

DISCOVERY CHARTER SCHOOL
BYLAWS

ARTICLE I: APPLICABLE LAW

Section 1.1. Public Charter School.

Discovery Charter School (the “Corporation” or the “School”) is a charter school as defined in the New York State Charter Schools Act (Article 56) of the Education Law of the State of New York. Except as otherwise provided by the Education Law of the State of New York, the Corporation is an independent and autonomous education corporation and is a public school.

Section 1.2. Not for Profit Corporation Status.

Pursuant to the Education Law of the State of New York, and except as otherwise provided by said law, the Corporation is a charitable corporation as defined in the Not For Profit Corporation Law of the State of New York.

Section 1.3. Non-Membership Corporation.

The Corporation is a non-membership corporation.

ARTICLE II: BOARD OF TRUSTEES

Section 2.1. Management of Corporate Affairs.

Except as otherwise provided by law, the Education Law of the State of New York, the charter as approved by the Board of Regents (the “Charter”), the Provisional Charter issued to the Corporation by the Board of Regents of the University of the State of New York (“Charter”) and/or these bylaws, the activities, property and affairs of the Corporation shall be managed by the Board of Trustees.

Section 2.2. Number and Qualifications.

The Board of Trustees (or the “Board”) shall consist of at least five (5) and no more than [fifteen (15)] voting members, [fourteen (14)] of whom shall be classified as “At-Large Trustees”, one (1) of whom shall be classified as “Parent Representative Trustee”. At-Large Trustees shall be community leaders who are representative of the community at large. The Parent Representative Trustee shall be a parent/guardian of a child(ren) enrolled in Discovery Charter School. All Trustees shall be strongly committed to improving public school educational opportunities for all children and fully supportive of Discovery Charter School’s mission statement, goals and objectives. The Trustees may increase or decrease the number of Trustees of the Corporation by vote of the majority of the entire Board, but the number of Trustees constituting the entire Board shall at no time be fewer than five (5) nor more than [fifteen (15)], and at no time after the opening of the School shall there be any fewer than one (1) Parent Representative Trustee. The size of the Board shall be determined by way of a Board Resolution at each Annual Meeting of the Board, or at such other times as the Board may decide.

No decrease in the number of Trustees shall shorten the term of any incumbent Trustee. All of the Trustees shall be at least eighteen (18) years of age. Employees of the Corporation are not eligible to be members of the Board of Trustees.

Subject to New York State Education Department approval, each Trustee shall be approved and elected to the Board of Trustees by the Board of Trustees.

Section 2.3. Responsibilities of Board Members:

All members of the Board of Trustees shall be familiar with the Charter and its provisions as well as all policies adopted by the Board of Trustees. All new Trustees shall undergo required training in the roles and responsibilities of Trustees. In their actions as Trustees, Board members shall abide by the Charter and Board of Trustees policies, shall oversee the financial management of the corporation and the School Director, shall monitor academic progress and shall serve on committees as needed or dictated below. Trustees shall at all times behave in an ethical and effective manner and take necessary and appropriate action to ensure the success of the school.

Section 2.4. Deleted

Section 2.5. Term of Office.

Each At-Large Trustee term of office shall be for a period of three (3) years. The Parent Representative Trustee term of office shall be the shorter of either a period of three (3) years or until the Parent Representative Trustee no longer has any child(ren) attending Discovery Charter School.

Section 2.6. Election of Trustees.

Except as otherwise provided by law, the Education Law of the State of New York, the Charter or these bylaws, election of At-Large Trustees to fill expired terms shall take place at the Annual Meeting of the Board of Trustees (see Article III, Section 3.3.). The Parent Representative Trustee shall be designated to be a member of the Board of Trustees by a majority vote of the Board of Trustees whenever the Parent Representative Trustee term expires or vacancy occurs. Any parent/guardian designated to be the Parent Representative Trustee shall be seated as a voting member of the Board of Trustees upon approval and election by the Board of Trustees and upon approval by the New York State Education Department.

Section 2.7. Vacancies.

At-Large Trustee vacancies occurring in the Board of Trustees for any reason may be filled by vote of a majority of the Trustees then in office. A Trustee elected to fill a vacancy shall hold office until the next Annual Meeting of the Board of Trustees.

Section 2.8. Resignation.

Any member of the Board of Trustees may resign at any time by giving notice of his or her resignation to the Chair, Vice Chair or Secretary. A Trustee's resignation will take effect at the time designated by the resigning Trustee. Unless otherwise specified in a notice of resignation from the resigning Trustee, Board of Trustee acceptance of resignation shall not be necessary to make the resignation effective.

Section 2.9. Removal.

Any Trustee may be removed for cause by the affirmative vote of the majority of the entire Board of Trustees in accordance with Education Law 226(8), provided that at least one week's previous notice of the proposed action shall have been given to the accused and to each trustee. Unexcused absence from two (2) consecutive regular meetings of the Board or four (4) regular meetings of the Board in any 12-month period shall, without limitation, be considered cause for removal.

Section 2.10. Contracts with the Corporation.

No member of the Board shall be interested, directly or indirectly, in any contract relating to the operations of the Corporation, nor in any contract for furnishing supplies thereto, unless authorized by the concurring vote of a majority of the entire Board not including the vote(s) of the interested Trustee(s). In the event that any Trustee has a relationship with a for-profit or not-for-profit entity having a business relationship with Discovery Charter School, then said Trustee shall recuse him or herself from any discussion and vote with respect to any matter concerning Discovery Charter School's business relationship with the for-profit or not-for-profit entity that said Trustee has a relationship with.

Section 2.11. Compensation.

No Trustee shall receive, directly or indirectly, salary, compensation or emolument from the Corporation for acting as a Trustee, except reimbursement of expenses necessarily incurred in effecting one or more of the corporate purposes of the Corporation.

ARTICLE III: MEETINGS OF TRUSTEES

Section 3.1. Regular Meetings.

Regular meetings of the Board of Trustees of the Corporation are the official convening of a public body for the purpose of conducting public business and shall include the use of videoconferencing for attendance and participation by the members of the public body. Regular meetings for the transaction of such business as may be set forth in the notice of the meeting shall be held at such time and place as shall be determined by the Board of Trustees and the notice of meeting shall specify.

The Board of Trustees will hold no fewer than twelve (12) Regular meetings each year between July 1 and June 30.

Section 3.2. Special Meetings.

Special meetings of the Board of Trustees may be called at any time by the Chair, or in his or her absence or disability, the Vice-Chair, and must be called by such officer on written request by three (3) Trustees. Such request shall state the purpose or purposes for which the Special meeting is to be called. Each Special meeting of the Board of Trustees shall be held at such time and place as the person calling the meeting shall determine and the notice of the meetings shall specify.

Section 3.3. Annual Meeting.

The Annual meeting of the Board of Trustees shall be the Regular meeting held in July of each year, or such other Regular meeting as the Board of Trustees shall designate.

Section 3.4. Notice of Meetings.

Notice of each Regular, Annual or Special meeting of the Board of Trustees stating the time and place thereof shall be given by the Chair, the Vice Chair or the Secretary to each member of the Board not less than seven (7) days before the meeting by mailing the notice, postage prepaid, addressed to each member of the Board at his or her residence or usual place of business, or not less than five (5) days before the meeting, by delivering the notice to each member of the Board personally, by email, or by telephone.

Section 3.5. Quorum and Action of the Board of Trustees.

At all meetings of the Board of Trustees, except as otherwise provided by law, the Education Law of the State of New York, the Charter or these bylaws, a quorum shall be required for the transaction of business, which quorum shall consist of a simple majority of Trustees, including vacancies, and the vote of a majority of the Trustees present in person or by videoconference shall decide any question that may come before the meeting. Meetings at which videoconferencing will be used to conduct the meetings shall be permissible provided that all Board members in attendance and any members of the public wishing to attend any such meeting are able to attend, listen, observe and participate from and at any site at which any member of the Board may be located.

Trustees who participate in Board meetings by telephone shall not be counted for the purposes of meeting a quorum and shall not be permitted to vote.

Section 3.6. Procedure.

The order of business and all other matters of procedure at every meeting of the Board may be determined by the person presiding at the meeting.

Section 3.7. Public Notice.

In addition to the notice requirements set forth above, public notice of any and all meetings of the Board of Trustees, and of any committee or subcommittee shall be given as required by the Open Meetings Law of the State of New York.

ARTICLE IV: COMMITTEES OF THE BOARD OF TRUSTEES

Section 4.1. Executive Committee.

There shall be an Executive Committee that shall consist of the officers of the Corporation, the chair of the Personnel Committee if not an officer and, at the discretion of the Chair one or more other Board members selected by the Chair of the Board. In no event shall the Executive Committee consist of fewer than five (5) members. Except as otherwise provided by law, the Education Law of the State of New York, the Charter or these bylaws, all acts done and power and authority conferred by the Executive Committee from time to time within the scope of its authority shall be, and may be deemed to be, and may be specified as being, an act under the

authority of the Board of Trustees. The Executive Committee shall be responsible for organizing the annual board retreat, in collaboration with the School Director.

Section 4.2. Audit and Finance Committee.

The Board of Trustees, by resolution or resolutions adopted by a majority of the entire Board, shall designate from among its members an Audit and Finance Committee that shall consist of a chair and at least two (2) other Trustees. In any event, at least 3 members of the Audit and Finance Committee shall be “Independent” as defined in the New York Not For Profit Corporation Law. The Audit and Finance Committee shall be responsible for the fiscal health of the Discovery Charter School. The responsibilities of this committee shall include, but not be limited to (a) monitoring the School’s finances and reporting to the Board on the fiscal condition of the School; (b) reviewing and assisting with the preparation of budgets and financial statements and making recommendations for approval of same to the Board of Trustees as necessary; (c) reviewing the annual audit and recommending acceptance of same to the Board of Trustees; and (d) soliciting and vetting audit proposals and making recommendations for approval of the School’s auditor to the Board of Trustees as necessary. The Treasurer shall chair this committee.

Section 4.3. Personnel Committee.

The Board of Trustees, by resolution or resolutions adopted by a majority of the entire Board, shall designate from among its members a Personnel Committee that shall consist of a chair and at least two (2) other Trustees. The Personnel Committee shall be responsible for all human resource issues including, but not limited to: (1) recommendations to the Board as to personnel hiring and termination, in consultation with the school Director; (2) recommendations to the Board as to compensation and benefits; (3) recommendations to the Board as to personnel policies; (4) recommendations to the Board as to work place safety; and general personnel policies as recommended by the School Director. The Chair shall designate the chair of the Personnel Committee.

Section 4.4 Governance Committee

The Board of Trustees, by resolution or resolutions adopted by a majority of the entire board, shall designate from among its members a Governance committee that shall consist of a chair and at least two (2) other Trustees. This committee shall be responsible for periodic review of the Bylaws to ensure that they are current and meet the needs of DCS; nominations to fill board vacancies based on an assessment of board diversity and capacity to perform board functions; recommendations for renewal of board member terms based on evaluation of board members’ performance; advancing slates of board officers for approval by the board; undertaking succession planning for the board, especially with respect to the board chair; overseeing regular evaluation of the board as a whole; implementing orientation for new board members and further development for the full board, as needed;; and recommending other practices of good governance. The Governance Committee will also monitor New York State Education Department rules and regulations, to keep the school’s charter current with the requirements of those rules and regulations, and to monitor the school’s performance against the terms and conditions set forth in its charter.

Section 4.5. Academic Excellence Committee

The Board of Trustees, by resolution or resolutions adopted by a majority of the entire Board, shall designate from among its members an Academic Excellence Committee that shall consist of a chairman and at least two (2) other Trustees. The Committee, working with the School Leader, shall be responsible for academic oversight for the Board including, but not limited to (a) setting and reaching rigorous academic goals, (b) monitoring student performance by reviewing data and tracking trends to constructively inform decisions, (c) monitoring the school leader's efforts to improve areas of subpar student performance, (d) developing and reviewing academic dashboards that measure progress toward annual academic goals, (e) building board-wide understanding of the school's academic performance and progress toward goals, and (f) communicating academic progress or strategic challenges to the full Board.

Section 4.6. Other Committees.

The Board of Trustees, by resolution or resolutions adopted by a majority of the entire Board, shall designate from time to time from among its members such other committees (ad hoc and standing) as the Board of Trustees deems necessary. Any such other committee shall consist of a chair and at least two (2) other Trustees. The Chair shall designate the chair of any such other committees.

Section 4.7. Acts and Proceedings.

Every committee shall, at the discretion of the committee chair, be able to appoint such subcommittee(s) as may be necessary. Each committee and subcommittee shall keep regular minutes of its proceedings and report its actions to the Board of Trustees when required.

Section 4.8. Meetings of Committees and Subcommittees.

Committees and subcommittees of Trustees shall meet at such times and places as the chair of each committee shall determine and the notice of the meeting shall specify. Meetings of committees and subcommittees of Trustees shall be governed by the provisions of of Article II of these bylaws which govern meetings of the entire Board of Trustees.

Section 4.9. Notice and Public Notice of Meetings of Committees and Subcommittees.

Reasonable notice of meetings of committees and subcommittees shall be provided by the chair of each such committee or subcommittee. In addition, public notice of any and all meetings of any committee or subcommittee shall be given as required by the Open Meetings Law of the State of New York. To the extent of any conflict between any provision of these bylaws and the Open Meetings Law, the Open Meetings Law shall prevail and control.

ARTICLE V: OFFICERS

Section 5.1. Officers.

The Board of Trustees shall, at its Annual meeting, appoint or elect from among its members a Chair, Vice Chair, Secretary and Treasurer. The Board of Trustees may from time to time elect or appoint such additional officers as it deems necessary. Such additional officers shall have such authority and perform such duties as the Board of Trustees may from time to time prescribe. The responsibilities of the officers shall be as follows:

Chair: The Chair shall be the chief executive officer of the Corporation, shall preside at all meetings of the Board of Trustees, and shall, in general, perform such other duties incident to the office of the Chair and shall do and perform such other duties as may be assigned to him or her from time to time by the Board of Trustees. For each committee or subcommittee, the Chair shall recommend a committee chair and members for approval by the Board of Trustees.

Vice Chair: In the absence of the Chair, the Vice Chair shall perform all of the duties pertaining to the office of the Chair. The Vice Chair shall have such other duties as may be assigned to him or her by the Board of Trustees. In case of a vacancy in the office of the Chair, the Vice Chair shall assume the office of the Chair.

Secretary: The Secretary shall keep the minutes of all meetings of the Board of Trustees and, unless otherwise directed, the minutes of all meetings of committees of the Board of Trustees; shall give, or cause to be given, notice of all meetings of members of the Board and all other notices required by law or by these bylaws; shall have custody of the Corporate books and records; shall affix the Corporate Seal to all instruments requiring it when authorized by the Board or the Chair.

Treasurer: The Treasurer shall have care and custody of all monies of the Corporation and deposit same in the name of the Corporation in the depository or depositories selected by the Board of Trustees from time to time; shall disburse said funds as ordered or authorized by the Board of Trustees; shall keep accurate records of receipts and disbursements, submit his or her books and records to the Chair and give an itemized statement of his or her accounts at each Annual meeting of the Board; and shall, in general, perform all other duties incident to the office of Treasurer and shall do and perform such other duties as may be assigned to him or her from time to time by the Board of Trustees. The Treasurer shall have oversight of all financial systems of the Discovery Charter School, and shall be responsible for reviewing the work of the accounting firm and auditing firm engaged by Discovery Charter School.

Section 5.2. Term of Office.

Unless otherwise determined by the Board of Trustees, the officers shall hold office until the next Annual meeting of the Board and until their successors have been elected or appointed and qualified. Each additional officer appointed or elected by the Board of Trustees shall hold office for such term as shall be determined from time to time by the Board of Trustees and until his or her successor has been elected or appointed and qualified. Any officer, however, may be removed or have his or her authority suspended by the majority of the entire Board in accordance with Education Law 226(8) consistent with principles of due process. If the office of any officer becomes vacant for any reason, the Board of Trustees shall have the power to fill such vacancy.

Section 5.3. Resignation.

Any officer may resign at any time by notifying the Chair, Vice Chair or the Secretary of the Corporation in writing. Such resignation shall take effect at the time specified therein and unless otherwise specified in such resignation, the acceptance thereof shall not be necessary to make it effective.

Section 5.4. Duties of Officers May Be Delegated.

In case of the absence or disability of an officer of the Corporation, or for any other reason that the Board may deem sufficient, the Board may delegate the powers or duties of any

officer to any other officer or to any member of the Board, except as otherwise provided by law, the Education Law of the State of New York, the Charter or these bylaws.

Section 5.5. Compensation.

No officer of the Corporation shall receive, directly or indirectly, salary, compensation or emolument from the Corporation for acting as an officer, except reimbursement of expenses necessarily incurred in effecting one or more of the corporate purposes of the Corporation.

ARTICLE VI: INDEMNIFICATION OF TRUSTEES AND OFFICERS

Section 6.1. Right of Indemnification.

Each Trustee and officer of the Corporation, whether or not then in office, and any person whose testator or intestate was such a Trustee or officer, shall be indemnified by the Corporation for the defense of, or in connection with, any threatened, pending or completed actions or proceedings and appeals therein, whether civil, criminal, administrative or investigative, in accordance with and to the fullest extent permitted by New York State law or other applicable law, as such law now exists or may hereafter be adopted or amended; provided, however, that the Corporation shall provide indemnification in connection with an action or proceeding (or part thereof) initiated by such a Trustee or officer only if such action or proceeding (or part thereof) was authorized by the Board of Trustees.

Section 6.2. Advancement of Expenses.

Expenses incurred by a Trustee or officer in connection with any action or proceeding as to which indemnification may be given under Section 1 of this Article VI may be paid by the Corporation in advance of the final disposition of such action or proceeding upon (a) the receipt of an undertaking by or on behalf of such Trustee or officer to repay such advancement in case such Trustee or officer is ultimately found not to be entitled to indemnification as authorized by this Article VI, and (b) approval by the Board of Trustees acting by a quorum consisting of Trustees who are not parties to such action or proceeding or, if such a quorum is not obtainable, then by a vote of a majority of the entire Board of Trustees. To the fullest extent permitted by law, the Board of Trustees shall not be required to find that the Trustee or officer has met the applicable standard of conduct provided by law for indemnification in connection with such action or proceeding before the Corporation makes any advance payment of expenses hereunder.

Section 6.3. Availability and Interpretation.

To the extent permitted under applicable law, the rights of indemnification and to the advancement of expenses provided in this Article VI (a) shall be available with respect to events occurring prior to the adoption of this Article VI, (b) shall continue to exist after any rescission or restrictive amendment of this Article VI with respect to events occurring prior to such rescission or amendment, (c) shall be interpreted on the basis of applicable law in effect at the time of the occurrence of the event or events giving rise to the action or proceeding or, at the sole discretion of the Trustee or officer or, if applicable, at the sole discretion of the testator or intestate of such Trustee or officer seeking such rights, on the basis of applicable law in effect at the time such rights are claimed, and (d) shall be in the nature of contract rights that may be

enforced in any court of competent jurisdiction as if the Corporation and the Trustee or officer for whom such rights are sought were parties to a separate written agreement.

Section 6.4. Other Rights.

The rights of indemnification and to the advancement of expenses provided in this Article VI shall not be deemed exclusive of any other rights to which any Trustee or officer of the Corporation or other person may now or hereafter be otherwise entitled, whether contained in these bylaws, a resolution of the Board of Trustees or an agreement providing for such indemnification, the creation of such other rights being hereby expressly authorized. Without limiting the generality of the foregoing, the rights of indemnification and to the advancement of expenses provided in this Article VI shall not be deemed exclusive of any rights, pursuant to statute or otherwise, of any Trustee or officer of the Corporation or other person in any action or proceeding to have assessed or allowed in his or her favor, against the Corporation or otherwise, his or her costs and expenses incurred therein or in connection therewith or any part thereof.

Section 6.5. Severability.

If this Article VI or any part hereof shall be held unenforceable in any respect by a court of competent jurisdiction, it shall be deemed modified to the minimum extent necessary to make it enforceable, and the remainder of this Article VI shall remain fully enforceable. Any payments made pursuant to this Article VI shall be made only out of funds legally available therefore.

ARTICLE VII: CORPORATE FINANCE

Section 7.1. Corporate Funds.

The funds of the Corporation shall be deposited in its name with such banks, trust companies or other depositories as the Board of Trustees may from time to time designate. All checks, notes, drafts and other negotiable instruments of the Corporation shall be signed by such officer or officers, agent or agents, employee or employees as the Board of Trustees from time to time may designate. No officers, agents or employees of the Corporation, alone or with others, shall have the power to make any checks, notes, drafts or other negotiable instruments in the name of the Corporation or to bind the Corporation thereby, except as provided by this section.

Section 7.2. Fiscal Year.

The fiscal year of the Corporation shall commence on July 1 and end on June 30.

Section 7.3. Loans to Trustees and Officers.

No loans shall be made by the Corporation.

Section 7.4. Gifts.

Except as otherwise provided by law or the Charter, the Board of Trustees, the Executive Committee or any authorized officer, employee or agent of the Corporation may accept, on behalf of the Corporation, any lawful contribution, gift, bequest or devise for any general or special purpose or purposes of the Corporation.

Section 7.5. Income from Corporate Activities.

All income from activities of the Corporation shall be applied to the maintenance, expansion or operation of the lawful activities of the Corporation.

ARTICLE VIII: CONFLICTS OF INTEREST AND CODE OF ETHICS

Pursuant to requirements of Article 56 of the Education Law of the State of New York, the School shall be subject to the provisions of sections eight hundred, eight hundred one, eight hundred two, eight hundred three, eight hundred four, eight hundred four-a, eight hundred five, eight hundred five-a, eight hundred five-b and eight hundred six of the General Municipal Law of the State of New York to the same extent such sections apply to school districts, and shall adopt conflicts of interest and ethics policies in accordance with applicable law. In the event that the School adopts any conflict of interest and/or code of ethics policy or policies that are inconsistent with said provisions of law, then, and to the extent of any such inconsistencies, the provisions of applicable New York law shall prevail.

ARTICLE IX: COMPLAINT PROCESS

Any individual(s) shall be able to bring a complaint against the School by submitting a letter of complaint explaining the reason(s) for the complaint and the remedy sought. The letter of complaint shall be addressed to the School's School Director who shall investigate and make a decision regarding any such complaint. The letter of complaint may be hand delivered, mailed or sent by overnight carrier to: School Director, Discovery Charter School, 133 Hoover Drive, Rochester, NY, 14615, or in the alternative via email to: contact@rochesterdiscovery.com

Pursuant to NY law, if the individual(s) is/are not satisfied with the School Director's decision/response to the complaint, then the individual(s) shall be able to bring the complaint to the School's Board of Trustees for decision by submitting a letter of appeal of the School Director's response/decision to the Chair of the Board of Trustees. Said letter of appeal may be hand delivered, mailed or sent by overnight carrier to: Chair of the Board of Trustees, Discovery Charter School, 133 Hoover Drive, Rochester, NY 14615, or in the alternative via email to: contact@rochesterdiscovery.com. The letter of appeal should contain a statement of the complaint including the provision(s) of the School's charter or law that is/are alleged to have been violated, and should include copies of all relevant correspondence and/or documentation. Any appeal of the School Director's decision/response to a complaint shall be addressed by the Board of Trustees at the first Regular Board meeting following receipt of the letter of appeal, provided that the letter of appeal is received no later than seven (7) days prior to said next Regular Board meeting. In the event the letter of appeal is not received within said time-frame, then the appeal shall be heard at the following Regular Board meeting.

In the event of a complaint against the School Director, then the letter of complaint shall be sent directly to the Chair of the School's Board of Trustees.

Pursuant to NY law, any individual(s) who is/are not satisfied with the Board of Trustees decision of an appeal of the School Director's decision/response to a complaint shall be able to appeal the Board of Trustees decision to the New York State Board of Regents. The Board of Regents has delegated the authority to the Commissioner of Education to handle complaints brought to the Regents concerning charter schools. All complaints brought to the Board of Regents/Commissioner concerning charter schools must be submitted in writing to the State Education Department's Charter School Office, either via mail at: Charter School Office, NYS Education Department, 89 Washington Avenue, Albany, NY 12234, or via email to: charterschools@nysed.gov. The subject line of the email should read: Complaint: Discovery Charter School.

The contents of the letter/email should include:

- A detailed statement of the complaint including the provision of the School's charter or law that you allege has been violated.
- What, if any, response you received from the School's Board of Trustees (and the School's Charter Entity in the case of schools not authorized by the Board of Regents).
- Copies of all relevant correspondence between you and the School and you and the Charter Entity if applicable. (You should maintain copies of all correspondence and materials for your own files.)
- What specific action or relief you are seeking.
- Contact information for you – name, address, email address, telephone number.

ARTICLE X: CLOSURE OR DISSOLUTION

In the event of closure or dissolution of the Corporation for any reason, transfer of students and student records, and disposition of the Corporation's assets shall occur as required under New York State Charter Schools Act (Article 56) of the Education Law of the State of New York.

In the event of closure or dissolution of the Corporation for any reason, the Board and staff of Discovery Charter School shall comply with the authorizer's closing procedures checklist and timelines and shall take the following steps:

- Engage legal counsel, auditors and any other needed professionals to prepare the Corporation for closure.
 - Responsible Party: Chair of the Board of Trustees.
 - Time: Immediately following Board action to close the school.
- Send written notification to families that shall include key dates and an invitation to a meeting to learn about transfer options and enrollment in new schools.
 - Responsible Party: School Director.
 - Time: Within two weeks of Board action to close the school.
- Send written notification to the school district(s) of residence and local private and charter schools that invites representatives to meet with parents to inform and recruit students.
 - Responsible Party: School Director.
 - Time: Within two weeks of Board action to close the school.

