



Entry 1 School Information and Cover Page

(New schools that were not open for instruction for the 2018-19 school year are not required to complete or submit an annual report this year).

Created: 07/22/2019 • Last updated: 08/23/2019

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 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, 2019**) or you may not be assigned the correct tasks.

BASIC INFORMATION

a. SCHOOL NAME DISCOVERY CHARTER SCHOOL

(Select name from the drop down menu)

a1. Popular School Name DCS
(Optional)

b. CHARTER AUTHORIZER (As of June 30th, 2019) Regents-Authorized Charter School

Please select the correct authorizer as of June 30, 2019 or you may not be assigned the correct tasks.

c. DISTRICT / CSD OF LOCATION Greece

d. DATE OF INITIAL CHARTER 12/2010

e. DATE FIRST OPENED FOR INSTRUCTION 08/2011

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

MISSION STATEMENT

Discovery Charter School prepares students to meet the challenges of a rapidly changing world, providing children living in poverty “real skills for the real world.” Within a learning environment featuring a rigorous and highly enriched curriculum, Expeditionary Learning, assessment-guided instruction, a culture of inquiry and enthusiasm, and services designed to mitigate the major negative impacts of poverty, students achieve beyond their peers and become exceptionally well prepared to engage the world wherever their interests take them.

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

KEY DESIGN ELEMENTS (Brief heading followed by a description of each Key Design Elements (KDE). 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. The design elements may include a specific content area focus; unique student populations to be served; specific educational programs or pedagogical approaches; unique calendar, schedule, or configurations of students and staff; and/or innovative organizational structures and systems.

Variable 1	7.25 hours of daily instruction over 200 days of instruction per year.
Variable 2	Class size will be limited to 22 with two teachers in each classroom.
Variable 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
Variable 4	An ESL teacher, a Reading Specialist, special education teachers, and a Dean of Students/Community Liaison on staff.
Variable 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.
Variable 6	Parent representation on the Board of Trustees, participation in Parent Association, and attendance at school Community Meetings with staff and parents. School staff will conduct home visits, and keep parents abreast of student progress on daily basis.
Variable 7	Differentiated instruction and multiple instructional methodologies.
Variable 8	Formative and summative assessments to inform student learning plans, instructional practices, and effectiveness of school decisions
Variable 9	Received support from the Rochester City School District, Greece Central School District, Spencerport Central School District and the West Irondequoit Central School District.
Variable 10	(No response)

Need additional space for variables No

h. SCHOOL WEB ADDRESS (URL) www.rochesterdiscovery.com

i. TOTAL MAX APPROVED ENROLLMENT FOR THE 2018-19 SCHOOL YEAR (exclude Pre-K program enrollment) 280

j. TOTAL STUDENT ENROLLMENT ON JUNE 30, 2019 (exclude Pre-K program enrollment) 263

k. GRADES SERVED IN SCHOOL YEAR 2018-19 (does not include Pre-K program students)

Check all that apply

Grades Served	K, 1, 2, 3, 4, 5, 6
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l1. 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 2019-20?

	No, just one site.
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School Site 1 (Primary)

m1. SCHOOL SITES

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

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 1	133 Hoover Drive Rochester NY 14617	585-342-4032	Greece	K-6	

m1a. Please provide the contact information for Site 1.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Sara Castner	585-342-4032		scastner@rochesterdiscovery.com
Operational Leader	Laurie Corbett	585-342-4032		lcorbett@rochesterdiscovery.com
Compliance Contact	Sara Castner	585-342-4032		scastner@rochesterdiscovery.com
Complaint Contact	Sara Castner	585-342-4032		scastner@rochesterdiscovery.com
DASA Coordinator	Chantiera Gadson	585-342-4032		cgadson@rochesterdiscovery.com
Phone Contact for After Hours Emergencies	Sara Castner	585-342-4032	585-698-9072	scastner@rochesterdiscovery.com

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 .

Site 1 Certificate of Occupancy (COO)

<https://nysed-cso-reports.fluidreview.com/resp/109885761/yFPTXS6fVy/>

Site 1 Fire Inspection Report

<https://nysed-cso-reports.fluidreview.com/resp/109885761/nBjtmqxAKU/>

CHARTER REVISIONS DURING THE 2018-19 SCHOOL YEAR

n1. Were there any revisions to the school's charter during the 2018-19 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	Change in schedule/calendar	The School hereby requests approval from the New York State Charter School Office for a Non-Material charter revision to change the School's schedule from a minimum of 200 days of instruction annually to a minimum of 1,100 hours of instruction annually.	7/27/2018	
2				
3				
4				
5				

More revisions to add?

No

ATTESTATION

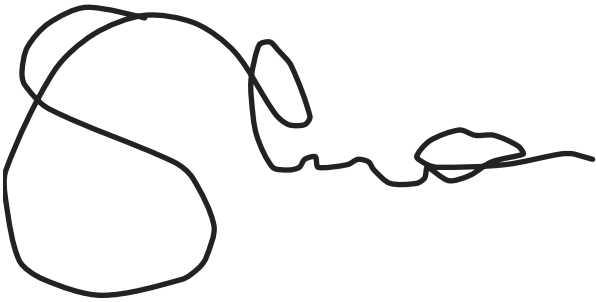
o. Individual Primarily Responsible for Submitting the Annual Report.

Name	Matthew Bradstreet
Position	Academic Data & Operations Coordinator
Phone/Extension	585-342-4032
Email	mbradstreet@rochesterdiscovery.com

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

Yes

Signature, Head of Charter School

A handwritten signature in black ink, appearing to be a stylized 'S' followed by a series of loops and a horizontal line.

Signature, President of the Board of Trustees

A handwritten signature in black ink, appearing to be 'Daryl Vachon' in a cursive style.

Date

2019/08/01

Thank you.



Town of Greece

1 Vince Tofany Blvd., Greece, NY, 14612

Phone: 585-225-2000 Fax: 585-723-2457

Fire Code Violation Report

Occupant: Summers and Sands Campus - General file
Address: 133 Hoover Dr
Phone: 585-334-8010
Date of Inspection: 10/23/2018 11:50:00 AM

Item	Fire Code Reference	Location	Description	Abated
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Correct within 30 Days

1	404.2.1 Fire evacuation plans.	Replace Maps	Room 304, 202, 207, 208, 210, 212, 211, 102, 103, 109, 111, 111B, 302, 200,
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Inspector Comments:

Correct within 30 Days

2	601.2 Responsibility.	Room 204A	Repair the light fixture in the mechanical room so it is not hanging unsecured.
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Inspector Comments:

Correct within 30 Days

3	Housekeeping	Room 205	Replace the missing ceiling tile.
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Inspector Comments:

Correct within 30 Days

4	Housekeeping	Near Exit door 26	Remove all storage from this area, (All wood storage, as well as the wheel barrels)
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Inspector Comments:

Correct within 30 Days

Item	Fire Code Reference	Location	Description	Abated
5	703.2.3 Door operation.	Double Egress doors near room 109	Make Adjustments so that the door will close all the way on its own and latch.	

Inspector Comments:

Correct within 30 Days

6	703.2.3 Door operation.	Room 1111	Repair the fire door so it will latch from the fully opened position.
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Inspector Comments:

Correct within 30 Days

7	305.3 Interior surfaces.	Door 20 Outside of the gym	Check to find out what caused the ceiling to peel away, if it becomes more of an issue it will have to be repaired.
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Inspector Comments:

Correct within 30 Days

8		Room 201	Remove the mesh screen behind the rescue window.
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Inspector Comments:

Inspection Result: **Deficiencies Noted**

Report Created by: Nick Altobelli

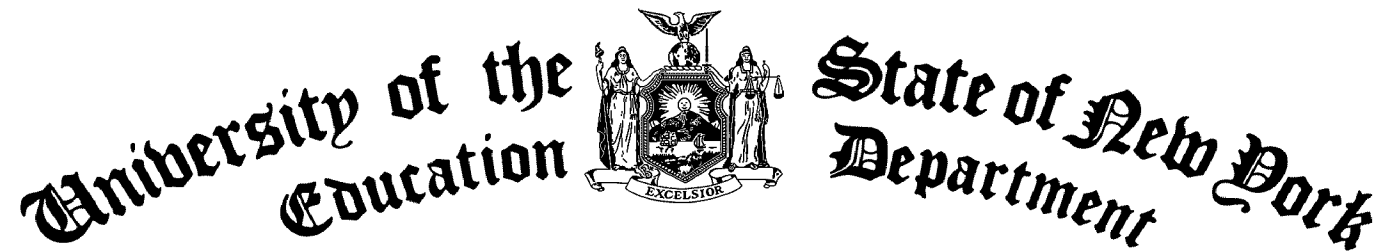
Inspection Completed by: Nick Altobelli

Report Received by:

Phone: 585-723-2314

Email: naltobelli@greeceny.gov

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

DISTRICT:

DISCOVERY CHARTER SCHOOL
JOSEPH SAIA
133 HOOVER DR
ROCHESTER, NEW YORK 14615

Building ID: 260501861002

Issuance Date: October 31, 2018

Effective Date: October 01, 2018

Expiration Date: October 01, 2019

OBTAIN FIRE SAFETY REPORT FROM DISTRICT OFFICE

THIS CERTIFICATE VOIDS ANY PREVIOUSLY ISSUED



Entry 2 NYS School Report Card Link

Last updated: 07/22/2019

DISCOVERY CHARTER SCHOOL

1. CHARTER AUTHORIZER (As of June 30th, 2019)

REGENTS-Authorized Charter School

(For technical reasons, please re-select authorizer name from the drop down menu).

2. NEW YORK STATE REPORT CARD

Provide a direct URL or web link to the most recent New York State School Report Card for the charter school (See <https://reportcards.nysed.gov/>).

(Charter schools completing year one will not yet have a School Report Card or link to one. Please type "URL is not available" in the space provided.)

https://data.nysed.gov/essa.php?instid=800000070175&year=2018&createreport=1&allchecked=1&OverallStatus=1§ion_1003=1&EMindicators=1&EMcomposite=1&EMgrowth=1&EMcompgrowth=1&EMelp=1&EMprogress=1&EMchronic=1&EMpart=1&staffqual=1&expend=1&38ELA=1&38MATH=1&48SCI=1&nyseslat=1&feddata=1



Entry 4 Expenditures per Child

Created: 07/29/2019 • Last updated: 08/01/2019

DISCOVERY CHARTER SCHOOLSection Heading

Financial Information

This information is required of ALL charter schools. Provide the following measures of fiscal performance of the charter school in Appendix B (Total Expenditures and Administrative Expenditures Per Child):

1. Total Expenditures Per Child

To calculate **'Total Expenditures per Child'** take total expenditures (from the unaudited 2018-19 Schedule of Functional Expenses) and divide by the year end FTE student enrollment. (Integers Only. No dollar signs or commas).

Note: The information on the Schedule of Functional Expenses on pages 41-43 of the Audit Guide can help schools locate the amounts to use in the two per pupil

calculations: [Audit Guide](#) available within the portal or on the NYSED website at: <http://www.p12.nysed.gov/psc/regentsoversightplan/otherdocuments/auditguide2018.pdf>.

Line 1: Total Expenditures	5028068
Line 2: Year End FTE student enrollment	263
Line 3: Divide Line 1 by Line 2	19118

2. Administrative Expenditures per Child

To calculate **'Administrative Expenditures per Child'** To calculate "Administrative Expenditures per Child" first *add* together the following:

1. Take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the unaudited 2018-19 Schedule of Functional Expenses)
2. Any contracted administrative/management fee paid to other organizations or corporations
3. Take the total from above and divide it by the year-end FTE enrollment. The relevant portion that must be included in this calculation is defined as follows:

Administrative Expenditures: Administration and management of the charter school includes the activities and personnel of the offices of the chief school officer, the finance or business offices, school operations personnel, data management and reporting, human resources, technology, etc. It also includes those administrative and management services provided by other organizations or corporations on behalf of the charter school for which the charter school pays a fee or other compensation. Do not include the FTE of personnel whose role is to directly support the instructional program.

Notes:

The information on the Schedule of Functional Expenses on pages 41-43 of the Audit Guide can help schools locate the amounts to use in the two per pupil calculations:

<http://www.p12.nysed.gov/psc/AuditGuide.html>.

Employee benefit costs or expenditures should not be reported in the above calculations.

Line 1: Relevant Personnel Services Cost (Row)	349581
Line 2: Management and General Cost (Column)	265991
Line 3: Sum of Line 1 and Line 2	615572
Line 5: Divide Line 3 by the Year End FTE student enrollment	2341

Thank you.

New York State Education Department

Request for Proposals to Establish Charter Schools Authorized by the Board of Regents

2018-19 Budget & Cash Flow Template

General Instructions and Notes for New Application Budgets and Cash Flows Templates

1	Complete ALL SIX columns in BLUE
2	Enter information into the GRAY cells
3	Cells containing RED triangles in the upper right corner in columns B through G contain guidance on that particular item
4	School district per-pupil tuition information is located on the State Aid website at https://stateaid.nysed.gov/charter/ . Rows may be inserted in the worksheet to accommodate additional districts if necessary.
5	The Assumptions column should be completed for all revenue and expense items unless the item is self-explanatory. Where applicable, please 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.

Discovery Charter School

PROJECTED BUDGET FOR 2019-2020

July 1, 2019 to June 30, 2020

Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Total Revenue	4,171,591	381,626	348,000	-	-	4,901,217
Total Expenses	3,480,471	533,285	-	-	1,069,570	5,083,326
Net Income	691,120	(151,659)	348,000	-	(1,069,570)	(182,109)
Actual Student Enrollment	257	23				-
Total Paid Student Enrollment	258	22				280

PROGRAM SERVICES

SUPPORT SERVICES

REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
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REVENUE

REVENUES FROM STATE SOURCES

Per Pupil Revenue CY Per Pupil Rate

District of Location (Greece Central School District)	\$12,432.00
Rochester City School District	\$13,995.00
West Irondequoit School District	\$11,867.00
Geneseo Central School District	\$14,014.00

273,504	-	-	-	-	273,504
3,582,720	-	-	-	-	3,582,720
11,867	-	-	-	-	11,867
14,014	-	-	-	-	14,014
3,882,105	-	-	-	-	3,882,105

Special Education Revenue

-	350,000	-	-	-	350,000
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Grants

Stimulus

Other

Other State Revenue

-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-

TOTAL REVENUE FROM STATE SOURCES

3,882,105	350,000	-	-	-	4,232,105
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REVENUE FROM FEDERAL FUNDING

IDEA Special Needs

Title I

Title Funding - Other

School Food Service (Free Lunch)

Grants

Charter School Program (CSP) Planning & Implementation

Other

Other Federal Revenue

-	31,626	-	-	-	31,626
164,872	-	-	-	-	164,872
33,949	-	-	-	-	33,949
-	-	330,000	-	-	330,000

-	-	-	-	-	-
-	-	18,000	-	-	18,000
-	-	-	-	-	-

TOTAL REVENUE FROM FEDERAL SOURCES

198,821	31,626	348,000	-	-	578,447
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LOCAL and OTHER REVENUE

Contributions and Donations, Fundraising

Erate Reimbursement

Interest Income, Earnings on Investments,

NYC-DYCD (Department of Youth and Community Developmt.)

Food Service (Income from meals)

Text Book

Other Local Revenue

10,000	-	-	-	-	10,000
64,355	-	-	-	-	64,355
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
16,310	-	-	-	-	16,310
-	-	-	-	-	-

TOTAL REVENUE FROM LOCAL and OTHER SOURCES

90,665	-	-	-	-	90,665
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TOTAL REVENUE

4,171,591	381,626	348,000	-	-	4,901,217
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EXPENSES

ADMINISTRATIVE STAFF PERSONNEL COSTS

No. of Positions

Executive Management

Instructional Management

Deans, Directors & Coordinators

1.00
4.00
3.00

62,135	-	-	-	62,135	124,270
265,394	-	-	-	-	265,394
66,500	52,000	-	-	66,500	185,000

Discovery Charter School

PROJECTED BUDGET FOR 2019-2020

July 1, 2019 to June 30, 2020

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Net Income	691,120	(151,659)	348,000	-	(1,069,570)	(182,109)
Actual Student Enrollment	257	23				-
Total Paid Student Enrollment	258	22				280

PROGRAM SERVICES

SUPPORT SERVICES

		REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
CFO / Director of Finance	-	-	-	-	-	-	-
Operation / Business Manager	2.00	-	-	-	-	161,276	161,276
Administrative Staff	2.50	-	-	-	-	99,895	99,895
TOTAL ADMINISTRATIVE STAFF	13	394,029	52,000	-	-	389,806	835,835
INSTRUCTIONAL PERSONNEL COSTS							
Teachers - Regular	17.00	928,138	-	-	-	-	928,138
Teachers - SPED	10.00	305,737	243,963	-	-	-	549,700
Substitute Teachers	-	-	-	-	-	-	-
Teaching Assistants	7.00	197,984	-	-	-	-	197,984
Specialty Teachers	4.00	202,162	-	-	-	-	202,162
Aides	3.00	83,520	83,520	-	-	-	167,040
Therapists & Counselors	1.00	45,000	-	-	-	-	45,000
Other	-	-	-	-	-	-	-
TOTAL INSTRUCTIONAL	42	1,762,541	327,483	-	-	-	2,090,024
NON-INSTRUCTIONAL PERSONNEL COSTS							
Nurse	-	-	-	-	-	-	-
Librarian	-	-	-	-	-	-	-
Custodian	-	-	-	-	-	-	-
Security	-	-	-	-	-	-	-
Other	1.85	-	-	-	-	38,214	38,214
TOTAL NON-INSTRUCTIONAL	2	-	-	-	-	38,214	38,214
SUBTOTAL PERSONNEL SERVICE COSTS	56	2,156,570	379,483	-	-	428,021	2,964,074
PAYROLL TAXES AND BENEFITS							
Payroll Taxes		224,283	39,466	-	-	44,514	308,264
Fringe / Employee Benefits		167,035	40,804	-	-	12,961	220,800
Retirement / Pension		191,072	33,622	-	-	15,000	239,694
TOTAL PAYROLL TAXES AND BENEFITS		582,390	113,892	-	-	72,475	768,758
TOTAL PERSONNEL SERVICE COSTS		2,738,960	493,375	-	-	500,496	3,732,831
CONTRACTED SERVICES							
Accounting / Audit		-	-	-	-	25,000	25,000
Legal		-	-	-	-	14,000	14,000
Management Company Fee		-	-	-	-	-	-
Nurse Services		-	-	-	-	-	-
Food Service / School Lunch		-	-	-	-	283,691	283,691
Payroll Services		-	-	-	-	3,800	3,800
Special Ed Services		-	-	-	-	-	-
Titlment Services (i.e. Title I)		-	-	-	-	-	-
Other Purchased / Professional / Consulting		30,424	14,435	-	-	54,491	99,350
TOTAL CONTRACTED SERVICES		30,424	14,435	-	-	380,982	425,841

SCHOOL OPERATIONS

Discovery Charter School

PROJECTED BUDGET FOR 2019-2020

July 1, 2019 to June 30, 2020

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	PROGRAM SERVICES			SUPPORT SERVICES		
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Board Expenses	-	-	-	-	250	250
Classroom / Teaching Supplies & Materials	18,000	-	-	-	-	18,000
Special Ed Supplies & Materials	-	3,000	-	-	-	3,000
Textbooks / Workbooks	28,000	-	-	-	-	28,000
Supplies & Materials other	-	-	-	-	450	450
Equipment / Furniture	9,000	-	-	-	-	9,000
Telephone	25,000	-	-	-	-	25,000
Technology	56,210	20,440	-	-	25,550	102,200
Student Testing & Assessment	4,000	1,000	-	-	-	5,000
Field Trips	13,500	-	-	-	-	13,500
Transportation (student)	11,340	660	-	-	-	12,000
Student Services - other	2,500	-	-	-	-	2,500
Office Expense	-	-	-	-	34,500	34,500
Staff Development	13,000	-	-	-	-	13,000
Staff Recruitment	-	-	-	-	-	-
Student Recruitment / Marketing	9,000	-	-	-	-	9,000
School Meals / Lunch	-	-	-	-	3,000	3,000
Travel (Staff)	5,250	375	-	-	375	6,000
Fundraising	-	-	-	-	-	-
Other	4,476	-	-	-	2,624	7,100
TOTAL SCHOOL OPERATIONS	199,276	25,475	-	-	66,749	291,500
FACILITY OPERATION & MAINTENANCE						
Insurance	20,333	-	-	-	7,059	27,392
Janitorial	-	-	-	-	-	-
Building and Land Rent / Lease	390,497	-	-	-	43,389	433,886
Repairs & Maintenance	-	-	-	-	5,000	5,000
Equipment / Furniture	-	-	-	-	11,000	11,000
Property Taxes	1,193	-	-	-	133	1,326
Utilities	47,277	-	-	-	5,253	52,530
TOTAL FACILITY OPERATION & MAINTENANCE	459,300	-	-	-	71,834	531,134
DEPRECIATION & AMORTIZATION	52,510	-	-	-	49,510	102,020
DISSOLUTION ESCROW & RESERVES / CONTINGENCY	-	-	-	-	-	-
TOTAL EXPENSES	3,480,471	533,285	-	-	1,069,570	5,083,326
NET INCOME	691,120	(151,659)	348,000	-	(1,069,570)	(182,109)

ENROLLMENT - *School Districts Are Linked To Above Entries*

	REGULAR EDUCATION	SPECIAL EDUCATION	TOTAL ENROLLED
District of Location (Greece Central School District)	18	4	22
Rochester City School District	237	19	256
West Irondequoit School District	1		1
Geneseo Central School District	1		1
TOTAL ENROLLMENT	257	23	280

Discovery Charter School

PROJECTED BUDGET FOR 2019-2020

July 1, 2019 to June 30, 2020

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PROGRAM SERVICES

SUPPORT SERVICES

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
REVENUE PER PUPIL	16,232	16,592	1,243			
EXPENSES PER PUPIL	13,543	23,186	-			

[illegible]

[illegible]

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).

Secretary

Chair of Governance Committee

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 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.

4. 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.

NONE

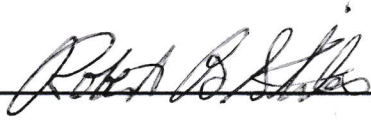
Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
<i>Please write "None" if applicable. Do not leave this space blank.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

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

NONE

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

Robert Stiles



July 13, 2019

Signature

Date

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

Business Telephone:

NONE

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

Business Address:

NONE

E-mail Address: rbstiles@aol.com

Home Telephone: 585-586-7334

Home Address: 1010 Allens Creek Rd Rochestrer , NY 14618

last revised 08/21/2018

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

Name: **Christian P. Wilkens**

Name of Charter School Education Corporation: **Discovery Charter School**

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

Member, Board of Trustees

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 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.

4. 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			

5. 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.				



7/16/2019

Signature

Date

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

Business Telephone: (585) 395-5548
Business Address: 350 New Campus Drive, Brockport NY 14420
E-mail Address: cwilkens@brockport.edu
Home Telephone: (585) 248-8595
Home Address: 9 Thornwood Circle, Pittsford NY 14534

last revised 08/21/2018

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

Name:

Scott M. Anzik

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

Discovery

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

BOARD OF TRUSTEES
TREASURER

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

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

3. Are you 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.

4. 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>			
None			

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

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

S.M.A.

Signature

7/19/2019

Date

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

Business Telephone:

585-654-0230

Business Address:

1372 E. MAIN ST. ROCHESTER NY 14609

E-mail Address:

SCOTT.MADAIR@NYSSCPA.ORG

Home Telephone:

585 329 9182

Home Address:

538 BENNINGTON HILLS W HENRIETTA NY 14586

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

Name:

Sarah Etsler

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).

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 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.

4. 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>			

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

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

Sarah Etsler
Signature

7/15/19
Date

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

Business Telephone:

585-472-1791 (cell)

Business Address:

Wegmans Food Mkts
1500 Brook Ave PO Box 30844
Rochester, NY 14624

E-mail Address:

Sarah.Etsler@Wegmans.com

Home Telephone:

585-472-1791 (cell)

Home Address:

153 Yorktown Drive
Webster, NY 14580

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

Name:

Donna M. Dedee Doyle

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

Rochester Discovery Charter School

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

vice chairman, Personnel, Academic Excellence Committee, Nominating Committee.

2. Are you an employee of any school operated by the education corporation?

 Yes ✓ No

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

3. Are you 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.

4. 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	

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

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

Dedee Doyle 7/19/19
Signature Date

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

Business Telephone: 585-359-3710 x135

Business Address: 100 GLETON PKWY, ROCHESTER, NY 14623

E-mail Address: dedee.doyle@rochester.rr.com

Home Telephone: 585-733-9773

Home Address: 778 Royal Sunset DR. WEBSTER, NY 14580

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

Name: Sara Varhus

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

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

Board Chair

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

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

3. Are you 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.

4. 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	

5. 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		

Signature Sara B. Varhus Date Aug. 31, 2019

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

Business Telephone:

NONE _____

Business Address: NONE

E-mail Address:

svarhus0@naz.edu _____

Home Telephone: _____ 315-591-

0623 _____

Home Address: _____ 22 Greenwood Park, Pittsford, NY

14534 _____

last revised 08/21/2018

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

Name: Lisa Lewis

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).

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 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.

4. 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>None</i>			

5. 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 Varhus for Lisa Lewis

Signature

August 31, 2019

Date

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

Business Telephone: 585-546-7220, Ext. 6813

Business Address: 87 North Clinton Avenue, Rochester, NY 14604

E-mail Address: llewis@cfcrochester.org

Home Telephone: 585-732-4616

Home Address: 35 GoldenRod Lane, Rochester, NY 14623

last revised 08/21/2018

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

Name:

Tamika Jackson

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).

Parent Representative

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 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.

4. 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			

5. 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				

Tamika Jackson
Signature

7/15/2019
Date

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

Business Telephone:

Business Address:

E-mail Address: Tamika Jackson 472 @gmail.com

Home Telephone: 585-503-1095

Home Address: 766 Maple Street, Rochester, NY

last revised 08/21/2018

14608



Entry 8 BOT Table

Created: 07/22/2019 • Last updated: 07/29/2019

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. Current Board Member Information (Enter info for each BOT member)

	Trustee Name and Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2018-19
1	Scott Adair scottmadair@nysscpa.org	Treasurer	- Executive - Audit/Finance	Yes	2	07/31/2016	07/31/2019	12
2	Donna Dedee Doyle ddedee@holychildhood.org	Vice Chair	- Executive - Personnel	Yes	3	07/31/2018	07/31/2021	12
3	Sarah Etsler sarmignacc0@e-success.org	Other	- Executive - Personnel	Yes	3	7/31/2018	7/31/2021	12
4	Lisa M. Lewis llewis@cfcrocheste.r.org	Other	- Audit/Finance	Yes	2	7/31/2017	7/31/2020	12
5	Robert Stiles rbstiles@aol.com	Secretary	- Executive - Governance	Yes	2	7/31/2018	7/31/2021	12
	Sara Varhus		- Executive - Audit/Fin			7/31/201	7/31/201	

6	svarhus0@naz.edu	Chair	ance - Governan ce	Yes	3	6	9	12
7	Christian Wilkens cwilkens@brockport	Other	-Ad Hoc - Academic Excellence Committee	Yes	1	10/29/2019	7/31/2021	11
8	Tamika Jackson tamikajackson472@gmail.com	Parent Rep	-	Yes	1	7/31/2019	7/31/2021	5 or less
9								

1a. Are there more than 9 members of the Board of Trustees? No

2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

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

a. Total Number of BOT Members on June 30, 2019	8
b.Total Number of Members Added During 2018-19	2
c. Total Number of Members who Departed during 2018-19	1
d.Total Number of members in 2018-19, as set by in Bylaws, Resolution or Minutes	no more than 15 voting members

3. Number of Board meetings held during 2018-19 16

4. Number of Board meetings 13
scheduled for 2019-20

Thank you.



Entry 9 - Board Meeting Minutes

Created: 08/01/2019 • Last updated: 08/23/2019

[Instructions for submitting minutes of the BOT monthly meetings](#)

Regents, NYCDOE, and Buffalo BOE authorized schools must either provide a link to a complete set of minutes that are posted on the charter school website, or upload a complete set of board meeting minutes from July 2018-June 2019, which should match the number of meetings held during the 2018-19 school year.

DISCOVERY CHARTER SCHOOL

Are all monthly BOT meeting minutes posted, which should match the number of meetings held during 2018-19 school year, on the charter school's website?

Yes

A. Provide if posted on the charter school's website a URL link to the Monthly Board Meeting Minutes, which should match the number of meetings held during the 2018-19 school year.

<https://www.rochesterdiscovery.com/about-dcs/board-of-trustees-meeting-minutes/>



Entry 9 - Board Meeting Minutes

Last updated: 08/01/2019

[Instructions for submitting minutes of the BOT monthly meetings](#)

Regents, NYCDOE, and Buffalo BOE authorized schools must either provide a link to a complete set of minutes that are posted on the charter school website, or upload a complete set of board meeting minutes from July 2018-June 2019, which should match the number of meetings held during the 2018-19 school year.

DISCOVERY CHARTER SCHOOL

Are all monthly BOT meeting minutes posted, which should match the number of meetings held during 2018-19 school year, on the charter school's website?

No

B. Upload all monthly Board meeting minutes, which should match the number of meetings held during the 2018-19 school year.

Combine all monthly meeting minutes into one .PDF file.

<https://nysed-cso-reports.fluidreview.com/resp/110427378/wNFCVDEEJA/>

DISCOVERY CHARTER SCHOOL

Annual Meeting Minutes

July 20, 2018

The Discovery Charter School held its eighth Annual Meeting on July 20, 2018, at 8:00 a.m. at 16 Lake View Park, Rochester, New York, 14613

Trustees Present: Scott Adair; Sarah Etsler; Leslie Berkowitz; Donna Dedee Doyle; Robert Stiles; Sara Varhus; Lisa Lewis

Also Present: Steven Polowitz, Attorney; Joe Saia, School Director

1. Call to Order

Sara Varhus called the meeting to order at 8:00 a.m. and it was determined that a lawful quorum was present.

2. Proof of Public Notice of Meeting

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

3. Approval of Minutes of Previous Meeting

A motion to approve the minutes of the July 20, 2017 meeting was made by L. Berkowitz, seconded by S. Adair and unanimously approved.

4. Presentation and Acceptance of prior year Audit Report

The Fiscal Year End June 30, 2018 report from Mengel Metzger Barr & Co was presented. A motion to accept the report was made by D. Dedee, seconded by L. Lewis and unanimously approved.

5. Trustee Elections

The following slate of individuals was presented to serve as trustee with terms ending July 2019:

Donna Dedee Doyle, At-Large Trustee (continuing)
Sarah Etsler, At-Large Trustee (continuing)

Robert Stiles, At-Large Trustee (continuing)

The Chair asked for other nominations. There were none.

A motion to elect the slate as presented was made by S. Adair, seconded by S. Etsler, and unanimously approved.

6. Board Officer Elections

The following slate of individuals was presented to serve as officers of the board until the next annual meeting, to be held July 2017:

Sara Varhus, Chairperson
Donna Dedee Vice Chairperson
Robert Stiles, Secretary
Scott Adair, Treasurer

The Chair asked for other nominations. There were none. A motion to elect the slate presented was made by L. Berkowitz, seconded by L. Lewis, and unanimously approved.

7. Other/New Business

The Chair asked if there was any other or new business that should be considered at the Annual Meeting. There was none.

8. Adjournment

A motion to adjourn the meeting was made by D. Dedee Doyle, seconded by S. Adair, and unanimously approved at 8:20 a.m.

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

**July 20th, 2018; 8:00-9:30 am
16 Lake View Park, Rochester, NY 14613**

Trustees Present: S. Adair (Treasurer), L. Berkowitz (Secretary), D. Dedee-Doyle, S. Etsler, L. Lewis, R. Stiles (Vice Chairperson) and S. Varhus (Chairperson)

Trustees Excused: *Y. Blackman, Family Representative (resigned June 2018 to take effect July 2018)*

Also Present: S. Polowitz (Attorney) attended remotely; J. Saia (School Director)

1. Call to Order

- a. The Chair called the meeting to order at 8:00 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.

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 that 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. Consent Agenda: Approval of Minutes of Previous Meeting (5.18.18), Approval of Minutes of Previous Special Meeting (6.1.18), Approval of Minutes of Previous Special Meeting (6.29.18), Resolution #304 (Non-Routine checks over \$5000 for May), Resolution #309 (Non-Routine checks over \$5000 for June) and Approval of Minutes of Executive Committee (6.21.18)

- a. Moved by S. Etsler, seconded by S. Adair, and unanimously approved.

5. Committee Reports

a. Audit & Finance Committee: Financial Statements, Key Financial indicators, and Check Detail Report

- i. Unaudited June Profit and Loss Statement indicates a \$227,471 operating deficit for 2017-18 (\$123,077 less deficit than budgeted)
- ii. Financial Indicators for 2017-18: 1.) Current Ratio- 1.85 (Low Risk) 2.) Unrestricted Days Cash on Hand- 47 (Low Risk) 3.) Enrollment Variance- 99% (Low Risk) 4.) Total Margin- - 4.94% (Moderate Risk) 5.) Debt to Assets- .46 (Low Risk)

6. Routine Operations Updates

- a. **2017-2018 Enrollment Report Update**
- b. **Grant Status Report**

7. Director's Update

a. Monthly Operations and Program Report

- i. School Director Highlighted: 1) The school met internal chronic attendance reduction goal for 2017-18. 2) The school met the internal suspension reduction goal for 2017-18

b. New Partnership: East High Vision Care Program

8. Hiring Recommendation (*Action Required, Resolution #308*)

- a. Resolution #308, to make an employment offer to L. Massenzio (Speech Language Pathologist), was moved by S. Adair, seconded by L. Berkowitz, and unanimously approved.

9. Hiring Recommendation (*Action Required, Resolution #310*)

- a. Resolution #310, to make employment offer to R. Nilsson (Social Emotional Learning Specialist), R. Gause (Physical Education Teaching Assistant) and R. Eckert (Teacher of English to Speakers of Other Languages), was moved by D. Dedee-Doyle, seconded by L. Lewis and unanimously approved.
- 10. 2018-19 First Student Bus Agreement (*Action Required, Resolution #305*)**
 - a. Resolution #305, to continue to contract for transportation services in August and late June, was moved by L. Lewis, seconded by S. Adair, and unanimously approved.
- 11. 2018-19 ESN Van and Bus Use Agreements (*Action Required, Resolutions #306 & #307*)**
 - a. Sarah Etsler recused herself from this deliberation and vote because of a conflict of interest.
 - b. Resolutions #306 & #307, to continue to contract for periodic transportation services, was moved by R. Stiles seconded by D. Dedee-Doyle and unanimously approved.
- 12. Policy – 1200 Code of Ethics Update (*Action Required*)**
 - a. Moved by S. Adair, seconded by L. Berkowitz, and unanimously approved.
- 13. 2018-19 Family Handbook (*Action Required*)**
 - a. Moved by D. Dedee-Doyle, seconded by L. Lewis, and unanimously approved.
- 14. 2018-19 Staff Handbook (*Action Required*)**
 - a. Moved by L. Berkowitz, seconded by D. Dedee-Doyle, and unanimously approved.
- 15. 2018-19 Emergency Response Plan/SAVE Plan (*Action Required*)**
 - a. Moved by S. Adair, seconded by R. Stiles, and unanimously approved.
- 16. 2017-18 Board Self-Evaluation Update**
 - a. The results of the 2017-18 board survey were briefly reviewed and strategic areas for improvement were identified (e.g. improving trustee orientation and training)
- 17. DCS Local Wellness Policy (*Action Required*)**
 - a. Moved by D. Dedee-Doyle, seconded by R. Stiles, and unanimously approved.
- 18. Annual Report (*Action Required, Resolution #311*)**
 - a. Resolution #311, to provide a contingency for submission if a quorum is not reached at the 7.27 Special Meeting, was moved by L. Lewis, seconded by L. Berkowitz, and unanimously approved.
- 19. Charter Renewal Application (*Action Required, Resolution #312*)**
 - a. Resolution #312, to provide a contingency for submission if a quorum is not reached at the 7.27 Special Meeting, was moved by S. Adair, seconded by R. Stiles, and unanimously approved.
- 20. 2018-19 Committee Membership (*Action Required, Resolution #313*)**
 - a. Resolution #313, to provide for board committee membership for the 2018-19 school year, was moved by L. Lewis, seconded by S. Etsler, and unanimously approved.
- 21. Old Business**
 - a. **Final 2017-18 Charter School Office Check-In Site-Visit Report**
- 22. New Business**
 - a. Moved: to direct the Chair to send thank you notes to Yoshida Blackman and Shanna Jamanis for their service on the DCS Board of Trustees. Moved by S. Etsler, seconded by S. Adair, approved unanimously.
- 23. Motion to Adjourn (*Action Required*)** Moved by S. Adair, seconded by S. Etsler, approved unanimously .

Next Meeting: Friday July 27, 2018; 8:00-9:30 A.M. (*Special Meeting- Renewal & Annual Report*)

Future Agenda Items: Fund Balance Policy or Guidelines, Review School Director's Performance and Compensation, 2018-19 Annual Organizational Goals, Revisit Policy #1100, Consider Section 13 of School Director Evaluation for Bylaws

DISCOVERY CHARTER SCHOOL BOARD OF TRUSTEES
SPECIAL MEETING MINUTES

July 27rd, 2018; 8:00-9:30 am
16 Lake View Park, Rochester, NY 14613

Trustees Present: S. Adair (Treasurer), S. Etsler, L. Lewis, Leslie Berkowitz (via telephone), Donna Dedee Doyle (via Skype), and S. Varhus (Chairperson)

Trustees Excused: R. Stiles

Also Present: S. Polowitz (Attorney) attended remotely and J. Saia (School Director)

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 was present.

2. Proof of Public Notice of Special Meeting: Board Business-Review Multi-year Budget Forecast.

- a. Public Notice was provided in the Messenger Post.

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 that 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. Approval of Charter Revision (*Resolution #314*). Joe Saia provided the rationale for the request for a non-material charter revision, to change the school’s schedule from 200 days of instruction annually to a minimum of 1100 hours of instruction annually. After discussion, S. Etsler moved and S. Adair seconded the motion, which was approved unanimously. Prior to implementing this change, the board will have an opportunity to review the new calendar.

5. Multi-year Budget Projection Scott Adair moved, and Lisa Lewis seconded, a motion to refer the forthcoming Multiyear Budget Projection, 2016-2022, to the Executive Committee for approval prior to the submission of the Charter Renewal Application; at the August 17 meeting the full board will vote on the resolution approving the Multi-year Budget. The motion passed unanimously.

6. Approval of Charter Renewal Application (*Resolution #315*) L. Lewis moved and S. Adair seconded approval of Resolution #315, endorsing the DCS Application for Charter Renewal. The motion passed unanimously.

7. Approval of Annual Report (*Resolution #316*) S. Etsler moved and D. Dedee Doyle moved the Resolution # 316, approving the Annual Report. The motion was approved unanimously.

8. Motion to Adjourn

- a. Motion to approve adjournment of the meeting was made by S. Adair at 9:00 a.m., seconded by S. Etsler and unanimously approved.

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

**August 17th, 2018; 8:00-9:30 am
16 Lake View Park, Rochester, NY 14613**

Trustees Present: S. Adair (Treasurer), S. Etsler, L. Lewis, S. Varhus (Chairperson), and Robert Stiles (Secretary--attended via telephone, not part of quorum for voting purposes).

Trustees Excused: Donna Dedee Doyle, (Vice Chairperson), Leslie Berkowitz

Also Present: S. Polowitz (Attorney) attended remotely.

1. Call to Order

- a. The Chair called the meeting to order at 8:00 a.m. and it was determined that a lawful quorum of four was present.

2. Proof of Public Notice of Meeting

- a. Public Notice was provided in the *Messenger Post*.

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. Consent Agenda: Approval of Minutes of Previous Meeting (7.20.18), Approval of Minutes of Previous Special Meeting (7.27.18), Resolution #317 (Non-Routine checks over \$5000 for July), and Approval of Minutes of Executive Committee (7.24.18, 7.30.18, and 8.10.18): Scott Adair moved and Sarah Etsler seconded a motion to approve the Consent Agenda, which was approved unanimously.

5. Committee Reports

- a. **Audit & Finance Committee: Financial Statements, Key Financial indicators, and Check Detail Report:** Committee Chair Adair reported that, given that the budget year has just begun, there is little to note or discuss at this time.
- b. **Governance Committee:** L. Lewis moved *Resolution #323*, electing Christian Wilkins to the Board of Trustees of Discovery Charter School, pending approval of his candidacy by NYSED. S. Adair seconded the motion, which was approved unanimously.

6. Routine Operations Updates

- a. **2017-2018 Enrollment Report Update:** Sara Varhus noted that the enrollment of 283 to date was consistent with the enrollment plan.
- b. **Grant Status Report:** No report.

7. Director's Update

- a. **Monthly Operations and Program Report:** The School Director's report was shared with the board prior to the meeting. Sara Varhus drew the trustees' attention to an issue that had arisen with the RCSD Transportation Services. On July 24, the School director was informed that, due to a driver shortage, RCSD would not be able to provide separate buses for DCS children for an 8:00 start time (requiring the DCS children to ride with Young Women's College Prep students.) A compromise was reached to alter the DCS day to begin at 9:00 and end at 4:15 to allow for a separation of the older and younger students on the buses. The School Director will monitor the impact of this change in schedule on student learning, parents, and staff.

8. Confirm Actions of Executive Committee

- a. Hiring Recommendations (*Resolution #318 and #319*), were moved by S. Etsler, seconded by Lisa Lewis, and unanimously approved.
 - b. Increase in EL contract (*Resolution #320*) was moved by S. Adair, seconded by Sarah Etsler and unanimously approved.
 - c. Approve five-year budget (2016-2020) (*Resolution #321*) was moved by S. Adair, seconded by S. Etsler, and unanimously approved.
- 9. 2018-19 Board Meeting Schedule:** This was presented by Sara Varhus, moved by L. Lewis, seconded by S. Adair, and approved unanimously.
- 10. EnCompass-DCS Services Agreement (*Resolution #322*):** Sara Varhus noted that the ESN Services Agreement indicates how these programs will be assessed. L. Lewis moved that Resolution #322 be approved, S. Adair seconded, and the resolution was approved unanimously. Sarah Etsler recused herself and was not present for the vote on this resolution.
- 11. Old Business: Board Action Items:** The Chair shared a list of action items that were identified in the board's earlier discussion of the findings of the board self-evaluation, each of which has been assigned to a board committee. She will propose a timeline for completion of these items at the September board meeting.
- 12. New Business:** There was no new business.
- 13. Adjournment at 8:45:** Moved by S. Adair, seconded by S. Etsler, approved unanimously .

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

**September 21, 2018; 8:00-9:30 am
16 Lake View Park, Rochester, NY 14613**

Trustees Present: S. Adair (Treasurer), Leslie Berkowitz, Donna Dedee-Doyle (Vice Chairperson), S. Etsler, and S. Varhus (Chairperson)

Trustees Excused: L. Lewis and Robert Stiles (Secretary)

Also Present: J. Saia (School Director), S. Polowitz (Attorney) attended remotely via conference call and C. Wilkens attended as a potential future board member

1. Call to Order

- a. The Chair called the meeting to order at 8:00 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. Consent Agenda: Approval of Draft Minutes of Previous Meeting (8.17.18) and Resolution #324 (Non-Routine checks over \$5000 for August) D. Dedee-Doyle moved and L. Berkowitz seconded a motion to approve the Consent Agenda, which was approved unanimously.

5. Committee Reports

- a. **Audit & Finance Committee: Financial Statements, Key Financial indicators, and Check Detail Report:** Committee Chair S. Adair reported that income and expenditures and financial indicators are as projected. He shared a draft guideline for the future use of the fund balance, which will be discussed further at the October 19 meeting. He reported that the 2018 audit has been completed with no findings—i.e., a clean audit.
- b. **Governance Committee:** On behalf of the Governance Committee, S. Varhus reported that committee members will be meeting with Tamika Jackson, who has been nominated to serve as the parent representative on the Board of Trustees.
- c. **Personnel Committee:** Committee Chair S. Etsler communicated minor changes have been made to three job descriptions.
- d. **Executive Committee Report:** S. Varhus reported that the Executive Committee has not met since the last regular meeting of the board.

6. Routine Operations Updates

- a. **2017-2018 Enrollment Report Update:** School Director J. Saia highlighted the current full-enrollment, after offers made for three students who enrolled but never attended in August
- b. **Grant Status Report:** School Director J. Saia highlighted the deposit of the SUNY Stimulus Funds grant money for work done over the summer

7. Director’s Update

- a. **Monthly Operations and Program Report:** School Director J. Saia highlighted- 1.) 91% attendance in August even after transportation office mismanagement 2.) NYS 4th Grade Science Test score

review 3.) DCS has enrolled 15 ELL students for 2018-19 (5.4%) 4.) EnCompass for Learning 2017-18 final report of outcomes reviewed and exciting increases in programming discussed

- b. **Draft 2018-19 School Improvement Strategic Plan:** Plan briefly discussed for use at the October 19th meeting
8. **Policy #1100: Board Evaluation Policy** L. Berkowitz moved, and seconded by S. Etsler, a motion to approve Resolution #325, which was approved unanimously.
9. **Policy #1600: Policy on Review of Policies** D. Dedee-Doyle moved and L. Berkowitz seconded a motion to approve Resolution #326, which was approved unanimously. The School Director was directed to include an annual distribution of all policies to trustees in organization's annual calendar in July.
10. **October 19, 2018 Board Planning Meeting and Process** A brief discussion was held about questions which need to be asked and answered as part of the anticipated board planning meeting
11. **Draft Committee Assignments: 2018-19** Board Actions agreed to by Committee Chairs/ Committees
12. **Renewal Charter School Office Site Visit: Pre-Visit Materials Review**
13. **Renewal Charter School Office Site Visit: Trustee Planning and Preparation** A brief discussion was held to prepare trustees for the upcoming focus group.
14. **Breakthrough Leadership Charter Board Capacity Building Project Update (*Rochester-Area Project Sponsored by The Farash Foundation*)** The status on board Chairperson and School Director interviews shared
15. **Continue 2017-18 School Director Evaluation Process** The revised policy and process were highlighted and input encouraged from all trustees for Chairperson's use
16. **2017-18 Staff Bonus Decision** Postponed until the public release of date or 9.28.18 for an Executive Committee decision.
17. **Old Business:** there was no old business to address.
18. **New Business:** There was no new business to address.
19. **Adjournment at 9:27:** Moved by S. Etsler, seconded by S. Adare, approved unanimously.

Next Meeting: Friday October 19, 2018; 8:00-9:30 A.M.

Future Agenda Items: Review School Director's Performance and Compensation, Consider Section 13 of School Director Evaluation for Bylaws, Board Committee Action Items

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

October 19, 2018; 8:00-9:30 am

16 Lake View Park, Rochester, NY 14613

Trustees Present: S. Adair (Treasurer), Donna Dedee-Doyle (Vice Chairperson), S. Etsler, L. Lewis, Robert Stiles (Secretary) and S. Varhus (Chairperson)

Trustees Excused: Leslie Berkowitz (audited via audio call in)

Also Present: J. Saia (School Director), S. Polowitz (Attorney) attended remotely via conference call and C. Wilkens attended as a potential future board member via video & audio remote access

1. Call to Order

- a. The Chair called the meeting to order at 8:00 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. Consent Agenda: Approval of Draft Minutes of Previous Meeting (9.21.18) and Resolution #327 (Non-Routine checks over \$5000 for September)

S. Etsler moved and S. Adair seconded a motion to approve the Consent Agenda, which was approved unanimously.

5. Committee Reports

- a. **Audit & Finance Committee: Financial Statements, Key Financial indicators, and Check Detail Report:** Committee Chair S. Adair reported that income and expenditures and financial indicators are as projected.
- b. **Governance Committee:** On behalf of the Governance Committee, R. Stiles reported that T. Jackson, a potential parent representative on the Board of Trustees, is undergoing a background check and completing required paperwork. Conversations with other potential board members, K. Hines and J. Kathy, continue.
 - i. S. Adair moved and L. Lewis seconded a motion to approve Resolution #331 (proposing C. Wilkens as a new candidate for approval), which was approved unanimously.
- c. **Personnel Committee:** No report this month.
- d. **Executive Committee Report:** No report this month.

6. Routine Operations Updates

- a. **2017-2018 Enrollment Report Update:** School Director J. Saia highlighted the current full-enrollment.
- b. **Grant Status Report:** No report this month.

7. Director's Update

- a. **Monthly Operations and Program Report:** School Director J. Saia highlighted- 1.) Six of seven grades (and the entire school) met goal of no less than 97% attendance for September 2.) Brief review of math benchmark correlation charts for 2017-18 3.) 2018-19 Staff Demographic Survey indicates 28% of staff identify as an ethnic minority (94% of students) 4.) 2018-19 Staff Wellness Survey indicates 85% job satisfaction (up from 53% 2015-16)
- 8. **Audit Report Approval:** S. Adair moved and R. Stiles seconded a motion to approve Resolution #328 (proposing 2017-18 audit report approval), which was approved unanimously.
- 9. **2017-18 NYS ELA & Math Results Review:** School Director reviewed the twelve Benchmark 1 tables and Charter School Office comparison schools results
- 10. **Discussion to Search for Consultant**
 - a. L. Lewis moved and S. Adair seconded a motion to allow the DCS Executive Committee engage a consultant to assist with the creation and implementation of a school improvement plan, which was approved unanimously.
- 11. **2017-18 Staff Bonus:** S. Adair moved and S. Etsler seconded a motion to approve Resolution #329 (deciding against the payment of the potential 2017-18 staff bonus), which was approved unanimously.
- 12. **Old Business:** There was no old business to address.
- 13. **New Business:** There was no new business to address.
- 14. **Adjournment at 9:27:** Moved by L. Lewis, seconded by S. Etsler, approved unanimously.

Next Meeting: Friday November 16, 2018; 8:00-9:30 A.M.

Future Agenda Items: Review School Director's Performance and Compensation, Consider Section 13 of School Director Evaluation for Bylaws, Board Committee Action Items

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

**November 16, 2018; 8:00-9:30 am
16 Lake View Park, Rochester, NY 14613**

Trustees Present: S. Adair (Treasurer), Donna Dedee-Doyle (Vice Chairperson), S. Etsler, L. Lewis, C. Wilkens and Robert Stiles (Secretary)

Trustees Excused: S. Varhus (Chairperson) audited via audio call in

Also Present: J. Saia (School Director), S. Polowitz (Attorney) and A. Aberman (The Learning Collective Consultant)

1. Call to Order

- a. The Vice Chairperson called the meeting to order at 8:00 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. Consent Agenda: Approval of Draft Minutes of Previous Meeting (10.19.18), Draft Minutes of the Previous Executive Committee Meeting (10.30.18) and Resolution #332 (Non-Routine checks over \$5000 for October) S. Adair moved and S. Etsler seconded a motion to approve the Consent Agenda, which was approved unanimously.

5. Committee Reports

- a. **Audit & Finance Committee: Financial Statements, Key Financial indicators, and Check Detail Report:** J. Saia reported that income and expenditures and financial indicators are as projected, with a single financial indicator moving into the moderate risk category. Two questions from the committee were addressed with the entire board (i.e. timing of transportation expenses and deferred per pupil revenue).
- b. **Governance Committee:** On behalf of the Governance Committee, R. Stiles reported that K. Hines, a potential representative on the Board of Trustees, communicated that he is not currently able to dedicate the time necessary to sit on the DCS board. A potential family representative is currently in the clearance process. Conversations with another potential board member, J. Kathy, continue.
- c. **Personnel Committee:** No report this month.
- d. **Executive Committee Report:** No report this month.

6. Routine Operations Updates

- a. **2017-2018 Enrollment Report Update:** School Director J. Saia highlighted the current full-enrollment.
- b. **Grant Status Report:** No updates this month.

7. Director's Update

- a. **Monthly Operations and Program Report:** School Director J. Saia highlighted- 1.) The school has exceeded its attendance goal for two months in a row (97%) 2.) Switching Community Circle to the afternoon appears to have encouraged increased family attendance October average of 40) 3.) The DCS Family Association has asked to increase meeting length time and return to a monthly scheduled meeting 4.) A new partnership has begun with Guiding Eyes for the Blind 5.) 2018-19 Family Survey results were outstanding (i.e. 80% of students represented, 98% approval rating, lowest score for "DCS lets me know about community resources and opportunities"- 87%)
8. **The Learning Collective- Educational Consultant:** Resolution #333 (TLC Consultant Services Contract) was moved by S. Adair, seconded by R. Stiles, and was approved unanimously.
9. **Potential Submission of a Three-Year School Improvement Plan by the Executive Committee:** A motion to authorize the executive committee to approve a school improvement plan if submission is required prior to the next meeting of the entire board of trustees was moved by R. Stiles, seconded by L. Lewis, and was approved unanimously.
10. **Board Executive Session**
 - a. 2017-18 School Director Evaluation and 2018-18 School Director Compensation
 - b. Additional Business
11. **Old Business:** There was no old business to address.
12. **New Business:** There was no new business to address.
13. **Adjournment at 9:00:** Moved by L. Lewis, seconded by S. Etsler, approved unanimously.

Next Meeting: Thursday December 6, 2018; 6:00-7:30 P.M.

Future Agenda Items: 2018-19 Budget Revision, Review Y8Q1 Academic Data, Consider Section 13 of School Director Evaluation for Bylaws, Family Handbook Update (Clarify instruction for suspended students), Contracts (Food Service, Accounting & Common Application/Website)

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

December 6, 2018; 6:30- 8:00

300 Paddy Creek Circle, Rochester, NY 14613

Trustees Present: S. Adair (Treasurer), Donna Dedee-Doyle (Vice Chairperson), S. Etsler, L. Lewis, and S. Varhus (Chairperson), C. Wilkens

Trustees Excused: R. Stiles (secretary)

Also Present: J. Saia (School Director), S. Polowitz (Attorney) attended remotely via conference call and C. Wilkens attended as a potential future board member via video & audio remote access

1. Call to Order

- a. The Chair called the meeting to order at 8:00 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. Consent Agenda: Approval of Draft Minutes of Previous Meeting (11.16.18) and Resolution #334 (Non-Routine checks over \$5000 for November) D. Dedee moved and S. Adair seconded a motion to approve the Consent Agenda, which was approved unanimously.

5. Committee Reports

- a. **Audit & Finance Committee: Financial Statements, Key Financial indicators, and Check Detail Report:** Committee Chair S. Adair reported that the committee will meet next week and provide a cumulative report on financial matters at the January meeting.
- b. **Governance Committee:** No report this month.
- c. **Personnel Committee:** No report this month.
- d. **Executive Committee Report:** No report this month.

6. Routine Operations Updates

- a. **2017-2018 Enrollment Report Update:** School Director J. Saia reported that enrollment is currently at 276.
- b. **Grant Status Report:** J. Saia reported that DCS has received \$5000 from the Farash Foundation to support board development.

7. Director's Update

- a. **Monthly Operations and Program Report:** J. Saia reported that we have currently exceeded our attendance goal.
- 8. **The Learning Collective, Three-year School Improvement Plan** (Resolution #335): After discussion the board deferred action on this resolution in order to provide more time to design the implementation of the plan.
- 9. **Year Eight, Quarter One Snapshot:** Full discussion of Quarter one data was deferred to the January meeting of the board.
- 10. **Food Service Agreement:** Resolution #336 was moved by D. Dedee, seconded by S. Adair, and approved unanimously.
- 11. **Accounting Services Agreement:**
- 12. **Old Business:** The following motion was moved by S. Adair, seconded by S. Etsler, and unanimously approved: “That the School Director’s salary continue to be \$137,196 for the period beginning July 1, 2018, and ending June 30, 2019.
- 13. **New Business:** There was no new business.
- 14. **Executive Session:** S. Etsler moved and S. Adair seconded a motion to move into Executive Session to discuss a confidential personnel matter; the motion was approved unanimously. The motion to move out of Executive Session was made by C. Wilkens, seconded by S. Adair, and approved unanimously.
- 15. **Adjournment at 8:00:** Moved by L. Lewis, seconded by S. Etsler, approved unanimously.

Next Meeting: Friday January 18, 2018; 8:00-9:30 A.M.

Future Agenda Items: Review School Director’s Performance and Compensation, Consider Section 13 of School Director Evaluation for Bylaws, Board Committee Action Items

DISCOVERY CHARTER SCHOOL BOARD OF TRUSTEES

SPECIAL MEETING MINUTES

December 20th, 2018; 8:00-9:30 am

16 Lake View Park, Rochester, NY 14613

Trustees Present: S. Adair (Treasurer), Donna Dedee Doyle (Vice Chair), S. Etsler, C. Wilkens, and S. Varhus (Chair)

Trustees Excused: L. Lewis

Also Present: S. Polowitz (Attorney)

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 was present.

2. Proof of Public Notice of Special 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 that 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. Urgent DCS Academic Improvement Plan

- a. The board reviewed and discussed implementation of the Urgent DCS Academic Improvement Plan, prepared by consultant Adam Aberman of The Learning Collective. Resolution #335, approving the three-year academic improvement plan, was moved by D. Dedee, seconded by S. Etsler, and approved unanimously.
- b. It was the recommendation of the board that Dr. Concetta Lucchese be hired as Director of Academic Improvement to lead the academic aspects of the plan. The Chair will bring a formal resolution to this effect, for formal approval, at the next regular meeting of the board.

5. Motion to Adjourn

- a. Motion to approve adjournment of the meeting was made by S. Adair at 9:55 a.m., seconded by S. Etsler and unanimously approved.

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

**January 18, 2019; 8:00-9:30 A.M.
16 Lake View Park, Rochester, NY 14613**

Trustees Present: D. Dedee-Doyle (Vice Chairperson), S. Etsler, L. Lewis, S. Varhus (Chairperson, attended via videoconference) and C. Wilkens

Trustees Excused: R. Stiles (Secretary) and S. Adair (Treasurer) participated via a call-in number but did not vote and were not counted toward quorum

Also Present: J. Saia (School Director) and S. Polowitz (Attorney, participated via a call-in number)

1. Call to Order

- a. The Chair called the meeting to order at 8:10 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. Consent Agenda: Approval of Minutes from Previous Meeting (12.6.18), Approval of Minutes from Previous *Special* Meeting (12.20.18), Approval of Minutes from Previous Executive Committee Meeting (12.20.18) and Resolution #342 (Non-Routine checks over \$5000 for December) S. Etsler moved and C. Wilkens seconded a motion to approve the Consent Agenda, which was approved unanimously.

5. Committee Reports

- a. **Academic Excellence Committee Update:** Summary of the committee’s membership, charge and goals provided.
- b. **Audit & Finance Committee: Financial Statements, Key Financial indicators, Check Detail Report and 2018-19 Budget Revision:** Committee Chair S. Adair reported on the highlights from the documents the committee reviewed and distributed to all trustees. The 2018-19 budget revision was presented with the acknowledgment that the slight increase in the deficit aligns with the strategic addition of a Director of Academic Improvement to take the lead on the Urgent Academic Improvement Plan.
- c. **Governance Committee:** Committee Chair R. Stiles highlighted efforts to recruit a potential new trustee. A brief discussion was also held addressing the potential recruitment of effective and motivated trustees leaving other charter school boards.

- d. **Personnel Committee:** Committee Chair S. Etsler highlighted the new job description for “Director of Academic Improvement” and the potential to streamline the job description process in the future.
 - e. **Executive Committee Report:** S. Etsler moved and L. Lewis seconded **Resolution #341** to approve the proposal of a new trustee Tamika Jackson to the Charter School Office, which was approved unanimously.
6. **Routine Operations Updates**
- a. **2017-2018 Enrollment Report Update:** School Director J. Saia reported that the school continues with full enrollment to align with the Discovery Charter School budget plus waiting lists. Enrollment is currently at 280 of a 280-student maximum.
 - b. **Grant Status Report:** No update this month.
7. **Director’s Update**
- a. **Monthly Operations and Program Report:** J. Saia reported on the status of attendance, chronic attendance, suspensions, VADIR, and family involvement measures. All trending towards goals, although school-wide attendance has dipped to 95% vs. the 96% goal for the year.
8. **Hiring Proposal:** C. Wilkens moved and L. Lewis seconded a motion to approve **Resolution # 338**, to hire Ms. Concetta Lucchese, which was approved unanimously- with S. Etsler recusing herself.
9. **Discovery Charter School Organization Chart Revision:** S. Etsler moved and L. Lewis seconded a motion to approve **Resolution #343**, revising the Discovery Charter School Organization Chart (adding the “Director of Academic Improvement”), which was approved unanimously.
10. **Creation of an Ad Hoc Committee on Academic Excellence:** C. Wilkens moved and S. Etsler seconded a motion to approve **Resolution #340**, creating an Academic Excellence Committee to support the Urgent Academic Improvement Plan, which was approved unanimously.
11. **The Learning Collective, February School Review and Consultation Services:** L. Lewis moved and C. Wilkens seconded a motion to approve **Resolution # 339**, to continue the relationship between Discovery Charter School and The Learning Collective with the goal of accelerating academic progress at the school, which was approved unanimously.
12. **Lease Notice of Intent:** L. Lewis moved and S. Varhus seconded a motion to approve **Resolution #344**, to submit a notice of intent as required by the lease, which was approved unanimously- with S. Etsler recusing herself.
13. **Old Business:** There was no old business.
14. **New Business:** There was no new business.
15. **Adjournment at 9:10:** S. Varhus moved and L. Lewis seconded a motion to adjourn, which was approved unanimously.

Next Meeting: Friday February 15th, 2019; 8:00-9:30 A.M.

Future Agenda Items: Consider Section 13 of School Director Evaluation for Bylaws

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

**February 15, 2019; 8:00-9:30 A.M.
16 Lake View Park, Rochester, NY 14613**

Trustees Present: D. DedeeDoyle (Vice Chairperson), S. Etsler, L. Lewis, S. Varhus (Chairperson, attended via videoconference) and R. Stiles (Secretary)

Trustees Excused: C. Wilkens participated via a call-in number but did not vote and was not counted toward quorum. S. Adair (Treasurer) was excused for other professional commitments.

Also Present: C. Lucchese (Director of Academic Improvement), J. Saia (School Director), T. Jackson (Potential Family Representative) and S. Polowitz (Attorney, participated via a call-in number)

1. Call to Order

- a. After technical difficulties were adequately resolved, the Chair called the meeting to order at 8:12 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. Consent Agenda: Approval of Minutes from Previous Meeting (1.18.19), Approval of Minutes from Previous Executive Committee Meeting (2.5.19) and Resolution #345 (Non-Routine checks over \$5000 for December) B. Stiles moved and L. Lewis seconded a motion to approve the Consent Agenda, which was approved unanimously.

5. Committee Reports

- a. **Academic Excellence Committee Update:** Summary of the committee’s February meeting shared (e.g. Strategic monthly academic progress spreadsheet reviewed).
- b. **Audit & Finance Committee: Financial Statements, Key Financial indicators, Check Detail Report and 2018-19 Budget Revision:** Committee Chair S. Adair provided a written recap of the highlights from the documents the committee reviewed and distributed to all trustees. The School Director highlighted a few additional items from the meeting (e.g. student enrollment turn-over is lower than the average of the previous three years and has not had a negative impact on anticipated revenue).
- c. **Governance Committee:** Committee Chair R. Stiles reviewed current recruitment efforts for potential new trustees and the anticipated on-boarding/training of the new Family Representative.

- d. **Personnel Committee:** Committee Chair S. Etsler highlighted anticipated efforts this month to finalize the board's evaluation process and goals for the second half of the 2019-20 school year for the Director of Academic Improvement and the School Director.
 - e. **Executive Committee Report:** S. Varhus moved and L. Lewis seconded **Resolution #346** to approve the exploratory efforts toward potential utilization of a Charter Maintenance Organization (specifically Democracy Prep.), which was approved unanimously. Four trustees have volunteered to visit a Democracy Prep. school in New York City in the next month to begin the process.
6. **Director of Academic Improvement Report:** The majority of the meeting was dedicated to the review of the academic progress of grades 3 through 6. A review of the completed Learning Collective data tools was provided with explanations of the data and data collection process, programmatic changes informed by the data, anticipated next steps and learning goals for the next month. The School Director also provided a brief overview of the second quarter academic progress for Kindergarten through 2nd grade.
7. **School Director's Update**
- a. **Monthly Operations and Program Report:** J. Saia highlighted the school's NYSED Accountability Designation for 2018-19 as a "School in Good Standing". Context provided: 71% of RCSD schools and two Rochester elementary charter schools have a lower designation than DCS. 21% of RCSD schools are now in receivership (generally with populations which mirror DCS).
 - b. **The Learning Collective's February Visit Schedule**
 - c. **DCS English Language Arts "Independence" Instructional Resource and Professional Development**
 - d. **2018-19 Monthly Enrollment Report**
 - e. **2018-19 Monthly Grant Status Report**
8. **2018-19 School Director Report Card Results:** Key results and next steps were summarized (e.g. Even within the context of a difficult and stressful year, Effective/Highly Effective ratings at 87%. Area with the greatest percentage of "Developing" designations, has been tasked to a staff focus group to create and monitor measurable goals for the remainder of the year and hold the School Director accountable.)
9. **Board Chair Report on Academic Improvement Strategies:** The Board Chair reported on elements of Academic Improvement which were not addressed during previous agenda items (e.g. contents of ongoing reports to the Charter School Office, securing a data specialist to support the Academic Improvement Plan).
10. **Old Business:** There was no old business.
11. **New Business:** There was no new business.
12. **Adjournment at 10:10:** L. Lewis moved and S. Etsler seconded a motion to adjourn, which was approved unanimously.

Next Meeting: Friday March 15th, 2019; 8:00-9:30 A.M.
Future Agenda Items: Consider Section 13 of School Director Evaluation for Bylaws

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

March 15, 2019; 8:00-9:30 A.M.

16 Lake View Park, Rochester, NY 14613

Trustees Present: D. DedeeDoyle (Vice Chairperson), S. Etsler, C. Wilkens, S. Adair (Treasurer) and R. Stiles (Secretary)

Trustees Excused: L. Lewis and S. Varhus

Also Present: C. Lucchese (Director of Academic Improvement), J. Saia (School Director), T. Jackson (Potential Family Representative) and S. Polowitz (Attorney, participated via a call-in number)

1. Call to Order

- a. After technical difficulties were adequately resolved, the Chair called the meeting to order at 8:05 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. Consent Agenda: Approval of Minutes from Previous Meeting (2.15.19), Approval of Minutes from Previous Executive Committee Meeting (2.21.19) and Resolution #348 (Non-Routine checks over \$5000 for February 2019) C. Wilkins moved and S. Adair seconded a motion to approve the Consent Agenda, which was approved unanimously.

5. Committee Reports

- a. **Academic Excellence Committee Update:** Summary of the committee’s March meeting reviewed and discussed with the board (e.g. Strategic monthly academic progress spreadsheet).
- b. **Audit & Finance Committee: Financial Statements, Key Financial Indicators and Check Detail Report-** Committee Chair S. Adair provided a recap of the highlights from the documents the committee reviewed and distributed to all trustees. The School Director highlighted a few additional items from the meeting (e.g. Federal IDEA and In-Kind District Textbook income on schedule; Expenses are trending to reduce the budgeted deficit).
- c. **Governance Committee:** Committee Chair R. Stiles reviewed current recruitment efforts for potential new trustees, the orientation for T. Jackson conducted and the anticipated on-boarding/orientation for C. Wilkens.

- Next Meeting: Friday April 26th, 2019; 8:00-9:30 A.M.
Future Agenda Items: Board Evaluation, Strategic Planning,
Board Membership and Leadership, Consider Section 13 of
School Director Evaluation for Bylaws

School Director Evaluation for Bylaws

DISCOVERY CHARTER SCHOOL BOARD OF TRUSTEES
MEETING MINUTES

April 14, 2019; 8:00-9:30 A.M.

16 Lake View Park, Rochester, NY 14613

Trustees Present: S. Varhus (Chair), D. DedeeDoyle (Vice Chairperson), S. Etsler, C. Wilkens, L. Lewis, S. Adair (Treasurer) and R. Stiles (Secretary)

Also Present: S. Polowitz (Attorney)

1. Call to Order
 - a. The Chair called the meeting to order at 8:00 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. Consent Agenda: Approval of Minutes from Previous Meeting (3.15.19), Approval of Minutes from Previous Executive Committee Meeting (3.20.19 and 4.3.19) and Resolution #351 (Non-Routine checks over \$5000 for March 2019) S. Adair moved and S. Etsler seconded a motion to approve the Consent Agenda, which was approved unanimously.
5. Committee Reports
 - a. Academic Excellence Committee Update: Committee Chair C. Wilkens summarized the committee’s April meeting, where is sought to clarify the school and board data needs, and discuss the various ways to collect and analyze outcomes data.
 - b. Audit & Finance Committee: Financial Statements, Key Financial Indicators and Check Detail Report- Committee Chair S. Adair provided a recap of the highlights from the documents the committee reviewed and distributed to all trustees: Financial Statements, Key Financial Indicators, and Check Detail Report
 - c. Governance Committee: Committee Chair R. Stiles reported that the committee had discussed the importance of clarifying expectations for potential board members, and the possibility of inviting non-trustee advisors to sit with the board as appropriate.
 - d. Personnel Committee: Committee Chair S. Etsler presented the revised School Director evaluation template for approval. The motion was tabled until the next meeting. (S. Varhus moved, D. Dedee seconded, approval was unanimous.)
 - e. Executive Committee Report: D. Dedee moved and R. Stiles seconded Resolution #349 to approve the hiring of J. Silver as Data Analyst. R. Stiles moved and S. Adair

seconded the approval of Resolution #350 to approve the hiring of J.Haak as ELA Coordinator and Coach.

6. Director of Academic Improvement Report: No report.
7. School Director's Update: The written Monthly Operations and Program Update, Enrollment Report update and Grant Status, 2018-19 Intervention Continuum of Services, and Lottery Results were included in the meeting materials for board review.
8. Resolution #352, which secures accounting services by R. Blew, was moved by S. Adair, seconded by L. Lewis, and approved unanimously.
9. The Board reviewed the preliminary assumptions behind the 2019-2020 budget. The board will approve the 2019-2020 annual budget at its May 17 meeting.
10. S. Adair moved and L. Lewis seconded adoption of the 2019-2020 school calendar. Approval was unanimous.
11. Two-year Renewal Update and Discussion: S. Varhus reported on discussion with CSO about the two-year renewal and improvement that is necessary to achieve subsequent renewal.
12. Academic Improvement Discussion. S. Etsler and S. Varhus reported on the interviews and staff survey conducted to evaluate the perceived effectiveness of the Academic Improvement Plan as implemented in Spring 2019 and planned for Fall/Spring 2019-2020. Major themes that emerged in this process include the need to greater clarity in school-wide academic goals and in expectations for classroom teachers. S. Varhus also reported on the exploration of Democracy Prep Pubic Schools as a possible partner. Dem Prep can do "CMO light," an arrangement in which DCS would partner with them for acdemmic support and improvement.
13. Executive Session: C. Wilkens moved and S. Etsler seconded that the boar move into Executive Session to discuss a confidential personnel matter.
14. Old Business: Due to time constraints discussion and approval of Lease Agreement was deferred to the May 17 meeting.
15. New Business
16. Adjournment at 9:40: L. Lewis moved and S. Varhus seconded a motion to adjourn, which was approved unanimously.

Next Meeting: Friday April 26th, 2019; 8:00-9:30 A.M.
*Future Agenda Items: Board Evaluation, Strategic Planning,
Board Membership and Leadership, Consider Section 13 of
School Director Evaluation for Bylaws*

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

May 17th, 2019; 8:00-9:30 A.M.

16 Lake View Park, Rochester, NY 14613

Trustees Present: S. Varhus (Chairperson), D. Dedee Doyle (Vice Chairperson), S. Etsler, C. Wilkens, S. Adair (Treasurer) and R. Stiles (Secretary)

Trustees Excused: L. Lewis

Also Present: J. Saia (School Director) and S. Polowitz (Attorney, participated via a call-in number)

1. Call to Order

- a. The Chair called the meeting to order at 8:00 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

5. Consent Agenda: Approval of Minutes from Previous Meeting (4.19.19), Approval of Minutes from Previous Executive Committee Meeting (5.9.19) and Resolution #353 (Non-Routine checks over \$5000 for April 2019) S. Adair moved and R. Stiles seconded a motion to approve the Consent Agenda, which was approved unanimously.

6. Committee Reports

- a. **Academic Excellence Committee:** No report.
- b. **Audit & Finance Committee**
 - i. **Financial Statements, Key Financial Indicators and Check Detail Report:** Committee Chair S. Adair provided a recap of the highlights from the documents the committee reviewed and distributed to all trustees.
 - ii. **Audit Proposal:** A decision was made to defer the Audit Proposal to the June meeting.
 - iii. **Approval of Form 990:** S. Adair moved and C. Wilkins seconded a motion to submit the Form 990, which was approved unanimously.
- c. **Governance Committee:** No report.
- d. **Personnel Committee:** S. Adair moved and D. Dedee Doyle seconded the approval of the School Director Evaluation Board Personnel Evaluation, which was approved unanimously.

- e. **Executive Committee Report:** D. Dedee Doyle moved and S. Etsler seconded the approval of Resolution #354- the third Discovery Charter School contract with The Learning Collective- which was approved unanimously.
7. **Director of Academic Improvement Report:** The Director of Academic Improvement will present summary outcomes data at the June board meeting.
8. **School Director's Update:** The **Monthly Operations and Program Report** and the **2018-19 Monthly Enrollment Report & 2018-19 Monthly Grant Status Report** were available for the review of the trustees. J.Saia reported that the Summer Learning Program is under way. He also updated the board on an incident at the school. Although the situation has been satisfactorily resolved, he noted that personnel policies may need to be more explicit. This matter will be referred to the new School Director for attention before the 2019-2020 school year.
9. **2019-20 Medical, Dental, Vision & Short-Term Disability:** Sara E. moved and S. Adair seconded the approval of the benefit package for the 2019-20 school year, which was approved unanimously.
10. **2019-20 School Budget:** S. Adair moved and R. Stiles seconded a motion to authorize the Executive Committee to approve the 2019-20 School Budget between regularly scheduled board meetings. The approved budget will be included on the agenda of the next regularly scheduled board meeting in June.
11. **Renewal of 133 Hoover Drive Lease:** S. Adair moved and R. Stiles seconded the approval of Resolution #355, which was approved unanimously.
12. **Update on Democracy Prep, Rensselaerville Institute, and ANet:** S. Varhus, C. Wilkins, L. Lewis, S. Etsler
13. **Update on Strategic Planning Process (June 12-13-14)**
14. **Executive Session:** S. Adair moved and R. Stiles seconded a motion to move into executive session; the motion was approved unanimously. S. Etsler moved and S. Adair seconded a motion that the board end executive session; the motion was approved unanimously.
15. **Old Business:** There was no old business.
16. **New Business:** S. Adair moved and C. Wilkens seconded the following motion: "That Mr. Joseph Saia's employment at Discovery Charter School will end July 31, 2019. Between July 1 and July 31 he will make himself available to provide information to the new school director. " The motion was approved unanimously.
17. **Adjournment at 10:00:** R. Stiles moved and C. Wilkens seconded a motion to adjourn, which was approved unanimously.

Next Meeting: Friday June 21st, 2019; 8:00-9:30 A.M.
Future Agenda Items: Board Evaluation, Strategic Planning,
Board Membership and Leadership, Consider Section 13 of
School Director Evaluation for Bylaws

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

**June 21, 2019, 2019; 8:00-9:30 A.M.
16 Lake View Park, Rochester, NY 14613**

Trustees Present: S. Varhus (Chairperson), S. Etsler, C. Wilkens, S. Adair (Treasurer) and R. Stiles (Secretary). L. Lewis

Trustees Excused: D. Dedee

Also Present: S. Castner (Assistant School Director), Tamika Jackson (Trustee Elect), Connie Lucchese, (Director of academic Improvement), Joe Martino (Executive Director, Education Success Network)

1. Call to Order

- a. The Chair called the meeting to order at 8:00 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

5. Consent Agenda: Approval of Minutes from Previous Meeting (5.17.19), Approval of Minutes from Previous Executive Committee Meeting (6.6.19) and Resolution #356 (Non-Routine checks over \$5000 for April 2019) S. Etsler moved and S. Adair seconded a motion to approve the Consent Agenda, which was approved unanimously.

6. ESN/ESF Associate Member: Joe Martino reported that, in order to clarify the relationship between DCS and ESN/ESF, there would no longer be an DCS Associate Member on the ESN/ESF board.

7. Committee Reports

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

- b. **Audit & Finance Committee**

- i. **Financial Statements, Key Financial Indicators and Check Detail**

- Report:** Committee Chair S. Adair provided a recap of the highlights from the documents the committee reviewed and distributed to all trustees.

- ii. **Audit Proposal:** S. Adair moved and L. Lewis seconded a motion to accept the Mengel, Metzger, Barr 2019 Audit Proposal. The motion was approved unanimously.

- c. **Governance Committee:** R. Stiles reported on a number of activities: New Trustee Orientation was conducted for Chris Wilkens; Anna Hill has agreed to serve as a non-trustee member of the Academic Excellence Committee; the Governance Committee continues to seek nominations for the Board of Trustees.
 - d. **Personnel Committee:** S. Etsler moved that continuing DCS staff receive a 2% salary increase in 2019-2020. After discussion, the board asked Sara Castner to reconsider the salary issue for 2019-2020 and advance a proposal to the Personnel Committee for consideration.
 - e. **Executive Committee Report:** S. Etsler moved and L. Lewis seconded approval of Resolution #357, which confirms the Executive Committee action appointing Sara Castner School Director as of July 1, 2019, at an annual salary of \$120,000. Approval was unanimous.
- 8. **School Director's Update:** S. Castner presented an update on enrollments, 2018-19 and 2019-20. The Chair noted the importance of having a plan to increase enrollments in SWD and ELL; this will be a future agenda item for further discussion.
 - 9. **Director of Academic Improvement Report:** The C. Lucchese, the Director of Academic Improvement, presented the most recent summary outcomes data. Discussion focused on understanding the implications of the data derived from several sources: Benchmark assessments, Aimsweb, SRI, and F&P.
 - 10. **2019-20 School Budget:** S. Adair reported that work continues on the 2019-2020 budget, which will be ready for board approval at its Special Meeting on June 28.
 - 11. **Board Chair Report:** The Chair reported that the group (S. Varhus, C. Wilkins, L. Lewis, S. Etsler) that had vetted possible partners for DCS has concluded that The Rensselaerville Institute is the best option. After extensive discussion, it was concluded that the Chair should approach TRI about flexibility in services and the scope of the contracts. The board will hold a Special Meeting on June 28, at 9:00 a.m. for further discussion of this question.
 - 12. **Update on Encompass Services, 2019-2020:** This item was deferred to the June 28 meeting.
 - 13. **Update on Strategic Planning Process (June 12-13-14):** This item was deferred.
 - 14. **Old Business:** There was no old business.
 - 15. **New Business:** C. Wilkens moved and S. Adair seconded a motion to direct the Chair of the Board to send J.Saia a note of appreciation for his service to Discovery Charter School.
 - 16. **Adjournment at 10:00:** L. Lewis moved and R. Stiles seconded a motion to adjourn, which was approved unanimously.

*Next Meeting: Friday June 28th, 2019; 9:00-10:00 A.M.
Future Agenda Items: Board Evaluation, Strategic Planning,
Board Membership and Leadership, Consider Section 13 of
School Director Evaluation for Bylaws*

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

**June 28, 2019, 2019; 8:00-9:30 A.M.
16 Lake View Park, Rochester, NY 14613**

Trustees Present: S. Varhus (Chairperson), D. Dedee, S. Etsler, C. Wilkens, S. Adair (Treasurer) and R. Stiles (Secretary, participating via telephone). L. Lewis

Trustees Excused: T. Jackson

Also Present: S. Castner (Assistant School Director), S. Polowitz, Counsel

1. Call to Order

- a. The Chair called the meeting to order at 8:00 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: There was no public comment.

5. Possible relationship with The Rensselaerville Institute (TRI): The Chair led the board in a discussion of the services that TRI would offer and advantages to working with them. Her discussion points included details about the key activities involved in their Turnaround Program and the particulars of their contract. She also noted that references confirm the effectiveness of their support for school improvement. After discussion, S. Varhus moved and C. Wilkens seconded a motion to direct the executive Committee to approve a contract with TRI, with the understanding that it will come to the full board for approval at its July meeting. The motion was approved unanimously.

6. The meeting was adjourned at 9:50:

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

June 28, 2019, 8:00-9:30 A.M.

16 Lake View Park, Rochester, NY 14613

Trustees Present: S. Varhus (Chairperson), D. Dedee (Vice Chair). S. Etsler, C. Wilkens, S. Adair (Treasurer) , L. Lewis;
R. Stiles (Secretary) —participated via telephone only, and therefore not included for quorum and voting purposes

Trustees Excused: T. Jackson

Also Present: S. Castner (Assistant School Director—participated via telephone), S. Polowitz (Attorney)

Call to Order

- a. The Chair called the meeting to order at (9:50 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 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**
- 5. Partnership for School Turnaround:** S. Varhus moved and C. Wilkens seconded the following motion: That Discovery Charter School will enter into a contract to participate in the School Turnaround Program of the Rensselaerville Institute (TRI) for a three-year period beginning immediately and extending through the 2021-2022 fiscal year, for a total cost of \$195,000, subject to Executive Committee and legal counsel review, revision (if necessary) and approval of the proposed contract to be received from TRI, with said Executive Committee and legal counsel approval to be brought to the full board for affirmation and ratification at its regular meeting on July 19. The motion was approved unanimously.
- 6. ESN services, 2019-2020.** S. Etsler briefed the board services that ESN will provide to DCS in the coming year. These include the Summer Learning Program, which is serving 100 students, including some of the “CUSP” students, Family Navigation, and in-school coaching and instructional support by Connie Lucchese and Cara Fitzgerald.

7. **2019-2020 Budget:** Discussion of the 2019-2020 budget was deferred until the expenses for TRI and compensation for continuing staff can be reflected in the current draft of the budget.
8. **Adjournment:** At 10:20 a.m., S. Varhus moved and S. Etsler seconded the motion to adjourn. Approval was unanimous.

Next Meeting: Friday July 19th, 2019; 9:00-10:00 A.M.
Future Agenda Items: Board Evaluation, Strategic Planning,
Board Membership and Leadership, Consider Section 13 of
School Director Evaluation for Bylaws



Entry 10 Enrollment and Retention of Special Populations

Last updated: 07/22/2019

[Instructions for Reporting Enrollment and Retention Strategies](#)

Describe the efforts the charter school has made in 2018-19 toward meeting targets to attract and retain enrollment of students with disabilities, English language learners/Multilingual learners, and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2019-20.

DISCOVERY CHARTER SCHOOLSection Heading

Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2018-19	Describe Recruitment Plans in 2019-20
Economically Disadvantaged	<p>Students who are eligible applicants for the free and reduced price lunch program have been, and remain the focus target for DCS. They have an admission preference.</p> <p>Throughout its first charter, the school has never fallen below a 96% poverty rate. The high poverty rate has allowed the school to easily exceed NYSED enrollment and retention targets for this demographic of students. Success with this group allows the school to focus more attention on attracting and maintaining other traditionally underserved populations.</p>	<p>A common application (www.goodschoolsroc.org) is used with other charter schools in the area, allowing families to easily apply to Discovery. We also continue to have a sibling preference in our lottery process.</p>
English Language Learners/Multilingual Learners	<p>DCS has prioritized recruiting ELL students. Its initial outreach focus had been largely within the Hispanic community, the largest non-English speaking community locally. In order to reach target recruitment levels, that focus has broadened to include the local refugee community. Various agencies serving refugees have been cultivated to help recruit students, and the school is providing translators and other assistance to help families navigate the application process. A new trustee joined the board during the 2014-15 school year bringing expertise and connections within the refugee population in Rochester. Our intensified efforts appear to be working since 14 students (5%) were identified and received ELL services.</p>	<p>Information on Discovery Charter School and its programs is sent to area organizations that support families (Ibero-American Action League, Rochester Refugee Resettlement Network).</p>
Students with Disabilities	<p>The NYSED enrollment and retention targets for students with disabilities are being met by DCS. During the 2018-2019 school year the school's enrollment of SWD was 12% against a NYSED target of 3%. The school recruits through those Head Start preschool programs that provide special education services and by offering a wide array of special education services.</p>	<p>The school will continue to recruit through the Rochester Head Start preschool programs that provide special education services.</p>

Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2018-19	Describe Retention Plans in 2019-20
Economically Disadvantaged	Outreach will continue in the form of sending school brochures and applications to county social service agencies for distribution. DCS makes itself an attractive option for families by providing a welcoming culture, sound academic program, and wrap around services.	In collaboration with Education Success Foundation, Discovery offers a Family Navigation Program that connects families to supportive community services, helps with academic decision making, and participates in activities intended strengthen the bond between families.
English Language Learners/Multilingual Learners	Create an inclusive school climate where diversity is embraced, provide wrap around services including after school and summer programming, offer applications in Spanish and provide translations in other languages as needed, continue to expand our efforts, including translating the school's brochure into Spanish and actively encouraging word-of-mouth recruiting by current ELL families.	Discovery will continue to have an English as a New Language teacher to connect with families and ensure siblings attend DCS. Supplemental instruction will continue. Advertise in local publications and media in languages other than English and conduct open houses with bi-lingual staff available.
Students with Disabilities	Integrated co-taught classes are part of the school's academic program in 6 of the 7 current grade levels. Additionally, 14 students (5%) are identified with disabilities that qualified for 504 plans to meet their academic needs.	DCS will continue working with school districts served (Rochester, Greece, West Irondequoit) to properly assess and diagnose students that may have disabilities. A 3rd/4th grade integrated co-taught class is being implemented this year to serve students in those grades.



Entry 11 Classroom Teacher and Administrator Attrition

Created: 07/22/2019 • Last updated: 07/23/2019

Report changes in teacher and administrator staffing.

Instructions for completing the Classroom Teacher and Administrator Attrition Tables

Charter schools must complete the tables titled 2018-2019 Classroom Teacher and Administrator Attrition to report changes in teacher and administrator staffing during the 2018-2019 school year. Please provide the full time equivalent (FTE) of staff on June 30, 2018; the FTE for any departed staff from July 1, 2018 through June 30, 2019; the FTE for added staff from July 1, 2018 through June 30, 2019; and the FTE of staff added in newly created positions from July 1, 2018 through June 30, 2019 using the tables provided.

1. Classroom Teacher Attrition Table

	FTE Classroom Teachers on 6/30/18	FTE Classroom Teachers Departed 7/1/18 - 6/30/19	FTE Classroom Teachers Filling Vacant Positions 7/1/18 - 6/30/19	FTE Classroom Teachers Added in New Positions 7/1/18 - 6/30/19	FTE of Classroom Teachers on 6/30/19
	25	2	2	0	25

2. Administrator Position Attrition Table

	FTE Administrative Positions on 6/30/18	FTE Administrators Departed 7/1/18 - 6/30/19	FTE Administrators Filling Vacant Positions 7/1/18 - 6/30/19	FTE Administrators Added in New Positions 7/1/18 - 6/30/19	FTE Administrative Positions on 6/30/19
	5	0	0	0	5

3. Tell your school's story

Charter schools may provide additional information in this section of the Annual Report about their respective teacher and administrator attrition rates as some teacher or administrator departures do not reflect advancement or movement within the charter school networks. Schools may provide additional detail to reflect a teacher’s advancement up the ladder to a leadership position within the network or an administrator’s movement to lead a new network charter school.

The teachers that left DCS this year both took teaching jobs at different school districts. Administrative count includes School Director, Assistant Director, Math Coach, SEL Coordinator/Coach, and Operations Manager. Not included in classroom teacher count is four intervention teachers, ELL teacher, or teaching assistants.

4. Charter schools must ensure that all prospective employees receive clearance through [the NYSED Office of School Personnel Review and Accountability](#) (OSPRA) prior to employment. 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.

Have all employees have been cleared through the NYSED TEACH system?

Yes

5. For perspective or current employees whose clearance has been denied, have you terminated their employment and removed them from the TEACH system?

	Yes
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Thank you



Entry 12 Uncertified Teachers

Last updated: 08/01/2019

Instructions for Reporting Percent of Uncertified Teachers

The table below is reflective of the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. 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 column applies to a particular teacher, please select one column for the FTE count. Please do not include paraprofessionals, such as teacher assistants.

FTE count of uncertified teachers on 6/30/18, and each uncertified teacher should be counted only once.

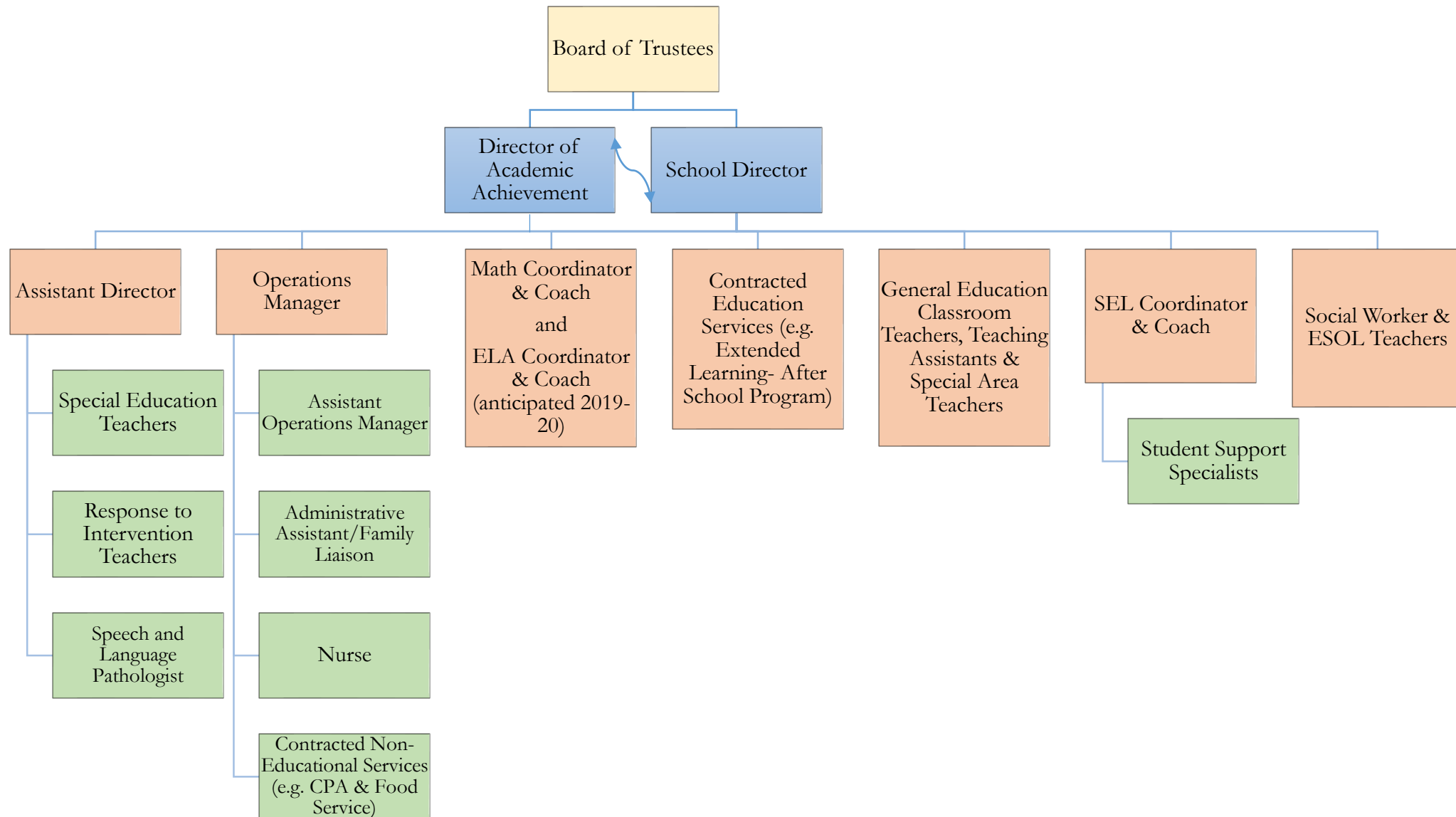
	FTE Count
1. Total FTE count of uncertified teachers (6-30-19)	1
2. FTE count of uncertified teachers with at least three years of elementary, middle or secondary classroom teaching experience (6-30-19)	0
3. FTE count of uncertified teachers who are tenured or tenure track college faculty (6-30-19)	0
4. FTE count of uncertified teachers with two years of Teach for America experience (6-30-19)	0
5. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (6-30-19)	0
6. FTE count of uncertified teachers who do not fit into any of the prior four categories (6-30-19)	1

FTE Count of All Uncertified Teachers as of 6/30/19 1

FTE Count of All Certified Teachers as of 6/30/19 36

Thank you.

Discovery Charter School Organization Chart 2018-19 (Adopted 1.19)



2019-2020 Discovery Charter School	
August 26-August 28 Staff Retreat	
August 29: First Day for Students	
September 2: Labor Day (No School)	
October 11: Conference Day (No School) [Staff PD]	
October 14: Columbus Day (No School)	
November 5: Half-Day for Students (Election Day)	
November 8: Half-Day for Students [Q1 Staff Data Dive]	
November 11: Veteran's Day (No School)	
November 15: Conference Day (No School) [NYS Math Conf.]	
November 27-29: Thanksgiving Recess (No School)	
December 23-January 3: Winter Recess (No School)	
January 20: Dr. Martin Luther King Jr. Day (No School)	
January 21: Conference Day (No School) [Q2 Staff Data Dive]	
February 17-21: President's Recess (No School)	
March 6: Half Day for Students [Staff PD]	
March 25-27: NYS ELA Test (3 rd -6 th)	
April 3: Conference Day (No School) [Q3 Staff Data Dive]	
April 6-13: Spring Recess (No School)	
April 21-23: NYS Math Test (3 rd -6 th)	
May 4: Conference Day (No School) [Staff PD]	
May 22 & 25: Memorial Day Holiday (No School)	
June 25: Last Day for Students	
June 26: Staff Professional Learning & Data Dive	
181 student days (1,103 hours of instruction) + 9 additional staff days	

JULY 2019						
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			

AUGUST 2019						
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

SEPTEMBER 2019						
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					

OCTOBER 2019						
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 2019						
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

DECEMBER 2019						
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				

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

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

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

APRIL 2020						
S	M	T	W	T	F	S

MAY 2020						
S	M	T	W	T	F	S

JUNE 2020						
S	M	T	W	T	F	S

DCS Phone No.: 342-4032
rochesterdiscovery.com
School Hours: 9:00-4:10 (Half Days 9:00-11:30)

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

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

	1	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			

Q1: 8.28-11.4; Q2: 11.5-1.28
Q3: 1.29-4.20; Q4: 4.21-6.25

Notes & Teacher Contact Information: