instruction)</p> <p><b>Champion:</b> AE Committee Chair, Board Chair, School Director)</p>	<p>Protocols/format for data reports developed</p>
<p>D. Quarterly data reports will show improvement in instructional practices.</p> <p><b>(Resources:</b> <i>Google Doc Data trackers, Academic Targets, Coaching Plan, Teacher SMART Goals, Formal and informal</i></p>	<p>Data relating to instruction</p>



<p><i>observations, ILT walkthrough tools and summaries, weekly look fors</i></p> <p><b>Champions: School Director)</b></p>	
<p>E. Quarterly data reports will show improvement in student learning.</p> <p><b>(Resources: Google Doc Data trackers, Academic Targets</b></p> <p><b>Champions: Academic Data Coordinator)</b></p>	<p>Data relating to student learning</p>
<p>F. August 2020, DCS staff will have a clear understanding of the rigorous Instruction and urgent academic growth that will be expected for the 20-21 school year.</p> <p><b>(resources: 20-21 APPR Plan, 20-21 Strategic Plan)</b></p> <p><b>Champion: School Director</b></p>	<p><i>Teacher SMART goals utilizing the Danielson Domains of High-Quality Instruction, Formal Observation Rubrics. Demonstrate how these have been adapted to remote instruction.</i></p>
<p>G. October 2020, All DCS instructional staff will participate in the TRI grade level and classroom level target setting and identification of target student.</p> <p><b>(resource diagnostic assessment data Sept. 2020,20-21 APPR Plan,20-21 Strategic Plan)</b></p> <p><b>Champion: School Director, and ELA and Math Instructional Coaches</b></p>	<p>Participation documented</p>
<p>H. August 2020, DCS staff will be aware of the ELA and Math Instructional consistencies and academic nonnegotiable. These will be formally reviewed quarterly.</p> <p><b>(Resources ELA and Math Instructional Consistencies, 20-21 Instructional Nonnegotiable, DCS model classroom elements)</b></p> <p><b>Champions: Instructional Coaches</b></p>	<p>Classroom walkthrough checklist for physical environment and instructional expectations, Evidence documented in Teacher Planbook plans. <i>Demonstrate how these have been adapted to remote instruction.</i></p>
<p>I . By November 2020 Target Students will participate in an online tutoring program with members of the leadership team.</p> <p><b>(Resources: BM Assessment data ELA and Math, zoom)</b></p> <p><b>Champion: Academic Data Coordinator</b></p>	<p>Participation documented</p> <p><i>Attendance tracker – google doc</i></p> <p><i>Demonstrate how these have been adapted to remote instruction.</i></p>
<p>J. By November 2020 Sub- group Students (ENL &amp; SWD) will participate in online tutoring program.</p> <p><b>(Resources: BM Assessment data ELA and Math, zoom)</b></p> <p><b>Champion: Student Services Coordinator</b></p>	<p>Participation documented</p> <p><i>Attendance tracker – google doc</i></p>
<p>K. By September 2020, instructional leadership team conducts weekly walk-throughs of every classroom, with an</p>	<p>Participation documented</p>

<p>emphasis on grades 3-6, to monitor implementation of all non-negotiables. By December 2020 instructional leadership team conducts bi-weekly of every classroom, with an emphasis on grades 3-6, to monitor implementation of all non-negotiables, rigorous and active engaged instruction.</p> <ul style="list-style-type: none"> <li><i>Teachers participate in some of these walk-throughs and every board member who participates in the AEC will participate in at least one walk through per quarter.</i></li> </ul> <p><b>(Resources: walkthrough calendar, walkthrough tools)</b>  <b>Champion: New Teacher Instructional Coach</b></p>	<p><i>Weekly/ bi-weekly Walkthrough summary Staff emails</i></p>
<p>L. By September 2020, all instructional staff will receive informal daily feedback from the School Director and or Instructional Coaches  <b>Resources: Daily walkthrough tracker <i>google doc</i>, message pads</b>  <b>Champion: Academic Data Coordinator</b></p>	<p>Feedback documented</p> <p><i>Demonstrate how these have been adapted to remote instruction.</i></p>
<p>M. By September 2020, all members of the ILT will have bi-weekly meeting with school director to discuss evidence of progress toward academic targets as well as any course corrections or supports needed  <b>(Resources: Meeting schedule, Strategic Plan, Academic Targets, daily data tracking tools)</b>  <b>Champion: School Director</b></p>	<p>Participation documented  <i>ILT Mtg. Agenda docs</i></p>
<p>N By September 2020 all grade levels will meet weekly for both Math and ELA with a focus on looking at data, unpacking standards, strategically planning for instruction based on data. Grade level meetings will have consistent format/ agenda.  <b>(Resources: Meeting schedule, Strategic Plan, Academic Targets, daily data tracking tools)</b>  <b>Champion: ELA and Math Coaches</b></p>	<p>Participation documented</p>
<p>O. By August 2020 All instructional staff will have reviewed the NYS assessments to understand the rigor and academic</p>	<p><i>Grade level and classroom level instructional action plans based on data and level of rigor of assessment</i></p>

<p>expectations which will inform planning and modifications in curriculum.</p> <p><b>(Resources: Strategic Plan, Academic Targets, past NYS Assessments)</b></p> <p><b>Champion: ELA and Math Coaches</b></p>	<p><i>(Template created by instructional coaches)</i></p>
<p>P. All instructional staff will review the assessments used and how to adjust lesson plans based on assessment expectations.</p> <p><b>(Resources: Strategic Plan, Academic Targets, DCS Assessments, Assessment Calendar, NYS Standards)</b></p> <p><b>Champion: ELA and Math Coaches</b></p>	<p>Participation documented</p>
<p>Q. By December 2020, all staff and board members attend implicit bias training.</p> <p><b>§ Champion: Sara Varhus</b></p> <p><b>§ Resources Needed: Online training for Board</b></p>	<p>Participation documented</p>

**III. Safety: By June 30, 2020, there will be at least 25% fewer formal unique referrals for any aggression and at least 25% fewer students receiving formal referrals as compared to the 2018-19 school year.** This goal was achieved 19-20 school year. Need to brainstorm with SEL team we will need to develop structures to support reentry for students ...and programs to support (utilize the CSO 2019 BM definition to determine goal)

<p>A. By September 2020 the Social Worker will complete weekly lessons with all K-1 and ½ ICOT class.</p> <p><b>(resources: instructional schedule, Skills streaming curriculum, PATHS curriculum Champion: Social Worker)</b></p>	<p>Lessons complete</p> <p><i>Evidence from Planbook Plans</i></p>
<p>B. By October 2020, all grade K-6 will implement elements as identified in non-negotiables of mindfulness into the classroom learning environment</p> <p><b>(resources: instructional non negotiables, Mindfulness coach Champion: Kevin Cousin (PE Teacher / Admin intern)</b></p>	<p>Implementation documented</p> <p><i>Evidence from Planbook Plans</i></p>
<p>C. By September 2020, all grades K-6 students when participating in the Therapeutic Alternative to Suspension Program will complete a social skill workshop, develop a classroom reentry plan, and complete academic work expected.</p>	<p>Participation documented</p>

(resources: TATS workshop resource catalog, documentation log *google doc, Dean of students as a resource. Champion: SEL Member Justin Nilsson)	
D. By October 2020, a formal student mentoring program will be implemented for students' grades K-6 as needed. (resources: DCS mentoring plan, tracker *google doc Champion: Kevin Cousin PE teacher/ Admin Intern)	Program implemented
E. By October 2020, A student leadership/advisement Crew will be created and supported by staff advisors to communicate and support the implementation of the DCS Dragons Care Pledge (resources: Dragons Care Pledge, Champion: Dean of Students	Program implemented

IV. Supportive Learning Community: By January 2021, DCS will have an effective and measurable plan designed and implemented to support family engagement in, and understanding of, their children's learning.

A. By August 2020 phase 1 of the DCS home visit protocol will be implemented. <i>Phase 1</i> Home visits will be conducted for all ENL, SWD and incoming Kindergarten families at the start of the school year. <i>Phase 2</i> (August 2021) DCS home visit protocol will be in full effect for all students at the start of the school year. <b>Resources:</b> <i>DCS Home School Protocol</i> <b>Champion:</b> <i>Dean of Students &amp; Family Liaisons</i>	Protocol developed; Participation documented  <i>Demonstrate how these have been adapted to remote instruction.</i>
B. By August 2020 DCS will implement a school wide remind app to streamline communication with families. Families will have teacher remind links as well as the school wide link to receive text messages. <b>Resources:</b> <i>Remind App, class lists</i> <b>Champion:</b> <i>administrative Assistant</i>	App developed
C. By September 2020 all DCS grade levels and teaching teams (Encores, Language, Intervention) will have a webpage linked to the DCS website that is kept up to date with the happenings of the school as well as resources for students and families.	Web pages complete

<b>Resources: IT Services</b> <b>Champion: Assistant Operations Manager</b>	
D. By August 2020 DCS will have increased the number of Family Liaison's from one to two and the Family Association will continue to have regular monthly meetings as well as clearly identified goals to support student academic success and parent involvement. <i>*FA Goals to be finalized by October 2020.</i> <b>Resources: meeting calendar, agenda template, 20-21 planning doc</b> <b>Champion: School Director</b>	Two family liaisons, documentation of activities.

**New Goal V: Increase recruitment and retention of students with disabilities, ED students and ENL students. (Addressing Benchmark 9 of the CSO Performance Framework.)**

A. By August 2020 Creation of BM staff committee (this has already started) but will be solidified by August as a specific set of people <b>(Resources: 2019 CSO Benchmark Guidance, Goals set by the committee TBD by Oct. 2020 Champion School Director)</b>	Committee formed <i>Committee Mtg. Agendas/ action items</i>
B. By September 2020 DCS will have a complete Culture Calendar that highlights all of the cultures represented at DCS <b>(Resources: ENL Teachers Champion: BM 9 Committee)</b>	Culture Calendar Complete
C. By September 2020 Student Equity and Access committee will be created and supported by a DCS advisor. <b>(resources: Culture Calendar, DCS Academic Targets, Dragons Care, Teaching Tolerance Champion: Student Services Coordinator and ENL Teacher)</b>	Student Committee Formed – <i>goals created</i>
D. By September 2020 DCS will have a parent focus group for ENL students as well as another student focus group for SWD. <b>(Resource: DCS Family Association Mtg. Calendar Champion: Student Service Coordinator)</b>	Focus groups formed <i>Attendance &amp; mtg. Calendar/ Agendas</i>
E. By September 2020 DCS will have a tracking system and process in place to monitor and track DCS graduates as well as support families in determining the next school for students for 7 <sup>th</sup> grade.	Tracking system developed

<i>(Resources: Area middle school resources, 6<sup>th</sup> grade vision wall, DCS graduate tracking binder Champions: Arts Team)</i>	
F. 2021-2022 enrollment of SWD, ED, and ENL students will increase.	Enrollment data
G. Implement a weighted lottery for SWD; if necessary, increase #of “tickets” for ENL	Enrollment data

R. Stiles moved and L. Lewis seconded a motion to approve the 2020-2021 Strategic Plan update, with the understanding that the board will revisit the plan at its September meeting, to adapt the plan to the circumstances of remote delivery. The motion passed.

13. Board of Trustees Action items: The Chair led discussion of a draft of Board Action items for the coming year. These items are based on the results of the 2020 Board Self Evaluation Survey; once final, they will be tracked as part of the Strategic Plan. It was determined that the issues related to “advancement” will be dealt with as agenda items at board meetings. It was also decided that a goal relating to social/emotional and academic progress in the remote environment should be added.

#### DCS Board of Trustees Action Items 2020-21

Develop data templates for tracking academic improvement and improvement in instruction, in consultation with the SD and with the advice of TRI (Gayle Burnett). <b>SP Goal I/II.C.</b>	Academic Excellence, School Director	
Draft a strategic plan for 21-22 and beyond, with the guidance of Gayle Burnett.	Chair, Gayle Burnett	January 2021
Draft a proposal for the "advancement" of DCS: plans for long term financial stability, external relations, crisis communications (?)	Advancement and Communications (ad hoc)	September, January, April
Renew our inventory of current board skills and expertise needed in new board members, and optimum number of trustees	Governance	August 2020
Board committees have assignments (tied to the annual goals) and strengthened reporting process	Board Chair	August 2020
Plan for Professional Development for School Leaders	Personnel Committee, School Director	November 2020

Board PD (with staff, others), including discussion of curriculum	School Director and Board Chair	Begin September
Ongoing: Board will monitor social/emotional and academic progress in remote environment.	Chair	Ongoing

**14. Adjournment:** C. Wilkins moved and L. Montenaro seconded a motion to adjourn; the motion carried unanimously at 10:32 am.

**15. New Business:** no new business

**16. Adjournment:** The meeting was adjourned at 10:34 am.

Minutes submitted by A. Hagen and Sara Varhus

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

**July 30, 2020; 8:00-9:30 A.M.**

**Due to the COVID-19 School Closure- the Board of Trustees meeting was held remotely using Zoom video conferencing. The meeting information was included in Public Notice as well as on the school's website.**

**Topic: Board of Trustees (special meeting) DCS Re-entry Plan**  
**Time: Jul 30, 2020 08:00 AM Eastern Time (US and Canada)**

**Join Zoom Meeting**

<https://us04web.zoom.us/j/72545622528?pwd=YjU4aVlxVk9yQmlCVVkyZkJxVlFCdz09>

**Meeting ID: 725 4562 2528**

**Passcode: Discovery**

**Trustees Present:** S. Varhus (Chair), S. Adair (Treasurer), R. Stiles (Secretary), T. Jackson, L. Lewis, L. Montenaro

**Trustees Excused:** C. Wilkins

**Also Present:** S. Polowitz (Board Counsel), S. Castner (School Director), A. Hagen (DCS Operations), K. Snyder (Administrative Intern), K. Cousin (Administrative Intern)

**11. Call to Order**

- a. The Chair called the meeting to order at 8:03 a.m., and it was determined that a lawful quorum of six was present.

**12. Proof of Public Notice of Meeting**

- a. Public Notice was provided in the *Messenger Post* and posted at the school

**13. Conflict of Interest Reminder**

- a. The Chairperson read the following statement: "The Chair reminds everyone that, if a potential conflict of interest exists concerning a subject under discussion by the Board, you have an obligation to disclose the potential conflict and, if deemed a conflict, recuse yourself and leave the room during any discussion and vote on the subject."

**14. Opportunity for Public Comment; No public comment**

**15. Consent Agenda: No Report**

**16. Executive Committee: No Report**

**17. Governance Committee: No Report**

**18. Academic Excellence Committee: No Report**



- 19. **Personnel Committee:** No Report
- 20. **Finance Committee:** No Report
- 10. **School Director's Report:** No Report
- 11. **DCS RE-OPENING PLAN, 2020-2021**

S. Varhus reminded all Trustees that this Special Meeting was called specifically to talk about and vote on the re-opening plan for Discovery Charter school following the COVID-19 closure. S. Castner reminded the Board that the Leadership Team has been constantly monitoring the updated guidance from NYSED, CSO, and the Monroe County Department of Health. The recommendation was made by S. Castner to present a plan to NYSED in which Discovery Charter School students will remain fully remote until January 21<sup>st</sup>, 2021 (the conclusion of Academic Q2), subject to review in October 2020 after the completion of Academic Q1. S. Castner noted that the re-entry plan as presented to the Trustees, divides class sizes into no more than 10:1 student:teacher ratio. Discovery can accommodate this by assigning Teachers/TA's/SEL specialists to designated small groups. The plan seeks to fully support distance learning with extra supports, differentiation, and individualized teaching practices. S. Varhus posed the question of whether there would be an added value in having volunteers, that could work remotely as homework-pals, as an added support to the students. S. Castner agreed to poll interested parents to jumpstart the initiative.

The following re-entry plan was presented to the Trustees by the Discovery Leadership Team for review and approval:

At Discovery Charter school (DCS) we know that effective planning of this magnitude cannot be done in isolation. It is critical that our school community work together during this planning process. Our level of collaboration has allowed us to make more resources available and help to ensure a seamless reopening for our school community while also ensuring a high quality education for our students and families.

Discovery Charter School's (DCS) Reopening task force and sub committee members include: Sara Castner (School Director), Kara Snyder (Instructional Coach and Administrative Intern), Kevin Cousin (Physical Education Teacher and Administrative Intern), Matt Bradstreet (Academic Data Coordinator, School Data Privacy Officer, Safety Officer), Kaleigh Jacobson (Student Services Coordinator), Carolyn Beiter (School Nurse), Rita Nilsson (Social Worker), Laurie Corbett (Operations Manager), Anita Hagen (Assistant Operations Manager), CeCe Diaz (EL ELA Master Teacher), Justin Schultz (Math Coach and Curriculum Coordinator), Lindsey Massenzio (Speech and Language Pathologist), Aneesah Willis (Family Liaison), Additional members of the school community include: parents and caregivers of our students (completed multiple surveys to support the creation of this plan, open Q & A session participation, Family Association Meeting Agenda topic July, additional phone calls and emails upon request), Board of Trustees (July meeting agenda topic, Special meeting scheduled July for reopening plan review, Board Google drive to allow for participation in the creation of documents, etc.) All DCS staff (survey completion and 2 open Q & A sessions and option to participate in sub committees specific to reopening planning).

When working to develop an effective plan Discovery utilized the definition of preparedness and the five mission areas: Prevention, Protection, Mitigation, Response , and Recovery. The safety of the school community is our utmost priority. DCS has defined Protection in this plan as a means to secure our school against the spread of COVID 19. Protection in the DCS plan focuses on ongoing actions that protect students, staff, and visitors from the possible spread of COVID -19. For the purposes of this plan, means the capabilities necessary to avoid, or stop a possible spread of COVID 19. Prevention is the actions we as a school are taking to prevent a spread of COVID-19 from happening. Mitigation means for the purpose of this plan, the capabilities necessary to eliminate or reduce the spread of COVID -19 by lessening the impact on the school community. In this plan, “mitigation” also means reducing the likelihood that a spread will happen. Response means the capabilities necessary to stabilize an emergency once it has already happened or is certain to happen in an unpreventable way; establish a safe and secure environment, and facilitate the transition to recovery. Recovery means our capabilities necessary to assist the DCS school community affected by COVID-19 in restoring the learning environment.

Prior to putting the planning into action DCS completed 4 assessments.

1. Site Assessment to examine the safety, accessibility, and emergency preparedness of the school’s buildings and grounds in accordance with social distancing guidelines. This assessment included a formal fire inspection, a review of building access and egress control measures, compliance with applicable architectural standards for individuals with disabilities and others with functional and access needs, and emergency vehicle access, square footage of teaching and learning spaces, student traffic patterns within the building, Student traffic pattern and safety measure to simply with all school safety drill procedures, building ventilation system and plumbing systems, Increased understanding of the potential impact of a confirmed case of COVID -19 in the school building. Identification of an isolation area if needed. Increased understanding of risk and vulnerabilities of the school building and grounds when developing the plan. Knowledge of which facilities are physically accessible to students, staff, parents, volunteer workers, and emergency response personnel with disabilities and can be used in compliance with the law.

2. Culture and Climate Assessment to examine the impact of the school reopening models on our school culture. DCS prides itself on its strong school culture and climate for both family and staff. Our school culture and climate assessment evaluated family and staffs comfort level with the possible reentry plans. The surveys and Q & A sessions provided us with the knowledge of families and staff’s perceptions of their safety.

3. School Threat Assessment ( modified, as we were not doing a threat assessment on an individual or group of individuals for a typical threat assessment ) Our school threat assessment analyzed the public health threat specifically for the school community (local hospital capacity, local infection rates).

4. Capacity Assessment to support the planning team in knowing what resources we had available. We looked at the capacity of students and staff as well as the services and

material resources of community partners. This assessment was used to identify people in the building with applicable skills (e.g., health and safety, technology use, instructional expertise, mental health expertise, ability to assist SWD and ENL students. We created an inventory, evaluation of equipment as well as supplies for staff and students.

The Discovery Charter School Community has decided to start the academic school year for 20-21 fully remote. This decision was not made lightly or without the consideration of many factors. One of the deciding factors in making this decision was mainly made based on the feedback from families and staff. Of the families and staff surveyed, over 60% indicated they would not be comfortable with in person instruction, while another 30% indicated uncertainty. Our decision to start the year remotely was additionally based on the fact that we share our space and are unable to control possible exposure. When considering the risk for our students and staff we made the decision to eliminate risk to our school community. This decision will be re-evaluated in October 2020, and then monthly moving forward to make a determination to adjust our reopening plan. When considering the change in reopening we will reassess updated feedback from families and staff, review the health risk from the Monroe County Department of Health as well as NYS guidance.

#### Reopening Plan Mandatory Requirements

Discovery has reviewed and considered the number of students and staff allowed to return in person. These factors were considered when determining resumption of in person instruction:

- Ability to maintain appropriate social distance
- PPE and cloth face covering availability
- Availability of safe transportation
- Local hospital capacity (consulted with Monroe County Department of Health)
  - <https://www2.monroecounty.gov/health-COVID-19#providers>
- DCS main point of contact for DOH and safety officer appointed (Matt Bradstreet)

Discovery has engaged with school stakeholders and community members (Parents, Staff, Students, Discovery Charter School (DCS) Board MCDOH, NYS DOE, NYS BoR, other Local Charter Leaders, cooperating districts GCSD, RCSD)

- Staff and family surveys utilized via Google Forms
- Staff and family info session and Q & A session held via zoom
- Planning sessions with various subcommittees

Discovery has made a plan to communicate for students, parents/guardians, staff, and visitors that includes applicable instructions, training, signage, and a consistent means to provide individuals with information.

- Discovery updates the school website regularly to provide updates and resources to all stakeholders
- DCS utilizes a School Facebook page and Instagram account to provide update and resources
- DCS as a school community utilizes the Remind App to share updates and information
- DCS will utilize school wide mailers to provide information to families
- DCS will utilize email on a regular basis
- DCS Staff, students, caregivers will be provided with training as needed virtually

- Signage will be present in hallways, bathrooms, classrooms to help ensure that all safety protocols are followed.
- The School Nurse will assist in providing Covid-19 information from the CDC to staff regarding the recognition of COVID-19 symptoms and proper hand and respiratory hygiene via different modes, to include posters, videos, and live chats to provide time for questions and answers.
- All materials will be provided in the families' native languages as well as a variety of signage in the school building and website will be available in all native languages to DCS staff and families.

Discovery has a protocol developed in collaboration with the school's director of school health services to instruct staff to observe for signs of illness in students and staff and requires symptomatic persons to be sent to the school nurse or other designated personnel.

- Staff will be formally trained by the school nurse minimally once a quarter and will have regular reminders and updates as deemed appropriate.

Discovery has a protocol written below for daily temperature screenings of all students and staff, along with a daily screening questionnaire for faculty and staff and periodic use of the questionnaire for students.

- All students entering and exiting the school building will be required to have a temperature check
- If a student or staff member has a fever we will need a note from a medical professional prior to return to the building
- DCS has purchased 6 touchless thermometers to be used at arrival and dismissal of students
- DCS will keep a log of twice daily temperature if a student or staff member has a fever > 100.4 degrees as defined by American Academy of Pediatrics they will be quarantined until they can be picked up
- It's recommended that all families follow the health screening checklist prior to school admittance. (see recommended DCS Family daily Health Check Below)
- Staff are required to fill out the health screening checklist prior to entering school. (see Required DCS Staff daily Health Check Below)
- School Nurse/or Trained Staff members will monitor and follow up with all checklist issues, staff, and students.

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#### Required On-Site Staff Wellness Self- Assessment

This form must be submitted each day by the beginning of an on-site workday. Your email address (...) will be recorded when you submit this form.

If you experience any of the symptoms listed below within a 24-hr period, close this form, do NOT report to the work site, and contact School Director, Sara Castner.

I attest that I do NOT have any of the following:

I do NOT have

Temperature of 100 degrees or higher \_\_\_\_

Cough not due to a pre-existing condition \_\_\_\_

Sore throat not due to a pre-existing condition \_\_\_\_

Hard time breathing \_\_\_\_

Loss of taste or smell \_\_\_\_

I attest that I have NOT experienced any of the following:

Have NOT experienced

Knowingly been in close contact in the past

14 days with anyone who has tested positive \_\_\_\_

for COVID-19 or who has or had any of the

symptoms above

Have you tested positive for COVID-19 in the past

14 days, or have experienced any symptoms \_\_\_\_

of COVID-19 in the past 14 days.

By clicking YES, I attest that I understand that I am required to immediately disclose if and when your

responses to any of the aforementioned questions change., such as if I begin to experience the above

symptoms during work hours or outside of work hours. (bullet) YES

BY CLICKING SUBMIT, I ATTEST THAT THE ABOVE INFORMATION IS TRUE AND ACCURATE.

(SUBMIT)

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Discovery's plan requires that ill students and staff be assessed by the school nurse (registered professional nurse, RN) and that if a school nurse is not available, ill students and staff will be sent home for follow up with a healthcare provider.

Discovery has a protocol written below requiring students or staff with a fever, signs of illness, and/or positive response to the questionnaire to be sent directly to a dedicated isolation area where students are supervised, prior to being picked up or otherwise sent home.

- If a sick student or staff member is identified, this masked individual will be quarantined in an isolation room in the nurse's office until that student is able to be picked up (staff member will be sent home). Instructions for individuals to be seen by a health care provider and a return to school protocol will be required by the family before reentering the building. PPE following CDC guidelines will be provided for health office staff caring for symptomatic individuals.

- The nurse's office and any known location of the identified individual will be thoroughly cleaned and disinfected as per CDC and DOH guidelines.

Discovery has a protocol written below to address visitors, guests, contractors, and vendors to the school which includes health screening.

- DCS will limit any outside visitors - volunteering in the building will be put on pause further notice, the status of outside volunteers in the building will be re-evaluated minimally quarterly by the DCS Nurse, School Director, and Safety Officer.

- All vendors will have specific entry and exit routes clearly identified (we will work to have transitions outside of the school building or within our main lobby as much as possible to limit the possible interaction with staff and students).

- If an essential guest, visitor, contractor or vendor is needed in the building, this individual will complete a health screening assessment and pass a temperature check prior to entering the building. If there are reasons to believe this individual is a health threat to those in the building, they will not be allowed to enter. If said person passes these

checks, this person will follow masking and social distancing guidelines (6ft spacing, limited movement following traffic flow pattern designed in building).

- Any outside essential visitors or vendors will be logged into the school Raptor system as a way to keep record of outside individuals in the building.

Discovery has a protocol written below to instruct parents/guardians to observe for signs of illness in their child that require staying home from school.

- Refer to DCS Recommended family daily health screener (translated in all native DCS languages)

- Additional resources and materials will be posted on the School website, Instagram, Facebook and Remind.

- Families will be able to participate in our videos created by DCS staff to instruct parents and guardians to observe signs of illness that require a child to stay home.

Discovery has a protocol written plan of appropriate signage to instruct staff and students in correct hand and respiratory hygiene.

- All DCS signage for hand and respiratory hygiene will be translated into DCS native languages (English, Spanish and Arabic)

- Signage will include visuals as well as written information

- Additional resources and materials will be posted on the School website, Instagram, Facebook and Remind.

- Families will be able to participate in our view videos created by DCS staff to instruct parents and guardians and students on proper hand and respiratory hygiene.

Discovery has a protocol written plan to ensure all persons in school buildings keep social distance of at least 6 feet whenever possible.

- Discovery has a protocol written plan detailing how the school will provide accommodations to all students and staff who are at high risk or live with a person at high risk.

- Discovery has a protocol written plan requiring all employees, adult visitors, and students to wear a cloth face covering whenever social distancing cannot be maintained.

- Discovery has a protocol regarding students taking mask breaks.

- Discovery has a protocol written plan for obtaining and maintaining adequate supplies of cloth face coverings for school staff, students who forget their masks, and PPE for use by school health professionals.

Discovery has a written protocol below for actions to be taken if there is a confirmed case of COVID-19 in the school.

- DCS has a DOH point of contact (Matt Bradstreet) who is also our safety officer

- DCS has collaborated with the Monroe County Department of Health to ensure adherence with all guidelines

- DCS will minimally close in person instruction for minimum 2-5 days if a confirmed case is present in the school building.

- During the closure period the building will be thoroughly cleaned in accordance with the DOH and CDC guidance.

- DCS will follow all DOH protocols for contact tracing

- The Emergency School Closure and reopening plan due to COVID -19 will be communicated to families and staff through multiple means of communication (remind app, facebook, instagram, DCS website, take home flyer, email, phone calls, texts)

- The educational program will transition seamlessly into remote instruction the first closure date. (See Full Instructional plan details below)
- Discovery has a protocol below that complies with CDC guidance for the return to school of students and staff following illness or diagnosis of confirmed case of COVID-19 or following quarantine due to contact with a confirmed case of COVID-19. Return to school will be coordinated with the local health departments.
- DCS has collaborated with the Monroe County Department of Health to ensure adherence with all guidelines for reentry
  - The DCS Nurse and Safety officer will ensure that students or staff who have tested positive for Covid 19 will only return to the building following strict guidance from CDC and MCHD.
  - If a confirmed case has entered the school, Discovery will implement short-term closure procedures regardless of community spread if an infected person has been in a school building.
  - If this happens, the CDC recommendations will be followed:
    - We will Coordinate with local health officials. Once learning of a COVID-19 case in someone who has been in the school, we will immediately notify local health officials. (Matt Bradstreet will be our point of contact for the Monroe county Department of Health)
    - Dismiss students and most staff for 2-5 days. This initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the school. This allows the local health officials to help the school determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.
    - The duration of the school closure will be made on a case-by-case basis using the most up-to-date information about COVID-19 and the specific cases in the community.
    - During school closure DCS will utilize the full remote plan identified in this plan to ensure continuity of education
    - Any preplanned in person school events would be cancelled
    - Staff, students, and their families will be discouraged from gathering or socializing anywhere.
    - Communication will be made with staff, parents, and students.
    - In such a circumstance, it will be critical we maintain confidentiality of the student or staff member as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act.
    - Cleaning and disinfecting will be done thoroughly of the entire building.
- Discovery has written protocol to clean and disinfect schools following CDC guidance.
- Products being provided and used are both cleaning and disinfecting products in one. They are CDC approved (EPA Registration # 1839-169-1658): Re-Juv-Nal Non-Acid Restroom Disinfectant/Cleaner
  - Daily cleaning responsibilities in schools for which ESF provides regular custodial service: Clean and disinfect school-wide which includes classrooms, restrooms, cafeterias, stairwells, elevators, libraries, and buses. Logs noting date, time, and initials of the custodian performing the task, will be completed daily for each restroom and common area of the school. Clean and disinfect high touch hard surfaces such as

table, student desks, doorknobs, light switches, countertops, handles, toilets, sinks, faucets. For phones, staff desks, IT, and gym equipment, wipes or disinfectant cleaner will be provided in classrooms and common areas for use by all as needed. Soft surfaces such as carpets and area rugs, will be vacuumed using a HEPA filter vac and will be shampooed as needed with CDC approved products. Playground will be cleaned routinely; disinfecting is not required. School health office floors, hard and soft surfaces will be cleaned. For all school health office equipment, disinfectant wipes or disinfectant cleaner and towels will be provided for use by the Nurse as needed.

- In the event of a suspected or confirmed COVID-19 case, ESF will perform the following in schools where ESF provides regular custodial services: Close off areas used by the person who is suspected or confirmed to have COVID-19. Open outside doors and windows to increase air circulation in the area. After a 24-hour waiting period or as long as possible if 24 hours is not feasible, ESF will clean and disinfect areas used by the person suspected or confirmed to have COVID-19, such as offices, classrooms, bathrooms, lockers, and common areas. Once the area has been appropriately cleaned and disinfected, it can be reopened for use.

Discovery has written protocol to conduct required school safety drills with modifications ensuring social distancing between persons.

(Full Safety Plans available upon request)

- 6 feet distance markers will be located on the sidewalk showing students where to stand during the evacuation drills. Teachers will ensure proper distancing protocols are followed during indoor drills in the classroom.

- Students and staff will use designated entrance and exit points of the building as well as staggered reentry into the building to avoid large gatherings

Discovery has designated a COVID-19 safety coordinator (Matthew Bradstreet) whose responsibilities include continuous compliance with all aspects of the school's reopening plan, as well as any phased-in reopening activities necessary to allow for operational issues to be resolved before activities return to normal or "new normal" levels.

- The DCS Safety Officer will minimally have a weekly meeting with the School Director and school nurse to brief and reevaluate some elements of the plan.

- The DCS Safety Officer will also act as the main point of contact for the DOH

In addition to the above mandatory reopening elements DCS will provide the following to ensure the Health and Safety of our Staff and Students:

- DCS will be starting with full remote instruction until January 23, 2021 (subject to change)

- Teachers will be wearing face shields and masks.

- Students will require face coverings unless at their designated learning area.

- All students will face one direction while in the designated learning space (at desk or in another identified learning space).

- All students and staff will screen daily upon entrance and exit to the school building.

- All appropriate spaces will be utilized for instruction including the cafeteria, gymnasium or outside spaces.

- Students will have "cohorts" of small classes not to exceed 12 students.

- Students will not transition from room to room throughout the day. Staff may rotate, but students will not. A hallway transition plan is in place to guide appropriate movement



around the building while maintaining social distancing rules

- Each student will have individual desks and supplies
- School will use disposable equipment and supplies and have a sanitary place to dispose. Two garbage cans (one with lid) for each classroom
- Deep cleaning of the building both Wednesdays and Saturdays when staff and students return to the building.
- Teachers will adhere to cleaning guidelines with provided cleaning supplies to common touch surfaces.
- [https://www2.monroecounty.gov/files/health/coronavirus/2020\\_Corona%20Get%20Tested%20Flyer%20FINAL.pdf](https://www2.monroecounty.gov/files/health/coronavirus/2020_Corona%20Get%20Tested%20Flyer%20FINAL.pdf)

Discovery has a protocol written plan for obtaining and maintaining adequate supplies of cloth face coverings for school staff, students who forget their masks, and PPE for use by school health professionals.

#### DCS Phase 1

##### Remote Model Proposed by DCS

- Discovery will start the school year officially on 9/9/20 fully remote (Phase 1 end date subject to change based on COVID status)
- All above listed Health and Safety mandatory and additional guidance will be followed during remote instructional plan for in person work/events at the school for staff and students
- Staff health screening upon entrance and exit to the building (when expected to be in the building).
- All staff will wear masks during staff meetings or professional development gatherings not to exceed 25 people in one location, minimally 6 feet apart.
- Staff will be provided a reasonable alternative such as the option to participate remotely in all staff meetings and staff development opportunities if requested.

Facilities All above Health and Safety guidelines will be followed at every phase of our reopening when in the school building. All mandatory and additional recommended guidance listed will be followed during in school events by staff and students.

Remote (up to 65 staff members in the building at one time) \*multiple consistent spaces will be utilized to make smaller groupings and limited access to areas of the building for an additional safety measure will be in place for staff)

- No students will be present in the building for learning on a regular basis
- Students may be in the building for evaluations as needed (all social distancing rules as referenced in the hybrid plan will be followed if a student is in the building)
- DCS will keep the staff on one floor of the buildings and will have assigned entrances and exits and routes to move around the building while in person teacher tasks occur
- Staff will be required to follow all identified social distancing and hand hygiene rules while in the building
- Staff will be required to complete a health screen survey prior to entering the building

##### Nutrition Plan

All Nutrition guidelines will be followed as well as all safety protocols for meal distribution and preparation. Discovery Charter School Students will have access to community meal pick up as well as the option to pick up meals at Discovery during the remote and hybrid models.

Discovery Families will have access to the Backpack program through Foodlink for all three plans of reopening.

## DCS Phase 2

### Hybrid Model Proposed by DCS

- Start date 1/22/21 subject to change based on COVID status
- All above listed Health and Safety mandatory and additional guidance will be followed during Hybrid instructional plan for staff and students
- Facilities All above Health and Safety guidelines will be followed at every phase of our reopening when in the school building. All mandatory and additional recommended guidance listed will be followed during in school events by staff and students.
- Hybrid (approx 140 students and 60 staff members during instruction on a daily basis)
- Students will be split into 2 groups K-6 and group A will attend school in person
- To create a consistent academic program the students small groups of no more that 11 will be continued when we return to in person instruction this will additionally allow for proper social distancing in classrooms
- Mondays and Tuesdays while Group B will attend school in person Thursday and Friday
- The hybrid instructional model will allow for deep cleaning to happen on Wednesdays and Saturdays in between groups as no staff or students will be allowed in the building on Wednesdays or weekends unless an essential maintenance worker
- On Wednesdays all students will participate in online learning.
- Students in group B will have remote instruction while group A is in school and vice versa
- All student will use hand sanitizer upon entrance and exit of the classroom space
- All students will need to use hand sanitizer after putting on or taking off their mask
- Each student will have individual desks and supplies
- Each student's desk will be located in a position that allows a 6 ft social distance in all directions while seated
- Social distancing will be required during emergency drills (fire and lockdown). To ensure distancing, sidewalks will be marked in 6 feet intervals so that students know where to stand after exiting the building. During lockdowns, teachers will ensure that students are distanced by positioning them 6 feet apart along the walls out of sight from the windows.
- All meals will be provided in the classrooms as well as all special area subjects (Art, Music)
- Cleaning throughout the day by teachers' common touch areas in the room, maintenance staff will frequently clean stair railings, bathrooms, common spaces
- Physical Education and Performing Arts will be provided utilizing the 12 foot social distancing rule and if unable alternative activities will be used (ex. Recorded lessons, live zoom lessons, etc.)
- DCS will consider the school building, staff, and students 3 schools. (separated by floor)
  - All students and staff that work on the first floor will utilize the same entrance and exit, stairwell and bathroom facilities.
  - All students and staff that work on the second floor will utilize the same entrance and exit, stairwell and bathroom facilities.
  - All students and staff that work on the third floor will utilize the same entrance and exit, stairwell and bathroom facilities.

### Nutrition Plan

Discovery will ensure compliance with Child Nutrition Program requirements. All Nutrition

guidelines will be followed as well as all safety protocols for meal distribution and preparation. Discovery Charter School Students will have access to community meal pick up as well as the option to pick up meals at Discovery during the remote and hybrid models. Discovery Families will have access to the Backpack program through Foodlink for all three plans of reopening.

#### Hybrid

- All enrolled students will have access to school meals each day whether remote or hybrid.
- School meals will be available at specified pick up time and locations throughout the Rochester area. Meals will be available for pickup or at community locations.
- If on site, Breakfast and lunch will be delivered to student classrooms. There will be no gatherings in shared spaces for meals (cafeteria). Students will eat at their assigned space in the classroom.

#### DCS Phase 3

##### Full return model Proposed by DCS

- Start Date dependent on COVID status guidance from MCDOH, NYSDOE, and other supporting agencies will be considered when determining reopening in person instruction

- All above listed Health and Safety mandatory and additional guidance will be followed during Full return to instruction staff and students

Facilities All above Health and Safety guidelines will be followed at every phase of our reopening when in the school building. All mandatory and additional recommended guidance listed will be followed during in school events by staff and students.

Full reopening (approx. 280 students and 65 staff members at full capacity )

- Decisions about the daily instructional schedule will be made based on data and other impact data collected (ie determine mins of ELA, Math, and SEL instruction during the day)
- All students will use hand sanitizer upon entrance and exit of the classroom space
- All students will need to use hand sanitizer after putting on or taking off their mask
- Each student will have individual desks and supplies
- Each student's desk will be located in a position that allows a 6 ft social distance in all directions while seated
- Social distancing will be required during emergency drills (fire and lockdown). To ensure distancing, sidewalks will be marked in 6 feet intervals so that students know where to stand after exiting the building. During lockdowns, teachers will ensure that students are distanced by positioning them 6 feet apart along the walls out of sight from the windows.
- All meals will be provided in the classrooms as well as all special area subjects (Art, Music)
- Cleaning throughout the day by teachers common touch areas in the classrooms, maintenance stair railings, bathroom cleaning schedules?
- Physical Education will be provided utilizing the 12 foot social distancing rule and if unable alternative activities will be used (ex. Recorded lessons, live zoom lessons, etc.)
- DCS will consider the school building, staff, and students 3 schools. (separated by floor)
  - All students and staff that work on the first floor will utilize the same entrance and exit, stairwell and bathroom facilities.
  - All students and staff that work on the second floor will utilize the same entrance and exit, stairwell and bathroom facilities.

- All students and staff that work on the third floor will utilize the same entrance and exit, stairwell and bathroom facilities.

#### Nutrition Plan

All Nutrition guidelines will be followed as well as all safety protocols for meal distribution and preparation. Discovery Charter School Students will have access to community meal pick up as well as the option to pick up meals at Discovery during the remote and hybrid models.

Discovery Families will have access to the Backpack program through Foodlink for all three plans of reopening.

#### Full Return to school

- Students will continue to access breakfast and lunch during the school day. Breakfast and lunch will be delivered to student classrooms. There will be no gatherings in shared spaces for means (cafeteria)
- Students will eat at their assigned space
- Students remotely learning may access school meals by picking up at their home school, or at a designated location with proximity preference.

#### Transportation

Transportation will be provided by the student home district and will comply with the NYS DOH, MC DOH and CDC guidelines (details provided below by cooperating providers see below). Minimally DCS will ensure transportation providers have agreed that:

- School Bus Regular Cleaning/Disinfecting
- School Bus Staff will be trained as well as student riders (Training to social distance at stops, at unloading times Wearing masks, per DOH guidance) (DCS will support the training and expectations for transportation with families and students)
- School Site Loading/Unloading Safety, Separation, Staggered (DCS has designed a plan to allow for safety, staggering, and separation when loading and unloading at DCS)
- Ontario Bus company provides transportation to approx 30 DCS students (GCSD students)
- An Infection Control Plan (ICP)- includes clear protocol routines for cleaning, steps to take in the event of an infectious disease outbreak. Specific cleaning, sanitizing, and disinfecting protocols identified by the school stakeholder group.
- Independent third-party certified cleaning products
- EPA - registered disinfectants and sanitizers
- Best Practices and procedures
- Cleaning equipment designed to reduce chemicals required (walk-off mats, HEPA vacuum cleaners, microfiber cloths, and mops)
- Training program for staff on cleaning, sanitizing, disinfecting products and procedures, as well as hazard communications and bloodborne pathogens training
- Greece Central School District (GCSD) provides transportation to approx 30 DCS students
- Rochester City School District (RCSD) (First Student and Monroe Transportation) provides transportation to approx 237 DCS students
- Gates Central School District provides transportation to approx. 3 students
- West Irondequoit Central School District provides transportation to approx. 1 student
- Spencerport Central School District provides transportation to approx. 1 student
- Webster Central School District provides transportation to approx. 1 student

## Budget and Fiscal

- Discovery Charter School will continue to meet existing state aid reporting requirements. Additionally, the content of data submissions, such as attendance data will remain consistent with past practice, except where modified by law, regulation, or executive order.

## Staffing and Human Resources

Discovery has created clear staffing plans with roles , responsibilities and clear expectations provided for staff for each of the three phases of instruction for 2020-21 . Discovery has created a plan for the school year that ensures all teachers, school and district leaders and pupil personnel service professionals hold a valid and appropriate certificate for their assignment; if they are not they are assigned a mentor teacher with the certification area and are assigned an instructional coach. DCS has considered the currently approved APPR plans and has made adjustments while still holding all staff to a high standard for all phases of reopening. (Full APPR

Plan available upon request)

## Technology/Connectivity

### Full, Remote, Hybrid

- All students will be provided with an electronic device to support their learning at home during remote and hybrid learning as well as during a full return in preparation for school to close for any reason.
- A connectivity survey has been conducted and any family expressing need for connectivity will be addressed on an individual basis with the access to a MiFi device from the students home district.
- Staff will be provided with the technology needed to ensure successful remote instruction.
- Instruction on using technology and IT support for students, teachers, and families will be provided
- Professional Development for teachers and leaders on designing effective online/remote learning experiences and best practices for instruction in online/remote settings will and are being utilized from a variety of facilitators.

## SEL/Well-Being

Social Emotional Learning (SEL) will be critical in re-engaging students, supporting adults, rebuilding relationships, and creating a foundation for academic learning at DCS in all phases of reopening. Discovery has thoughtfully planned around the well-being of educators so they can support the social and emotional well-being and learning needs of their students, we acknowledge and are doing what we can to prepare for the potential trauma that staff and students have faced during the COVID-19 school closures.

Ensuring intentional and meaningful inclusion of social emotional learning (SEL) to support the well-being and success of students, staff, and families.

- Mindfulness curriculum will be utilized to ensure mental, social, and emotional health are prioritized for academic learning to occur.

To Ensure we take a Trauma-Informed Social and Emotional Learning approach Discovery will:

- Establishing routines and maintaining clear communication.
- DCS has a school wide non-negotiables document to communicate consistent implementation of lessons as well as SEL support to staff to ensure a consistent

message to students and families.

- Prioritize relationships and well-being over assignment and behavioral compliance
- Support students in feeling safe, connected, and hopeful
- SEL office hours will be available to student and families
- Students will be in cohorts of no more than 12 to allow for a personal connection with students and families.
- In addition to the instructional responsibilities during teachers are expected to meet with each of their students minimally once a week 1:1 as a check in
- Additional mentoring (Staff to student/ Student to student will be facilitated if needed)
- DCS will continue traditions such as community circle, creative crew, art show, talent show, etc.
- DCS will have a school wide weekly message with a common daily challenge where students, families, and staff will submit photos to be posted on social media posts
- Members of the leadership team and SEL team will participate in lessons, Crew meetings frequently
- An initial home visit will be conducted by teachers and other DCS staff in August and a follow up in October to support relationships between home and school (full home visits protocol available upon request)
- Discovery Leadership Team and SEL Team will communicate the importance of SEL and how it relates to student success in school to staff and families
- Facilitate opportunities for connection and reflection among students, families, and staff (i.e., virtual town-halls, small group online meetings, surveys, etc.).

DCS Student SEL :

Tier 1 – Prevention and Universal Supports for All Students and Families

- We will Provide access to resources to self-care, self-help, as well as parent support information.
  - A survey has been sent out to determine topics of interest to families and caregivers (minimally a monthly workshop will be live and recorded for families, caregivers)
  - We will continue to utilize a trauma-sensitive and culturally responsive approach to student engagement and support
  - Planned check-ins with teachers and parents to assist in identifying at-risk students (weekly grade level meetings)
  - Daily attendance checks
  - Share information with parents and educators regarding how to identify when a student may be struggling with a mental health issue (resources provided as well as community workshops including staff and families)
  - DCS SEL team will have office hours available to students and families
- Tier 2 – More intensive supports (in addition to Tier 1) that can be provided to students who are identified as at-risk for mental health
- Social Worker, SEL Team members, and the Dean of students will be utilized to provide support for students who are identified as needing assistance.
  - Connect families with local community providers, county resources, and other organizations to support the needs of the family

- Proactively reach out to the Community Supports/Organization in our community to establish connections to better support families who may be receiving or in need of Tier 2 or 3 supports outside of school.
- Explore higher education partnerships (school psychology and/or social work programs) to assist with the further development of mental health curriculum resources and supports.
- DCS is partnering with a local College to offer Art Therapy to identified students for all reopening plans
- DCS is partnering with a local College to offer Music Therapy to identified students for all reopening plans
- DCS has a formal mentoring program to support students
- Tier 3 – Individualized and intensive support for students who are identified as needing mental health interventions
- We have considered Discovery's capacity to provide students with individualized counseling, monitoring of progress, and therapeutic support through our existing programs and current staff.
- We have collaborated with local community providers, county resources, and other organizations to enhance Tier 2 and 3 supports
- We will connect students and parents to individual counseling, family therapy, out-patient programs, as needed

To support our staff's well-being Discovery Leadership will:

- Provide time and space for individuals to process traumatic events, re-establish connections with each other, and receive support that promotes their healing.
  - Weekly staff meetings consistently including:
    - Mindfulness
    - Celebrations
    - Time set aside Q & A
    - Staff Spirit Stick Continuation (recognition and celebrations of 2 specific staff members nominated by co-workers)
      - Daily mindfulness and exercise tasks emailed to all staff
      - School Director monthly staff journal prompt
      - Staff will continue to receive regular instructional feedback and support from all members of the leadership team (minimally remote lesson pop-ins weekly, weekly lesson plan feedback, weekly planning support)
      - Instructional coaching will continue through all phases of reopening
      - Weekly grade level team meetings
      - School Director office hour weekly
      - Mentors provided to staff
      - Staff Wellness Committee (weekly meetings)
      - Staff Equity and Access Committee (weekly meetings)
      - Staff Sunshine Committee (weekly meetings)
    - plan month staff culture building events
    - Recognize staff birthdays
    - Organize celebrations for babies, weddings, new homes, etc.
  - Prioritize educator self-care and wellness through self care plans and workshops.
    - During remote instruction staff are not required to start the work day until 10am to

allow for family responsibilities

- Staff Wellness Committee
- Staff meeting structure, Grade level team meeting structures
- Staff with children in the DCS grade span can enroll their children in DCS at anytime to support
- Support educators' access to mental and behavioral resources and encourage them to utilize these services.
- Create opportunities for staff to regularly practice and reflect on their social and emotional competencies. (see full list above)

#### Teaching and Learning

In planning for the curriculum, instruction, and assessment for reopening, Discovery has identified the need to modify the professional development plan to focus on building staff capacity to deliver highly effective instruction in hybrid and remote environments as well as preparing them to address any learning gaps that might prevent students from meeting grade-level standards. At DCS we know that professional Learning is imperative to better equip leaders, staff, students, and parents/caregivers to adapt to altered educational environments and experiences.

#### Remote

##### CREW

The purpose of CREW, or morning meeting is to develop community among teachers, students and other staff. CREW will take place every weekday from 10:00;10:30

- Teachers should plan for virtual field trip every Thursday
- Components: Greeting - Message - Share - Activity
- Establish expectation of starting on time with parents and students
- Teacher starts 10 minutes early to let students trickle in
- Crew begins promptly at 10:00
- Late students will be welcomed with a silent finger wave
- Crew Format (M,T,W,F)
  - (10:00 - 10:05) Greeting
  - (10:05 - 10:10) Message
  - (10:10 - 10:20) Share
  - (10:20-10:30) Activity

#### Mathematics

All Mathematics lessons will be rigorously aligned with NYS standards and best teaching practices.

##### K-2

- Daily Math Meeting via Zoom (20 minutes)
  - PPT screenshare
- Daily Math Lesson via Zoom (30 minutes)
  - Print problem sets, send home manipulatives
- IXL - 15 minutes independently

##### 3-6

- Daily Spiral Review (20-30 minutes) via Zoom & Nearpod
  - Spiral Review format - see below
  - MC slides to collect data
  - Review highest leverage question at end via PPT screenshare



- Daily Math Lesson (30 minutes) via Zoom & Nearpod
- Hook/Intro → I Do → We Do → You Do
- Problem set assigned via google classroom
- IXL 20 minutes+A

English Language Arts a

K-2

EL Module via Zoom (45 minutes minimum)

Monday/Tuesday Skills via Zoom (30 minutes)

Thursday/Friday via Zoom Guided Reading (30 minutes)

- All areas need an independent practice component.

3-6

EL Module via Zoom (45 minutes minimum) β Zoom & Nearpod

- Every Module Lesson is required to have MC set questions
- Must include Collaborate Slide
- Must include digital copy of text

Guided Reading (30 minutes) β Zoom & Nearpod

- Writing Responses assigned via google classroom (connection with Guided Reading)

Encores- Special Areas

Visual and Performing Arts:

Arts (performing and visual arts) classes will be conducted through Google Classroom on Nearpod. Two classes for K-2 (One visual and one performing arts), and two classes for 3-6 (One visual arts and one performing arts) will be posted Tuesday morning by 8am. On Thursdays, the visual arts and performing arts teachers will be available for office hours. Mandatory weekly assignments are due by Friday at 5pm for all students. All visual and performing arts lessons will be standards based and integrate other core subject areas. Fridays – 30 minutes of advanced portfolio work time (SOTA, School 58 etc.) – 5 th and 6 th grade students only

Physical Education :

Mandatory Physical Education classes will be available through google classroom. Two lessons will be available per grade level each week. Two Physical Education teachers will be available for office hours each Thursday to support all K-6 students in completion of assigned lessons. All Physical Education lessons will be aligned with the NYS standards for Physical Education and Health through NYSAHPERD. Assignments are due by Friday at 5pm for all students. All Physical Education lessons will incorporate cross curricular skills including math and ELA. Health will be taught once a week to all 6th graders, with a strong emphasis on mental health. Special Education (SPED)

Discovery will continue to provide the high level of student support that we have in place for a typical school year. Discovery will continue to comply with the Individualized Education plans for all identified students the best way possible. During the hybrid and remote instructional plans all students with disabilities will receive additional support to address academic and social emotional learning goals and needs. Discovery continues to employ a full time Speech and language pathologist to provide services and consultation beyond what the students home districts provide. In addition Discovery continues to employ a full time social worker to provide services and consultation beyond what the students' home districts provide. All students for the 20-21 school year will be placed in a class of 6-11 students to ensure additional support be

provided to help address any gaps from the 19-20 closure period and alternate teaching and learning plans for the 20-21 school year. Additionally students with academic goals will be seen in small groups of no more than 5 minimally 3 x's weekly to allow for pre teaching and reteaching of any skills or to address foundational skills needed to support the understanding of grade level standards.

Students with disabilities families will be provided with meaningful parental engagement regarding the provision of services to their child; collaboration between the Committee on Special Education (CSE) and program providers representing the variety of settings where students are served; access to the necessary instructional and technological supports to meet the unique needs of students; and documentation of programs, services and communications with parents.

Discovery will consider in-person services a priority for high-needs students whenever possible and consider contingency plans developed by the CSE to address remote learning needs during our remote and hybrid reopening plans.

#### Response to Intervention (RtI)

RtI is a systematic approach to prevention, intervention, and enrichment in grades K-6 for academics and behavior that offers teachers and families a mechanism to identify individual students who need extra support. We will continue to utilize collaborative problem-solving teams, emphasis on family engagement, and data-based decision making as critical components for our RtI program during all phases of reopening.

During the remote and hybrid models the response to the intervention instructional team will consist of members of the instructional leadership team. Academic data will be utilized to determine RtI groupings and levels of service. When we are fully returned to school we will continue to utilize the model used during our typical school year, with additional remote learning opportunities after school hours to identify students. During our remote and hybrid periods teachers will follow the DCS protocol to refer a student to RtI for academic and or social emotional needs. The referral and meeting process will be followed as it during our typical school year.

#### ENL

Discoveries reopening plans address the learning loss experienced by many English language learners (ELLs), in both their English language development and their mastery of content area knowledge. Discovery will :

- provide all communications to parents/guardians of ELLs in their preferred language and mode of communication to ensure that they have equitable access to critical information about their children's education;
- ensure that all ELLs receive appropriate instruction that supports their college, career, and civic readiness, by providing them the required instructional Units of Study in their English as a New Language or Bilingual Education program based on their most recently measured English language proficiency level;
- conduct ELL identification for all students who enrolled during COVID-related school closures in 2019-20, during the summer of 2020, and during the first 20 days of the 2020-21 school year within 30 days of the start of the school year; and
- Discovery has aligned our policies to the Blueprint for English language learner/Multilingual learner (ELL/MLL) Success; adopted progress

monitoring tools to measure ELL proficiency; provide social-emotional learning supports to ELLs in their home language; continue utilizing technology in ELL instruction; support Students with Interrupted/Inconsistent Formal Education (SIFE) and other vulnerable populations; ensure the Emergent Multilingual Learners

#### Staffing

- Discovery will maintain a full teaching staff to ensure that all students are able to have daily access to small group instruction

- All staff will be fully utilized in reference to each reopening plan

Full : Discovery Charter School has 58 full and part time staff members.

Our full in person design is as follows:

8 Instructional Leadership Team (ILT) Members :

- 1 school director
- 2 Administrative Interns
- 1 Student support services coordinator
- 1 Data Coordinator
- 3 Instructional Coaches

15 Classrooms with 25 classroom staff:

- 3 Kindergarten teachers and 3 Kindergarten Instructional Teacher Assistants (ITA) (6)
- 2 First Grade teachers, one First grade Apprentice Teacher, and first grade ITA (4)
- 2 Second Grade teachers, one Second Grade Apprentice Teacher, and one second grade ITA (4)
- 2 Third Grade teachers, one Third grade Apprentice Teacher (3)
- 2 Fourth Grade teachers (2)
- 6 Fifth and Sixth grade teachers, using a rotation model (6)

4 Encores (Specials) Teachers

- 1 Performing Arts Teacher
- 1 Visual Arts Teacher
- 2 Physical Education Teachers

3 Language Specialists

- 1 Speech Language Pathologist
- 1 ENL Teacher
- 1 ENL Apprentice Teacher

5 Social Emotional Learning (SEL) Staff

- 1 Behavior Specialist
- 1 Dean of students
- 1 Social Worker
- 2 Social Emotional Learning Specialists (1 during remote plan)

Operations and Other Support Staff

- 2 Operations Managers
- 1 Administrative Assistants (taking on the role of Attendance Coordinator during hybrid and remote sessions)
- 2 Building Substitutes (1 for hybrid and full remote sessions)
- 2 Support TAs (to be used to support ...during remote plan)
- 2 Part time food service employees (for hybrid and full return sessions)

Hybrid: Discovery Charter School has 58 full and part time staff members. In our hybrid model,

Students will be divided into two groups, while staff is fully in person. One group will be in person on M/T, while the other group will be in person on Th/F. Wednesdays will be fully remote. The Hybrid model will be the student population of DCS is divided into 33 small groups. 33 staff members will each take charge of a small group of no more than 10 students. The teacher for that group will be in charge of all instructional content, IEP and ENL minutes/goals (if

applicable), parent communication, and SEL needs of their small group.

In addition to the 33 instructional staff, DCS will have:

- 1 school Director
- 2 Administrative Interns dedicated to supporting administrative tasks
- 4 coaches dedicated to supporting instructional staff in their planning and implementation of highly effective, rigorous instruction.
- Coaches and ILT members will also serve as the school's RTI team and constantly review data to ensure that all students' needs are being met.
- 5 Encores/Specials teachers to ensure the arts and physical education is embedded into the school day. The encores team will also plan and implement activities to maintain and develop school culture
- 2 ENL teachers to support instructional staff meet ENL requirements and minutes
- 1 Speech Language Pathologist to support informal speech goals.
- 1 Social Worker to coordinate attendance concerns, meet IEP counseling goals
- 2 SEL team members dedicated to supporting the Social Emotional wellbeing of our staff and students
- 3 Family support team members responsible for providing support services to families (meal distribution, mentoring, coordinating technology events)

Staffing during the remote period will remain fluid and is subject to change based on the needs of our staff and students.

Remote :

Discovery Charter School has 56 full time staff members. In our remote plan, the student population of DCS is divided into 33 small groups. 33 staff members will each take charge of a small group of no more than 10 students. The teacher for that group will be in charge of all instructional content, IEP and ENL minutes/goals (if applicable), parent communication, and SEL needs of their small group.

In addition to the 33 instructional staff, DCS will have:

- 1 school Director
- 2 Administrative Interns dedicated to supporting administrative tasks
- 4 coaches dedicated to supporting instructional staff in their planning and implementation of highly effective, rigorous instruction.
- Coaches and ILT members will also serve as the school's RTI team and constantly review data to ensure that all students' needs are being met.
- 5 Encores/Specials teachers to ensure the arts and Physical Education are embedded into the school day. The encores team will also plan and implement activities to maintain and develop school culture
- 2 ENL teachers to support instructional staff meet ENL requirements and minutes
- 1 Speech Language Pathologist to support informal speech goals.
- 1 Social Worker to coordinate attendance concerns, meet IEP counseling goals
- 2 SEL team members dedicated to supporting the Social Emotional wellbeing of

our staff and students

- 3 Family support team members responsible for providing support services to families (meal distribution, mentoring, coordinating technology events)

Staffing during the remote period will remain fluid and is subject to change based on the needs of our staff and students.

#### Communication Plan for Students and Families

Discovery has a protocol written plan detailing how the school will provide accommodations to all students and staff who are at high risk or live with a person at high risk.

Attendance/Chronic Absenteeism Discovery has created the position of Attendance

Coordinator to support our reentry plans whose sole responsibility will be in monitoring, documenting and tracking the daily attendance of student in all reopening plans (details below)

Full Return Attendance Policy will be as originally planned (full policy available upon request)

\*Families will have the option for remote learning if requested in a week commitment

#### Statement of Overall Objectives

Every student has a right to educational opportunities that will enable the student to develop his or her fullest potential. Attendance policies are based on the principle that regular school attendance maximizes the student's interaction with his or her teachers and peers and is a major component of academic success. Improved school attendance generally increases student achievement. Therefore, attendance policies that provide for the early identification of attendance problems and effective methods to address them are most likely to succeed.

Successful implementation of any attendance policy requires cooperation among all members of the education community, including parents/persons in parental relation, students, teachers, administrators, and support staff. DCS has set a goal for each student to attend no less than 98% of the year (i.e. less than 3 absences a year with 2 late arrivals and 2 early pickups).

#### Compulsory Education under New York State Law

School age minors age 6-16 must attend school regularly as prescribed where the student resides. The student must attend school the entire time classes are in session (NYS Education Law 3205). The compulsory education law is designed to require school attendance and ensure that no child is denied the opportunity to receive an education. New York State compulsory education laws specify that each minor child from 6 to 16 years of age, mentally and physically fit, will be in regular attendance for the entire time school is in session. At Discovery Charter School a child who becomes 5 years of age prior to December 1 during a school year is eligible to attend Kindergarten starting in August of that school year. According to State law, the school year begins July 1.

#### Description of Strategies to Meet Objectives

DCS will: a) Create and maintain a positive school building culture by fostering a positive physical and psychological environment where the presence of strong adult role models encourages respectful and nurturing interactions between adults and students. This positive school culture is aimed at encouraging a high level of student bonding to the school, which in turn should lead to increased attendance. b) Maintain an accurate record of attendance, absence, tardiness or early departure of each student. c) Develop strategies to improve school attendance for all students (e.g. Monthly 100% attendance celebrations at Community Circle).

#### Attendance/Participation Regulations

The attendance policy begins upon the first day of school in August or when the student enrolls if after the first day of school. b) It is the responsibility of the family to contact their teachers regarding missed work and tests. c) Three "illegal" instances of tardiness or early departure will

constitute an "illegal" absence. d) Students who do not attend classes do not participate in the learning that takes place. Students and families should be aware that a lack of class participation is a factor that can be considered in a student's grade. For purposes of this policy, classroom participation means that a student is in class and prepared to work and is actively involved in instruction. e) A form letter will be mailed to parents/guardians starting after a student has five absences from school (see attached attendance guide for families). f) Any student who misses five consecutive days of school without the school being notified will be considered withdrawn from the school by the family and her/his spot will be lost. g) Excessive absences are grounds for retention ("failing" or not moving on to the next grade) regardless of individual academic results.

#### Excuses:

Within five days of a student's return to school from an absence, a written excuse from a parent or legal guardian must be received or the school must consider the absence "illegal". Tardiness or early departure must be explained with a note from the parent/guardian on the day of the event. If an excessive pattern of legal absences is identified by the Director or his or her designee, the office will investigate the validity of the excuses and reasons for absences. If the absences are found to be illegal, then they will be recorded as such.

#### Notice of Students who are Absent, Tardy, or Depart Early without Proper Excuse

DCS will be responsible for annually notifying the parent/person in parental relation for a student of the proper procedure to follow for students who are absent, tardy or departs early without proper excuse. In following the guidelines on the following page, if the parent/person in parental relation cannot be reached by phone, the staff member will provide such notification by mail. If deemed necessary by appropriate school officials, or if requested by the parent/person in parental relation, a school conference shall be scheduled between the parent/person in parental relation and appropriate staff members in order to address the student's attendance.

#### Hybrid

- Students will be expected to participate in remote learning activities every day that school is in session. To address students that are chronically absent, the Social-Emotional Learning Team will make additional family contacts, including phone calls, emails, and socially distanced home visits if necessary to support those students in improving participation. Families are expected to provide the school with a legal excuse for any days that students may be absent, in keeping with their commitment from the beginning of the year.

#### Remote

- Students will be expected to participate in remote learning activities every day that school is in session. To address students that are chronically absent, the Social-Emotional Learning Team will make additional family contacts, including phone calls, emails, and socially distanced home visits if necessary to support those students in improving participation. Families are expected to provide the school with a legal excuse for any days that students may be absent, in keeping with their commitment from the beginning of the year.

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#### Response to COVID-19 20-21 Calendar Updates Noted below

Changes as of 7.23.2020

- October 9 th will not be a staff PD day – the day will be remote for students as planned
- November 3 rd will not be a staff PD day – the day will be remote for students as planned

- Any other changes will be reviewed prior to January 22, 2021

Our Calendar will change to accommodate 183 days The NYS Board of Regents has a minimum expectation of 180

mins of instruction per week to accommodate reopening plans. Discovery will provide a minimum of 600 instructional minutes per week during our remote plan.

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Approval of the following: Discovery Charter School's Re-Opening Plan for the 2020-21 School Year. Moved by L. Lewis, seconded by L. Montenaro, approved unanimously.

**12. Adjournment:** S. Adair moved and R. Stiles seconded a motion to adjourn; the motion carried unanimously at 8:59 am.

**13. New Business:** no new business

**14. Adjournment:** The meeting was adjourned at 8:59 am.

Minutes submitted by A. Hagen

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

**August 14, 2020; 8:00-9:30 A.M.**

**Due to the COVID-19 School Closure- the Board of Trustees meeting was held remotely using Zoom video conferencing, in accordance with Executive Orders issued by the Governor of the State of New York. The meeting information was included in Public Notice as well as on the school's website:**

**Topic: Discovery Charter School- Board of Trustees Special Meeting 8.14.20**  
**Time: Aug 14, 2020 08:00 AM Eastern Time (US and Canada)**

Join Zoom Meeting

<https://us04web.zoom.us/j/71025032483?pwd=OS9yaG5MN1JrSFFuelJrTnhabFFpZz09>

Meeting ID: 710 2503 2483  
Passcode: Discovery

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

Trustees Excused: T. Jackson

Also Present: S. Polowitz (Board Counsel), S. Castner (School Director),  
A. Hagen (DCS Operations), K. Snyder (School Administrative Intern)

1. Call to Order
  - a. The Chair called the meeting to order at 8:01 a.m., and it was determined that a lawful quorum of six was present.
2. Proof of Public Notice of Meeting
  - a. Public Notice was provided in the *Messenger Post* and posted at the school
3. Conflict of Interest Reminder
  - a. The Chairperson read the following statement: "The Chair reminds everyone that, if a potential conflict of interest exists concerning a subject under discussion by the Board, you have an obligation to disclose the potential conflict and, if deemed a conflict, recuse yourself and leave the room during any discussion and vote on the subject."
4. Opportunity for Public Comment; no public comment
5. **Discussion and approval of 2021 Charter Renewal Application**
  - a. The Chairperson reminded the Trustees that the purpose of the Special Meeting this morning was to discuss the finalized version of the Discovery Charter School 2021 Charter Renewal Application. The Chairperson recognized the School Director for her year -ong work on the application, and further commended her for including the



school's leadership team and teachers in contributing to the composition. The Chairperson noted that including school team members in the construction of the application, lends to a greater and more accurate representation of school key design elements. The Board members were asked to provide further comment and/or input for revision.

- b. L. Lewis questioned the weighting of Benchmark 1 in the CSO's approval process of the Renewal Application, specifically in how test scores can be assessed when the state tests were cancelled in the spring. The Chairperson informed the group that David Frank from the NYS Charter School Office would be conducting a webinar next week specifically addressing questions around Benchmarks 1 and 9.
  - c. S. Adair opened his commentary by thanking the School Director for getting the whole team involved in the construction of the renewal application, which encourages ownership of the result.
  - d. L. Montanaro thanked everyone involved for putting the time and effort into constructing such a well thought out and detailed renewal application. L. Montanaro did pose the question of whether Discovery, at this time, feels anything is missing from the school's curriculum. L. Montanaro specifically referenced grammar and language skills in her inquiry. S. Castner noted that the plan is to utilize the resources of the Achievement Network for writing development practices. She noted in response that the leadership team had already recognized a need for a more defined process to teach writing.
  - e. S. Varhus added a formal explicit thanks to both the Discovery Staff and the Board of Trustees for their extensive work on the construction of the renewal application.
  - f. The Chairperson presented **Resolution #391** for endorsement of the Charter Renewal Application for approval. S. Adair moved and C. Wilkins seconded a motion to approve; the motion carried unanimously.
- 6. Discussion and approval of Five-year Budget, 2020-2025**
- a. S. Adair informed the Trustees that the creation of the 5 year budget plan, in the current climate of COVID-19, is a leap of faith in that it assumes that per pupil allocations will remain stable in the years to come. The current budget as stands shows the first 3 years being very stable, with the assumption that there will be no growth in state aid. 2023-24 projections in the budget plan show a moderate 2% increase. As such, S. Adair also drew attention to the 2% increase in expenses that can be attributed to cost of living increases across the board for purchased services. S. Adair concluded by demonstrating that there is still remaining cash flow after 5 years, in the budget as presented. The Five-Year budget plan will be sent to CSO as part of the Renewal Application.
  - b. The Chairperson presented **Resolution #392** for endorsement of the Five-year Budget 2020-2025 for approval. S. Adair moved and L. Montanaro seconded a motion to approve; the motion carried unanimously.

7. Adjournment: B. Stiles moved and L. Lewis seconded a motion to adjourn; the motion carried unanimously at 8:29 am. The meeting was adjourned at 8:30 am.

Minutes submitted by A. Hagen

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

**August 21, 2020; 8:00-9:30 A.M.**

**Due to the COVID-19 School Closure- the Board of Trustees meeting was held remotely using Zoom video conferencing, in accordance with Executive Orders issued by the Governor of the State of New York. The meeting information was included in Public Notice as well as on the school's website:**

**Topic: Discovery Charter School- Board of Trustees Meeting 8.21.20**  
**Time: Aug 21, 2020 08:00 AM Eastern Time (US and Canada)**

Join Zoom Meeting

<https://us04web.zoom.us/j/76151218350?pwd=Y3ZpSUs3eHJ2SWVNcXNERVQwTnlZZz09>

Meeting ID: 761 5121 8350  
Passcode: Discovery

Trustees Present: S. Varhus (Chair), S. Adair (Treasurer), R. Stiles (Secretary), T. Jackson, L. Montanaro

Trustees Excused: L. Lewis, C. Wilkins (Vice Chair) present for audio but not video; not counted towards quorum

Also Present: S. Polowitz (Board Counsel), S. Castner (School Director), A. Hagen (DCS Operations), K. Snyder (Administrative Intern), Kevin Cousin (Administrative Intern) D. Braveman (Trustee candidate)

1. Call to Order
  - a. The Chair called the meeting to order at 8:02 a.m., and it was determined that a lawful quorum of five was present.
2. Proof of Public Notice of Meeting
  - a. Public Notice was provided in the *Messenger Post* and posted at the school
3. Conflict of Interest Reminder
  - a. The Chairperson read the following statement: "The Chair reminds everyone that, if a potential conflict of interest exists concerning a subject under discussion by the Board, you have an obligation to disclose the potential conflict and, if deemed a conflict, recuse yourself and leave the room during any discussion and vote on the subject."
4. Opportunity for Public Comment; no public comment

5. Consent Agenda: Approval of the following: Minutes from Previous Meetings (7.17.20), and Special Meeting (7.30.20). Moved by S. Adair, seconded by L. Montanaro, approved unanimously.
6. Executive Committee: No Report
7. Governance Committee: R. Stiles shared with the Board that he recently e-mailed the group a list of desired Board skills for the Trustees to review in thinking about other candidates to present as a potential Trustee. R. Stiles also noted that current Trustee candidate D. Braveman is in process of getting fingerprinted before we can send his recommendation to CSO for approval. R. Stiles concluded in reminded the trustees that a new parent representative should be added to the Board during the current school year. T. Jackson, our current Parent Representative/Trustee has a daughter who currently in 6<sup>th</sup> grade, and will be graduating from Discovery in June 2021.
8. Academic Excellence Committee: No Report
9. Personnel Committee: No Report
10. Finance Committee:
  - a. S. Adair informed the Trustees that the 2020 School Audit through Mengel-Metzger Barr is very close to being finalized. S. Adair also reminded the Trustees that the timeline for applying for loan forgiveness of the PPP may extend the timeline of the audit. S. Adair did address a concern with not recognizing the PPP loan as revenue in 2020, which will result in a deficit in the 2020 audit.
  - b. S. Polowicz, Board counsel advised the Trustees to talk to CSO rather than delay the close of the audit with regards to the PPP loan. It was recommended that S. Varhus and S. Adair together call David Frank of the CSO for guidance. S. Polowicz further added that it might be prudent to have Michele Cain, CPA from MMB on the call with CSO as well.
  - c. R. Stiles inquired about the recent news, that RCSD reported a potential 20% decrease in State Aid moving into the upcoming school year. S. Adair will update the Trustees at the next meeting with any anticipated funding changes.
11. **Review of 2019-2020 Committees, and 2020-2021 Committee Membership**
  - a. S. Varhus noted that Committee Membership will need full review for the 2020-21 school year, and at this time the Trustees will deter final action as there is some shifting in positions. It was announced that Trustee, L. Lewis, has volunteered to be the new Chair of the Personnel Committee.
  - b. S. Varhus told the group that the annual practice of school policy review should be completed by the October board meeting. CSO states that it is a requirement that a full review take place annually.
  - c. S. Adair informed the Trustees that the Finance Committee will be conducting a Cash Balance Policy Review over the next few weeks.
  - d. L. Lewis shared with the group that the Personnel Committee will be looking into expanded PD opportunities for School Leadership.

- e. C. Wilkins shared that the Academic Excellence committee will be working on developing protocols for academic outcomes and composing a list of academic non-negotiables for both teaching staff and students.

**12. School Director's Report:**

- a. S. Castner noted that the current enrollment report looks like Discovery is slightly overenrolled—in anticipation of some expected attrition..
- b. S. Castner discussed the growth in enrollment for sub-group populations at Discovery. For our SWD population of students, Discovery reported a 12% population for the 2019-20 SY, and projects a 12% population for the 2020-21 SY. For our ENL population of students, Discovery reported a 8% population for the 2019-20 SY, and projects a 15% population for the 2020-21 SY. S. Castner attributes the significant growth of the school's ENL population to three main factors: (1) word of mouth from current happy families from the 19-20 SY, (2) small learning pods created for students with 8-12 students, (3) the ability to have multi-lingual teachers translate tests and student work into an ENL's home language.
- c. The School Director shared that coming up DCS has scheduled technology pick-up days to support our remote learning plans. The ILT team at Discovery has created learning packs by grade level, to distribute supplies to students as well.
- d. Personal calls to all incoming students and families are taking place this week-- where lead teachers are reaching out to set up individual assessment dates and remind families that the first day for students is 9.9.20. The School Director reported that it is only 13 families with which we have not been able to make direct contact. The assessments that will be scheduled and conducted by the teachers, will make the school aware of student data and levels before September 9<sup>th</sup> , when instruction starts.
- e. Teachers returned to the begin their virtual staff retreat on August 17<sup>th</sup>. Week one of staff training covered new digital learning platforms, the set up of Google Classroom, Zearn, and Nearpod (Grades 3-6).

14. Adjournment: R. Stiles moved and L. Montanaro seconded a motion to adjourn; the motion carried unanimously at 9:13 am. The meeting was adjourned at 9:15 am.

Minutes submitted by A. Hagen

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

**September 18, 2020; 8:00-9:30 A.M.**

**Due to the COVID-19 School Closure- the Board of Trustees meeting was held remotely using Zoom video conferencing, in accordance with Executive Orders issued by the Governor of the State of New York. The meeting information was included in Public Notice as well as on the school's website:**

**Topic: Discovery Charter School- Board of Trustees Meeting 9.18.20**  
**Time: Sept 18, 2020 08:00 AM Eastern Time (US and Canada)**

Join Zoom Meeting

<https://us04web.zoom.us/j/73467694784?pwd=Z1NBSWVoclZhQk0wcy9yakh5QW9adz09>

Meeting ID: 734 6769 4784

Passcode: Discovery

**Trustees Present:** S. Varhus (Chair), C. Wilkins (Vice Chair), S. Adair (Treasurer), R. Stiles (Secretary), T. Jackson, L. Montanaro, L. Lewis

**Trustees Excused:** none

**Also Present:** S. Polowitz (Board Counsel), S. Castner (School Director), A. Hagen (DCS Operations), K. Snyder (Administrative Intern), Kevin Cousin (Administrative Intern) D. Braveman (Trustee candidate), R. Nillson (School Social Worker), J. Perrigo (School SEL), A. Willis (School Family Liaison)

**1. Call to Order**

- a. The Chair called the meeting to order at 8:03 a.m., and it was determined that a lawful quorum of seven was present.

**2. Proof of Public Notice of Meeting**

- a. Public Notice was provided in the *Messenger Post* and posted at the school

**3. Conflict of Interest Reminder**

- a. The Chairperson read the following statement: "The Chair reminds everyone that, if a potential conflict of interest exists concerning a subject under discussion by the Board, you have an obligation to disclose the potential conflict and, if deemed a conflict, recuse yourself and leave the room during any discussion and vote on the subject."

**4. Opportunity for Public Comment;** no public comment

- 5. Consent Agenda:** Approval of the following was deferred until the next meeting on the recommendation of Legal Counsel who requested changed verbiage: Minutes from Previous Special Meetings (8.14.20), and Regular Meeting (8.21.20)

## 6. Committee Reports

- a. Executive Committee: No Report
- b. Academic Excellence Committee Report:
  - i. C. Wilkins shared that the committee is drafting a meeting calendar for the Fall. C. Wilkins reminded the Trustees that Benchmark #1 Data is due to be reported to the CSO by October 14<sup>th</sup>.
  - ii. With the next Board Meeting scheduled for October 16<sup>th</sup>, C. Wilkins recommended to the Trustees that a Special Meeting be scheduled earlier, to review and approve the DCS submission for Benchmark #1 of the application for charter renewal. The possible date of October 13<sup>th</sup> was presented to the Trustees as an option. S. Varhus agreed to communicate a definitive special meeting date by the end of the week.
  - iii. It was also shared that the Executive Committee will join the next scheduled Academic Excellence Committee Meeting.
- c. Governance Committee Report:
  - i. R. Stiles shared with the Trustees the Survey results of Board Skills and commended all Trustees for providing detailed insight into areas of expertise that would be beneficial to recruit to the Board with Trustee candidates.
  - ii. With regards to Board Professional Development, the following year long agenda is currently being developed by the School with the intent of keeping Trustees informed of all school happenings.

September	Meet our SEL Team & Family Liaison's Fred, Rita, Elizabeth, Jeff, Justin, Cesar, Aneesah
October	School wide Vocabulary Focus w/ Lindsey Massenzio Role of DCS SLP overview
November	Instructional Coaches Instructional Coach Overview – share school trends and actions Professional Development overview and updates
December	ENL Program & Supports Overview Meet our ENL Team: Khadige & Adrienne
January	SPED Programs & Supports Overview Meet our SPED Team: Alison, Brit, Nicole, Janis, Ariel, Taylor, Kaleigh
February	Meet our Grade 5/6 Team What is happening in 5 <sup>th</sup> and 6 <sup>th</sup> grade
March	Meet our 3 <sup>rd</sup> & 4 <sup>th</sup> grade Team What is happening in 3 <sup>rd</sup> and 4 <sup>th</sup> grade
April	Meet our 1 <sup>st</sup> & 2 <sup>nd</sup> grade Team What is happening in 1 <sup>st</sup> and 2 <sup>nd</sup> grade
May	Meet our K Team What is happening in Kindergarten
June	Meet our Encores Team What is happening in Encores

- d. Personnel Committee Report: No Report
- e. Audit & Finance Committee Report:

- i. S. Adair shared that the Finance Committee met, and that a recent reconciliation still shows RCSD as owing Discovery of sum of 192K for last year. This was be reflected in year end numbers presented to CSO. S. Adair shared that later today, he and S. Varhus have a scheduled Zoom meeting with David Frank and Susan Gibbons to discuss closing the 2020 audit with knowledge that there remain outstanding payments from RCSD and outstanding loan forgiveness for the school's PPP Loan.

**7. Board PD: SEL Team and Family Liaisons**

- a. Jeff Perrigo, School SEL Team Member, was invited to the meeting as a guest speaker. Mr. Perrigo shared that the SEL team is trying to be proactive in understanding frustrations of families. Mr. Perrigo shared that families seem to be expressing frustrations during distance learning with technology issues and food service distribution. Mr. Perrigo shared that the SEL team is supporting families by delivering food and materials when they are able. L. Montanaro questioned what supports Discovery offers specifically to parents, to which Mr. Perrigo shared the daily SEL office hours available to communicate individual needs with the Team. Mr. Perrigo notes that thus far, the availability of office hours has been very well received and appreciated by DCS families.
- b. Rita Nilsson introduced herself to the Trustees as the School Social Worker. Ms. Nilsson outlined her responsibilities during remote learning as including family navigation, support for students with 504-plans, helping the attendance team with daily calls, being the school's DASA Coordinator, and supporting any McKinney Vento/homeless families during the closure.
- c. Aneesah Willis, School Family Liaison, shared with the Trustees that through the school's Family Association, she has been addressing the need to host different workshops to support family needs. Many families expressed an interest in having a workshop all about tech support. A. Willis shared that many parents are not fully comfortable helping their children navigate the various digital learning platforms, and felt a workshop set up by the school, would be very beneficial. A. Willis also shared that many of our families and students are directly impacted by social unrest in their communities, and that she is working on a partnership with the School's Equity Committee to address these needs.
- d. R. Stiles thanked all three guests for being so pro-active in addressing issues that might arise with continued remote learning. He commended the team in the growth from March when the closures lead to more of an emergency response by the school, to now, where the school is delivering a very unified response, and daily scheduled live instruction.
- e. S. Adair thanked all three guests for all they are doing for the school community at large. S. Adair did ask the School Staff, how the Board might help "recharge" teachers during the period of remote learning. K. Snyder, Administrative Intern, shared that Discovery's Instructional Coaches are ensuring that teachers feel



prepared for their daily live lessons, and shared that all new teachers have been assigned a 1:1 mentor so they feel fully supported.

- f. S. Castner shared that next month, Lindsay Massenzio, the school's Speech Language Therapist, has been invited as a guest speaker.

**8. 2020-2021 Committee Membership** (Approval needed: Resolution #393)

- a. S. Varhus presented the DCS Board of Trustees Committee Assignments for approval:

Chair/Executive Committee: Varhus (Chair), Wilkens, Adair, Stiles, Lewis

Governance Committee: Stiles (Chair), Varhus

Audit and Finance Committee: Adair (Chair), Stiles, Lewis, Seppala (non-voting), Castner (ex off.), Corbett (ex off.)

HR/Personnel Committee: Lewis (Chair), Varhus, Dieter (non-voting)

Academic Excellence Committee: Wilkens (Chair), Jackson, Montanaro, Varhus, Hill (non-voting)

- b. **Resolution #393**, Committee Membership for the 2020-21 School Year; Moved by S. Adair, seconded by L. Montanaro, approved unanimously.

**9. 2020-2021 Strategic Plan**

- a. It was decided that more remote learning experience is needed before the Board Strategic Plan can be finalized. S. Varhus moved that the Trustees re-evaluate in October, after the submission for Benchmark #1 of the application for charter renewal.
- b. A. Hagen, DCS Operations, will send school policies out to Committee Chairs for annual review.

**10. School Director Report**

- a. Hiring (Approval needed: Resolution #394)
  - i. Chelise Manning (Kindergarten teacher certified in B-2 and Students with Disabilities – coming from a preschool setting)
  - ii. Colleen Gooch (4<sup>th</sup> grade teacher certified 1-6 and SWD – coming from Rochester Prep with 10+ years teaching experience)
  - iii. Logan Smith (Support Teacher/substitute teacher to support only during remote period)
- b. **Resolution #394**, Approval of New Appointment for the 2020-21 School Year; Moved by C. Wilkins, seconded by T. Jackson, approved unanimously.
- c. The School Director, S. Castner, shared the various learning platforms that Discovery is using during the remote learning period.
  - i. **Google Classroom**: guides students to their work, and allows students to upload assignments
  - ii. **Nearpod**: utilized by Grades 3-6, allows the sharing of powerpoint slides, and can create an exit ticket to track completion of a lesson.

- iii. **Zearn:** utilized by Grades K-6 to supplement math content knowledge on independent Wednesdays; teachers can track results as well as the amount of time students spend practicing math problems
- d. S. Castner shared attendance tracking for the school, YTD. Kindergarten has a 93% attendance rate, 1<sup>st</sup> has a 91% attendance rate, 2<sup>nd</sup> has a 92% attendance rate, 3<sup>rd</sup> has a 90% attendance rate, 4<sup>th</sup> has a 92% attendance rate, 5<sup>th</sup> has an 80% attendance rate, and 6<sup>th</sup> has a 96% attendance rate. As a school average, Discovery is reporting a 91% positive attendance rate YTD. The attendance data was compiled between the first day of school through 9.17.20 (current). S. Castner notes that attendance officers have been assigned to the 5<sup>th</sup> grade cohort to examine why that grade level is reporting significant lower attendance as compared to other grades.
- e. S. Castner invited Board Members to be guests on live lessons to get a continued feel for the remote learning process. It was advised that Board Members notify the school first, so teachers can be notified to grant access from virtual classroom wait rooms.

**11. Old Business:** none

**12. Adjournment:** R. Stiles moved, and C. Wilkins seconded a motion to adjourn; the motion carried unanimously at 9:34 am.

**13. New Business:** No new business

**14. Adjournment:** The meeting was adjourned at 9:34 am.

Next Meeting: Friday, October 16, 2020

Future Agenda Items: Cash Balance Policy, SAVE Plan, Progress on Strategic Plan and Board Goals, Implicit Bias Training

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

**October 16, 2020; 8:00-9:30 A.M.**

**Due to the COVID-19 School Closure- the Board of Trustees meeting was held remotely using Zoom video conferencing, in accordance with Executive Orders issued by the Governor of the State of New York. The meeting information was included in Public Notice as well as on the school's website:**

**Topic: Discovery Charter School- Board of Trustees Special Meeting 10.13.20**  
**Time: Oct 13, 2020 08:00 AM Eastern Time (US and Canada)**

Join Zoom Meeting  
<https://us04web.zoom.us/j/76796073433?pwd=Ly9lZ25lMTFTcnNxenh5Tk0xWG5iQT09>

Meeting ID: 767 9607 3433  
Passcode: Discovery

**Trustees Present:** S. Varhus (Chair), C. Wilkins (Vice Chair), S. Adair (Treasurer), R. Stiles (Secretary), T. Jackson, L. Lewis, D. Braveman, L. Montenaro

**Trustees Excused:** none

**Also Present:** S. Castner (School Director), A. Hagen (DCS Operations), K. Snyder (Administrative Intern), Kevin Cousin (Administrative Intern), Matthew Bradstreet (Discovery Data Coordinator)

**1. Call to Order**

- a. The Chair called the meeting to order at 8:02 a.m., and it was determined that a lawful quorum of eight was present.

**2. Proof of Public Notice of Meeting**

- a. Public Notice was provided in the *Messenger Post* and posted at the school

**3. Conflict of Interest Reminder**

- a. The Chairperson read the following statement: "The Chair reminds everyone that, if a potential conflict of interest exists concerning a subject under discussion by the Board, you have an obligation to disclose the potential conflict and, if deemed a conflict, recuse yourself and leave the room during any discussion and vote on the subject."

**4. Opportunity for Public Comment;** no public comment

**5. Review and Approve Draft Submission of Benchmark 1 for Charter School Office:**

- a. It was shared that Discovery Charter School is currently ranked in “Good” Standing by the State Education Department and the Charter School Office.
- b. School Director, S. Castner, shared with the Trustees that the goal of the school is to become a “High Performing” school over the course of the next three years.
- c. In the section of “similar schools’ comparison” and in comparing 50 schools, S. Castner made the decision to include and compare local schools using NYS Report Card data for more accurate comparison points.
- d. There was a discussion of how Discovery will supplement data in the absence of New York State tests during COVID-19- S. Castner and M. Bradstreet discussed how using in-house benchmark assessment data will be supplemented.
- e. R. Stiles suggested added “( )” to highlight differences in proficiencies between local schools and Discovery on the report.
- f. It was noted that the report includes data from 2016-2019, and in that time, Discovery has outperformed RCSD in all 5 years in the categories of SWD + ELA.
- g. It was also noted that 87% of Discovery Student population resides within the RCSD district. With less than 10% of Discovery students residing within the Greece school district, from the Trustees perspective, home district of Greece data is not sound comparison, even though it is the District where Discovery resides. The Trustees all agreed that this should be noted boldly on the Benchmark 1 submission before sending to CSO.
- h. C. Wilkins suggested that the report include low student turnover rates in terms of cohorts. C. Wilkins furthered his thought by stating that he believes reporting in this manner will add more clarity to time intervals to trajectory for Math.
- i. S. Adair suggested that adding data points of cohorts of how many are returning and how many are new will help with year over year data comparisons.
- j. S. Caster noted that the Benchmark 1 report includes only Grades 3-6 targets, at the request of the Charter School Office. The school is collecting Grades K-2 targets as well that are shared at Academic Excellence Committee meetings but are not included on this report.
- k. R. Stiles commended the School Director on the report but added a suggestion that the school lead with their strongest points and performances in each section. R. Stiles furthered by commenting that the report should serve to make the best case for the school. His suggestion was to begin the report with, “Here are our successes....”. It was suggested that a simple executive summary be added to the start of the report before submitting.
- l. S. Varhus concluded the discussion by stating that the report reflects a tremendous amount of work and dedication from everyone at the School, and the Trustees all

commended the transparency and clarity of the report and comparison data presented.

- m. Subject to the changes discussed, the Benchmark 1 report was presented to the Trustees for approval; moved by R. Stiles, seconded by S. Adair, approved unanimously.

**6. Old Business:** none

**7. New Business:** none

**8. Adjournment:** C. Wilkins moved, and L. Montanaro seconded a motion to adjourn; the motion carried unanimously at 9:08 am.

**9. Adjournment:** The meeting was adjourned at 9:08 am.

*Special Meeting Minutes submitted by A. Hagen*

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

**October 16, 2020; 8:00-9:30 A.M.**

**Due to the COVID-19 School Closure- the Board of Trustees meeting was held remotely using Zoom video conferencing, in accordance with Executive Orders issued by the Governor of the State of New York. The meeting information was included in Public Notice as well as on the school's website:**

**Topic: Discovery Charter School- Board of Trustees Meeting 10.16.20**  
**Time: Oct 16, 2020 08:00 AM Eastern Time (US and Canada)**

**Join Zoom Meeting**

<https://us04web.zoom.us/j/71442971120?pwd=Z3Qrb3RNVnljTjdGQ2RGZVNHTnBKZz09>

**Meeting ID: 714 4297 1120**  
**Passcode: Discovery**

**Trustees Present:** S. Varhus (Chair), C. Wilkins (Vice Chair), S. Adair (Treasurer), R. Stiles (Secretary), T. Jackson, L. Lewis, D. Braveman (Trustee Elect)

**Trustees Excused:** L. Montanaro

**Also Present:** S. Polowitz (Board Counsel), S. Castner (School Director), A. Hagen (DCS Operations), K. Snyder (Administrative Intern), Kevin Cousin (Administrative Intern) L. Massenzio (School Speech Language Pathologist)

**1. Call to Order**

- a. The Chair called the meeting to order at 8:05 a.m., and it was determined that a lawful quorum of seven was present.

**2. Proof of Public Notice of Meeting**

- a. Public Notice was provided in the *Messenger Post* and posted at the school

**3. Conflict of Interest Reminder**

- a. The Chairperson read the following statement: "The Chair reminds everyone that, if a potential conflict of interest exists concerning a subject under discussion by the Board, you have an obligation to disclose the potential conflict and, if deemed a conflict, recuse yourself and leave the room during any discussion and vote on the subject."

**4. Opportunity for Public Comment; no public comment**

- 5. Consent Agenda:** Approval of the following: Minutes from Previous Special Meetings (8.14.20), and Regular Meeting (8.21.20), Regular Meeting (9.18.20). Moved by S. Adair, seconded by L. Lewis, approved unanimously.

## **6. Committee Reports**

- a. Executive Committee: No Report**
- b. Academic Excellence Committee Report:**
  - i.** C. Wilkins shared with the Trustees that Benchmark #1 has been submitted to the Charter School office, and now we wait to hear back.
  - ii.** C. Wilkins also shared that the day before this meeting, the school received back the mid-term report. The committee and Trustees have not yet had time to review it as it was just received, but C. Wilkins noted that all Trustees must be ready to respond to it during the Virtual CSO visit scheduled for November 9<sup>th</sup> and 10<sup>th</sup>.
- c. Governance Committee Report:**
  - i.** R. Stiles shared Board Composition comments with the Trustees, noting that Trustee recruitment should include finding a candidate with diversity, equity, and inclusion expertise.
  - ii.** R. Stiles and T. Jackson have met to recruit an additional Family Representative, as T. Jackson, the current Family Representative, has a daughter who graduates from Discovery at the end of this School Year. It was noted by T. Jackson, that though her daughter will be aging out, and she will no longer be considered the Family Representative, she will be remaining on the Board of Trustees.
- d. Personnel Committee Report:**
  - i.** L. Lewis shared with the Board that she and R. Stiles met with ESF Legal Council Susan Dieter, for suggestions and guidance in reviewing the Employee Handbook as well as Personnel Policies for the school. Formal feedback from S. Dieter is expected within the next week, and L. Lewis will share suggested revisions at the next Board meeting.
- e. Audit & Finance Committee Report:**
  - i.** S. Adair shared that he, S. Varhus, School Director S. Castner, and the School Operations Team met with the external auditors from Mengel Metzger Barr & Co. LLP to review the completed Financial Statements for the 2019-20 School Year. S. Adair shared that Discovery received a “Passing” grade from the external auditors, with no comments on any external controls.
  - ii.** S. Adair noted that the final year end numbers for Discovery were more positive than expected
  - iii.** S. Adair reminded the trustees that the school is still waiting on a \$192,000 adjustment from RCSD- which is back payment for per pupil allocation as well as high-cost aid payment.
  - iv.** S. Adair shared with the Trustees that he has requested that before the completed Financial Statements are submitted to the Charter School Office, that there be added a disclosure including the School’s plan for overcoming

the current deficit. S. Adair will work with Michelle Cain from MMB, to draft appropriate footnote language for inclusion in the audit report.

- v. The finalized version with footnote for CSO is expected to be completed no later than the end of next week.
- vi. A motion to accept the finance committee report was moved by R. Stiles, seconded by L. Lewis, and unanimously approved.

#### **7. Board PD: Speech and Language Pathology**

- a. Lindsay Massenzio, School SLP Team Member, was invited to the meeting as a guest speaker. Ms. Massenzio shared that Discovery has implemented a schoolwide vocabulary focus. The goal at the School is to bridge the gap for students with lower vocabulary skills.
- b. A new initiative at Discovery this year, spearheaded by Ms. Massenzio, is to introduce two Tier 2 vocabulary words to students each week starting with Kindergarten.
- c. Ms. Massenzio shared with the Trustees a pre-recorded video that she had made, which introduced a new vocabulary word. Ms. Massenzio noted that these videos were meant to be shared in individual classroom Zoom Crew meetings, as well as across the School's social media platforms.
- d. Ms. Massenzio discussed the role of the SLP at Discovery, sharing that she conducts K/1/2 Speech Screenings for students, participate in student evaluations that are part of the RtI process, provide speech language services for students who qualify, and conduct staff PD in the areas of social emotional curriculum and Habits of Scholarship initiatives.

#### **8. Appointment of a new Trustee** (Approval needed: Resolution #396)

- a. S. Varhus presented the DCS Board of Trustees the candidate Daan Braveman for final vote and approval:
- b. S. Varhus confirmed that all materials needed by the Charter School office have been submitted.
- c. **Resolution #396**, Approving Daan Braveman's appointment of Trustee for Discovery Charter School, pending State Education Department approval; Moved by R. Stiles, seconded by S. Adair, approved unanimously.

#### **9. 2020-2021 Strategic Plan**

- a. S. Varhus had sent the Final Goals and Metrics Chart for the Strategic Plan to all Trustees for final feedback and review.
- b. Motion to approve goals and metrics for the 2020-21 School Year; Moved by C. Wilkins, seconded by T. Jackson, approved unanimously.

#### **10. School Director Report**



- a. S. Castner thanked Trustee R. Stiles for visiting a series of live Zoom lessons over the past few weeks. R. Stiles commented how very impressed he was with the level of student engagement and participation during the virtual lessons.
- b. S. Castner shared that the guest reader program continues in the classrooms despite the remote learning model, and this week Kindergarten welcomed the Greece Police Chief to read to them.
- c. S. Castner shared the school's current enrollment report, noting that SWD is currently at 13.9%, ENL is currently at 15.3%, and the school continues to have 656 students in total on the K-6 waitlists.
- d. Upcoming events: The National Charter Alliance is hosting a video contest for schools, to teach proper PPE procedures to staff, students and families. Discovery families were asked to submit a short video showing proper handwashing, to be included in a video compilation for the contest. The winner will receive a mini grant in the amount of \$1000. Results of the contest will be shared at the next Board meeting- the school is hopeful!
- e. On Saturday, October 31<sup>st</sup>, the School is hosting a "Trunk-or-Treat" drive up event in the parking lot. Students and Families are invited to attend in costume but are asked not to leave their cars while on the parade route to maintain social distancing protocols. The event will also be an opportunity to distribute November paper packet learning guides and materials to students, along with Halloween treats. Over 30 Discovery staff members have volunteered to be a trunk stop on the parade route, and S. Castner is hopeful that there will be great family attendance.
- f. The School Director, S. Castner, shared that the school conducted their first Student Equity circle, and eight student volunteers participated. The goal is that the student group will meet weekly and build relationships across the student population.
- g. S. Castner shared that the School successfully secured a grant from T-Mobile for 100 hotspots and are currently determining the students most in need of this service.
- h. The School Director reminded the Trustees that the virtual CSO renewal site visit is scheduled for Monday, November 9<sup>th</sup> and Tuesday, November 10<sup>th</sup>. The preparation for the visit for the Trustees will be in formulating a response to the just received mid-term report.
- i. S. Castner did confirm to the Trustees that the completed Charter Application has been successfully submitted to the Charter School Office.

**11. Old Business:** none

**12. New Business:**

- a. The Trustees have all committed to taking part in the "21 Day Challenge for Racial Equity". The Challenge is a habit building challenge, where the Trustees have all agreed to document individual personal growth. Trainings and readings can be accessed at [www.eddiemoorejr.com/21daychallenge](http://www.eddiemoorejr.com/21daychallenge).
- b. S. Varhus presented a motion to become an organizational partner to the 21 Day Challenge; partnership was moved by C. Wilkins, seconded by R. Stiles, and unanimously approved.

**13. Adjournment:** C. Wilkins moved, and S. Adair seconded a motion to adjourn; the motion carried unanimously at 9:51 am.

**14. Adjournment:** The meeting was adjourned at 9:51 am.

Next Meetings: Friday, November 20th, 2020

Minutes submitted by A. Hagen

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

**November 20, 2020; 8:00-9:30 A.M.**

**Due to the COVID-19 School Closure- the Board of Trustees meeting was held remotely using Zoom video conferencing, in accordance with Executive Orders issued by the Governor of the State of New York. The meeting information was included in Public Notice as well as on the school's website:**

**Topic: Discovery Charter School- Board of Trustees Meeting 11.20.20**  
**Time: Nov 20, 2020 08:00 AM Eastern Time (US and Canada)**

**Join Zoom Meeting**

<https://us04web.zoom.us/j/73230612301?pwd=WEdxSOVsQUdHa204b1FLK29wS2JsQT09>

**Meeting ID: 732 2306 1230**

**Passcode: Discovery**

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

**Trustees Excused:** none

**Also Present:** S. Polowitz (Board Counsel), S. Castner (School Director), K. Snyder (Administrative Intern), Kevin Cousin (Administrative Intern), Justin Schultz (instructional coach), Kara Snyder (instructional coach), Melissa Leshley (instructional coach) & CeCe Diaz (instructional coach)

**1. Call to Order**

- a. The Chair called the meeting to order at 8:08 a.m., and it was determined that a lawful quorum of eight was present.

**2. Proof of Public Notice of Meeting**

- a. Public Notice was provided in the *Messenger Post* and posted at the school

**3. Conflict of Interest Reminder**

- a. The Chairperson read the following statement: "The Chair reminds everyone that, if a potential conflict of interest exists concerning a subject under discussion by the Board, you have an obligation to disclose the potential conflict and, if deemed a conflict, recuse yourself and leave the room during any discussion and vote on the subject." *Board Chair has mailed each Trustee a new Conflict of Interest form to sign, for annual compliance.*

**4. Opportunity for Public Comment;** no public comment

- 5. Consent Agenda:** Approve Minutes from Previous Meetings (10.13.20 and 10.16.20); approve 11.6.20 action of the Executive Committee (Resolution #396—Accept 2020 Audit, and #397—approve SD Evaluation Template for 20-21); Resolution #398 (Updated

Committee Membership); Resolution #399 (Nonroutine Checks over \$5000—October) - Moved by S. Adair, seconded by L. Lewis, approved unanimously.

**6. Committee Reports**

- a. Executive Committee: no report, minutes included in consent agenda for approval.
- b. Academic Excellence Committee Report: no report, next meeting scheduled for Dec 14th
- c. Governance Committee Report:
  - i. R. Stiles obtained approval from Legal Council S. Polowitz to use a “docu-sign” electronic signature for signing resolutions during the period of virtual meetings
  - ii. Suggestion from T. Jackson: recruit an additional Board member to have experience in Diversity, Equity & Inclusion (DE&I)- will be discussed at next committee meeting on December 1<sup>st</sup>
  - iii. Committee meeting minutes will be a future action item as feedback from the CSO visit for accountability
  - iv. The Committee asked S. Castner, school director, for suggestions on candidates for a new Board Parent Representative for the 2021-22 school year. S. Castner shared that she has four parents who would currently like to learn more- a Zoom will be set up with current Board Trustee and Parent Rep T. Jackson to share information.
- d. Personnel Committee Report:
  - i. L. Lewis shared with the Board that she and R. Stiles met to review Personnel Policies. L. Lewis also met with Susan Dieter, ESF Legal Council for final review before sending to the School Administrators for local review. A Zoom meeting will be scheduled to share proposed changes with the school for feedback before bringing them to the Board for approval in December.
- e. Audit & Finance Committee Report:
  - i. S. Adair shared that the Financial Statement audit of the year ending June 30, 2020 was reviewed by the Finance Committee and that review has been finalized with MMB (resolution part of today’s Consent Agenda).
  - ii. From a financial perspective, we did not hit our budgeted numbers- but as we were fortunate to receive the PPP loan- we expect to be forgiven for the full loan amount will fix the deficit for the 2020-21 school year.
  - iii. S. Adair shared that the school is tracking well from a financial position heading into the next school year.

**7. Board PD: Instructional Coaches- Justin Schultz, Kara Snyder, Melissa Leshley & CeCe Diaz invited to join the School Director Report in sharing Interim Assessments from Q1**

- a. Opened by sharing feedback from the CSO visit, S. Varhus commended C. Castner and the school leadership team for ensuring the success of the visit. The sense from the team was that the CSO was listening, was taking detailed notes, and was appreciative of all the supplemental information being sent to them by the school. David Frank from the CSO shared that he is excited to figure out with Discovery, what success looks like in the absence of state testing data. Discovery was commended for the level of participation in the remote site visit.
- b. S. Castner shared that Good Schools Roc common application representatives shared that Discovery is one of only two schools who has a large and growing waitlist during the pandemic. Discovery currently has 609 students on the 20-21 school year waiting list. Discovery was approached by Good Schools Roc to share bottom 100 waitlist names to other local charter elementary schools who are struggling to maintain full enrollment. This was also shared with CSO as one of Discovery's successes.
- c. Melissa Leshley was introduced as one of Discovery's instructional coaches, who was also a founding teacher at Discovery's opening ten years ago and who currently coaches the K-2 grade level teachers. Kara Snyder was introduced as one of Discovery's instructional coaches, who was also a founding teacher at Discovery's opening, as well as an Administrative Intern at Discovery. CeCe Diaz was introduced as an instructional coach who is the school's EL Master Curriculum Teacher. Justin Schultz was introduced as the school's Instructional Math Coach K-6 at Discovery. S. Castner shared the confidence that she has in the current Instructional Leadership Team.
- d. Melissa Leshley was invited to share K-2 grade level ELA data. Skills Block assessments determine student foundational skills, F & P assessments to determine K-2 reading levels. The school's target is that 75% of students will be "proficient" by the end of the school year. Q1 data for Kindergarten currently shows 69% proficiency, First Grade shows 64% proficiency, and Second Grade shows 65% proficiency- so the school is very confident that targets will be met by the end of the school year. Both ELL and SWD in K-2 are not reaching benchmark targets- so new interventions are currently being designed for these sub-group populations.
- e. Kara Snyder was invited to share 3-6 grade level ELA data. Next benchmark will be administered the week of December 14<sup>th</sup>. Kara Snyder shared Q1 data with the Board that was shared with CSO. At all grade levels students showed growth from the beginning of the year.
  - i. Starting with the 3<sup>rd</sup> grade cohort, the academic target was that 35% of grade level will be proficient in passing NYS state tests. At the beginning of the year, third grade was at 19% proficient, and at the end of Q1 we saw an increase to 41%. The school is very pleased with the progress of the 3<sup>rd</sup> graders thus far.

- ii. For the 4<sup>th</sup> grade cohort, the academic target was that 40% of grade level will be proficient in passing the NYS state tests. At the beginning of the year, fourth grade was at 24% proficient, and at the end of Q1 we saw an increase to 39%. The school is very pleased with the progress of 4<sup>th</sup> graders thus far.
  - iii. For the 5<sup>th</sup> grade cohort, it was pointed out that over 50% of the students are also of the sub populations of ELL/SWD- so target proficiency data is seen as being lower. For the 5<sup>th</sup> grade cohort, the academic target was that 30% of grade level will be proficient in passing the NYS state tests. At the beginning of the year, fourth grade was at 15% proficient, and at the end of Q1 we saw an increase to 24%. The school is currently working on furthering interventions to support the sub-group populations.
  - iv. For the 6<sup>th</sup> grade cohort, the academic target was that 30% of grade level will be proficient in passing the NYS state tests. At the beginning of the year, fourth grade was at 15% proficient, and at the end of Q1 we saw an increase to 29%. The school is very pleased with the progress of 5<sup>th</sup> graders thus far.
- f. Justin Schultz was invited to share K-6 Mathematics data.
- i. Discovery is following Engage NY for all grade levels K-6.
  - ii. Zearn is an interactive program that partners with Engage NY, to complete Math work and complete exit tickets to track individual student accomplishments.
  - iii. Kindergarten is the only grade level that did not take an initial baseline in October, since they had just started school for the first time. All grade levels have shown growth from the beginning of the year, with the exception of 5<sup>th</sup> grade that has remained flat. This is the grade level as earlier noted that has over 50% sub-group populations of ELL and SWD- so new interventions are currently being designed as with ELA.
  - iv. Glows to note- in 2<sup>nd</sup> grade, 100% of ELL students are proficient in math. In 4<sup>th</sup> grade 80% of ELL and SWD are proficient in math.
  - v. Next step is that data driven reteach lessons will be completed to reach proficiency targets across grade levels as needed. The gaps from each grade level are currently under evaluation- and coaching meetings with each teacher are being scheduled.
  - vi. Justin Schultz shared that he created a “parent resource guide” for each grade level- to help parents better understand how they can assist their child at home. This guide has been received with much positive feedback, and parents are very appreciative which they overwhelmingly shared at recent parent-teacher conferences.

## 8. 21-day Racial Equity Challenge

- a. The leadership team as well as 15 staff members at Discovery are participating in the challenge
- b. There are specific resources that the School Director will continue to share with the school at Crew meetings
- c. S. Varhus asked that the Trustees reflect on how the challenge is going for them. R. Stiles shared that he is personally on Day 15 of the challenge, and from his own perspective- he feels as though the videos help with understanding the advantage of the concept of privilege in our community, and a platform that some students have over others. Though the concept was known, the challenge helps him be more reflective.
- d. D. Braveman urged that individual Board Members have a discussion of some of the issues that the challenge is bringing to light- example: Racism as a public health issue. A dynamic conversation of issues and the impact on our students and the school community at large would be widely beneficial.
- e. S. Adair suggested there be a "Special meeting" scheduled, as this is such a pressing and unique opportunity to further an important cause. A discussion can be planned where goals we can set as an organization with the input of leadership from the school. It was noted that they most value is seen when the initiative is staff driven.
- f. S. Castner said that the school's Equity Committee can be tasked to lead and will bring what they feel are the most important topics for discussion to the December Board meeting.

#### **9. 2020-2021 Strategic Plan**

- a. Any achieved target will be updated with the highlight since the plan is now digital/interactive.
- b. Progress towards each target can also be detailed
- c. The Strategic Plan was modified because it was previously written that the ILT team would do weekly walkthroughs, which looks different in the world of virtual learning. It has been noted that these visits are currently Zoom pop-ins as a form of monitoring and feedback.
- d. S. Varhus added that the Academic Excellence committee is working on how to better track changing instructional practices. This has been an area of struggle in the past- the Trustees need a greater understanding of instructional protocols.
- e. Committee assignments will further outline Trustee responsibilities and action item completion dates.
- f. Trustees all agreed to follow through on Strategic Plans goals.

**10. Old Business:** none

**11. New Business:** none

**12. Adjournment:** S. Adair moved, and L. Montanaro seconded a motion to adjourn; the motion carried unanimously at 10:10 am.

**13. Adjournment:** The meeting was adjourned at 10:10 am.

Next Meetings: Friday, December 18, 2020

Future Agenda Items: Cash Balance Policy

Minutes submitted by A. Hagen



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

**December 18, 2020; 8:00-9:30 A.M.**

**Due to the COVID-19 School Closure- the Board of Trustees meeting was held remotely using Zoom video conferencing, in accordance with Executive Orders issued by the Governor of the State of New York. The meeting information was included in Public Notice as well as on the school's website:**

**Topic: Discovery Charter School- Board of Trustees Meeting 12.18.20**  
**Time: Nov 20, 2020 08:00 AM Eastern Time (US and Canada)**

**Join Zoom Meeting**

<https://us04web.zoom.us/j/79593896424?pwd=T3ZtYnVOT1liUUR1c2pacIAzQTKzQT09>

**Meeting ID: 795 9389 6424**

**Passcode: Discovery**

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

**Trustees Excused:** none

**Also Present:** S. Polowitz (Board Counsel), S. Castner (School Director), A. Hagen (Operations), K. Snyder (Administrative Intern), Kevin Cousin (Administrative Intern), Khadigeh Albaram (ENL teacher), Adrienne Davis (ENL Teacher)

**1. Call to Order**

- a. The Chair called the meeting to order at 8:02 a.m., and it was determined that a lawful quorum of eight was present.

**2. Proof of Public Notice of Meeting**

- a. Public Notice was provided in the *Messenger Post* and posted at the school

**3. Conflict of Interest Reminder**

- a. The Chairperson read the following statement: "The Chair reminds everyone that, if a potential conflict of interest exists concerning a subject under discussion by the Board, you have an obligation to disclose the potential conflict and, if deemed a conflict, recuse yourself and leave the room during any discussion and vote on the subject." *Board Chair has mailed each Trustee a new Conflict of Interest form to sign, for annual compliance.*

**4. Opportunity for Public Comment;** no public comment

- 5. Consent Agenda:** Approve Minutes from Previous Meetings (11.20.20); Resolution #400 (Nonroutine Checks over \$5000—November) - Moved by S. Adair, seconded by L. Montanaro, approved unanimously.

## 6. Committee Reports

- a. Executive Committee: no report
- b. Academic Excellence Committee Report:
  - i. Committee met on December 14<sup>th</sup>; C. Wilkins shared that they discussed action items after the CSO visit
    - 1. Action Item 1: To further examine instructional practices, with having the school adopt a nationally recognized assessment for students with the absence of state testing
    - 2. Action Item 2: Look closely at ELA curriculum and PD for staff; explore a Pilot for the Fall
- c. Governance Committee Report:
  - i. R. Stiles shared that Legal Counsel Steve Polowitz recommends minutes be recorded for each Committee Meeting, and can be included each month for approval within the Board's consent agenda
  - ii. R. Stiles shared a standard template that can be utilized by individual committees to record meeting minutes. The template was brought to the Trustees for approval- Moved by R. Stiles, seconded by L. Montanaro, approved unanimously.
  - iii. R. Stiles shared that in the next week, they will be scheduling a Zoom meeting with a potential Board member candidate, Amy Slakes. It was shared that Amy Slakes is an active CPA and may offer an added strength to the Board and Finance Committee. Details of the interview will be shared at the next Board meeting
  - iv. R. Stiles presented proposed changes to the School's Bylaws, which includes clarification of the Conflict of Interest policy, as well as the Complaints of School Director policy. **Resolution #401** (Resolution of By-laws \*pending CSO approval)- Moved by R. Stiles, seconded by L. Lewis, unanimously approved.
- d. Personnel Committee Report:
  - i. L. Lewis shared with the Board highlights of Personnel Policy review.
    - 1. Additions to the policies include:
      - a. Volunteer/intern categorization added under employment type
      - b. Health insurance procedure at employment termination
      - c. Voting as an additional form of leave
      - d. Grievance resolution
      - e. Social Media policy for employees
      - f. Add Covid absence into Medical Leave policy

2. It was noted by L. Lewis, that all DCS policy and Employee handbook should include the exact same verbiage, and this review process will ensure that moving forward all policies and handbook are aligned

e. Audit & Finance Committee Report:

- i. S. Adair shared that the Finance Committee met the day prior.
- ii. Being fully remote, S. Adair noted for the Board that spending on the salary and benefit lines are both under budget.
- iii. S. Adair projected a budget adjustment in January to reflect the much lower school lunch expenditures during the remote period
- iv. The Finance Committee has completed annual review of all policies, and note no changes
- v. The Committee does want a future action item to create a new policy about loaning technology to students (Chromebooks, hotspots, iPads) as this is a new practice for Discovery
- vi. S. Adair shared with the Trustees that the loan forgiveness application for the PPP Loan has been completed and received by M & T Bank in the full amount of \$643,300. Discovery is waiting for notification confirming approval.

**7. Board PD: English as a New Language (ENL) Teachers- Khadigeh Albaram and Adrienne Davis invited to share the program with the Board**

- a. Opened with K. Albaram sharing that Discovery currently has 41 ENL students, which represents 15% of the Discovery student body enrollment
- b. The home languages of Discovery's ENL students currently include Spanish, Arabic, Nepali, Swahili, and Somali.
- c. K. Albaram shared that the designation from ESL (English as a Second Language) to ENL (English as a New Language) was necessary since often many students, speak many languages. Both K. Albaram and A. Davis speak fluent Arabic, and there are currently 5 DCS staff who speak fluent Spanish.
- d. K. Albaram and A. Davis outlined the ENL Identification Process for the Board: From enrollment; to completion of a Home Language Questionnaire; to a family survey; to completion of the NYSITELL assessment.
- e. It was shared that the NYSITELL assessment must be completed within 10 days of new ENL student enrollment- and from this assessment, ENL students may be qualified as beginning/intermediate/advanced categorization. In turn, students who score proficient on the NYSITELL do not qualify for ENL services with the Team.
- f. K. Albaram described the "push-in" and "pull-out" services that Discovery offers to ENL students, and shared what these services look like in a virtual remote learning environment

- g. L. Montanaro advised the Teachers to research the resources newly available through the Engage NY website. She shared that the state has put out standards aligned ENL resources inclusive of bilingual progressions and expect updates accordingly every two years.
- h. C. Wilkins asked whether Brandon Zerbe from IT can share how Microsoft Office Teams may be utilized for transcription services, as a tool for better family communication for Discovery's ENL's.
- i. S. Varhus commended the ENL teachers on the tremendous ENL student population growth at Discovery. The most marked enrollment growth has been seen among Arabic speaking families, and it was noted that the Arabic fluency of the two ENL teachers is the direct tie to recruitment success.

#### **8. Revised Enrollment Policy**

- a. The proposed additions to Policy #4400: Enrollment and Admissions include information regarding statutory preferences, the waitlist, backlisting, enrollment criteria, when and how to apply, the lottery process when applications exceed the number of seats, and preference for children of employees.
- b. **Resolution #402** (Revised enrollment policy #4400)- Moved by C. Wilkins, seconded by D. Braveman, unanimously approved.

#### **9. Revised Application for Charter Renewal**

- a. The proposed additions to the DCS Application for Charter Renewal specify the number of days of instruction and designate all requested changes to the charter as Nonmaterial
- b. **Resolution #403** (Revision of Approved Application for Charter Renewal)- Moved by T. Jackson, seconded by L. Montanaro, unanimously approved

#### **10. School Director Report**

- a. Reopening Plan
  - i. S. Castner shared that the current re-opening plan summarizes Phases into 6-week sub group blocks
    - 1. Phase 1: Outlines starting the SWD population of students first into co-taught pods
  - ii. S. Castner noted that the re-opening plan remains very fluid- at last survey, 80% of parents do not yet feel comfortable with a return to onsite learning for their children
  - iii. S. Castner noted that 85% of student enrollment is from RCSD, which is currently a Monroe County Health department "Orange Zone" designation
  - iv. S. Castner also shared that an important component of the current re-opening plan stipulates "cluster learning" meaning student population A would attend on Monday/Tuesday, the building would be closed for deep

cleaning/sanitization on Wednesday, and student population B would attend on Thursday/Friday.

- b. Revisions to Policies Relating to Students 4201, 4200, and 4630
  - i. The School Director has reviewed the School's policies relating to students and has recommended changes to Personnel Policies #4201 (DCS Code of Conduct), #4300 (Attendance), and #4800 (Parents' Bill of Rights for Data Privacy and Security); **Resolution #405** (Updated and revised policies #4201, #4300, and #4800)- Moved by L. Lewis, seconded by T. Jackson, unanimously approved
- c. School Updates
  - i. S. Castner noted that attendance during remote learning continues at 95%
  - ii. It was also shared that 90% of families participated in the latest round of parent-teacher conferences- whether that be over the phone/virtual zoom
  - iii. Formal observations of teaching staff continue; 16 have been completed by the Instructional Leadership Team; 4 more are scheduled for the upcoming week before Winter Recess

**11. Old Business:** none

**12. New Business:** none

**13. Adjournment:** C. Wilkins moved, and D. Braveman seconded a motion to adjourn; the motion carried unanimously at 9:58 am.

**14. Adjournment:** The meeting was adjourned at 9:59 am.

Next Meeting: Friday, January 15, 2021

Future Agenda Items: Cash Balance Policy, 21 day equity challenge updates

Minutes submitted by A. Hagen

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

**January 15, 2021; 8:00-9:30 A.M.**

**Due to the COVID-19 School Closure- the Board of Trustees meeting was held remotely using Zoom video conferencing, in accordance with Executive Orders issued by the Governor of the State of New York. The meeting information was included in Public Notice as well as on the school's website:**

**Topic: Discovery Charter School- Board of Trustees Meeting 1.15.21**  
**Time: Jan 15, 2021 08:00 AM Eastern Time (US and Canada)**

**Join Zoom Meeting**

<https://us04web.zoom.us/j/78597346772?pwd=OW9yTzhWM3B5azRnUm9QWkVBVytmdz09>

**Meeting ID: 785 9734 6772**  
**Passcode: Discovery**

**Trustees Present:** S. Varhus (Chair), C. Wilkins (Vice Chair), S. Adair (Treasurer), R. Stiles (Secretary), T. Jackson, D. Braveman, L. Montanaro

**Trustees Excused:** L. Lewis

**Also Present:** S. Polowitz (Board Counsel), S. Castner (School Director), A. Hagen (Operations), K. Snyder (Administrative Intern), Kevin Cousin (Administrative Intern), Kaleigh Jacobson (SPED/Student Services Coordinator)

**1. Call to Order**

- a. The Chair called the meeting to order at 8:03 a.m., and it was determined that a lawful quorum of seven was present.

**2. Proof of Public Notice of Meeting**

- a. Public Notice was provided in the *Messenger Post* and posted at the school

**3. Conflict of Interest Reminder**

- a. The Chairperson read the following statement: "The Chair reminds everyone that, if a potential conflict of interest exists concerning a subject under discussion by the Board, you have an obligation to disclose the potential conflict and, if deemed a conflict, recuse yourself and leave the room during any discussion and vote on the subject." *Board Chair has mailed each Trustee a new Conflict of Interest form to sign, for annual compliance.*

**4. Opportunity for Public Comment;** no public comment

- 5. Consent Agenda:** Approve Minutes from Previous Meetings (12.18.20); Resolution #400 (Nonroutine Checks over \$5000—December) - Moved by C. Wilkins, seconded by T. Jackson, approved unanimously.

## 6. Committee Reports

a. Executive Committee: no report

b. Academic Excellence Committee Report:

i. Committee met on January 12<sup>th</sup>; L. Montanaro shared that surveyed the local charters to see what literacy curriculum is currently being utilized, and it was discovered there is not much consensus- there is a wide variety of platforms being used.

1. Action Item 1: Adopt a new ELA curriculum and assessment tool.

2. Action Item 2: Gail Burnett, from TRI who participated in the Academic Excellence Meeting this week supported the move to pilot a new updated ELA curriculum for at least Grades 1-2 for the remainder of the 20-21 school year.

3. Action Item 3: A Special Meeting of the Board of Trustees will be scheduled for February 8, 2021 to review the results of the Quarter 2 interim assessments and the Leadership Team recommendation that DCS adopt **iReady** as an assessment tool.

c. Governance Committee Report:

i. R. Stiles shared that the scheduled Zoom meeting with a potential Board member candidate, Amy Slakes went very well. The Trustees were reminded that Amy Slakes is an active CPA and may offer an added strength to the Board and Finance Committee. Slakes was described as having a very strong interest in the school's mission and expressed a willingness to commit time to Board work. Slakes also agreed that if her position of Trustee is approved- she is extremely willing to bring her CPA background to the regular Finance Committee meetings headed by Trustee, S. Adair. Slakes is currently enrolled in a Public Administration Masters Program at SUNY Brockport- where she is focusing on non-profits.

ii. S. Varhus presented a motion to approve Amy Slakes as a new Trustee (pending CSO approval). Moved by R. Stiles, seconded by D. Braveman, unanimously approved.

d. Personnel Committee Report: none

e. Audit & Finance Committee Report:

i. S. Adair shared that the Finance Committee met the day prior.

- ii. Being fully remote, S. Adair noted that the Committee is focused on adjusting the budget to reflect the reduced school lunch funds that was expected from the NYS Child Nutrition Program.
- iii. S. Adair projected a budget adjustment in to reflect the much lower school lunch expenditures during the remote period
- iv. S. Adair shared with the Trustees that the loan forgiveness application for the PPP Loan has been completed and received by M & T Bank in the full amount of \$643,300 and has been now forwarded to the SBA for final loan forgiveness approval.
- v. It was discussed that there is a second round of PPP loan that Discovery can qualify for after the first loan is forgiven. The Trustees expressed no objections to the Operations Team completing the preliminary steps to apply for round two of the PPP.
- vi. S. Varhus presented a motion to proceed with Round 2 of the PPP loan process; moved by S. Adair, seconded by R. Stiles, unanimously approved.

**7. Board PD: Special Education (SPED) Student Services Coordinator- Kaleigh Jacobson was invited to share the program with the Board**

- a. Opened with K. Jacobson sharing that Discovery currently has 41 SPED students, which represents 15% of the Discovery student body enrollment, and a 3% increase from the 19-20 School Year
- b. As Student Services Coordinator, K. Jacobson shared that she oversees the RtI program, students 504 and IEP's, hosts weekly meetings with Discovery's SPED teachers, hosts in-house SPED Professional Development Training, and maintains weekly communication with District SPED providers and the parents of SPED students.
- c. L. Montano advised the SPED committee to familiarize themselves with SDI (Specially Designed Instruction) guidance that is available through NYSED- the link was shared with all in the Zoom chat.
- d. K. Jacobson noted that Discovery is currently working on the 2<sup>nd</sup> Benchmark with all SPED students- as testing accommodations are still being met through remote learning.
- e. S. Varhus commended K. Jacobson and all the Discovery SPED teachers on the student population growth at Discovery, and for their revised strategies to accommodate various needs during the period of remote instruction.

**8. Revised FERPA Policy**

- a. The School Director has reviewed the School's policies relating to students and has recommended changes to Policies #4100 (FERPA Policy) in order to comply with changes to FERPA regulations to accommodate electronic consent and transfer of student information



- b. **Resolution #408** (Revised enrollment policy #4100)- Moved by C. Wilkins, seconded by D. Braveman, unanimously approved.

**9. School Director Report**

a. Reopening Plan

- i. S. Castner said based on current survey results, less than 50% of families and 60% of staff feel comfortable returning to in-person instruction.
- ii. Many surveyed mentioned a lack of vaccine availability as being a major factor in personal reservations.

b. School Updates

- i. S. Castner noted that attendance during remote learning continues at 95%
- ii. It was shared that the Operations Team is preparing for the April 6<sup>th</sup> 2021-22 Student Application Lottery
- iii. It was shared that it is still unknown whether NYS assessments will be given, so the school must continue to prepare as if they are going to take place
- iv. There has been no update as of yet from CSO on the site-visit

**10. Old Business:** none

- 11. New Business:** S. Varhus shared a letter she had drafted to Chancellor Brown regarding the mid-year review of Discovery, that will be sent later today.

- 12. Adjournment:** S. Adair moved, and L. Montanaro seconded a motion to adjourn; the motion carried unanimously at 9:29 am.

- 13. Adjournment:** The meeting was adjourned at 9:30 am.

Next Meetings: Special Meeting Monday, February 8, 2021

Future Agenda Items: Cash Balance Policy, 21 day equity challenge updates

Minutes submitted by A. Hagen

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

**February 8, 2021; 10:45-11:45 A.M.**

**Due to the COVID-19 School Closure- the Board of Trustees meeting was held remotely using Zoom video conferencing, in accordance with Executive Orders issued by the Governor of the State of New York. The meeting information was included in Public Notice as well as on the school's website:**

**Topic: Discovery Charter School- Board of Trustees Special Meeting 2.8.21**

**Time: Feb 8, 2021 10:45 AM Eastern Time (US and Canada)**

**Join Zoom Meeting**

<https://us04web.zoom.us/j/71350063677?pwd=ZC9nQVZVVV0lSZ2dHS2ZwRG81TFJVdz09>

**Meeting ID: 713 5006 3677**

**Passcode: Discovery**

**Trustees Present:** S. Varhus (Chair), C. Wilkins (Vice Chair), S. Adair (Treasurer), R. Stiles (Secretary), T. Jackson,  
D. Braveman, L. Montanaro

**Trustees Excused:** L. Lewis

**Also Present:** S. Castner (School Director), A. Hagen (DCS Operations), K. Snyder (Administrative Intern), Kevin Cousin (Administrative Intern), Matthew Bradstreet (Discovery Data Coordinator), Justin Schultz (Math Coordinator), Melissa Leshley (New Teacher Coach), Kaleigh Jacobson (Student Services Coordinator), Steve Polowitz (Legal Counsel)

**15. Call to Order**

- a. The Chair called the meeting to order at 10:49 a.m., and it was determined that a lawful quorum of seven was present.

**16. Proof of Public Notice of Meeting**

- a. Public Notice was provided in the *Messenger Post* and posted at the school

**17. Conflict of Interest Reminder**

- a. The Chairperson read the following statement: "The Chair reminds everyone that, if a potential conflict of interest exists concerning a subject under discussion by the Board, you have an obligation to disclose the potential conflict and, if deemed a conflict, recuse yourself and leave the room during any discussion and vote on the subject."

18. **Opportunity for Public Comment;** no public comment

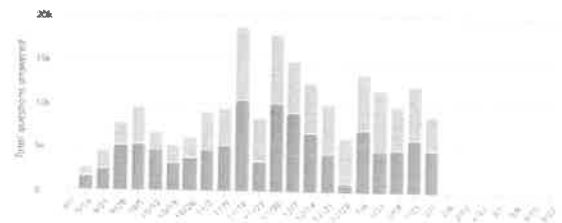
19. **Review the results of the Quarter 2 interim assessments:**

- a. Justin Schultz, Discovery Math Coordinator and Coach along with Kara Snyder, Administrative Intern and ELA Coordinator and Coach were invited to share Benchmark 2 data with the Trustees.

## ATTENDANCE & PARTICIPATION

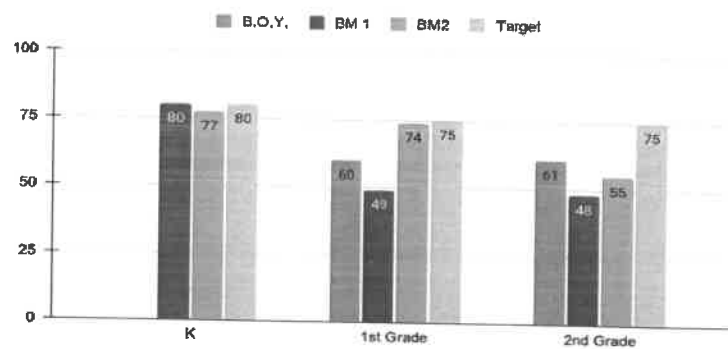
### IXL Math Challenge

- Started in November for all Grades
- Total # of Questions
- Bi-weekly Updates
- Monthly Winners



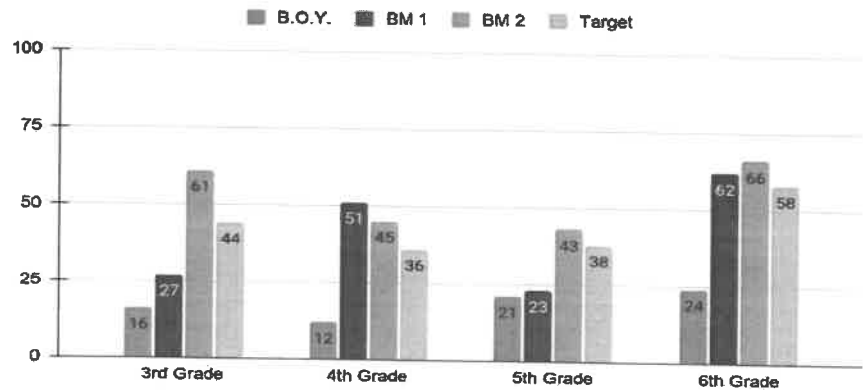
- i.
- ii. Justin Schultz shared that IXL has been utilized as a math diagnostic and DCS has been tracking students actively participating in the IXL platform as independent work.
- iii. Justin Schultz shared Math Benchmark data as seen in students in grades K-2, and then 3-6.

### Math Benchmarks- % Proficient



iv. Math K-2

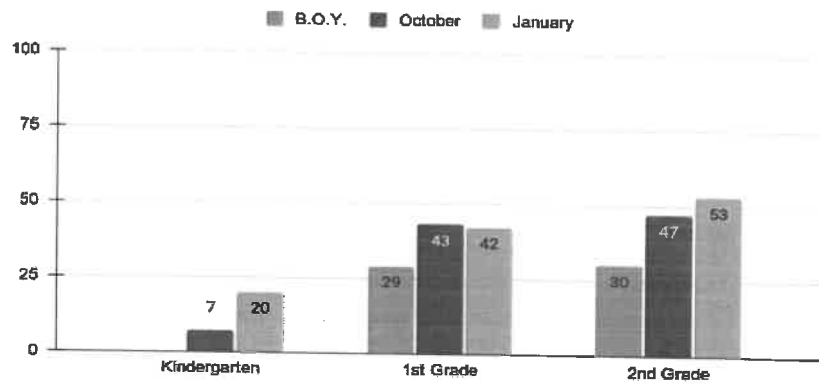
### Math Benchmarks- % Proficient



Math 3-6

- v.
- vi. Kara Snyder shared ELA benchmark data with the Trustees, as seen in students in Grades K-2, and then 3-6. The platform utilized was **Fountas and Pinnell** Reading Assessments.

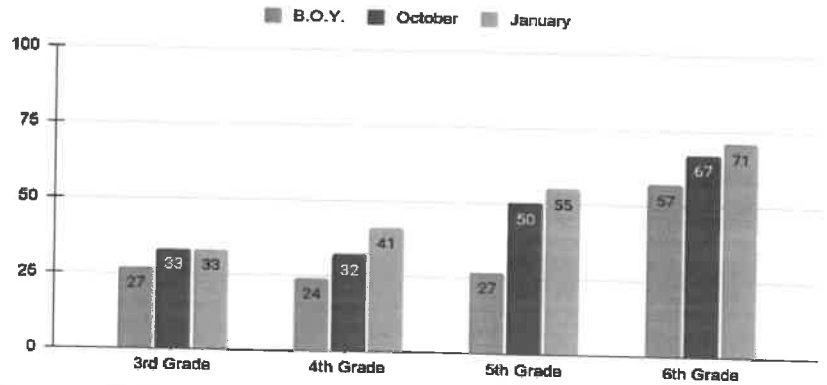
### F & P Proficiency %



Fountas & Pinnell Reading Assessment K-2

- vii.

### F & P Proficiency %



Fountas & Pinnell Reading Assessment 3-6

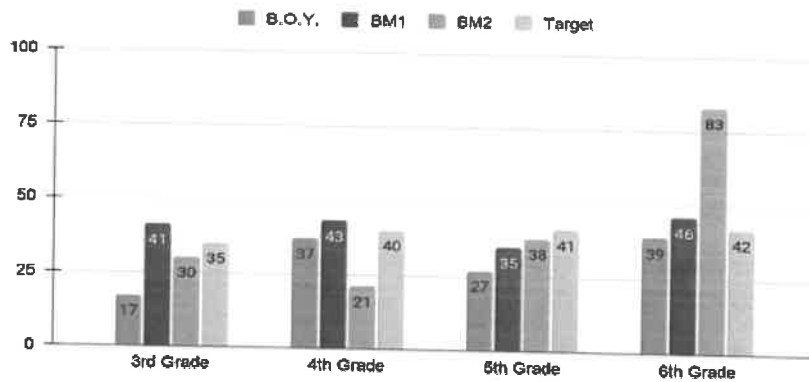
viii.

- Kindergarten additional Guided Reading groups (22 students) \*8 weeks (lessons shared and recorded with team) w/ Sara C.
- Kindergarten Foundational skills 1:1 meetings (letter name/ sound focus) w/ interventionist
- Kindergarten Family Participation 100 Book Challenge
- Family letter tips and strategies sight word focus
- Kindergarten Leveled *Book Bags* (books, strategy cards, reading tips, challenge tracker)

ix.

### ELA Action Steps for Reading Readiness Kindergarten

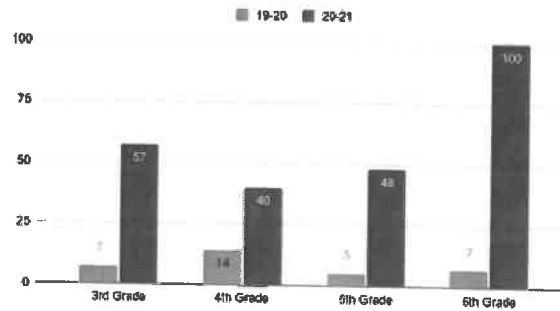
### ELA Benchmarks- % Proficient



ELA BM 3-6

x.

ELA Benchmark 2 >60% Proficiency



xi.

ELA BM 3-6

- xii. Kara Snyder noted that >60% proficiency comparing the 19-20 to the 20-21 school year for testing grades 3-6. It was explained to the Trustees that previous state testing data was used to create the target data for the individual cohorts. R. Stiles suggested to the Leadership Team that *number of students* be added to the Benchmark graphs for further clarification of percentage change year over year. A Benchmark Assessment Summary was provided to the Trustees, along with further ELA action steps.

## BENCHMARK ASSESSMENT SUMMARY

### ELA

- K-6 Fountas & Pinnell Reading Assessment (1:1) determines grade level reading ability (decoding & comp.)
- 2-6 ELA Benchmark Assessment (small group) comprised of multiple choice, and open ended response questions (both 2 and 4 point).

### Math

- Cumulative of Content Covered - NYS Rigor
- K-2 All Open-Ended
- 3-6 Multiple Choice & Open Ended

xiii.

- Epic Book Challenge to encourage participation and reading at home.
- Development of a new instructional consistency: Implementation of Multiple Choice Strategy "PRESTO" grades 2-6 in addition to emphasizing RACCE responses (restate, answer, citation 1 citation 2, explanation) and text annotating.
- Data pod analysis completed with each teacher grades 3-6.
- Targeted coaching with 3rd and 4th grade, focusing on lesson plan development and identification of what skills to be focused on during guided reading and whole group instruction.
- Thoughtful development of Benchmark 3 (considering data analysis from TRI), considering administration considerations.
- Renewed emphasis on formative data tracking- each teacher is still required to do at least one 2 point practice response, and MC questions weekly covering various standards.

xiv.

#### ELA Action Steps Grades 3-6

- xv. A Benchmark 9 update was provided to the Trustees by S. Castner:  
Recruitment, Enrollment, Retention

#### SWD

- 1 new classification to date (total to 40)
- 4 Pending New Referrals
- 23 out of 39 students with IEP's receive Academic Progress Monitoring.
  - 19 of these students are making satisfactory progress in all areas of IEP goals and are expected to achieve the goals by their next Annual Review Date
  - 2 of these students have achieved their goals for the year and have updated goals

#### ENL

- Consistent enrollment (1 student has moved to Florida)

**Committee has met preparing a PR plan**

xvi.

#### Benchmark 9 Recruitment, Enrollment, Retention

20. The Leadership Team recommendation that DCS adopt iReady as an assessment tool:



- Pinpoints students' strengths and knowledge gaps at the sub-skill level
- Delivers individualized learning paths in *i-Ready Personalized Instruction*
- Saves time by automatically grouping students and offering targeted instructional recommendations
- Helps educators spot trends across student groups
- Assessment and instructional solutions are grounded in research to deliver rigorous instruction and comprehensive support to help students at all levels, from all backgrounds, achieve their greatest possible gains.

Quote ID: 207916.2		Valid through: 12/31/2021
Product	List Price	Net Price
i-Ready	\$11,000.00	\$41,100.00
Professional Development	\$4,500.00	\$4,500.00
Low Price		\$16,820.00
Shipping/Other		\$1,500.00
Total		\$18,320.00

- a. CSO & TRI Approved
- b. It was shared with the Trustees that the Instructional Leadership Team has completed 2 presentations with representatives from iReady
- c. iReady is free of cost for the rest of the current school year to be used as a pilot program.
- d. S. Castner shared that:
- The iReady platform will pinpoint both student strengths and knowledge gaps.
  - It is a nationally recognized assessment.
  - The conversion to iReady would mean dropping IXL to minimize platforms and double enrollment cost.
- e. The iReady platform was quoted to come an annual cost of \$16,820, that would be reflected in the 2021-22 School Year Budget
- f. **Resolution #409** (Adoption of iReady)- Moved by R. Stiles, seconded by D. Braveman, unanimously approved.

21. **Old Business:** none

22. **New Business:** none

23. **Adjournment:** R. Stiles moved, and D. Braveman seconded a motion to adjourn; the motion carried unanimously at 11:49 am.

24. **Adjournment:** The meeting was adjourned at 11:50 am.

*Special Meeting Minutes submitted by A. Hagen*



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

**February 19, 2021; 8:00-9:30 A.M.**

**Due to the COVID-19 School Closure- the Board of Trustees meeting was held remotely using Zoom video conferencing, in accordance with Executive Orders issued by the Governor of the State of New York. The meeting information was included in Public Notice as well as on the school's website:**

**Topic: Discovery Charter School- Board of Trustees Meeting 2.19.21**  
**Time: Feb 19, 2021 08:00 AM Eastern Time (US and Canada)**

Join Zoom Meeting

<https://us04web.zoom.us/j/71706935091?pwd=emRTMkpxdkorc3JSY2lHcXBUMmlXUT09>

Meeting ID: 717 0693 5091

Passcode: Discovery

**Trustees Present:** S. Varhus (Chair), C. Wilkins (Vice Chair), S. Adair (Treasurer), R. Stiles (Secretary), T. Jackson, D. Braveman, L. Montanaro

**Trustees Excused:** none

**Also Present:** S. Castner (School Director), A. Hagen (Operations), K. Snyder (Administrative Intern), Kevin Cousin (Administrative Intern), Amy Slakes (Trustee candidate)

**25. Call to Order**

- a. The Chair called the meeting to order at 8:01 a.m., and it was determined that a lawful quorum of seven was present.

**26. Proof of Public Notice of Meeting**

- a. Public Notice was provided in the *Messenger Post* and posted at the school.

**27. Conflict of Interest Reminder**

- a. The Chairperson read the following statement: "The Chair reminds everyone that, if a potential conflict of interest exists concerning a subject under discussion by the Board, you have an obligation to disclose the potential conflict and, if deemed a conflict, recuse yourself and leave the room during any discussion and vote on the subject." *Board Chair has mailed each Trustee a new Conflict of Interest form to sign, for annual compliance.*

**28. Opportunity for Public Comment;** no public comment

- 29. **Consent Agenda:** Approve Minutes from Previous Meetings (1.15.21) and Special Meeting (2.8.21)- Moved by S. Adair, seconded by L. Montanaro, approved unanimously.

### 30. Committee Reports

- a. Executive Committee: *no report*
- b. Academic Excellence Committee: *no report*
- c. Governance Committee Report:
  - i. R. Stiles shared that the scheduled Zoom meeting with a potential Board member candidate and Parent Representative, Ebony Stubbs, went very well- and the Committee feels that they are able to move forward with the official nomination. Both S. Castner (School Director) and T. Jackson (current Parent Rep) seconded recommendations made by the Committee to appoint Ebony Stubbs as a new Trustee pending CSO approval.
  - ii. S. Varhus noted that an official motion to approve Ebony Stubbs will be prepared for the next meeting.
- d. Personnel Committee Report: *no report*
- e. Audit & Finance Committee Report:
  - i. S. Adair shared that the Finance Committee met the day prior.
  - ii. S. Adair noted that the official budget process will start soon for the 2021-22 School year
  - iii. S. Adair noted that the current numbers indicate that the school is tracking towards budget (high cost aid is less than budgeted/ expenses are in-line)
  - iv. S. Adair shared with the Trustees that the forgiveness for the PPP loan is expected to be approved in the next week or so, and that Laurie Corbett (Discovery Operations) is currently looking into whether the school might qualify for the second round PPP loan.

### 31. Board PD: Diversity, Equity, and Inclusion (overview of work to date)

- a. S. Castner opened with sharing that the DE&I team meets two times per month, and the agenda follows up on areas brought to the team through concern protocol celebrations, and staff PD.
- b. What DCS has done in regards to DE &I 2020-21

August 2020	September	October	November	December 2020/ January 2021	February
Staff PD during retreat- Equity CREW  Kristin MacKay- guest speaker-	Staff Equity Committee Re-elections  Monthly meetings	Student Equity Committee started  12 Staff Members joined the 21 Equity Day Challenge	DCS took the employer pledge as part of the 21 day equity challenge	Searched for speakers for after return from break  Staff committee mtg.	Guest speaker 2/10 staff mtg.  Staff committee mtg.

Gender roles, sexual orientation etc.	Staff & Family TownHalls specific to Black Lives Matter Movement				
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*\* DCS continues to prioritize staff recruitment efforts to enhance staff diversity*

c. Staff Equity Committee:

1. Education
  - Bring in speakers to for staff PD
  - Facilitate initiatives (21 day equity challenge)
2. Facilitate difficult conversations with DCS stakeholders
  - All staff members are welcome to attend
  - Discuss issues that affect our staff and community (discussion post Daniel Prude incident)
3. Channel and address concerns
  - A formal concern protocol has been developed and utilized:  
[https://docs.google.com/document/d/1DIFxMPgh\\_UMAO-qBVz0U\\_qsFO9YBplsT6LNw\\_y7Xc1w/edit?usp=sharing](https://docs.google.com/document/d/1DIFxMPgh_UMAO-qBVz0U_qsFO9YBplsT6LNw_y7Xc1w/edit?usp=sharing)

## Equity & Access Mission & Vision

To equip a diverse community with lasting equitable empowerment that will ensure an open, safe, professional, and fair academic work environment in our school community that is an exemplar for all our students.

### 32. Re-Opening Recommendation

- a. The School Director presented three options to the Trustees:
  - i. Stay/Continue Fully Remote for all students (1)
  - ii. Begin a partial return for Kindergarten and any SWD classified students (2)
  - iii. Return for all interested M/T/R/F (which based off of family surveys looks to be approximately 160 students) (3)
  - iv. S. Castner did note that the school does *not* recommend any sort of hybrid model for student return, due to the lack of consistency for the students
  - v. The Instructional Leadership Team recommends Option (3); a return for all interested students for a M/T/R/F 9:00am-1:00pm schedule, with an April 5, 2021 return after Spring Recess
    1. It was further noted that once parents decide on a schedule for their child- they must keep that choice until the end of the school year

2. Protocols for safety have been widely considered, including: entering the building, temperature checks, masks, bathroom breaks, encores and recess.
  3. The school day of 9:00-1:00 is recommended in recognizing that the stamina of the students is decreased since the students have been remote for over a year, and upon return in April- the students movements will be limited to only their designated classroom space.
  4. All encores will be held via Zoom on Wednesdays- when the students are all remote, and the school goes through a deep clean
- b. Motion to Re-Open April 5, 2021-** Moved by C. Wilkins, seconded by D. Braveman, unanimously approved.

**33. Old Business:** none

**34. New Business:** S. Varhus offered two potential Strategic Planning dates for the Trustees to consider: April 23<sup>rd</sup> or April 30<sup>th</sup>, 8:00am-12:00pm. Final decision will be made by next meeting.

**35. Adjournment:** C. Wilkins moved, and R. Stiles seconded a motion to adjourn; the motion carried unanimously at 9:50 am.

**36. Adjournment:** The meeting was adjourned at 9:51 am.

Next Meetings: Friday, March 19, 2021

Future Agenda Items: Personalized pacing for grades K-2

Minutes submitted by A. Hagen

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

**March 19, 2021; 8:00-9:30 A.M.**

**Due to the COVID-19 School Closure- the Board of Trustees meeting was held remotely using Zoom video conferencing, in accordance with Executive Orders issued by the Governor of the State of New York. The meeting information was included in Public Notice as well as on the school's website:**

**Topic: Discovery Charter School- Board of Trustees Meeting 3.19.21**

**Time: March 19, 2021 08:00 AM Eastern Time (US and Canada)**

Join Zoom Meeting

<https://us04web.zoom.us/j/72611183891?pwd=T1ozR3BNTXRyUXp2d3ZNcFRVSmd1dz09>

Meeting ID: 726 1118 3891

Passcode: Discovery

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

**Trustees Excused:** T. Jackson

**Also Present:** S. Castner (School Director), A. Hagen (Operations), K. Snyder (Administrative Intern), K. Cousin (Administrative Intern), A. Slakes (Trustee candidate), S. Polowitz (Legal Counsel)

**1. Call to Order**

- a. The Chair called the meeting to order at 8:04 a.m., and it was determined that a lawful quorum of seven was present.

**2. Proof of Public Notice of Meeting**

- a. Public Notice was provided in the *Messenger Post* and posted at the school.

**3. Conflict of Interest Reminder**

- a. The Chairperson read the following statement: "The Chair reminds everyone that, if a potential conflict of interest exists concerning a subject under discussion by the Board, you have an obligation to disclose the potential conflict and, if deemed a conflict, recuse yourself and leave the room during any discussion and vote on the subject." *Board Chair has mailed each Trustee a new Conflict of Interest form to sign, for annual compliance.*

**4. Opportunity for Public Comment; no public comment**

5. **Consent Agenda:** Approve Minutes from Previous Meeting (2.19.21) and **Resolution #409** (Non-Routine Checks over \$5,000)- Moved by S. Adair, seconded by L. Montanaro, approved unanimously.

6. **Committee Reports**

- a. Executive Committee: Noted that they will move to Executive Session at the close of the regular meeting today. No additional report.

b. Academic Excellence Committee:

- i. The committee met to discuss a full overhaul of the ELA curriculum for the 2021-22 School year.
- ii. The committee endorses the recommendation of the school's instructional leadership team to adopt the **Houghton Mifflin Harcourt** ELA curriculum & the **iReady** Assessment Software.
- iii. It was shared by the committee that the adoption of the HMH program would lead to coherence across the K-6 grade levels for ELA instruction.
- iv. The plan is to run a pilot of the HMH materials this Spring in the school's ICOT rooms.
- v. A comprehensive HMH professional development will be held for all staff over the summer.
- vi. The cost estimate is \$41,000 for a 3 year license, and a \$20,000 cost for K-6 consumables.
- vii. It was shared with the trustees that **Houghton Mifflin Harcourt** is the largest ELA publisher in the United States, and many peers in the Rochester area have shared great success in the adoption of the program.
- viii. **Resolution #410** (Adoption of iReady assessment)- Moved by L. Montanaro, seconded by L. Lewis, approved unanimously.
- ix. **Resolution #411** (Adoption of Houghton Mifflin Harcourt ELA curriculum)- Moved by D. Braveman, seconded by L. Montanaro, approved unanimously.

c. Governance Committee Report:

- i. R. Stiles shared that the Committee feels that they can move forward with the official Trustee nomination of Ebony Stubbs as Parent Representative, pending CSO approval.
- ii. E. Stubbs' resume was shared with all Trustees.
- iii. An official motion to approve Ebony Stubbs was called- Moved by R. Stiles, seconded by D. Braveman, approved unanimously.

d. Personnel Committee Report: *no report*

e. Audit & Finance Committee Report:

- i. S. Adair shared that there was no meeting this month, but the budget process for the 2021-22 School Year and lease negotiation will be beginning next week.

## 7. School Director Report

a. Update on School Reopening

- i. 192 students returning on April 5th- the building is READY!

b. CSO 2021 Action Plan

- i. The School Director Shared Benchmarks 1-10 and the corresponding Action Plan that was shared with CSO for each

### Benchmark 1: Student Performance

Strategy	Strategy Name	Measure(s) to Gauge Strategy Effectiveness	Outcome
1	Implementation of iReady K-5	Implementation of iReady diagnostic at the beginning of the year, growth monitoring data reports throughout the school year, and diagnostic at end of year.	Desired Outcome meet our academic targets for both ELA and Math grades K-5
2	Continuation of Partnership with The Renaissance School Turnaround Institute (TRI)	NYS ELA and Math Assessment Scores DCS Interim Assessment Data TRI Implementation Rubric regular reflection	Desired Outcome meet our academic targets for both ELA and Math grades 3-6
3	Data Wise data review cycle implemented school wide	Implementation of data cycle protocols weekly, quarterly, annually	Consistent targeted instruction based on student data resulting in student growth

### Benchmark 2: Teaching & Learning

Strategy	Strategy Name	Measure(s) to Gauge Strategy Effectiveness	Outcome
1	Instructional Consistencies K-6 aligned with both ELA & Math Curriculum	Leadership Team Walkthroughs utilizing an implementation <u>rubric</u>  Daily walkthrough actionable feedback (tracked and monitored)	Effective instructional practices evidence reflected in student outcome data
2	Needs based coaching cycles	Bi-Weekly instructional leadership team reflection and action planning meetings  Instructional action plans	Effective, rigorous instructional practices evidence reflected in student outcome data
3	Teacher Professional Development- Vertical alignment of curriculum and standards	Student Growth assessed on internal Benchmarks and <u>iReady</u>	Effective instructional practices evidence reflected in student outcome data
4	Continuation of programming and <u>services designed</u> to support ELL and SWD.	2 ELL full time staff  SWD teachers on staff number based on <u>need</u>	ELL and SWD populations meet Academic <u>targets</u>  Enrollment retention of ELL and SWD population

### Benchmark 3: Culture, Climate and Family Engagement



Strategy	Strategy Name	Measure(s) to Gauge Strategy Effectiveness	Outcome
1	Implementation of Staff and Students Wellness Coordinator	Evidence of regulatory strategies utilized during instructional <u>times</u> Teacher satisfaction/wellness surveys	Decrease in student <u>discipline referrals</u> Increase in student <u>attendance</u> Evidence of students and staff utilizing mindfulness and wellness strategies. Positive results on staff satisfaction/ wellness survey Increased teacher retention
2	Designating Family/Community Outreach Specialists	Increased attendance at School events and parent teacher conferences. Family Satisfaction survey Minimally quarterly family and community school events <u>held</u>	Strong family and community relationships Increased family association participation

3	Implementation of Diversity Equity and Inclusion Coordinator	Monthly staff professional development experience (DE&I) Monitored culturally responsive curriculum and school events	Increase in ENL and <u>SWD population</u> Positive outcomes on staff and family satisfaction surveys.
4	DCS developed SEL Curriculum based on the 20-21 SEL in action award grant.	Embedded throughout the school <u>day</u> Social Emotional language used by adults and <u>students</u> Habits of Scholarship	Observation of Increased student engagement Observation of increased mindfulness, social emotional learning strategies Decreased discipline referrals

#### Benchmark 4: Financial Condition

Strategy	Strategy Name	Measure(s) to Gauge Strategy Effectiveness	Outcome
1	Obtain PPP Grant	Debt to Asset Ratio 2021	Less than 1.0
2	Cash Reserve Policy	Cash Position 2021	At least 60 days
3	Budget Plan 2021-2024	Financial Composite Score 2021	1.00 or above

### Benchmark 5: Financial Management

Strategy	Strategy Name	Measure(s) to Gauge Strategy Effectiveness	Outcome
1	Internal controls and procedures	Annual Audit Statements	No material weaknesses
2	Annual review of fiscal policies	Policies reviewed, if necessary revised	Legal Compliance
3	Monthly budget oversight	Fiscal ratios, <u>benchmarks</u> and findings	Fiscal Composite score of 1.0 or above

### Benchmark 6: Board Oversight and Governance

1	Articulate Criteria for Board Performance. Board Self Evaluation <u>addresses</u> Benchmark 6 Indicators.	Board Self Evaluation <u>addresses</u> Benchmark 6 Indicators.	Board derives actionable goals from the Annual Board Self Evaluation.
2	Implement a Strategic Plan, 2021-2024 Board approves Strategic Plan by June 30, 2021	Board approves strategic plan by June 30th, <u>2021</u>	Goals aligned with the DCS Charter and Framework
3	Develop Board Membership	Additional Trustees seated, 2021-2024	Board of Trustees reflects Community

### Benchmark 7: Organizational Capacity

Strategy	Strategy Name	Measure(s) to Gauge Strategy Effectiveness	Outcome
1	Clear roles and Champions for all staff	Monthly and Qtr. check ins Job performance evaluations Organized management of initiatives	Staff and families feel supported as reported by satisfaction surveys.  Increased positive staff job performance evaluations
2	Continuation of Instructional Leadership Team (ILT)	Monthly Priorities and reflections	Staff and families feel supported as reported by satisfaction surveys.

		Weekly ILT walkthroughs Responsive coaching approach	Increase in student outcomes and effective instructional practices based on APPR observations.
3	Continuation of rigorous, intentional professional meeting calendar	Planning and implementation of meeting schedule and professional developments	Increase in student outcomes and effective instructional practices based on APPR observations.  Staff feel supported as reported by satisfaction surveys.

### Benchmark 8: Mission and Key Design Elements

Strategy	Strategy Name	Measure(s) to Gauge Strategy Effectiveness	Outcome
1	Continuation and enhancement of a rigorous and highly enriched curriculum: In addition to the Engage NY and Harcourt Reading Program provided using multiple instructional methods, DCS students engage in regular classes in the visual and performing arts as well as physical education.	Instructional coaching model to ensure and support curriculum implementation and <u>pacing</u>  Evidence of Arts, Social Studies and Science integration in grade level ELA and Math curriculum	Daily Instructional schedule with identified academic <u>priorities</u>  Vertical and cross curricular alignment
2	Continuation and enhancement of <u>Services</u> provided designed to mitigate the major negative impacts of poverty.	Implementation of Community Outreach and Family Outreach specialists	Evident in family satisfaction and wellness surveys  Increased student attendance  Decrease in disciplinary <u>referrals</u>

		Evaluation of services provided at DCS. ( <u>blended classrooms</u> , SEL initiative, Intervention Services)	Increased participation in parent teacher/ student led conferencing and school <u>events</u>  Special population (ELL, ED, SWD) retention and increased enrollment
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## Benchmark 9: Enrollment, Recruitment, and Retention

Strategy	Strategy Name	Measure(s) to Gauge Strategy Effectiveness	Outcome
1	Weighted lottery for Special Populations	Number of SWD's and/or ENL students applying	Increased numbers for <u>ENL in</u> 21-22 lottery
2	Continuation of BM 9 committee	DCS branding (social media ads, GSR, brochures for Special Pops.)  Community outreach	Increased numbers for SWD ENL in 21-22 lottery
3	Continuation of innovative service offerings for ELL, SWD and general population	Blended classrooms, <u>ELA</u> and Math <u>SEL</u> programming ( <u>Ready, Levelled Literacy Instruction, Road to the Code, Kathy Richardson Math</u> ) SEL programming (restorative practices, mindfulness, mentoring program)  Strong partnerships and communication with student home district Committees on Special Education  Preference for highly <u>effective bilingual</u> staff	Daily instructional schedule that <u>prioritizes</u>  Decrease in student discipline <u>referrals</u>  Increased enrollment and retention of ELL and SWD  Increase in bilingual <u>staff</u>  Increased number of community partnerships

### Benchmark 10: Legal Compliance

Strategy	Strategy Name	Measure(s) to Gauge Strategy Effectiveness	Outcome
1	Updated new Employee Fingerprinting Policy	Routine practice of Human Resources team for new hires	Employment clearance reports received prior to employee start date
2	Scheduled Policy Review and Revision	Policy Review Annual schedule	All policies reviewed, <u>updated</u> and approved annually
3	DCS will request approval for <u>any and all</u> revisions that may result in non-material and or material changes to the charter.	School Director will provide minimal monthly updates of items specific to the CSO benchmarks evidence of success.  School Director and or Board Chair will consult with CSO liaison for any policy and charter revisions.	All necessary corrections made to policies and by-laws prior to 2021-2022 school year.  Evidence of open communication between school leadership and CSO liaison  DCS will <u>be in compliance with</u> the requirements of the law, regulations, and its charter.

**8. Old Business:** none

**9. New Business:** S. Varhus shared that an Ad Hoc Committee on Diversity, Equity, and Inclusion has been formed with four Trustees: Lisa Lewis (Chair), Daan Braveman, Tamika Jackson, and Sara Varhus.

**10.** Motion to move into Executive Session after adjournment was made at 9:22am- Moved by S. Adair, seconded by C. Wilkins, approved unanimously; motion to move out of Executive Session: Moved by C. Wilkins, seconded by D. Braveman, approved unanimously.

**11. Adjournment:** C. Wilkins moved, and R. Stiles seconded a motion to adjourn; the motion carried unanimously at 9:24 am.

**12. Adjournment:** The meeting was adjourned at 9:25 am.

*Next Meeting: Friday, April 16, 2021*

*Future Agenda Items: Strategic Planning Scheduled for May 21, 2021 & June 4, 2021 (8:00am-12:00pm)*

Minutes submitted by A. Hagen

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

**April 16, 2021; 8:00-9:30 A.M.**

**Due to the COVID-19 School Closure- the Board of Trustees meeting was held remotely using Zoom video conferencing, in accordance with Executive Orders issued by the Governor of the State of New York. The meeting information was included in Public Notice as well as on the school's website:**

**Topic: Discovery Charter School- Board of Trustees Meeting 4.16.21**

**Time: April 16, 2021 08:00 AM Eastern Time (US and Canada)**

**Join Zoom Meeting**

<https://us04web.zoom.us/j/77953023771?pwd=RWpWOWRabEVVWnd6ZkEyQzN6cXk5dz09>

**Meeting ID: 779 5302 3771**

**Passcode: Discovery**

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

**Trustees Excused:** none

**Also Present:** S. Castner (School Director), A. Hagen (Operations), K. Snyder (Administrative Intern), K. Cousin (Administrative Intern), S. Polowitz (Legal Counsel) A. Slakes (Trustee Candidate), E. Stubbs (Trustee Candidate)

**37. Call to Order**

- a. The Chair called the meeting to order at 8:04 a.m., and it was determined that a lawful quorum of eight was present.

**38. Proof of Public Notice of Meeting**

- a. Public Notice was provided in the *Messenger Post* and posted at the school.

**39. Conflict of Interest Reminder**

- a. The Chairperson read the following statement: "The Chair reminds everyone that, if a potential conflict of interest exists concerning a subject under discussion by the Board, you have an obligation to disclose the potential conflict and, if deemed a conflict, recuse yourself and leave the room during any discussion and vote on the subject." *Board Chair has mailed each Trustee a new Conflict of Interest form to sign, for annual compliance.*

**40. Opportunity for Public Comment; no public comment**

41. **Consent Agenda:** Approve Minutes from Previous Meeting (3.19.21) and Approve Executive Committee Minutes (3.5.21)- Moved by S. Adair, seconded by L. Lewis, approved unanimously.

**42. Committee Reports**

- a. Executive Committee: *No report.*

- b. Academic Excellence Committee: *No report.*

- c. Governance Committee Report:

- i. **Resolution #412** The Discovery Charter School Board of Trustees, having conducted a thorough criminal history record check via fingerprinting which is deemed acceptable by NYSED, and having discovered no State or federal criminal history, or having provided information regarding such history to NYSED, if found, and having verified that any academic and/or professional credential or qualification presented by the proposed member is genuine, and having reviewed the application in its entirety, has voted to select Mrs. Ebony Stubbs as a member to its Board of Trustees, with a term expiring on the date of the July 2024 Annual Meeting of Discovery Charter School, pending approval by NYSED. The resolution approving Mrs. Ebony Stubbs is adopted upon NYSED's approval.
- ii. Moved by R. Stiles, seconded by S. Adair, approved unanimously.

- d. Personnel Committee Report:

- i. No meeting this month
- ii. It was noted by L. Lewis that the Personnel and Finance Committees would be meeting together in the next week for a discussion of staff salaries and benefits for the 2021-22 School Year.

- e. Audit & Finance Committee Report:

- i. S. Adair shared that the PPP loan was forgiven and can now be recognized as revenue on the 2020-21 School Budget.
- ii. The 2021-22 budget planning process has begun and will be addressed in detail with the Operations team at the school and then at the next Board of Trustees Meeting
- iii. C. Wilkins questioned whether there will be funding available for a summer program to address potential learning loss of the students during the remote learning period.
- iv. D. Braveman shared that there are many local foundations that he can reach out to for the potential of funding for a summer program. He will set up a call with the School Director to discuss these opportunities.



- v. S. Polowitz shared that there is a large amount of “rescue funding” being granted to RCSD- so it is currently being investigated as to whether there will be any flow-through rescue funding for Charters. Updates will be shared as soon as they are received.
- f. Ad Hoc Committee on Diversity, Equity & Inclusion:
  - i. A draft policy was created by the committee with each member being assigned an action item.
    - 1. Cross reference CSO framework with DE&I policy.
    - 2. Performance review of the Director.
    - 3. Define matrix to meet policy standards.
    - 4. Identify DE&I Board activities
  - ii. A copy of a letter from Lester Young (Board of Regents) was shared with Trustees: a statement of being mindful of Diversity, Equity and Inclusion in hiring practices moving forward.
  - iii. The next Ad Hoc meeting of the DE&I Committee will be April 20<sup>th</sup> @ 8:00am.

#### 43. School Director Report

- a. Update on School Reopening
  - i. Excellent first two weeks back to in person learning
- b. Getting ahead of hiring for the 2021-22 School Year with the understanding that smaller class sizes are going to be necessary for both social distancing and the transition to 5-day a week in person instruction for students
- c. The Fresh Fruit and Vegetable Program has resumed, and students are given bulk produce to take home on Tuesdays to utilize Grant Funding
- d. The NYS ELA Assessments will be administered next week with Grades 3 & 4 on Tuesday 4.20, Remote Students on Wednesday 4.21, and Grades 5 & 6 on Thursday 4.22.
- e. Kindergarten interventions will be resuming on Monday for in-person students
- f. Twenty of our current K students will be taking advantage of the pre-first retention agreement for the 2021-22 School Year
- g. 2021-22 Academic Calendar Draft presented to the Trustees with the added notes:
  - i. The first proposed day for Staff will be 8.16.21 for Professional Development
  - ii. The first proposed day for Students will be 9.8.21 in aligning with the RCSD calendar

- iii. The proposed calendar has 182 student days (2 more than the RCSD calendar) and 19 additional staff Professional Development Days (14 more than the RCSD calendar)
- iv. The proposed calendar includes the additional Legal Holiday of Juneteenth 6.20.21
- v. There will be no snow-days, as inclement weather closings will transition to a remote learning day
- vi. The schedule will be 5 days a week in-person for all students (unless the parents provide a written opt-out for remote to the Administration)
- vii. Remote students will follow the same calendar as in-person students for the 2021-22 School Year
- vii. Motion to approve the 2021-22 Academic Calendar: Moved by C. Wilkins, seconded by L. Lewis, approved unanimously.

Next Meetings: Friday, May 21, 2021

Future Agenda Items: Strategic Planning Scheduled for May 21, 2021 & June 4, 2021 (8:00am-12:00pm)

Minutes submitted by A. Hagen

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

**May 21, 2021; 8:00-9:30 A.M.**

**Due to the COVID-19 School Closure- the Board of Trustees meeting was held remotely using Zoom video conferencing, in accordance with Executive Orders issued by the Governor of the State of New York. The meeting information was included in Public Notice as well as on the school's website:**

**Topic: Discovery Charter School- Board of Trustees Meeting 5.21.21**  
**Time: May 21, 2021 08:00 AM Eastern Time (US and Canada)**

**Join Zoom Meeting**

<https://us04web.zoom.us/j/78703615142?pwd=dWg4NnpzNThlTWY3SFBObG9WcGJ0UT09>

**Meeting ID: 787 0361 5142**

**Passcode: Discovery**

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

**Trustees Excused:** none

**Also Present:** S. Castner (School Director), L. Corbett (Operations), A. Hagen (Operations), K. Snyder (Administrative Intern), K. Cousin (Administrative Intern), S. Polowitz (Legal Counsel) A. Slakes (Trustee Candidate), E. Stubbs (Trustee Candidate)

**1. Call to Order**

- a. The Chair called the meeting to order at 8:02 a.m., and it was determined that a lawful quorum of eight was present.

**2. Proof of Public Notice of Meeting**

- a. Public Notice was provided in the *Messenger Post* and posted at the school.

**3. Conflict of Interest Reminder**

- a. The Chairperson read the following statement: "The Chair reminds everyone that, if a potential conflict of interest exists concerning a subject under discussion by the Board, you have an obligation to disclose the potential conflict and, if deemed a conflict, recuse yourself and leave the room during any discussion and vote on the

subject.”. *Board Chair has mailed each Trustee a new Conflict of Interest form to sign, for annual compliance.*

**4. Opportunity for Public Comment;** no public comment

**5. Consent Agenda:** Approve Minutes from Previous Meeting (4.16.21)- Moved by C. Wilkins, seconded by R. Stiles, approved unanimously.

**6. Committee Reports**

*a. Executive Committee: No report.*

*b. Academic Excellence Committee: No report.*

**c. Governance Committee Report:**

**i. Resolution #414** The Discovery Charter School Board of Trustees, having conducted a thorough criminal history record check via fingerprinting which is deemed acceptable by NYSED, and having discovered no State or federal criminal history, or having provided information regarding such history to NYSED, if found, and having verified that any academic and/or professional credential or qualification presented by the proposed member is genuine, and having reviewed the application in its entirety, has voted to select Mrs. Amy Slakes as a member to its Board of Trustees, with a term expiring on the date of the July 2024 Annual Meeting of Discovery Charter School, pending approval by NYSED. The resolution approving Mrs. Amy Slakes is adopted upon NYSED’s approval.

**ii.** Moved by R. Stiles, seconded by S. Varhus, approved unanimously.

**iii.** L. Montanaro notified the Board that she has accepted an interim administrative position with RCSD; with the intent of coaching leadership on combining academic and behavioral systems. She questioned whether her work would pose a potential conflict of interest in working for RCSD. At the advice of legal counsel S. Polowitz, it was determined that the Board does not see this interim role as a conflict.

**d. Personnel Committee Report:** *No Report.*

**e. Audit & Finance Committee Report:**

**i.** S. Adair presented the budget for the 2021-22 School Year.

**ii.** S. Adair shared that Discovery has received an additional 1.9 million of stimulus funding that will be reflected as a 1 shot revenue addition.

**iii.** S. Adair recommended to the Trustees that a future agenda item be a re-examination of the current fund balance policy.

- iv. The districts have all shared a slight uptick in tuition rates, which have been reflected in the 2021-22 budget.
- v. Food service now includes a full year service program with onsite meals 5 days/week.
- vi. The 2021-22 budget reflects the hire of 8 new Teachers/6 new Teacher Assistants- with additional hires necessary due to COVID-19-guidelines and the need to aggressively address student learning loss during the last year's remote learning period.
- vii. The 2021-22 budget reflects a proposed 5% salary increase for staff (approximately \$115K increase on the budgeted salary line). The Board was reminded that there were no increases awarded to the staff last year.
  - 1. **Resolution #417:** Upon recommendation of the Finance Committee, the Board hereby approves the adoption of the 2020-2021 Discovery Charter School budget: Moved by S. Adair, seconded by L. Montanaro, approved unanimously.

- f. Ad Hoc Committee on Diversity, Equity & Inclusion:
  - i. All discussion will be deferred to the Special Meeting of the Board of Trustees on June 4<sup>th</sup> 2021.

## 7. School Director Report

- a. New ENL Teacher recommended for hire
  - i. Candidate Shaina Lewis: recommennded by the Instructional Leadership Team
    - 1. Ms. Lewis was a refugee in Rochester and a former ENL student herself
    - 2. **Resolution #415:** Approval of the full-time hire of Shaina Lewis: Moved by L. Lewis, seconded by D. Braveman, approved unanimously.
- b. Cleaning Services for Discovery
  - i. L. Corbett (Operations) presented three detailed quotes obtained for janitorial services
  - ii. The recommendation is to leave Education Success Foundation services as currently comibined with the lease, and contract our own services.
  - iii. Of the three quotes presented to the Board for review, L. Corbett recommened Flower City Services as her first choice.
  - iv. Flower City Services is the current provider for YWCP next door, and very familiar with the unique needs of a Charter School.
  - v. The two vendors not recommended for contract by the School Operations team include Coverall (more suited for commercial sites) & Ready-Rite (the

services outlined were not seen as being comprehensive enough for the school's needs coming out of the pandemic).

1. **Resolution #416:** Approval of a 1-year contracted cleaning service with Flower City Services, with a service start date of 7.1.21: Moved by D. Braveman, seconded by S. Adair, approved unanimously.

Next Meetings: Friday, June 25, 2021

Future Agenda Items: Special Meeting: June 4<sup>th</sup> 2021 (Summer Program, and DE&I Committee Proposals)

Minutes submitted by A. Hagen

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

**June 4, 2021; 8:00-9:00 A.M.**

**Due to the COVID-19 School Closure- the Board of Trustees meeting was held remotely using Zoom video conferencing, in accordance with Executive Orders issued by the Governor of the State of New York. The meeting information was included in Public Notice as well as on the school's website:**

**Topic: Discovery Charter School- Board of Trustees Special Meeting 6.4.21**

**Time: June 4, 2021 08:00 AM Eastern Time (US and Canada)**

**Join Zoom Meeting**

<https://us04web.zoom.us/j/74290832574?pwd=Q0ROSEN5dHNoc2pxOHhxenRUcjk2dz09>

**Meeting ID: 742 9083 2574**

**Passcode: Discovery**

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

**Trustees Excused:** L. Montanaro

**Also Present:** S. Castner (School Director), A. Hagen (Operations), K. Snyder (Administrative Intern), S. Polowitz (Legal Counsel)

**1. Call to Order**

- a. The Chair called the meeting to order at 8:06 a.m., and it was determined that a lawful quorum of nine was present.

**2. Proof of Public Notice of Meeting**

- a. Public Notice was provided in the *Messenger Post* and posted at the school.

**3. Conflict of Interest Reminder**

- a. The Chairperson read the following statement: "The Chair reminds everyone that, if a potential conflict of interest exists concerning a subject under discussion by the Board, you have an obligation to disclose the potential conflict and, if deemed a conflict, recuse yourself and leave the room during any discussion and vote on the

subject.”. *Board Chair has mailed each Trustee a new Conflict of Interest form to sign, for annual compliance.*

**4. Opportunity for Public Comment;** no public comment

**5. 2021 Optional Summer Program**

- a. The DCS staff have planned an optional three-week summer program that will include: intense Mathematics and ELA remediation; exploratory activities in drama, sports, and science to support social and emotional learning and physical health; and breakfast and lunch will be provided.
- b. This optional summer program requires NYSED approval for a non-material, temporary charter revision.
- c. K. Snyder submitted a grant for possible funding towards the summer program, with the aide of Trustee D. Braveman, approval not yet known. Summer program has been approved in new 2021-22 fiscal budget.
- d. The summer program will invite 100 students for three weeks, five days a week.
- e. A year of remote instruction, implemented in March 2020 in response to the COVID pandemic, has had a negative impact on Discovery Charter School students’ academic and social/emotional learning- the Discovery administration views this year’s implementation of a summer program as vital.
- f. Motion to approve the CSO application for a non-material, temporary charter revision to offer this summer program in 2021 (**Resolution #419**) Moved by C. Wilkins, seconded by R. Stiles, approved unanimously.

**6. Ad Hoc Committee on Diversity, Equity, and Inclusion**

- a. Ad Hoc Committee lead by Trustees L. Lewis and T. Jackson
- b. Motion to approve the transition of the DE&I Ad Hoc Committee to a permanent committee (**Resolution #418**) Moved by D. Braveman, seconded by R. Stiles, approved unanimously.
- c. The DE&I Committee will be charged with drafting a policy outlining training for the Board, and expectations for racial equity within the school.
- d. It was recommended by legal council that a Board member sit on the school’s DE&I committee meetings- so there is consistency among the Trustee and School Administration work and goals.

**7. Old Business:** *none*

**8. New Business:** *none*



- 9. Adjournment:** D Braveman moved, and R. Stiles seconded a motion to adjourn; the motion carried unanimously at 8:31 am.

Next Meetings: Friday, June 28, 2021

Future Agenda Item: Session #2 for Strategic Planning immediately following Special Meeting 6.4.21 (9:00am-12:00pm, mediated by Gayle Burnett from TRI)

Minutes submitted by A. Hagen

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

**June 25, 2021; 8:15-9:30 A.M.**

**The Board of Trustees meeting was held remotely using Zoom video conferencing. The meeting information was included in Public Notice as well as on the school's website:**

**Topic: Discovery Charter School- Board of Trustees Meeting 6.25.21**

**Time: June 25, 2021 08:00 AM Eastern Time (US and Canada)**

Join Zoom Meeting

<https://us04web.zoom.us/j/75178727981?pwd=TTBLeHZVd2E5djJXTURmSlJkcdMQT09>

Meeting ID: 751 7872 7981

Passcode: Discovery

**Trustees Present:** S. Varhus (Chair), C. Wilkins (Vice Chair), S. Adair (Treasurer), R. Stiles (Secretary),  
D. Braveman, T. Jackson, E. Stubbs

**Trustees Excused:** L. Montanaro, L. Lewis

**Also Present:** S. Castner (School Director), A. Hagen (Operations), K. Snyder (Administrative Intern), S. Polowitz (Legal Counsel) A. Slakes (Trustee Candidate)

**1. Call to Order**

- a.** The Chair called the meeting to order at 8:16 a.m., and it was determined that a lawful quorum of seven was present.

**2. Proof of Public Notice of Meeting**

- a.** Public Notice was provided in the *Messenger Post* and posted at the school.

**3. Conflict of Interest Reminder**

- a.** The Chairperson read the following statement: "The Chair reminds everyone that, if a potential conflict of interest exists concerning a subject under discussion by the Board, you have an obligation to disclose the potential conflict and, if deemed a conflict, recuse yourself and leave the room during any discussion and vote on the subject." *Board Chair has mailed each Trustee a new Conflict of Interest form to sign, for annual compliance.*

**4. Opportunity for Public Comment; no public comment**

5. **Consent Agenda:** Approve Minutes from Previous Meetings (5.21.21 and 6.4.21), and **Resolution #420** (To authorize the *non-routine* payments of \$5000 or more for May 2021)- Moved by S. Adair, seconded by C. Wilkins, approved unanimously.

6. **Committee Reports**

- a. Executive Committee: *No report.*
- b. Academic Excellence Committee: *No report.*
- c. Governance Committee Report: *No report.*
- d. Personnel Committee Report: *No Report.*
- e. Audit & Finance Committee Report: *No Report*
- f. Ad Hoc Committee on Diversity, Equity & Inclusion: The Ad Hoc DE&I Committee of the Board has proposed a DE&I Policy #3600 for approval by the Board of Trustees; the Committee shared that they are committed to advancing the goals of Diversity, Equity, and Inclusion (DE&I) for the benefit of its students and the community that it serves.
  - 1. **Resolution #421:** Approval of DE&I Policy #3600 : Moved by T. Jackson, seconded by D. Braveman, approved unanimously.

7. **Approval of 2021-2024 Lease with Hoover Drive, LLC:**

- 1. **Resolution #422:** Approval of Lease : Moved by T. Jackson, seconded by C. Wilkins, approved unanimously.

8. **School Director Report**

- a. New Hire Recommendations
  - i. Sara Castner, School Director, recommends the appointment of the following employees who have successfully cleared the NYSED background check process:
    - 1. Shout, Barbara
    - 2. Incardona, Paula
    - 3. Geiger, Divonte
    - 4. Guerrero, Tiahna
    - 5. Keller, Kylie
    - 6. Archie, Christopher,
    - 7. Bonanno, Samantha

- a. **Resolution #423:** Approval of new full-time hires for the 2021-22 School Year: Moved by D. Braceman, seconded by R. Stiles, approved unanimously.
    - b. Organizational Chart for the 2021-24 School Year
      - i. Sara Castner presented an Organizational Chart for 2021-24 that supports the goals of the Action Plan and the Strategic Plan for 2021-24.
        - a. **Resolution #424:** Approval of the organizational chart for the 2021-24 School Years: Moved by S. Adair, seconded by T. Jackson, approved unanimously.
    - c. TRI contract resolution
      - i. Sara Castner has recommended that we seek to terminate the existing contract with The Rensselaerville Institute (TRI) School Turnaround Program, as service has not been in line with financial commitment.
      - ii. The fee for TRI for the 2021-22 school year is estimated at \$25,000
      - iii. Vote to proceed with contract termination: Moved by S. Adair, seconded by T. Jackson, approved unanimously.
    - d. Family Handbook 2021-2022 School Year
      - i. Sara Castner, School Director, has reviewed and revised the Family Handbook for 2021-2022
      - ii. **Resolution #424:** Approval of the Family Handbook for the 2021-22 School Year: Moved by S. Adair, seconded by D. Braveman, approved unanimously.
- 9. **New Business:** Board of Trustees Meeting Schedule for the 2021-22 School Year was presented; Moved by R. Stiles, seconded by T. Jackson, approved unanimously.
- 10. **Adjournment:** T. Jackson moved and C. Wilkins seconded a motion to adjourn; the motion carried unanimously at 9:37 am.
- 16. **Adjournment:** The meeting was adjourned at 9:37 am.

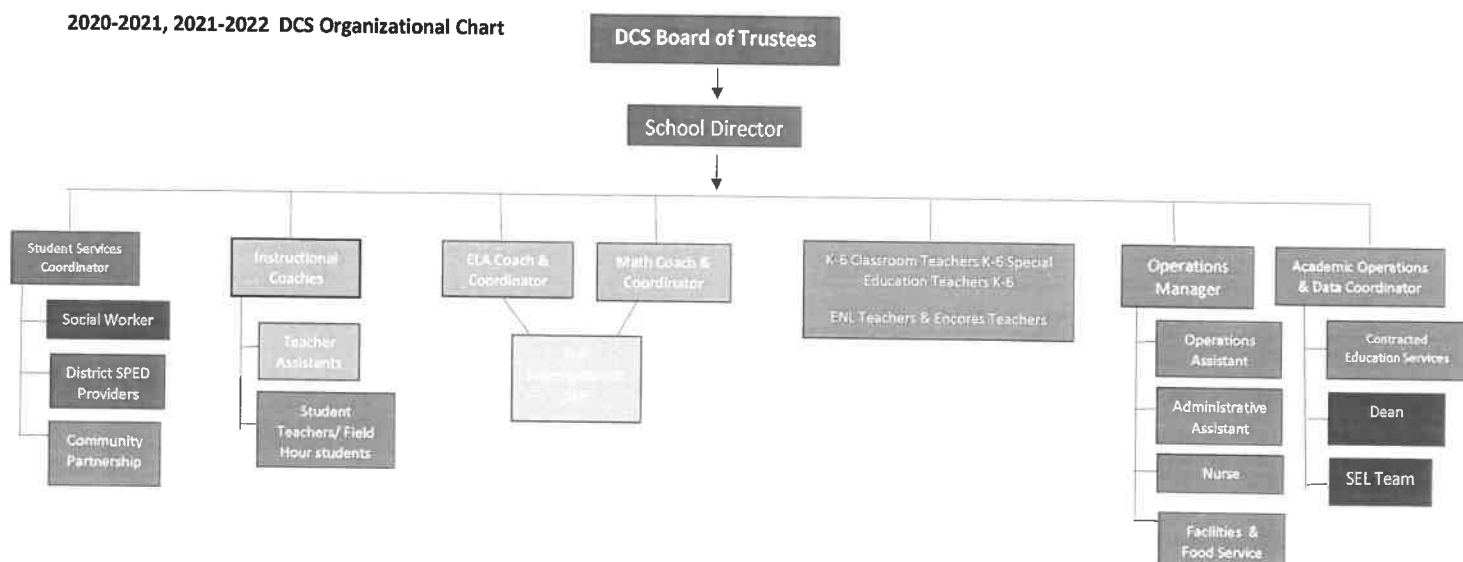
Next Meetings: Friday, July 16, 2021

Future Agenda Items: Approval of Strategic Plan deferred to July meeting

Minutes submitted by A. Hagen



2020-2021, 2021-2022 DCS Organizational Chart



*\*All Subject to change based on data and need*

# DISCOVERY CHARTER SCHOOL

2021-2022 School Year

August 16-September 7: Staff Retreat

September 6: Labor Day Holiday (No School)

September 7: Conference Day (No School) [Staff PD]

September 8: First Day for Students

October 11: Columbus Day Holiday (No School)

November 2: Parent Conference Day (No School)

November 11: Veteran's Day Holiday (No School)

November 24-26: Thanksgiving Recess (No School)

December 21-22: Half Days for Students

December 23: Staff Development (No School)

December 24-December 31: Winter Recess (No School)

January 17: MLK Holiday (No School)

February 21-25: President's Recess (No School)

March 4: Half-Day Parent Teacher Conferences

March 29-31: NYS ELA Test (3<sup>rd</sup>-6<sup>th</sup>)

April 15-April 22: Spring Recess (No School)

April 26-28: NYS Math Test (3<sup>rd</sup>-6<sup>th</sup>)

May 30: Memorial Day Holiday (No School)

June 20: Juneteenth Observance (No School)

June 23: Last Day for Students

June 24: Staff Year End Retreat

Phone Number: (585) 342-4032

School Hours: 8:30am-2:30pm

www.rochesterdiscovery.com

Q1: 9.8-11.12; Q2: 11.15-1.28

Q3: 1.31-4.8; Q4: 4.11-6.23

## JULY 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	31

## OCTOBER 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

20 Instructional Days

## JANUARY 2022

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					

20 Instructional Days

## APRIL 2022

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

15 Instructional Days

## AUGUST 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	31				

## NOVEMBER 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				

17 Instructional Days

## FEBRUARY 2022

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					

15 Instructional Days

## MAY 2022

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				

21 Instructional Days

## SEPTEMBER 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		

17 Instructional Days

## DECEMBER 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	31	1

16 Instructional Days

## MARCH 2022

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		

23 Instructional Days

## JUNE 2022

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		

16 Instructional Days

First and Last Day for Students

Holiday Recess

NYS Exams

Federal/State Holiday

Half-Day for Students (8:30am-11:30am)

Staff Development Day (no students)

180 student days + 19 additional staff development days

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*Approved by the Discovery Charter School Board of Trustees: April 16, 2021*





## Town of Greece

1 Vince Tofany Blvd., Greece, NY, 14612  
Phone: 585-225-2000 Fax: 585-723-2442

### Fire Code Violation Report

Occupant: Discovery Charter School  
Address: 133 Hoover Dr #Suite 1  
Phone: 585-342-4032  
Date of Inspection: 10/4/2021 12:00:00 PM

Item	Fire Code Reference	Location	Description	Corrected
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*Correct Within 30 Days*

1	Provide current inspection report for the Sprinkler System.	Sprinkler System	Provide current inspection report for the Sprinkler System.	10/4/2021 4:44 PM
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**Inspector Comments:**

*Correct Within 30 Days*

2	5 Year Fire Sprinkler System Internal Inspection	Sprinkler System	Provide written documentation from a qualified service company that the 5 year internal exam has been completed and no deficiencies noted.	10/4/2021 4:45 PM
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**Inspector Comments:** Provide Documentation for IPE and FDC Hydro tests

*Correct Within 30 Days*

3	Provide current inspection reports for the fire and smoke detection system.	Fire Alarm	Provide current inspection reports for the fire and smoke detection system.	10/4/2021 4:44 PM
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**Inspector Comments:**

*Correct Within 30 Days*

4	Provide a current inspection report for the carbon monoxide detection system.	CO Detectors	Provide a current inspection report for the carbon monoxide detection system.	10/4/2021 4:44 PM
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**Inspector Comments:** Provide written documentation of Semi-Annual Function test for CO Detectors

*Correct Within 30 Days*

Item	Fire Code Reference	Location	Description	Corrected
5	Provide testing of all exit, directional, and emergency lighting devices batteries.	Exit/Emergency Lights	Provide testing of all exit, directional, and emergency lighting devices batteries.	10/4/2021 4:44 PM

**Inspector Comments:** Provide documentation of 90 min testing of All Exit and Emergency Lights

*Correct Within 30 Days*

6	Damaged Interior Surfaces	Elec Rm/105	Provide repair or replacement to damaged walls, ceilings, and floors. Replace missing ceiling tiles.	10/4/2021 4:44 PM
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**Inspector Comments:** Provide Fire Caulking or other approved method at Wall Penetration gaps

*Correct Within 30 Days*

7	Damaged Interior Surfaces	Rm 101B	Provide repair or replacement to damaged walls, ceilings, and floors. Replace missing ceiling tiles.	10/4/2021 4:44 PM
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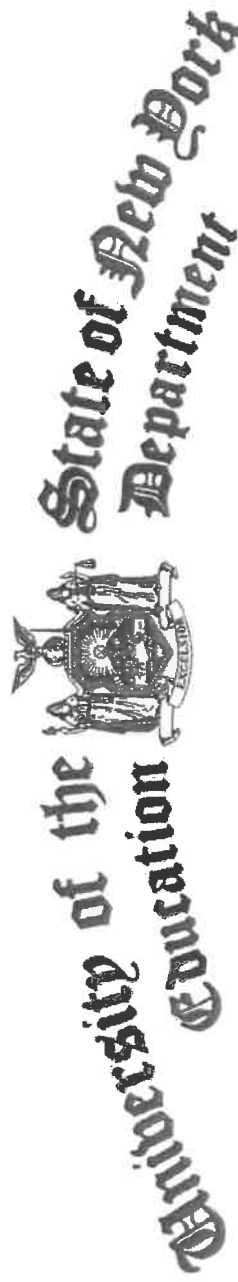
**Inspector Comments:**

**Inspection Result: Completed**

**Inspection Completed by:** Christopher Forsyth  
**Phone:** 585-723-2314  
**Email:** cforsyth@greeceny.gov

**Report Received by:** \_\_\_\_\_

Inspection of premises has found the above violations of the New York State Uniform Fire Prevention and Building Code. You are hereby directed to correct these violations immediately and further notified that a reinspection will be made within ten (10) working days from the date hereof, unless a different time is stated, to insure compliance with the code. Failure to correct may result in legal action being taken against you.



## CERTIFICATE OF OCCUPANCY

**VALID FOR FACILITY:**  
DISCOVERY CHARTER SCHOOL  
133 HOOVER DRIVE  
ROCHESTER, NEW YORK 14615

**Building ID:** 260501861002

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

**Issuance Date:** July 26, 2021  
**Effective Date:** July 01, 2021  
**Expiration Date:** July 01, 2022

  
Superintendent of Education

OBTAIN FIRE SAFETY REPORT FROM DISTRICT OFFICE

THIS CERTIFICATE VOIDS ANY PREVIOUSLY ISSUED