

Application: Discovery Charter School Annual Report 2021-2022

Castner Sara - scastner@rochesterdiscovery.com
2021-2022 Annual Report

Summary

ID: 0000000148

Last submitted: Aug 1 2022 04:00 PM (UTC)

Entry 1 School Info and Cover Page

Completed - Aug 1 2022

Instructions

Required of ALL Charter Schools

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

Entry 1 School Information and Cover Page

(New schools that were not open for instruction for the 2021-2022 school year are not required to complete or submit an annual report this year).

Please be advised that you will need to complete this cover page (including signatures) before all of the other tasks assigned to you by your school's authorizer are visible on your task page. While completing this cover page task, please ensure that you select the correct authorizer **(as of June 30, 2022)** or you may not be assigned the correct tasks.

BASIC INFORMATION

a. SCHOOL NAME

(Select name from the drop down menu)

DISCOVERY CHARTER SCHOOL 800000070175

a1. Popular School Name

Discovery Charter School

b. CHARTER AUTHORIZER (As of June 30th, 2021)

Please select the correct authorizer as of June 30, 2022 or you may not be assigned the correct tasks.

BOARD OF REGENTS

d. DISTRICT / CSD OF LOCATION

GREECE CSD

e. DATE OF INITIAL CHARTER

12/2010

f. DATE FIRST OPENED FOR INSTRUCTION

8/2011

c. School Unionized

Is your charter school unionized?

No

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

MISSION STATEMENT

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

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

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

KDE 1	Discovery Charter School offers an extended school day and extended school year for students.
KDE 2	Class size is a maximum of 22, with two staff members in each classroom, with at least one being NYS certified.
KDE 3	Classroom teachers will be supported by fulltime substitutes, teaching assistants, and reading and special education teachers to accommodate the needs of the student population.
KDE 4	An ENL teacher, Intervention Teachers, Special Education Teachers, Social Worker, Dean of Students, and Family Liaison are on staff.
KDE 5	Commitment of community partners to support the

	school by providing services and programs aimed at mitigating the most serious negative impacts on learning, providing adequate food and nutrition, adequate health care, learning reinforcement and positive role modeling and supervision during non-school hours.
KDE 6	Parent representation on the Board of Trustees, participating in Family Association, and attendance at school community meetings with staff and parents. School staff will conduct home visits and keep families abreast of student progress on daily basis.
KDE 7	Differentiated instruction and multiple instructional methodologies.
KDE 8	Formative and summative assessments to inform student learning plans, instructional practices, and effectiveness of school decisions.
KDE 9	Received support from the Rochester City School District, Greece Central School District, Webster Central School District, West Irondequoit School District, East Irondequoit School District, and Spencerport School District.
KDE 10	(No response)

Need additional space for variables

No

h. SCHOOL WEB ADDRESS (URL)

<https://www.rochesterdiscovery.com>

i. Total Approved Charter Enrollment for 2021-2022 School Year (exclude Pre-K program enrollment)

280

j. Total Enrollment on June 30, 2022 (exclude Pre-K program enrollment)

281

k. Grades Served during the 2021-2022 School Year (exclude Pre-K program students)

Check all that apply

Grades Served	K, 1, 2, 3, 4, 5, 6
---------------	---------------------

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

No

FACILITIES INFORMATION

m. FACILITIES

Will the school maintain or operate multiple sites in 2022-2023?

No, just one site.

DISCOVERY CHARTER SCHOOL 800000070175

School Site 1 (Primary)

m1. SCHOOL SITES

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

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 1	133 Hoover Drive Rochester NY 14615	5853424032	Greece	K-6	no

m1a. Please provide the contact information for Site 1.

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Sara Castner	School Director	585-342-4032	585-698-9072	scastner@rochesterdiscovery.com
Operational Leader	Laurie Corbett	Operations Manager	585-342-4032	585-739-0045	lcorbett@rochesterdiscovery.com
Compliance Contact	Sara Castner	School Director	585-342-4032	585-698-9072	scastner@rochesterdiscovery.com
Complaint Contact	Sara Castner	School Director	585-342-4032	585-698-9072	scastner@rochesterdiscovery.com
DASA Coordinator	Rita Nilsson	Social Worker	585-342-4032	585-905-8315	rnilsson@rochesterdiscovery.com
Phone Contact for After Hours Emergencies	Sara Castner	School Director	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 .

Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2021.

- **Fire inspection certificates must be updated annually. For the upcoming school year 2022-2023, the fire inspection certificate must be dated after July 1, 2021.**
- **If the fire inspection certificate is dated after the August 1, 2022 submission of the Annual Report, please submit the new certificate with the Annual Report entries due on November 1, 2022.**

Site 1 Certificate of Occupancy (COO)

[Discovery Charter School Certificate of Occupancy 2022.pdf](#)

Filename: Discovery Charter School Certificate of Occupancy 2022.pdf **Size:** 160.3 kB

Site 1 Fire Inspection Report

[SAFETY REPORT DISCOVERY CHARTER SCHOOL.pdf](#)

Filename: SAFETY REPORT DISCOVERY CHARTER SCHOOL.pdf **Size:** 649.1 kB

CHARTER REVISIONS DURING THE 2021-2022 SCHOOL YEAR

n1. Were there any revisions to the school's charter during the 2021-2022 school year? (Please include approved or pending material and non-material charter revisions).

No

o. Has your school's Board of Trustee's approved a budget for the 2021-2022 FY?

Yes

ATTESTATIONS

p. Individual Primarily Responsible for Submitting the Annual Report. (To write type in a phone number with an extension, please use this format: 123-456-7890-3. The dash and number 3 at the end of the phone number refers to the individual's phone extension. Do not type in the work extension or the abbreviation for it - just the dash and the extension number after the phone number).

Name	Sara Castner
Position	School Director
Phone/Extension	585-342-4032-140
Email	scastner@rochesterdiscovery.com

p. Our signatures (Executive Director/School Leader/Head of School and Board President) below attest that our school has reviewed, understands and will comply with the employee clearance and fingerprint requirements as outlined in Entry 10 and found in the [NYSED CSO Fingerprint Clearance Oct 2019 Memo](#). Click YES to agree.

Responses Selected:

Yes

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

Responses Selected:

Yes

Signature, Head of Charter School

A handwritten signature in black ink, appearing to be "Tom", written on a light gray background.

Signature, President of the Board of Trustees

A handwritten signature in black ink, appearing to be "Joe Varhies", written on a light gray background.

Date

Jul 29 2022

Thank you.



Entry 3 Progress Toward Goals

Incomplete

Instructions

Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters no later than **November 1, 2022**.

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

Entry 3 Progress Toward Goals

PROGRESS TOWARD CHARTER GOALS

Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY

Complete the tables provided. List each goal and measure as contained in the school's currently approved charter, and indicate whether the school has met or not met the goal. Please provide information for all goals no later than November 2, 2022.

DISCOVERY CHARTER SCHOOL 800000070175

1. ACADEMIC STUDENT PERFORMANCE GOALS

Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters no later than **November 1, 2022**.

2021-2022 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Academic Goal 1				
Academic Goal 2				
Academic Goal 3				
Academic Goal 4				
Academic Goal 5				
Academic Goal 6				
Academic Goal 7				
Academic Goal 8				
Academic Goal 9				
Academic Goal 10				

2. Do have more academic goals to add?

(No response)

2021-2022 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Meet	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Academic Goal 21				
Academic Goal 22				
Academic Goal 23				
Academic Goal 24				
Academic Goal 25				
Academic Goal 26				
Academic Goal 27				
Academic Goal 28				
Academic Goal 29				
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Academic Goal 65			
Academic Goal 66			
Academic Goal 67			
Academic Goal 59			
Academic Goal 60			
Academic Goal 61			
Academic Goal 62			

4. ORGANIZATION GOALS

For the 2021-2022 school year, any organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”.

2021-2022 Progress Toward Attainment of Organization Goals

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Org Goal 1				
Org Goal 2				
Org Goal 3				
Org Goal 4				

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

5. Do have more organizational goals to add?

(No response)

6. FINANCIAL GOALS

2021-2022 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	If not met, describe efforts the school will take to meet goal.
Financial Goal 1				
Financial Goal 2				
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				

7. Do have more financial goals to add?

(No response)

2021-2022 Progress Toward Attainment of Financial Goals

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

Thank you.

Entry 4 - Audited Financial Statements

Incomplete

Required of ALL Charter Schools

ALL SUNY-authorized charter schools must upload the financial statements and related documents in PDF format into the SUNY Epicenter system no later than **November 1, 2022**. SUNY CSI will forward to NYSED CSO. **SUNY-authorized charter schools** are asked to ensure that security features such as password protection are turned off.

ALL Regents, NYCDOE, and Buffalo BOE-authorized charter schools must upload final, audited financial statements to the Annual Report Portal no later than **November 1, 2022**. Upload the independent auditor's report, any advisory and/or management letter, and the internal controls report as one submission, combined into a PDF file, ensuring that security features such as password protections are removed from all school uploaded documents.

PLEASE NOTE: This task appears as visible and optional task in the online portal until August 1 2022 but will be identified as a required task thereafter and due on November 1, 2022. This is a required task, and it is marked optional for administrative purposes only.

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

Incomplete

Instructions - Regents-Authorized Charter Schools ONLY

Regents-authorized schools must download and complete the Excel spreadsheet entitled "Audited Financial Report Template" from the online portal or the 2021-2022 Annual Reports webpage. Upload the completed file in Excel format and submit by **November 1, 2022**.

EDUCATION CORPORATIONS WITH MORE THAN ONE SCHOOL SHOULD COMPLETE THE EXCEL SPREADSHEET FOR THE EDUCATION CORPORATION AS A WHOLE, NOT FOR THE INDIVIDUAL SCHOOLS. PLEASE SUBMIT THE SAME EXCEL SPREADSHEET FOR EACH OF THE SCHOOLS.

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

Entry 4c - Additional Financial Documents

Incomplete

Instructions - Regents, NYCDOE and Buffalo BOE authorized schools must upload financial documents and submit by **November 1, 2022**. The items listed below should be uploaded, with an explanation if not applicable or available. For example, a "federal Single Audit was not required because the school did not expend federal funds of more than the \$750,000 Threshold."

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

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

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

only.

Entry 4d - Financial Services Contact Information

Incomplete

Regents, NYCDOE, and Buffalo BOE authorized schools should enter financial contact information directly into the form within the portal by **November 1, 2022**.

Form for "Financial Services Contact Information"

1. School Based Fiscal Contact Information

School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone

2. Audit Firm Contact Information

School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm

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

Firm Name	Contact Person	Mailing Address	Email	Phone	Years With Firm

Entry 5 - Fiscal Year 2022-2023 Budget

Incomplete

SUNY-authorized charter schools should download the [2022-23 Budget and Quarterly Report Template](#) and the [2022-23 Budget Narrative Questionnaire](#) from the SUNY website and upload the completed template into Epicenter. SUNY CSI will forward to NYSED CSO. **Due November 1, 2022.**

Regents, NYCDOE, and Buffalo BOE authorized charter schools should upload a copy of the school's FY22 Budget using the [2022-2023 Budget Template](#) in the portal or from the Annual Report website. **Due November 1, 2022.**

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

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

Entry 6 - Board of Trustees Disclosure of Financial Interest Form

Completed - Aug 1 2022

Due on August 1, 2022, each member of the charter school's Board of Trustees who served on a charter school education corporation governing one or more charter schools for any period during the 2021-2022 school year must complete and sign a Trustee Disclosure of Financial Interest Form. Acceptable signature formats include:

- Digitally certified PDF signature (i.e., DocuSign)
- Manual signature (1. download to print, 2. manually sign, 3. scan signed document to PDF, and 4. upload into portal)

All completed forms must be collected and uploaded in .PDF format for each individual member. **The education corporation is responsible for completing the form for trustees who left the board during the reporting year.**

Forms completed from past years will not be accepted. **Only the latest version of the form** (updated in April, 2022) is acceptable.).

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

Discovery Charter School DFI 2022

Filename: Discovery_Charter_School_DFI_2022.pdf Size: 1.6 MB

Entry 7 BOT Membership Table

Completed - Aug 1 2022

Instructions

Required of ALL charter schools

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

Entry 7 BOT Table

1. SUNY-AUTHORIZED charter schools are required to provide information for VOTING Trustees only.

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

DISCOVERY CHARTER SCHOOL 800000070175

Authorizer:

Who is the authorizer of your charter school?

Board of Regents

1. 2021-2022 Board Member Information (Enter info for each BOT member)

	Trustee Name	Trustee 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 2021-2022
1	Scott Adair	scottmadair@nysscpa.org	Treasurer	Audit/Finance Committee, Executive Committee	Yes	3	07/01/2022	6/30/2025	11
2	Lisa M. Lewis	llewis@cfc.org	Vice Chair	DEI Comm Personnel Comm Executive Comm	Yes	3	07/01/2020	6/30/2023	9

3	Robert Stiles	rbstiles1010@gmail.com	Trustee/ Member	Governance Comm Personnel Comm	Yes	3	07/01/2021	6/30/2023	12
4	Sara Varhus	svarhus0@naz.edu	Chair	Executive Comm Audit/Finance Comm Governance Comm	Yes	5	07/01/2022	06/30/2025	12
5	Christina Wilkens	cwilkens@brockport.edu	Trustee/ Member	Academic Excellence Committee Governance Committee Executive Committee	Yes	2	07/01/2021	6/30/2024	12
6	Tamika Jackson	tamikajackson472@gmail.com	Trustee/ Member	Academic Excellence Comm DEI Committee	Yes	2	07/01/2021	6/30/2024	8
7	Lisa Montan	Lisamontanaro1988@gmail.com	Trustee/ Member	Academic Excellence Comm	Yes	1	06/30/2020	05/18/2022	11

	ero	mail.co m		tee DEI Commit tee					
8	Ebony Stubbs	estubbs 2012@g mail.co m	Parent Rep	Personn el Comm DEI Comm	Yes	1	04/30/2 021	6/30/20 23	11
9	Amy Slakes	amyslak es@gm ail.com	Secretar y	Executiv e Commit tee Audit/Fi nance Commit tee Academ ic Excellen ce Commit tee	Yes	1	05/31/2 021	06/30/2 023	11

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

Yes

1b. Board Member Information

	Trustee Name	Trustee 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 2021-2022
10	Daan Braveman	dbraveman7@naz.edu	Trustee/Member	Governance Committee DEI Committee	Yes	1	10/31/2020	06/30/2023	12
11	Sareer Fazili	Sareer.Fazili@Naz.edu	Trustee/Member	Audit/Finance Committee	Yes	1	10/31/2021	06/30/2023	7
12									
13									
14									
15									

1c. Are there more than 15 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, 2022	10
b.Total Number of Members Added During 2021-2022	1
c. Total Number of Members who Departed during 2021-2022	1
d.Total Number of members, as set in Bylaws, Resolution or Minutes	10

3. Number of Board meetings held during 2021-2022

14

4. Number of Board meetings scheduled for 2022-2023

12

Total number of Voting Members on June 30, 2022:

10

Total number of Voting Members added during the 2021-2022 school year:

1

Total number of Voting Members who departed during the 2021-2022 school year:

1

Total Maximum Number of Voting members in 2021-2022, as set by the board in bylaws, resolution, or minutes:

11

Total number of Non-Voting Members on June 30, 2022:

0

Total number of Non-Voting Members added during the 2021-2022 school year:

0

Total number of Non-Voting Members who departed during the 2021-2022 school year:

0

Total Maximum Number of Non-Voting members in 2021-2022, as set by the board in bylaws, resolution or minutes:

0

Board members attending 8 or fewer meetings during 2021-2022

2

Thank you.

Entry 8 Board Meeting Minutes

Completed - Aug 1 2022

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

Schools must upload a complete set of monthly board meeting minutes (July 2021-June 2022), which should match the number of meetings held during the 2021-2022 school year, as indicated in the above table. The minutes provided must be the final version approved by the school's Board of Trustees and may be uploaded individually or as one single combined file. Board meeting minutes must be submitted by **August 1, 2022**.

DCS Board Minutes 21-22

Filename: DCS_Board_Minutes_21-22.pdf Size: 3.4 MB

Entry 9 Enrollment & Retention

Completed - Aug 1 2022

Instructions for submitting Enrollment and Retention Efforts

Required of ALL Charter Schools

Describe the good faith efforts the charter school has made in 2021-2022 toward meeting targets to attract and retain the enrollment of Students with Disabilities (SWDs), English Language Learners (ELLs), and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2022-2023.

Entry 9 Enrollment and Retention of Special Populations

Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2021-2022	Describe Recruitment Plans in 2022-2023
Economically Disadvantaged	Continuation of common application and targeted recruitment centers. New position of Community Outreach Specialist as well as new position of Family Outreach Specialist have been added to support recruitment and retention in all preference areas.	Continuation of past efforts, added additional financial allocations to social-emotional learning for all students.
English Language Learners	Continuation of past efforts, Discovery has added additional staff who speak the home language of new students and families.	Continuation of past efforts, added additional financial allocations to social-emotional learning for all students.
Students with Disabilities	Continuation of past efforts	Continuation of past efforts, added a resource room to the continuum of services, added additional financial allocations to social-emotional learning for all students.

Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2021-2022	Describe Retention Plans in 2022-2023
Economically Disadvantaged	New position of Community Outreach Specialist as well as new position of Family Outreach Specialist have been added to support recruitment and retention in all preference areas.	Continuation of newly created outreach positions, added Primary Project as a support service, keeping a low staff to student ratio.
English Language Learners	Implementation of a cultural calendar to ensure holidays and events line up with school assessments and events. A multi-cultural event will be held this year to celebrate various cultures.	Added Primary Project as a support service, continued to attempt to diversity staff to meet needs of various students.
Students with Disabilities	Discovery added additional specialized staff (School Psychologist, additional Special Education Teachers) Also, a continuation to work with the NYS Charter School Network Special Education Work Group.	Maintained and enhanced continuum of services provided, continuation of past efforts to hire specialized staff.

Entry 10 - Teacher and Administrator Attrition

Completed - Aug 1 2022

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

A. TEACH System - Employee Clearance

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

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

^[1] Employees who must be cleared include, but are not limited to, teachers, administrative staff, janitors, security personnel and cafeteria workers, and other staff who are present when children are in the school building. **This includes paraprofessionals and other school personnel that are provided or assigned by the district of location, as well as related/contracted service providers.** See NYSED memorandum dated October 1, 2019 at <http://www.nysed.gov/common/nysed/files/programs/charter-schools/employeefingerprintoct19.pdf> or visit the NYSED website at: <http://www.highered.nysed.gov/tsei/ospa/fingerprintingcharts.html> for more information regarding who must be fingerprinted. Also see, 8 NYCRR §87.2.

B. Emergency Conditional Clearances

Emergency Conditional Clearances

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

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

Schools are asked to attest that they have reviewed and understand these requirements. More information can be found in the memo at [NYSED CSO Employee Clearance and Fingerprint Memo 10-2019](#).

Attestation

Responses Selected:

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

Entry 11 Percent of Uncertified Teachers

Completed - Aug 1 2022

Instructions

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

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

Enter the relevant full-time equivalent (FTE) count of teachers in each column. For example, a school with 20 full-time teachers and 5 half-time teachers would have an FTE count of 22.5.

Entry 11 Uncertified Teachers

School Name:

Instructions for Reporting Percent of Uncertified Teachers

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

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

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

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

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2022)	3
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2022)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2022)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2022)	1
Total Category A: 5 or 30% whichever is less	4.0

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

	FTE Count
i. Mathematics	0
ii. Science	0
iii. Computer Science	0
iv. Technology	0
v. Career and Technical Education	0
Total Category B: not to exceed 5	0.0

CATEGORY C: PLUS 5 ADDITIONAL UNCERTIFIED TEACHERS

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2022)	0
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2022)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2022)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2022)	0
Total Category C: not to exceed 5	0.0

TOTAL FTE COUNT OF UNCERTIFIED TEACHERS (Sum of Categories A, B AND C)

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

	FTE Count
Total	4

CATEGORY D: TOTAL FTE COUNT OF UNCATEGORIZED, UNCERTIFIED TEACHERS

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

	FTE Count
Total Category D	0

CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

	FTE Count
Total Category E	31

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	35

Thank you.



Entry 12 Organization Chart

Completed - Aug 1 2022

Instructions

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

Upload the 2021-2022 **Organization Chart**. The organization chart should include position titles and reporting relationships. Employee names should **not** appear on the chart.

DCS Organizational Chart 2021-2022

Filename: DCS_Organizational_Chart_2021-2022.pdf Size: 172.7 kB

Entry 13 School Calendar

Completed - Aug 1 2022

Instructions for submitting School Calendar

Required of ALL Charter Schools

If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 1, 2022 submission. Charter schools must upload a final school calendar into the portal and may do so at any time but no later than **September 15, 2022**.

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

Board of Regents-authorized charter schools also are required to submit school calendars that clearly indicate the start and end date of the instructional year AND the number of instructional hours and/or instructional days for each month. See an example of a calendar showing the requested information. Schools are encouraged to use a calendar template and ensure there is a monthly tally of instructional days.

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

2022-23 FINAL DCS Family Calendar

Filename: 2022-23_FINAL_DCS_Family_Calendar.pdf Size: 235.8 kB

Entry 14 Links to Critical Documents on School Website

Completed - Aug 1 2022

Instructions

Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item 5: Authorizer-approved DASA policy and NYSED-Approved School Discipline Policy

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

1. Current Annual Report (i.e., 2021-2022 Annual Report);[1]
2. Board meeting notices, agendas and documents;
3. New York State School Report Card;
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy **(For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)**;

5. District-wide safety plan, not a building level safety plan (as per the September 2021 Emergency Response Plan Memo;
6. Authorizer-approved FOIL Policy; and
7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List)

[1] Each charter school is required to make the Annual Report publicly available by August 1 and to post on their respective charter school website. Each school should post an updated and complete version to include accountability data and financial statements that are not or may not be available until after the August deadline (i.e., Repost when financials have been submitted in November.)

Form for Entry 14 Links to Critical Documents on School Website

School Name: Discovery Charter School Annual Report 2021-2022

Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item 4: Authorizer-approved DASA policy and NYSED-Approved School Discipline Policy

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

	Link to Documents
1. Current Annual Report (i.e., 2021-2022 Annual Report)	https://www.rochesterdiscovery.com/about-dcs/annual-report/
2. Board meeting notices, agendas and documents	https://www.rochesterdiscovery.com/about-dcs/board-of-trustees-meeting-minutes/
3. New York State School Report Card	https://www.rochesterdiscovery.com/nysed-school-report-card/
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	https://www.rochesterdiscovery.com/dasa/
5. District-wide safety plan, not a building level safety plan (as per the September 2021 Emergency Response Plan Memo	https://www.rochesterdiscovery.com/dcs-safety-plan/
6. Authorizer-approved FOIL Policy	https://www.rochesterdiscovery.com/foil-policy/
7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List)	https://www.rochesterdiscovery.com/foil-policy/

Thank you.



Entry 15 Staff Roster

Completed - Aug 1 2022

INSTRUCTIONS

Required of Regents and NYCDOE-authorized Charter Schools ONLY

Please click on the MS Excel Faculty/Staff Roster Template and provide the following information for **ANY and ALL** instructional and non-instructional employees.

Use of the 2021-2022 Annual Report Faculty/Staff roster template is required. Each of the data

elements, with the exception of the Notes, are required, and use of the drop-down options, when provided, is also required. Reminders: Please use the notes section provided to add any additional information as deemed necessary. Failure to adhere to the guidelines and validations in the Staff Roster Template will result in a resubmission of a fully corrected roster.

Please note the roster should include all staff employed any point from July 1, 2021 to June 30, 2022, including those employed on June 30th.

DCS faculty-staff-roster-template-2022-v2

Filename: DCS_faculty-staff-roster-template-2022-v2.xlsx **Size:** 25.0 kB

Optional Additional Documents to Upload (BOR)

Incomplete

**Disclosure of Financial Interest by a Current
or Former Trustee**

Trustee Name:

Lisa Montanaro

Name of Charter School Education Corporation:

Lisa Montanaro

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

N/A

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ Yes ☒ No

If Yes, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ Yes ☒ No

If Yes, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ Yes ☒ No

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

5. 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.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with 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 months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **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

7. 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) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or 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, check **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

**Disclosure of Financial Interest by a Current
or Former Trustee**

Trustee Name:

Tamika Jackson

Name of Charter School Education Corporation:

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Parent Representative

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ Yes ☒ No

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

5. 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.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with 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 months prior to such service. If there has been no such interest or transaction, check **None**.

☒ 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

7. 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) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or 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, check **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

- Tamika Jackson

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. The personal contact information provided below will be redacted.

Business Telephone:

Business Address:

E-mail Address:

tamikajackson472@gmail.com

Home Telephone:

(585) 503-1095

Home Address:

766 Maple Street

Tamika Jackson

Tamika Jackson (Jul 27, 2022 10:36 EDT)

7/27/22

Signature

Date

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

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. The personal contact information provided below will be redacted.

Business Telephone:

5853146895

Business Address:

111 Cassidy Way

E-mail Address:

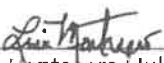
lisamontanaro1988@gmail.com

Home Telephone:

5853146895

Home Address:

111 Cassidy Way


Lisa Montanaro (Jul 29, 2022 13:14 EDT)

July 29, 2022

Signature

Date

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

**Disclosure of Financial Interest by a Current
or Former Trustee**

Trustee Name:

Scott M Adair

Name of Charter School Education Corporation:

Discovery Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Board Member and Treasurer

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ Yes ☒ No

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

5. 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.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with 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 months prior to such service. If there has been no such interest or transaction, check **None**.

**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

7. 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) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or 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, check **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

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. The 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:

scottmadair@nysscpa.org

Home Telephone:

585 329 9182

Home Address:

338 Bennington Hills, W Henrietta NY 14586



Signature



Date

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

**Disclosure of Financial Interest by a Current
or Former Trustee**

Trustee Name:

Daan Braveman

Name of Charter School Education Corporation:

Daan Braveman

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Board member

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ Yes ☒ No

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

5. 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.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with 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 months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **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

7. 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) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or 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, check **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

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. The personal contact information provided below will be redacted.

Business Telephone:

585-232-1403

Business Address:

Harter, Secrest and Emery, 1600 Bausch & Lomb Pl. Rochester, NY 14604

E-mail Address:

dbravem7@naz.edu

Home Telephone:

3157271957

Home Address:

22 Sandy Lane

Daan Braveman

Daan Braveman (Jul 18, 2022 11:35 EDT)

7.18.22

Signature

Date

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

**Disclosure of Financial Interest by a Current
or Former Trustee**

Trustee Name:

Sareer A. Fazili

Name of Charter School Education Corporation:

Sareer Fazili

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Board of Trustees

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ Yes ☒ No

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

5. 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.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with 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 months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **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

7. 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) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or 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, check **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

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. The personal contact information provided below will be redacted.

Business Telephone:

585-615-6351

Business Address:

16 E. Main St., Ste. 210, Rochester, NY 14614

E-mail Address:

Sareer.Fazili@GMail.com

Home Telephone:

15856156351

Home Address:

12 Sasan Parkway, Henrietta, NY 14614

Sareer A. Fazili

7/26/2022

Signature

Date

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

**Disclosure of Financial Interest by a Current
or Former Trustee**

Trustee Name:

Lisa Lewis

Name of Charter School Education Corporation:

Lisa Michelle Lewis

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Trustee, Vice Chair

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ Yes ☒ No

If Yes, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ Yes ☒ No

If Yes, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ Yes ☒ No

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

5. 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.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with 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 months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **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

7. 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) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or 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, check **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

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Business Telephone:

5857324616

Business Address:

79 N. Clinton Avenue Rochester, NY 14604

E-mail Address:

llewis@cfcrochester.org

Home Telephone:

5857324616

Home Address:

35 GoldenRod Lane Rochester, NY 14623



7/18/2022

Signature

Date

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

**Disclosure of Financial Interest by a Current
or Former Trustee**

Trustee Name:

Amy Slakes

Name of Charter School Education Corporation:

Discovery Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Secretary

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ Yes ☒ No

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

5. 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.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with 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 months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **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

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☒ **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

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Business Telephone:

Business Address:

E-mail Address:

amyslakes@gmail.com

Home Telephone:

5857949270

Home Address:

57 tryon park rochester, ny 14609

Amy Slakes

Amy Slakes (Jul 20, 2022 08:42 EDT)

7/20/2022

Signature

Date

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

**Disclosure of Financial Interest by a Current
or Former Trustee**

Trustee Name:

Robert Stiles

Name of Charter School Education Corporation:

Robeert Stiles

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).
Board Member, Member of Governance and Personnel Committees.

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ Yes ☒ No

If Yes, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ Yes ☒ No

If Yes, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ Yes ☒ No

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

5. 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.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with 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 months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **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

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☒ **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

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Business Telephone:

NA

Business Address:

NA

E-mail Address:

rbstiles1010@gmail.com

Home Telephone:

5859789220

Home Address:

1010 Allens Creek Rd

Robert B Stiles

Robert B Stiles (Jul 19, 2022 16:43 EDT)

7/19/2022

Signature

Date

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

**Disclosure of Financial Interest by a Current
or Former Trustee**

Trustee Name:

Ebony Stubbs

Name of Charter School Education Corporation:

Ebony Stubbs

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Parent Rep

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ Yes ☒ No

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

5. 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.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with 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 months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **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

7. 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) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or 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, check **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

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Business Telephone:

Business Address:

E-mail Address:

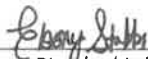
Estubbs2012@gmail.com

Home Telephone:

5856159398

Home Address:

231 LEMOYN AVE



Ebony Stubbs (Jul 25, 2022 16:16 EDT)

Signature

Date

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- Print form, manually sign, scan to PDF

last revised 04/2022

**Disclosure of Financial Interest by a Current
or Former Trustee**

Trustee Name:

Sara B. Varhus

Name of Charter School Education Corporation:

Discovery Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Chair, Board of Trustees

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

7. Identify each 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) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or 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, check **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

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Business Telephone:

None

Business Address:

None

E-mail Address:

svarhus0@naz.edu

Home Telephone:

3155910623

Home Address:

22 Greenwood Park, Pittsford, NY 14534



SARA B. VARHUS (Jun 28, 2022 10:34 EDT)

June 28, 2022

Signature

Date

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

**Disclosure of Financial Interest by a Current
or Former Trustee**

Trustee 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., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Board

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ Yes ☒ No

If Yes, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ Yes ☒ No

If Yes, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ Yes ☒ No

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

5. 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.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with 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 months prior to such service. If there has been no such interest or transaction, check **None**.

☒ 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

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☒ **None**

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Business Telephone:

(585) 395-5548

Business Address:

350 New Campus Dr., Brockport NY 14420

E-mail Address:

cwilkens@brockport.edu

Home Telephone:

585-248-8595

Home Address:

9 Thornwood Circle, Pittsford NY 14534

Christian P. Wilkens

Christian P. Wilkens (Jul 25, 2022 15:12 EDT)

7/25/2022

Signature

Date

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- Print form, manually sign, scan to PDF

last revised 04/2022

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

August 20, 2021; 8:15-9:30 A.M.

133 Hoover Drive, Rochester, new York 14625rev

Topic: Discovery Charter School- Board of Trustees Meeting 8.20.21

Time: August 20, 2021 08:00 AM Eastern Time (US and Canada)

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

Trustees Excused: T. Jackson, E. Stubbs

Also Present: S. Castner (School Director), A. Hagen (Operations), K. Snyder, S. Polowitz (Legal Counsel), M. Bradstreet (Data Coordinator)

1. Call to Order

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

2. Proof of Public Notice of Meeting

- a. Public Notice was provided in the *Democrat and Chronicle* and posted at the school.

3. Conflict of Interest Reminder

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

4. Opportunity for Public Comment; no public comment

- 5. **Consent Agenda:** Approve Minutes from Previous Meeting (6.25.21), **Resolution #427** and **Resolution #429** Checks Over \$5000; **Resolution #428** Approval of New Hires; Executive Committee Minutes (7.21.21); Moved by S. Adair, seconded by L. Lewis, approved unanimously.

6. Committee Reports

- a. Executive Committee: As included in the consent agenda, approval of meeting minutes (7.21.21) & approval of roster of new hires for the 2021-22 School Year.
- b. Academic Excellence Committee: *No report. Noted that the next meeting will follow up with the Instructional Leadership Team regarding the new ELA curriculum, as well as a review of current instructional practices.*

c. Governance Committee Report:

- i. R. Stiles shared that the committee met with a potential trustee candidate, Sareer Fazili, a current attorney with Cellino and former President of the Rochester Islamic Center.
- ii. R. Stiles noted that the committee feels that Mr. Fazili would make an excellent addition to the Board, and shared that Mr. Fazili feels very strongly on issues of student inclusion practices.
- iii. It was the recommendation of the committee that Mr. Fazili be advanced for official nomination.
- iv. A vote to approve the advance of nomination for Mr. Fazili; Moved by R. Stiles, seconded by D. Braveman, approved unanimously.

d. Personnel Committee Report:

- i. L. Lewis shared that the committee met for annual review of the 2021-2022 Employee Handbook, which had been shared electronically with all Trustees
- ii. **Resolution #436** Approval of the 2021-2022 Employee Handbook; Moved by S. Adair, seconded by L. Montanaro, approved unanimously.

e. Audit & Finance Committee Report: *No Report*

f. Ad Hoc Committee on Diversity, Equity & Inclusion:

- i. No meeting this month, but it was shared that the August meeting will contain a presentation for the Board for this year's 21-day Trustee Challenge for DE&I

g. Parent Representative Report: *No Report*

7. **School Director Report**

- i. **Resolution #430:** Revision to Family Handbook; Moved by C. Wilkins, seconded by L. Lewis, approved unanimously.
- ii. M. Bradstreet (Data Coordinator) presented the updated DCS safety plan to the Trustees. The safety plan was designed after M. Bradstreet attended the public meeting held with the Monroe County Department of Health, and the Rochester City School District. The DCS plan, as presented must remain open until September 1st for public comment. **Resolution #431:** Approval of DCS Safety Plan; Moved by S. Adair, seconded by C. Wilkins, approved unanimously.
 - 1. It was determined that a specific Covid-19 reopening plan must be designed. A motion to direct the Executive Committee to design a Covid-19 reopening policy with S. Castner; Moved by R. Stiles, seconded by D. Braveman, approved unanimously.
 - 2. The date for a special meeting is planned for Thursday, August 27th at 8:00am.
- iii. **Resolution #432:** 2021-2022 Revised Organizational Chart; Moved by S. Adair, seconded by L. Montanaro, approved unanimously.

8. Approval of Strategic Plan, 2021-2024: Resolution #433; Moved by S. Varhus, seconded by A. Slakes, approved unanimously.
9. Approval of Board Committee Membership
 - a. 2021-2022: **Resolution #434** Election of Board Secretary, Amy Slakes; Moved by L. Lewis, seconded by C. Wilkins, approved unanimously.
10. Confirmation of 2021-22 IT Contract; revised language is needed surrounding Title 9 on the counsel of S. Polowicz.
 - a. Resolution #435: pushed to the next meeting to have contractual language reworded.
11. Proposal for Discovery fencing project:
 - a. K. Cousin (PE Teacher) presented the Trustees with 3 quotes for the installation of a residential chain link fence so the classes may better utilize the available outdoor space for students during PE class.
 - b. The three quotes presented were from Steadman (\$11,552), Regency (\$11,320), and Irishman (\$11,100). The recommendation from K. Cousin was to go with Irishman based on both cost and soonest availability for project completion.
 - c. K. Cousin explained that Covid has forced instructional pod sizes to be made smaller, and this contained outdoor classroom will enable them to adequately separate students for physical education and recess.
 - d. It was noted that ESF, the landlord has already approved the plan proposal for the addition of a fence.
 - e. Fencing project; Approval to contract Irishmen Fencing for completion of the project; Moved by S. Adair, seconded by L. Lewis, approved unanimously.
12. **Motion to move into confidential Executive Session:** Moved by D. Braveman, seconded by S. Adair, approved unanimously. **Motion to move out of Executive Session:** Moved by Lisa Lewis, seconded by Scott Adair, approved unanimously.
13. Motion to approve **Resolution #438:** Salary Increase for School Director: Moved by Amy Slakes, seconded by Daan Braveman, approved unanimously.
14. **Old Business:** none
15. **New Business:** none
16. **Adjournment:** The meeting was adjourned at 9:30 am.

Next Meetings: Friday, September 27, 2021

Future Agenda Items: Approval of 2021-22 IT Contract

Minutes submitted by A. Hagen

DISCOVERY CHARTER SCHOOL BOARD OF TRUSTEES
SPECIAL MEETING MINUTES
August 27, 2021; 8:00-9:00 A.M.
133 Hoover Drive, Rochester, New York 14615

Topic: **Discovery Charter School- Board of Trustees Special Meeting 8.29.21**
Time: August 27, 2021 08:00 AM Eastern Time (US and Canada)

Trustees Present: S. Varhus (Chair), A. Slakes (Secretary), D. Braveman, A. Slakes, E. Stubbs, C. Wilkins, R. Stiles

Trustees Excused: S. Adair (Treasurer), L. Lewis (Vice Chair), T. Jackson

Also Present: S. Castner (School Director), A. Hagen (Operations), K. Snyder (Administrative Intern), S. Polowitz (Legal Counsel), M. Bradstreet (Data Coordinator), K. Cousin (Administrative Intern)

1. Call to Order

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

2. Proof of Public Notice of Meeting

- a. Public Notice was provided in the *Democrat and Chronicle* and posted at the school.

3. Conflict of Interest Reminder

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

4. Opportunity for Public Comment; no public comment

5. DCS COVID Health and Safety Measures

- a. M. Bradstreet presented current safety logistics and procedures in place at Discovery.
 - i. Before coming to work, all staff need to do a self-assessment to ensure that they are not exhibiting any of the following symptoms:
 - 1. Fever of 100.4 or higher
 - 2. Loss of taste or smell
 - 3. Sore throat
 - 4. Shortness of Breath or trouble breathing
 - 5. Nausea, vomiting, diarrhea
 - 6. Cough
 - 7. Muscle Pain or Body Aches
 - 8. Headache
 - 9. Nasal Congestion/Runny Nose

- ii. Upon arriving at school, all staff will first stop at a station near Door 19 for temperature checks, hand sanitizer, and to sign in.
- b. COVID-19 Safety Protocols
 - i. Staff and Student MUST:
 - 1. Wear masks while indoors (NYS Mask Mandate)
 - 2. In classrooms students are to maintain 3-feet social distancing and move to 6-feet when removing masks for eating
 - 3. Staff must do a self assessment each morning and contact DCS Administration if they are exhibiting any of the systems listed above.
 - 4. Small groups/pods will be composed of students from the same class to avoid any student mixing
 - 5. Materials will not be shared, each student will be provided an individual supply box
 - 6. Teachers and Staff are asked to use school supplied cleaning materials to sanitize desks, chairs, etc. Daily.
 - 7. Custodians will regularly sanitizr high touch areas (doorknobs, railings, light switches etc.)
 - ii. In the case that a student or staff has tested Positive for Covid, that person will be required by the Monroe County Department of Health to quarantine for ten days. DCS and MCDOH will determine if any other individuals were exposed. It will be based on the determination of the MCDOH whether an individual must quarantine.

6. DCS COVID Vaccine Requirements for Staff

- a. Executive Committee had met surrounding COVID vaccination requirments for staff, and it was noted by the Board Chair that it is important to bring that discussion to this Special Meeting for all Trustees to consider differing viewpoints.
- b. The Execuitve Committe drafted two options for the Trustees to consider to decide on vaccination requirments for Staff.
 - i. **OPTION #1** Vaccine Requirements for Staff: Vaccine with Testing Option

Discovery Charter School will require weekly COVID-19 testing for all staff who are not fully vaccinated for the start of the 2021-22 school year. Proof of vaccination needs to be provided to Matt Bradstreet by Thursday, 8/26 by 4:00. The week of September 6th will be the first required time to get tested for all unvaccinated staff. Monroe County sites offer free testing. All other testing sites may require a fee. Testing will need to take place outside of school hours. Results need to be reported by Matt Bradstreet weekly.

If NYS implements a vaccine mandate, Discovery Charter School will follow and require all employees to be fully vaccinated or have an approved medical/religious exemption by the date outlined by the NYS.

Anyone who has an exemption will be required to test weekly.

Masks and temperature checks are required daily regardless of vaccination status or presentation of symptoms.

ii. **OPTION #2** Vaccine Requirement for Staff with Exemptions only for Documented Sincerely Held Religious Belief or Medical Issues

The DCS Board of Trustees accepts as its highest responsibility the learning and welfare of our school's 280 children. We also recognize the care and dedication that the DCS staff have always shown for our children's education and well-being. Now, given that our students cannot be vaccinated against COVID and the FDA has approved the Pfizer vaccine, we will implement all of the measures proven to reduce the spread of the virus and to mitigate the severity of COVID infections: masks, health monitoring, social distancing, cleaning and ventilation, COVID testing, and vaccination. These efforts will also support the continuity of our students' education.

DC will require all employees by September 30 to be fully vaccinated or have an approved medical/religious exemption. Anyone who has an approved exemption will be required to test weekly.

Between September 6 and September 30, Discovery Charter School will require weekly COVID-19 testing for all staff who are not fully vaccinated for the start of the 2021-22 school year.

- Proof of vaccination needs to be provided to Matt Bradstreet by Thursday, 8/26 by 4:00.
- Monroe County sites offer free testing. All other testing sites may require a fee. Testing will need to take place outside of school hours. Results need to be reported by Matt Bradstreet weekly.

Masks and temperature checks are required daily regardless of vaccination status or presentation of symptoms.

- c. The Board Voted, and decided by majority, that at this time Discovery Charter School would follow Option #1, *Vaccine with Testing Option*, **with the added requirement that testing for the unvaccinated will be done twice per week**. It was determined that the vote for Option #1 be time limited, and a Special Meeting will be planned for October 1st to reconvene on the decision. Moved by S. Varhus, seconded by A. Slakes, unanimously approved.

The language of the policy to be distributed to DCs will be as follows:

The DCS Board of Trustees accepts as its highest responsibility the learning and welfare of our school's 280 children. We also recognize the care and dedication that the DCS staff have always shown for our children's education and well-being. Given that our students cannot be vaccinated against COVID and the FDA has approved the Pfizer vaccine, we believe that we should implement all of the measures proven to reduce the spread of the virus and to mitigate the severity of COVID infections including: masks, health monitoring, social distancing, cleaning and COVID testing, and vaccination, etc.

Proof of vaccination needs to be provided to Matt Bradstreet by Thursday, 8/26 by 4:00.

For staff who are not fully vaccinated by the start of the 2021-22 school year, Discovery Charter School will require twice weekly (every four days), lab based COVID-19 testing.

Monroe County sites offer free testing. Other testing sites may require a fee. Testing will need to take place outside of school hours. Results need to be reported to Matt Bradstreet twice a week.

The first test results must be reported within 72 hours of the beginning of the school year (September 6), and every four days thereafter.

Masks and temperature checks are required daily regardless of vaccination status or presentation of symptoms.

For staff who choose to be vaccinated now, DCS will provide additional PTO for getting the shot and, if necessary, recovering from the side effects of the vaccine.

This policy will remain in force through October 1. At the end of September, the Board of Trustees will consider a vaccination requirement for staff, with lawfully approved exemptions. (In that event, there may continue to be a testing requirement for those who have an exemption.)

If NYS implements a vaccine mandate before October 1, Discovery Charter School will adopt any additional requirements in that mandate, including the requirement that all employees be fully vaccinated or have a lawfully approved exemption in accordance with the NYS mandate.

7. Old Business: *none*

8. New Business: *none*

9. **Adjournment:** D. Braveman moved, and R. Stiles seconded a motion to adjourn; the motion carried unanimously at 8:28 am.

Next Meetings: *Friday, September 17, 2021*

Minutes submitted by A. Hagen

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

September 17, 2021; 8:15-9:30 A.M.
133 Hoover Drive, Rochester, New York 14615

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

Topic: **Discovery Charter School- Board of Trustees Meeting 9.17.21**
Time: September 17, 2021 08:00 AM Eastern Time (US and Canada)

Join Zoom Meeting
<https://us04web.zoom.us/j/76119527057?pwd=cml0TExoS1hSYmlqb2VYK013aUgzUT09>

Meeting ID: 761 1952 7057
Passcode: Discovery

Trustees Present: S. Varhus (Chair), L. Lewis (Vice Chair), A. Slakes (Secretary), L. Montanaro, C. Wilkins, R. Stiles, E. Stubbs

Trustees Excused: S. Adair (Treasurer), D. Braveman, T. Jackson

Also Present: S. Castner (School Director), A. Hagen (Operations), K. Snyder, S. Polowitz (Legal Counsel), S. Fazali (Trustee Candidate).

1. Call to Order

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

2. Proof of Public Notice of Meeting

- a. Public Notice was provided in the *Democrat and Chronicle* and posted at the school.

3. Conflict of Interest Reminder

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

4. Opportunity for Public Comment; no public comment

5. **Consent Agenda:** Approve Minutes from Previous Meeting (8.20.21), and Special Meeting (8.27.21); **Resolution #439** Checks Over \$5000; Executive Committee Minutes (8.26.21); Moved by A. Slakes, seconded by L. Montanaro, approved unanimously.

6. Committee Reports

- a. Executive Committee: Met to discuss Discovery's vaccination policy for staff, and will be bringing discussion to the Special Meeting.
- b. Academic Excellence Committee: *No report. Noted that the next meeting will follow up with the Instructional Leadership Team regarding the new ELA curriculum, as well as a review of current instructional practices.*
- c. Governance Committee Report:
 - i. R. Stiles welcomed potential trustee candidate, Sareer Fazili, a current attorney with Cellino and former President of the Rochester Islamic Center.
 - ii. R. Stiles noted that the Committee is moving forward with the process of seeking CSO approval for S. Fazali to be approved as a voting Trustee.
- d. Personnel Committee Report:
 - i. L. Lewis shared that the committee will meet directly after the Board of Trustees Meeting today.
 - ii. Scheduled for discussion at the meeting will be Paid Family Leave and the process for evaluating the School Director.
- e. Audit & Finance Committee Report:
 - i. S. Adair in knowing that he would be absent from the Trustees meeting, e-mailed a description of the annual closing audit meeting with the external auditors Mengel, Metzger & Barr.
 - ii. Highlight of the Financial Statements was the fact that Discovery's PPP Loan was forgiven during this fiscal year and thus was recognized as revenue in the 2020-2021 fiscal year. This was the primary driver in the \$816K surplus last year.
 - iii. Discovery ended the year with Net Assets (Equity) without donor restrictions (meaning can be spent without restrictions) of \$632K. This is exactly what the Finance Committee had spent explaining to the Charter School Office during the renewal application process.
 - iv. The Auditors expressed an "Unmodified" opinion on Discovery's financial statements which is the best we can get. The Audit is a pass/fail grading system and Discovery passed.
 - v. No significant changes to our accounting policies this past year. No significant changes to the footnotes to our financial statements.
 - vi. The Auditors had no findings regarding the financial statements of the transactions that they tested during this past year. This is a great thing from the Board's perspective. The leadership of the School should be applauded for this.

- vii. S. Adiar took the time to congratulate and thank all those involved: S. Castner, L. Corbett, A. Hagen and A. Culver.

f. Ad Hoc Committee on Diversity, Equity & Inclusion:

- i. No meeting this month, but it was shared that L. Lewis and T. Jackson are finalizing the schedule for an approach to Board training.

g. Parent Representative Report: *No Report*

7. School Director Report

- i. S. Castner shared that the school hours needed to be changed at the last minute due to the RCSD bus driver shortage.
- ii. Wayne Kittelberger, head of RCSD transportation, came to meet with the S. Castner in person to discuss the change.
- iii. The hours of the school needed to be changed from M-F 8:30am-2:30pm- to the new hours of M/T/R/F 9:00am-4:10pm and W 9:00am-12:15pm.
- iv. It was made clear by the District that if Discovery did not accept these new hours, the students would not have transportation for the school year.
- v. The district also delayed the start of available transportation by one day to design new bus routes, so the first day of school for Students will be moved to Thursday, September 9th.
- vi. The Leadership Team came in over the Labor Day weekend to call each family to communicate this change in hours and start date.
- vii. The change in hours also propelled the need to contract an ESN bus for early dismissal on Wednesdays for Greece students, as the Greece district could not accommodate the early dismissal day.
- viii. M. Bradstreet will continue to track staff vaccination and weekly testing- and will share data with the Trustees at each meeting.

8. Resolution #435: Confirmation of 2021-2022 IT Contract (*Deferred to next meeting on the recommendation of Legal Counsel S. Polowitz regarding current language*)

9. Discovery Policy Review: New Process through Google docs

- i. M. Bradstreet has uploaded all current policies into a Google doc to streamline the review process
- ii. All Trustees will be given access and permission to edit and add suggestions in a manner that changes are tracked.
- iii. The policies have been organized by sub-committee for the review process.

10. **Old Business:** *none*

11. **New Business:** *none*

12. **Adjournment:** The meeting was adjourned at 8:41 am. (Moved by R. Stiles, seconded by L. Lewis, approved unanimously)

Next Meetings: *Special Meeting Friday, October 1, 2021*

Future Agenda Items: *Approval of 2021-22 IT Contract*

Minutes submitted by A. Hagen

DISCOVERY CHARTER SCHOOL BOARD OF TRUSTEES
SPECIAL MEETING MINUTES
October 1, 2021; 8:00-9:00 A.M.
133 Hoover Drive, Rochester, New York 14615

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

Topic: Discovery Charter School- Board of Trustees Special Meeting (DCS Covid Vaccination Policy)
10.1.21

Time: Oct 1, 2021 08:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us04web.zoom.us/j/75326970512?pwd=b213VkZHEm5RMlQ0NHdNb1dtbFN2dz09>

Meeting ID: 753 2697 0512

Passcode: Discovery

Trustees Present: S. Varhus (Chair), L. Lewis (Vice Chair), A. Slakes (Secretary), S. Adair (Treasurer), D. Braveman, A. Slakes, E. Stubbs, C. Wilkins, R. Stiles

Trustees Excused: T. Jackson

Also Present: S. Castner (School Director), A. Hagen (Operations), K. Snyder (Administrative Intern), S. Polowitz (Legal Counsel), M. Bradstreet (Data Coordinator), S. Fazali (Trustee Candidate)

1. Call to Order

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

2. Proof of Public Notice of Meeting

- a. Public Notice was provided in the *Democrat and Chronicle* and posted at the school.

3. Conflict of Interest Reminder

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

4. Opportunity for Public Comment; no public comment

5. DCS COVID Vaccine Requirements for Staff

- a. At the previous Special Board meeting (08.27.21) the Board had drafted two options for the to consider to decide on vaccination requirements for Staff.

i. **OPTION #1** Vaccine Requirements for Staff: Vaccine with Testing Option

Discovery Charter School will require weekly COVID-19 testing for all staff who are not fully vaccinated for the start of the 2021-22 school year. Proof of vaccination needs to be provided to Matt Bradstreet by Thursday, 8/26 by 4:00. The week of September 6th will be the first required time to get tested for all unvaccinated staff. Monroe County sites offer free testing. All other testing sites may require a fee. Testing will need to take place outside of school hours. Results need to be reported by Matt Bradstreet weekly.

If NYS implements a vaccine mandate, Discovery Charter School will follow and require all employees to be fully vaccinated or have an approved medical/religious exemption by the date outlined by the NYS.

Anyone who has an exemption will be required to test weekly.

Masks and temperature checks are required daily regardless of vaccination status or presentation of symptoms.

ii. **OPTION #2** Vaccine Requirement for Staff with Exemptions only for Documented Sincerely Held Religious Belief or Medical Issues

The DCS Board of Trustees accepts as its highest responsibility the learning and welfare of our school's 280 children. We also recognize the care and dedication that the DCS staff have always shown for our children's education and well-being. Now, given that our students cannot be vaccinated against COVID and the FDA has approved the Pfizer vaccine, we will implement all of the measures proven to reduce the spread of the virus and to mitigate the severity of COVID infections: masks, health monitoring, social distancing, cleaning and ventilation, COVID testing, and vaccination. These efforts will also support the continuity of our students' education.

DC will require all employees by September 30 to be fully vaccinated or have an approved medical/religious exemption. Anyone who has an approved exemption will be required to test weekly.

Between September 6 and September 30, Discovery Charter School will require weekly COVID-19 testing for all staff who are not fully vaccinated for the start of the 2021-22 school year.

- Proof of vaccination needs to be provided to Matt Bradstreet by Thursday, 8/26 by 4:00.
- Monroe County sites offer free testing. All other testing sites may require a fee. Testing will need to take place outside of school hours. Results need to be reported by Matt Bradstreet weekly.

Masks and temperature checks are required daily regardless of vaccination status or presentation of symptoms.

- b. The Board had Voted on 8.27.21, and decided by majority, that at this time Discovery Charter School would follow Option #1, *Vaccine with Testing Option*, **with the added requirement that testing for the unvaccinated will be done twice per week**. It was determined that the vote for Option #1 be time limited, and a Special Meeting will be planned for October 1st to reconvene on the decision.

The language of the policy to be distributed to DCs will be as follows:

The DCS Board of Trustees accepts as its highest responsibility the learning and welfare of our school's 280 children. We also recognize the care and dedication that the DCS staff have always shown for our children's education and well-being. Given that our students cannot be vaccinated against COVID and the FDA has approved the Pfizer vaccine, we believe that we should implement all of the measures proven to reduce the spread of the virus and to mitigate the severity of COVID infections including: masks, health monitoring, social distancing, cleaning and COVID testing, and vaccination, etc.

Proof of vaccination needs to be provided to Matt Bradstreet by Thursday, 8/26 by 4:00.

For staff who are not fully vaccinated by the start of the 2021-22 school year, Discovery Charter School will require twice weekly (every four days), lab based COVID-19 testing.

Monroe County sites offer free testing. Other testing sites may require a fee. Testing will need to take place outside of school hours. Results need to be reported to Matt Bradstreet twice a week.

The first test results must be reported within 72 hours of the beginning of the school year (September 6), and every four days thereafter.

Masks and temperature checks are required daily regardless of vaccination status or presentation of symptoms.

For staff who choose to be vaccinated now, DCS will provide additional PTO for getting the shot and, if necessary, recovering from the side effects of the vaccine.

This policy will remain in force through October 1. At the end of September, the Board of Trustees will consider a vaccination requirement for staff, with lawfully approved exemptions. (In that event, there may continue to be a testing requirement for those who have an exemption.)

If NYS implements a vaccine mandate before October 1, Discovery Charter School will adopt any additional requirements in that mandate, including the requirement that all employees be fully vaccinated or have a lawfully approved exemption in accordance with the NYS mandate.

6. Revisiting Vaccination Policy for Staff at this Special Meeting: Discussion (10.1.21)

- a. M. Bradstreet began by leading a discussion on how things are currently going at the school.
- b. M. Bradstreet shared that Discovery is sending home, on average, 3-5 students/day that are exhibiting *any* Covid-symptoms.
- c. Since the start of the year 3 staff have tested positive for Covid. M. Bradstreet noted that of the 3 staff that tested positive, 2 were vaccinated, and 1 was not.
- d. M. Bradstreet shared that the School Nurse is doing a tremendous job of communicating with families when students have to be picked up from school and tested before returning.
- e. The school does have an established quarantine area where students may be separated if they are exhibiting symptoms.
- f. Discovery continues to follow all guidance from the Monroe County Department of Health.

- g. S. Castner (School Director) noted that there are 12 current Faculty who are unvaccinated. She shared that during individual conversations with each, she is certain that 10 will leave Discovery if the Trustees require a vaccination mandate versus weekly testing.
- h. S. Castner noted that based on conversations with local charter schools, she believes that Discovery is doing far more in terms of controllable precautions.
- i. S. Castner noted small pods, few student transitions, student lunch in classrooms, increasing social distancing from the 3-feet requirement to 6-feet when students remove masks to eat.
- j. S. Castner noted frustration in getting transportation departments to enforce masking on the bus, as students are regularly seen arriving to school without one.
- k. S. Castner's (School Director) recommendation continues to be to wait for State Guidance before pushing a vaccination mandate on staff. Currently Discovery is meeting all state guidance requirements with weekly staff PCR testing of the unvaccinated, with the added rapid test provided by the MCDOH at the School.
- l. S. Castner shared that Rochester Prep lost 20% of its teachers after imposing a vaccination mandate- and she fears a similar outcome would be seen at Discovery with a mandate. Since the local Districts are actively hiring she shared that Teachers at this time could easily find alternate employment.
- m. S. Adair supported the views of S. Castner, by stating he has a difficult time supporting a mandate with no long term studies on the vaccine. S. Adair also confirmed that RTS is not currently mandating that their drivers be vaccinated.
- n. E. Stubbs shared that she continues to be a proponent of individual choice when it comes to the vaccine.
- o. S. Varhus noted that recent news has indicated that it might be as early as November that a vaccine gains FDA approval for students under 12, in which case staff requirements will have to be reevaluated anyway.
- p. L. Lewis says her organization, Catholic Family Centers of Rochester, won't mandate for their staff until the State mandates- and shares that she understands the different opinions around the vaccine.
- q. C. Wilkins strongly voiced his recommendation for the Trustees to move forward with the mandate, sharing that he believes the longer the delay, the greater risk there is for students and staff. We cannot say that we are doing everything possible to keep our kids safe if we do not mandate vaccination for staff.
- r. D. Braveman shared that there is medical evidence showing the vaccine to be effective. D. Braveman does support not changing the current policy, if the tracking does in fact show the unvaccinated getting tested twice a week.
- s. A. Slakes shared that it is her recommendation to continue current policy for now, and wait for State guidance for schools.
- t. R. Stiles questioned how much we would really be improving the safety of students by mandating at this time?
- u. S. Varhus (Board Chair) inquired whether it would be possible to require new staff be vaccinated. A discussion of the Trustees determined that it would be prudent to keep all policies the same for all staff.
 - i. C. Wilkins made a formal motion to the Trustees that a vaccine be mandated immediately for all staff and for the Trustees to vote in favor.
 - 1. L. Montanaro- seconded

2. D. Braveman- opposed
 3. A. Slakes- opposed
 4. R. Stiles- opposed
 5. L. Lewis- opposed
 6. S. Varhus- opposed
 - ii. The Trustees voted in favor of continuing current policy- S. Varhus Moved, D. Braveman seconded; unanimously approved.
 - iii. A proposal was made to revisit the current policy at each regularly scheduled Board Meeting, the next being November 19th.
7. Old Business: *none*
8. New Business: *none*
9. **Adjournment:** D. Braveman moved, and R. Stiles seconded a motion to adjourn; the motion carried unanimously at 9:58 am.

Next Meetings: *Friday, October 15, 2021*

Minutes submitted by A. Hagen

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

October 15, 2021; 8:15-9:30 A.M.

133 Hoover Drive, Rochester, New York 14615

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

Topic: Discovery Charter School- Board of Trustees Meeting 10.15.21

Time: October 15, 2021 08:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us04web.zoom.us/j/77031951612?pwd=L3A4cnBuY2tTZURvZmFxVGQwVWJhQT09>

Meeting ID: 770 3195 1612

Passcode: Discovery

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

Trustees Excused: none

Also Present: S. Castner (School Director), A. Hagen (Operations), K. Snyder, S. Polowitz (Legal Counsel), S. Fazali (Trustee Candidate), C. Diaz (ELA Instructional Coach), J. Schultz (Math Coach), M. Bradstreet (Data Coordinator),

1. Call to Order

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

2. Proof of Public Notice of Meeting

- a. Public Notice was provided in the *Democrat and Chronicle* and posted at the school.

3. Conflict of Interest Reminder

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

4. Opportunity for Public Comment; no public comment

5. **Consent Agenda:** Approve Minutes from Previous Meeting (9.17.21), and Special Meeting (10.01.21); **Resolution #442** Checks Over \$5000; Moved by S. Adair, seconded by S. Varhus, approved unanimously.

6. Committee Reports

- a. Executive Committee: Met in preparation of Special Meeting: to revisit Discovery's vaccination policy for staff- with full Board discussion held 10.01.21.
- b. Academic Excellence Committee: *No report. Noted that the next meeting will follow up with the Instructional Leadership Team regarding the new ELA curriculum, as well as a review of current instructional practices. Committee members will be polled to schedule regular monthly meeting time availability.*
- c. Governance Committee Report:
 - i. Trustee A. Slakes shared with the committee that she will be working as a substitute teacher in RCSD; the committee agreed it is not a conflict of interest to her Trustee position
 - ii. R. Stiles noted that the Committee is moving forward with the process of seeking CSO approval for S. Fazali to be approved as a voting Trustee- the motion will be made later in this meeting.
- d. Personnel Committee Report:
 - i. L. Lewis shared that the committee will meet next on Friday, October 22nd @ 10:00am.
- e. Audit & Finance Committee Report:
 - i. S. Adair shared that the committee met yesterday to discuss P&L and balance sheet and looking at stimulus funding.
 - ii. Trustee A. Slakes was on the call and S. Adair commended her for bringing a new set of eyes to the review process, as well as valuable commentary.
 - iii. The Committee discussed the increased hours select staff are working to accommodate the district's transportation shortages; it was proposed that for the 30 faculty who work the additional 90 minutes on Monday, Tuesday, Thursday, and Friday for the Dragon Power Hour afterschool program- they receive \$37.50 per day/number of days each quarter. The proposal was made to compensate teachers quarterly based on daily attendance reports.
 - iv. It was recommended by the Finance Committee that the process move forward, and a joint meeting between the Finance Committee and Personnel Committee be scheduled for final stipend approval.
- f. Ad Hoc Committee on Diversity, Equity & Inclusion:
 - i. L. Lewis shared the video "Race for the \$100"
 - ii. The Trustees all agreed that the video shared a very powerful message
 - iii. L. Lewis asked the Trustees to share their thoughts to begin a candid discussion about DE&I.
 - 1. R. Stiles noted that the video was a further reinforcement of what we already know; and helps further understand that racial disparities can contribute to economic

differences. He noted the people in the video who had what could be called “advantages” were taking all the steps towards the \$100. R. Stiles also noted that when the facilitator in the video had the “forward steppers” look behind them- it was very clear the disparities that cause others to never reach the finish line.

2. R. Stiles reminded everyone that Discovery Charter School was founded on the basis of promoting equity in our community.
- iv. S. Varhus posed a question to the group, “What is our purpose?”. There are many factors in the lives of our students that we cannot control (configuration of families, economic status, English as a second language etc.) “What are we doing to promote equity via other means?”
- v. L. Lewis shared her thoughts that inequality is not just between races, it is between income and wealth too.
- vi. T. Jackson said that the Trustees should find more ways to provide resources to students through the school- the winter coat program, fresh fruit and vegetable program, Back-Pack program etc. are all steps in the right direction, but the sentiment was made that we should always be trying to do more.
- vii. S. Varhus asked the School Director to share what support services Discovery currently provides. S. Castner shared that we had two new positions created this year, A Community Outreach Specialist as well as a Family Outreach Specialist- to expand the school’s support services.
- viii. L. Lewis inquired what the school may be doing to support emotional well being for the students after the pandemic- and perhaps this would be an area for the Trustees to consider additional hires.
- ix. S. Adair noted that one of the outcomes of the pandemic was that it has enabled educators to become much closer to families, via Zoom videos into students’ homes. S. Adair asked the School Director, from a budgetary perspective, what does DCS need to be successful? He emphasized to the Trustees that it will fall on the Board to execute any follow-up plans and next steps.
- x. D. Braveman really urged the Trustees to seriously consider the transition to a Community School Model, as logistically that model will most fully provide families with the supports being discussed.
- xi. S. Varhus advised that the next step would be to invite a representative to a future Board Meeting who is knowledgeable on the Community School Model to provide more information for the Trustees to consider for future planning.

g. Parent Representative Report: *No Report*

7. Nomination of Sareer Fazili to Board of Trustees

- a. The Discovery Charter School Board of Trustees, having conducted a thorough criminal history record check via fingerprinting which is deemed acceptable by NYSED, and having discovered no State or federal criminal history, or having provided information regarding such history to NYSED, if found, and having verified that any academic and/or professional credential or qualification presented by the proposed member is genuine, and having reviewed the application in its entirety, has made a motion to select Mr. Sareer Fazili as a member to its Board of Trustees, with a term

expiring on the date of the July 2024 Annual Meeting of Discovery Charter School, pending approval by NYSED. The resolution approving Mr. Fazili is adopted upon NYSED's approval.

- b. **Resolution #440:** Approval of nomination of Sareer Fazili as a member to Discovery's Board of Trustees; Moved by R. Stiles, seconded by T. Jackson, approved unanimously.
- c. **Resolution #441:** The Discovery Charter School Board of Trustees approves a membership of 11 trustees, effective upon the approval of the nomination of Mr. Sareer Fazili by the NYS Department of Education; Moved by R. Stiles, seconded by L. Lewis, approved unanimously.

8. School Director Report

- i. S. Castner shared current enrollment for K-6 is at 278, with special needs populations shared:

SWD 20-21	SWD 21-22	ENL 20-21	ENL 21-22
14.2%	18.5%	14%	13.5%

(i) S. Castner shared building Glows:

- Students are ready to learn, minimal distractions, 4 total referrals since the beginning of school,
- Student work has improved in terms of showing their work,
- Students are engaged with Iready and seem to enjoy the program,
- Concrete plan for special programming (Icot rooms),
- ELA New Curriculum: Module weekly assessments show steady progress of skills

(ii) S. Castner shared building Grows:

- K-1 deficient- current second graders only had half a year- there have been social challenges working together, being in line, social norms etc,
- Iready assessments are computerized which is a new skill for students,
- Teachers are overwhelmed with new curriculum, new Iready, being generally overwhelmed with being back full time, the grind of returning to in person all day.

- (iii) Next month- S. Castner shared that ILT will have walkthrough data based on our consistencies

9. Discovery Policy Review: New Process through Google docs

- i. M. Bradstreet has uploaded all current policies into a Google doc to streamline the review process
- ii. All Trustees will be given access and permission to edit and add suggestions in a manner that changes are tracked.
- iii. The policies have been organized by sub-committee for the review process.
- iv. Review by sub-committees in process

10. Old Business: *none*

11. New Business: *none*

12. **Adjournment:** The meeting was adjourned at 9:44 am. (Moved by R. Stiles, seconded by S. Adair, approved unanimously)

Next Meetings: Friday, November 19, 2021

Minutes submitted by A. Hagen

DISCOVERY CHARTER SCHOOL BOARD OF TRUSTEES
SPECIAL MEETING MINUTES
October 29, 2021; 8:00-9:00 A.M.
133 Hoover Drive, Rochester, New York 14615

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

Topic: Discovery Charter School- Board of Trustees Special Meeting (Transportation Issues) 10.29.21
Time: Oct 29, 2021 08:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us04web.zoom.us/j/72613297175?pwd=ejlhTG9WbFdUd083V1ljMUVUTFZFdz09>

Meeting ID: 726 1329 7175
Passcode: Discovery

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

Trustees Excused: none

Also Present: S. Castner (School Director), A. Hagen (Operations), K. Snyder (Administrative Intern), S. Polowitz (Legal Counsel), M. Bradstreet (Data Coordinator), S. Fazali (Trustee Candidate), Anna Hall (Northeast Charter Schools Network), Ashara Baker (Northeast Charter Schools Network), Kirsten Barclay (Farash Foundation), Dr. Kymberly Cruz (Renaissance Academy Charter School CEO), Dr. Deasure Matthew (RCSD), Nan Westervelt (Board Chair Renaissance Academy Charter School)

1. Call to Order

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

2. Proof of Public Notice of Meeting

- a. Public Notice was provided in the *Democrat and Chronicle* and posted at the school.

3. Conflict of Interest Reminder

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

4. Opportunity for Public Comment; no public comment

5. Motion to move to Executive Session

- a. S. Adair moved, and L. Lewis seconded a motion to move into Executive Session; the motion carried unanimously at 8:07 am.

6. Motion to exit Executive Session

- a. L. Lewis moved, and D. Braveman seconded a motion to exit Executive Session; the motion carried unanimously at 9:00 am.

7. Old Business: *none*

8. New Business: *none*

9. Adjournment: C. Wilkins moved, and S. Adair seconded a motion to adjourn; the motion carried unanimously at 9:03 am.

Next Meetings: *Friday, November 19, 2021*

Minutes submitted by A. Hagen

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

November 19, 2021; 8:15-9:30 A.M.

133 Hoover Drive, Rochester, New York 14615

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

Topic: Discovery Charter School- Board of Trustees Meeting 11.19.21

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

Join Zoom Meeting

<https://us04web.zoom.us/j/76231347664?pwd=Y0prRWp2K2MrTIVqN25yaG9EZ2lKQT09>

Meeting ID: 762 3134 7664

Passcode: Discovery

Trustees Present: S. Varhus (Chair), A. Slakes (Secretary), S. Adair (Treasurer), L. Montanaro, C. Wilkins, R. Stiles, E. Stubbs, D. Braveman, T. Jackson

Trustees Excused: L. Lewis (Vice Chair), S. Fazili,

Also Present: S. Castner (School Director), K. Snyder (Assistant School Director), S. Polowitz (Legal Counsel), E. Meeker (Community School Guest Speaker)

1. Call to Order

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

2. Proof of Public Notice of Meeting

- a. Public Notice was provided in the *Democrat and Chronicle* and posted at the school.

3. Conflict of Interest Reminder

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

4. Opportunity for Public Comment: no public comment

- 5. Consent Agenda:** Approve Minutes for Special Meeting (10.29.21); **Resolution #444** Confirming 11.1.21 action of the Executive Committee (Minutes of Executive Committee 11.1.21 and Minutes of 10.15.21 Meeting) Moved by C. Wilkens, seconded by R. Stiles approved unanimously.

6. Community School Model overview

- a. Guest Speaker Elizabeth Meeker from CCSI (Coordinated Care Services, Inc.) was welcomed to the meeting by the Board Chair and by Trustee D. Braveman.
- b. Elizabeth Meeker started her presentation by answering the question, “What is a Community School?” A community school is a place and a set of partnerships between the school and other community resources. When fully implemented, *the school becomes the hub of the neighborhood and the access point to services* that are tailored specifically to meet child, parent, family, and community needs.
- c. The belief is that by seamlessly and strategically integrating strong academics with housing, health, and other community supports- student learning improves, families become stronger, and communities become healthier more desirable places to live and learn.
- d. It was emphasized that a Community School is a way of thinking with core elements that include:
 - i. Rigorous instruction and high expectations
 - ii. Aligned extended learning time
 - iii. Parent and Family engagement
 - iv. Health and Mental Health Services
 - v. Social Services
 - vi. Early Childhood Education
 - vii. Youth Development
- e. The position of Community Schools Coordinator is instrumental in partnering with the Principal to coordinate all the non-academic components to the Community School initiative
- f. Two local schools using the Community School Model: School #17 and School #33
- g. The Trustees were urged to reach out with any questions after the presentation by contacting: Elizabeth Meeker, PsyD, Vice President, Consulting Services at emeeker@ccsi.org.

7. Executive Session to Review Complaint

- a. A. Slakes moved, and S. Adair seconded a motion to move into Executive Session; the motion carried unanimously at 8:40 am.
- b. D. Braveman moved and E. Stubbs seconded a motion to move out of Exewcutive Session; the motion carried unanimously at 9:25.

8. Resolution #447 (Response to Employee Complaint): D. Braveman moved, and S. Adair second, motion carried unanimously.

9. Committee Reports

- a. Executive Committee: *Deferred to 12.23 Meeting*
- b. Academic Excellence Committee: *Deferred to 12.23 Meeting* (Minutes of 11.15.21 meeting shared with Trustees)
- c. Governance Committee Report: *Deferred to 12.23 Meeting* (Minutes of 10.15.21 meeting shared with Trustees)
- d. Personnel Committee Report: *Deferred to 12.23 Meeting*

- e. Audit & Finance Committee Report: *Deferred to 12.23 Meeting*
- f. Ad Hoc Committee on Diversity, Equity & Inclusion: *Deferred to 12.23 Meeting*
- g. Parent Representative Report: *Deferred to 12.23 Meeting*

10. ESN IT Services Agreement

- a. **Resolution #443** The Board of Trustees confirms approval of the 2021-2022 Service Agreement with Education Success Network, at a cost of \$90,922..
- b. Moved by S. Adair seconded by T. Jackson, approved unanimously.

11. Legal Services

- a. **Resolution #445** The Board of Trustees confirms agreement with the Engagement Letter with the Coppola Firm, establishing \$250 as the flat hourly rate for the services of Mr. Polowitz and other attorneys in the Coppola Firm.
- b. Moved by D. Braveman, seconded by C. Wilkens, approved unanimously.

12. Dragon Power Hour (After School Program from 3:00-4:30pm)

- a. **Resolution #446** The Board of Trustees approves a daily rate of \$37.50 for individual Dragon Power Hour employees and a daily rate of \$42.00 for the Dragon Power Hour Leader for the 2021-2022 academic year .
- b. Moved by R. Stiles seconded by D. Braveman, approved unanimously.

13. School Director Report: *No Report*

14. Discovery Policy Review: New Process through Google docs

- i. M. Bradstreet has uploaded all current policies into a Google doc to streamline the review process
- ii. All Trustees will be given access and permission to edit and add suggestions in a manner that changes are tracked.
- iii. The policies have been organized by sub-committee for the review process.
- iv. Review by sub-committees continues to be in process

- 15. **Old Business:** E. Stubbs asked for an update on the transportation proposal currently before the RCSD Board of Education. S. Varhus reviewed steps taken to date: the letter from the DCs Board to RCSD Board of Education and State Monitor Jallow has been sent; DCS parents have been encouraged to write letters as well, and to speak at upcoming BoE meetings. Ebony Stubbs has spoken at a BoE meeting, and she reported that it will be important to increase the presence of charter school parents at these meetings.

16. New Business: *none*

- 17. **Adjournment:** The meeting was adjourned at 9:35. (Moved by T. Jackson seconded by R. Stiles, approved unanimously)

Next Meetings: Friday, December 17, 2021

Minutes submitted by A. Hagen

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

December 17, 2021; 8:15-9:30 A.M.

133 Hoover Drive, Rochester, New York 14615

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

Topic: Discovery Charter School- Board of Trustees Meeting 12.17.21

Time: December 17, 2021 08:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us04web.zoom.us/j/78686538388?pwd=MXIJQjR6M2RWR3B5dExVYnQ4VGRJdz09>

Meeting ID: 786 8653 8388

Passcode: Discovery

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

Trustees Excused: A. Slakes (Secretary)

Also Present: S. Castner (School Director), K. Snyder (Assistant School Director), S. Polowitz (Legal Counsel), J. Schultz (Math Coach), C. Diaz (ELA Coach)

1. Call to Order

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

2. Proof of Public Notice of Meeting

- a. Public Notice was provided in the *Democrat and Chronicle* and posted at the school.

3. Conflict of Interest Reminder

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

4. Opportunity for Public Comment: no public comment

5. Consent Agenda: Approve Minutes for Regular Meeting (11.19.21); **Resolution #442** Checks over \$5000

6. Committee Reports

- a. Executive Committee: *(no report)*
- b. Academic Excellence Committee:
 - i. C. Wilkins shared that the Committee reviewed iReady (Math/ELA) data; they are looking ahead to growth scores
 - ii. Updates will be shared with Trustees in February after January testing has been completed
- c. Governance Committee Report:
 - i. R. Stiles shared that they are committed to annual self-evaluation study
 - ii. A goal for the Committee will be to ensure that the Trustees are more acclimated to what the survey covers
 - iii. It was suggested by the committee that adds to the Discovery website include:
 - 1. Board's Strategic Plan
 - 2. Bylaws
 - 3. Charter Agreement
 - a. Operations at the school will work on adding these resources to the Board tab on the public website
- d. Personnel Committee Report: *(no report- meeting deferred to January)*
- e. Audit & Finance Committee Report:
 - i. S. Adair shared that the school continues to be in good financial standing
 - ii. The Committee met on 12.16 to go over November Financials- and the statements showed strong Operations with expenditures currently tracking under budget
 - iii. Student enrollment is slightly under 280- so the goal is to add enrollment to maintain full capacity
 - iv. S. Adair noted that work on the 2022-23 budget will begin after the New Year
 - v. S. Adair noted that the Committee is reviewing current retirement options for staff, and there might perhaps be a backdated enrollment for eligible employees under ERS- this will be a future discussion item between the Finance Committee and the Personnel Committee
- f. Ad Hoc Committee on Diversity, Equity & Inclusion:
 - i. L. Lewis and T. Jackson started by discussing the Action Items designated from the last meeting
 - 1. The question was posed- What should Discovery invest in? Academic resources, retirement programs for all staff, resources for DE&I?
 - 2. It was recommended that the next DE&I meeting include a larger participant base- with invites to the School's Instructional Leadership Team, as well as the School's Community Outreach Coordinator and Family Outreach Specialist.
 - a. The goals for the next meeting will be to answer the following questions:
 - i. What are we **currently** doing at DCS to promote equity?
 - ii. What support services does DCS **currently** provide?

iii. How can we **continue** Professional Development for the Board surrounding a Community School Model?

1. D. Braveman recommended that the DE&I committee reach out to School #17, a current Community School, to find out what we can regarding cost- and success of the program from the standpoint of the school.
2. A. Davis at DCS, has been given the new role of DE&I coordinator, so the Trustees would like her invited to a future meeting to report on her actions this year in the new role, and overall impact/success.

ii. L. Lewis concluded the Committee report by stating it is our responsibility to improve the lives of our families living in poverty. In doing so, it can be considered one step towards leveling the playing field and creating equity at the school and in our community.

g. Parent Representative Report:

- i. E. Stubbs shared that she plans on connecting with R. Gause and A. Davis at the School to partner with both Community and Family outreach efforts.
- ii. A discussion noted that the offering of support services to our families- while part of our Charter, is an absolute moral commitment to our families above all else.
- iii. It was also noted by the Committee, that there is a feeling that more mental health services and tutoring services need to be offered by the school after the Pandemic.

7. School Director Report:

- a. S. Castner shared the 2020-21 State Test Performance Data and expressed optimism with the results.
- b. It was noted that because the testing was administered during the remote period, the results are not reflective of all 3-6 students enrolled, only those who agreed to in-person testing.

2020-2021 State Test Performance Data

	DCS out performed or equal to			DCS within 10%								N/A		
	DCS 2019-2020	DCS 2020-2021	WCSD	Exploration	Renaissance	Urban Choice	Eugenio	True North Prep	True North Prep West	Roch Prep CES	Genesee	Greene	Acad. Health Sciences	NY State
3rd Grade ELA	35%	32%	18%	22%	38%	23%	39%	46%	32%	31%	63%	43%	NA	
4th Grade ELA	21%	41%	20%	47%	40%	19%	45%	49%	22%	48%	70%	42%	NA	
5th Grade ELA	6%	43%	11%	NA	10%	7%	13%	31%	45%	NA	70%	32%	11%	
6th Grade ELA	11%	67%	19%	NA	32%	41%	18%	48%	58%	NA	75%	42%	24%	
3rd Grade Math	36%	50%	8%	6%	21%	23%	48%	9%	17%	13%	45%	31%	NA	
4th Grade Math	23%	30%	4%	4%	13%	13%	15%	19%	NA	10%	23%	17%	NA	
5th Grade Math	13%	38%	5%	NA	8%	0%	8%	2%	11%	NA	59%	20%	6%	
6th Grade Math	10%	29%	4%	NA	3%	7%	2%	10%	26%	NA	50%	18%	2%	

- a. C. Diaz (ELA Coordinator) and J. Schultz were invited to share with the Trustees how Discovery is assessing progress and student growth for the 2021-22 School Year:

1. **ELA:**

What: Rigby Reading- Assesses students reading level ability. Consists of assessing comprehension (understanding the text), vocabulary, fluency and decoding.

How: Guided reading instruction that meets the needs of all students reading gaps.

Progress Monitoring: Biweekly assessment, HMH assessments

2. **Math:**

What: Internal Benchmark that asses content from Q1. Each BM will be cumulative.

How: Targeted instruction based on data and small group tutoring.

Progress Monitoring: Weekly quizzes, monthly assessments, BMs, and iReady.

8. **Old Business:** *none*

9. **New Business:** *none*

10. **Adjournment:** The meeting was adjourned at 10:08. (Moved by S. Fazili seconded by R. Stiles, approved unanimously)

Next Meetings: Friday, January 21, 2022

Minutes submitted by A. Hagen

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

**January 21, 2021; 8:15-9:30 A.M.
133 Hoover Drive, Rochester, New York 14615**

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

**Topic: Discovery Charter School- Board of Trustees Meeting 1.21.22
Time: January 21, 2022 08:00 AM Eastern Time (US and Canada)**

Join Zoom Meeting
https://us04web.zoom.us/j/78504709153?pwd=2UnWtlF7JyX5RR9Sup_XIrtjIH2z46.1

Meeting ID: 785 0470 9153

Passcode: Discovery

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

Trustees Excused: L. Lewis (Vice Chair), E. Stubbs

Also Present: S. Castner (School Director), K. Snyder (Assistant School Director), S. Polowitz (Legal Counsel), A. Hagen (Operations)

1. Call to Order

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

2. Proof of Public Notice of Meeting

- a. Public Notice was provided in the *Democrat and Chronicle* and posted at the school.

3. Conflict of Interest Reminder

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

4. Opportunity for Public Comment: no public comment

5. **Consent Agenda:** Approve Minutes for December Meeting (12.17.21); Moved by D. Braveman, seconded by L. Montanaro, approved unanimously.

6. Committee Reports

- a. Executive Committee: *(no report)*
- b. Academic Excellence Committee:
 - i. C. Wilkins shared that there is no new report, but all Committee members have been instructed to visit a live class at the school in lieu of a meeting
 - ii. Updates will be shared with Trustees in February after January testing and classroom visits have been completed
- c. Governance Committee Report:
 - i. R. Stiles expressed a need to amend the school's current complaint/grievance policy, so any complaint in the first instance would go straight to the Board of Trustees.
 - ii. Policy revision will be moved to the February meeting; in the interim, a specific Board Chair e-mail will be created for contact.
- d. Personnel Committee Report: *(no report)*
- e. Audit & Finance Committee Report: *(no report, next meeting scheduled for Thursday, 1/27)*
- f. Ad Hoc Committee on Diversity, Equity & Inclusion: *(no report)*
- g. Parent Representative Report: *(no report)*

7. School Director Report:

- a. S. Castner shared that 2022 Staff and Family Surveys went out with the onset of a new year.
 - i. Staff "shares" from the survey
 - 1. Salaries do not keep up with inflation, cost of food etc- lower paid employees do not feel they earn a living wage.
 - 2. Teaching during a pandemic is exhausting- fear of being ill
 - 3. Stress of daily staff "out" list- Covid quarantines etc.
 - 4. Grateful for the over staffing
 - 5. Students are behind, there are pressures to improve instruction and make up lost time, but we are still in Covid flux.
 - 6. Do you ever feel burn out: 45.5% yes, 45.5% sometimes, 9% no
 - ii. Family "feedback" from the survey
 - 1. My child is safe at school: 96% agree or strongly agree
 - 2. Family culture is embraced: 96% agree or strongly agree
 - 3. Effective Communication: 92% agree or strongly agree
 - 4. Staff Addresses Concerns: 90% agree or strongly agree
 - 5. Provides suggestions and resources for home: 86% agree or strongly agree
 - 6. Adequate academic progress: 93% agree or strongly agree
 - 7. Effective instruction: 97% agree or strongly agree
 - 8. Adequate family engagement opportunities: 85% agree or strongly agree

- b. Average daily attendance in person 60-70% (past years 93-96%) all due to Covid/quarantine guidelines
 - i. Average attendance during DCS' remote period (Jan 4 – Jan 14) 87%
 - ii. Attendance concerns are the largest for Kindergarten
 - iii. Challenges with Staffing: On Jan 18- 15 staff members were not onsite due to quarantine for themselves or family (21% of staff)
 - iv. Current Enrollment: 282
 - c. SEL Updates
 - i. Grant written for SEL curriculum- process is underway (DCS Wellness coordinator is providing oversight)
 - ii. New Student Programming: Peacemakers program, Safety Patrol, HUGS, Mentoring program
 - iii. Total behavior referrals: 26 (August- January)- down significantly. S. Castner attributes the drop to smaller class sizing, lower teacher:student ration, and limited transitions during the school day
 - d. New hire approvals:
 - i. Gabrielle Santiago (Building Substitute) replacement
 - ii. Khaleef Patton (Grade 2 TA) academic need
 - iii. Krystal Archie (Grade 2) maternity leave
 - iv. Emily Cook (Intervention Feb. 1st) replacement
 - v. Jenna Matthews (Grade 1 teacher) replacement
 - vi. John Coley (5th Grade TA) replacement
 - vii. Gilbert Diaz (Cafeteria) replacement
 - viii. Katiria Velez (Cafeteria) replacement
- Hiring **Resolution #450**; Moved by A. Slakes, seconded by S. Fazili, approved unanimously.

8. HERO Policy

- a. Pursuant to the HERO Act, every New York employer must implement an Airborne Infectious Disease Exposure Prevention Policy and Plan compliance with HERO Act standards because of COVID-19
- b. The purpose of this policy and plan is to protect employees against exposure and disease during an airborne infectious disease outbreak. This plan will go into effect anytime an airborne infectious disease is designated by the New York State Commissioner of Health as a highly contagious communicable disease that presents a serious risk of harm to the public health. This policy and plan are subject to any additional or greater requirements arising from a declaration of a state emergency due to any airborne infectious disease, as well as any applicable federal standards.
- c. The Plan designates supervisory employees and how they will enforce compliance, minimum controls during an outbreak, disinfection methods and schedules, infection response, training, and policy revision process.
- d. HERO policy **Resolution #451**; Moved by D. Braveman, seconded by R. Stiles, approved unanimously.

9. Executive Session: *postponed until next meeting*

10. **Old Business:** *none*

11. **New Business:** *none*

12. **Adjournment:** The meeting was adjourned at 9:13. (Moved by R. Stiles, seconded by S. Adair, approved unanimously)

Next Meetings: *Friday, February 18, 2022*

Minutes submitted by A. Hagen

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

**February 18, 2022; 8:15-9:30 A.M.
133 Hoover Drive, Rochester, New York 14615**

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

**Topic: Discovery Charter School- Board of Trustees Meeting 2.18.22
Time: February 18, 2022 08:00 AM Eastern Time (US and Canada)**

Join Zoom Meeting
<https://us04web.zoom.us/j/74215346390?pwd=EsGATWeIoowYAhxf1Gfd6aUTzMxk8T.1>

Meeting ID: 742 1534 6390

Passcode: Discovery

Trustees Present: S. Varhus (Chair), L. Lewis (Vice Chair), S. Adair (Treasurer), A. Slakes (Secretary), L. Montanaro, R. Stiles, D. Braveman, S. Fazili, E. Stubbs

Trustees Excused: T. Jackson, C. Wilkins

Also Present: S. Castner (School Director), K. Snyder (Assistant School Director), S. Polowitz (Legal Counsel), Justin Schultz (Math Coordinator), Ciomarda Diaz (ELA Coordinator)

1. Call to Order

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

2. Proof of Public Notice of Meeting

- a. Public Notice was provided in the *Democrat and Chronicle* and posted at the school.

3. Conflict of Interest Reminder

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

4. Opportunity for Public Comment: no public comment

5. Consent Agenda: Approve Minutes for January Meeting (1.21.22); Moved by S. Adair, seconded by L. Montanaro, approved unanimously.

6. **Motion to move into Executive Session:** Moved by R. Stiles, seconded by D. Braveman, approved unanimously at 8:09am.

Motion to exit Executive Session and return to the Regular meeting: Moved by R. Stiles, seconded by L. Lewis, approved unanimously at 8:29am.

Bylaw Revision The School's Complaint Policy is being revised to align with current requirements of Article 56 of the New York education law to send complaints to the Board Chair rather than the School Director, which has been updated in the School's Bylaws. **Resolution #450:** Moved by S. Adair, seconded by R. Stiles, approved unanimously at 8:29am.

7. Committee Reports

- a. Executive Committee: *(no report)*
- b. Academic Excellence Committee: *(no report- but data will be shared in Director Report later in meeting)*
- c. Governance Committee Report: *(no report)*
- d. Personnel Committee Report: *(no report, but will be scheduling a joint meeting with Finance Committee 3.10.22)*
- e. Audit & Finance Committee Report:
 - i. S. Adair shared that it was a great Finance meeting last Tuesday.
 - ii. Action item: get moving on 2022-2023 Draft Budget
 - 1. Will need to look at revenue to see whether a summer program can be added
 - 2. At the joint meeting with Personnel Committee, there are three agenda items that will be discussed: teacher stipends for extended leave coverage, health insurance plan comparisons, and NYSTRS/NYSLERS retirement benefits in upcoming budget cycle.
 - 3. S. Adair wants to touch base with each of the committee chairs during the budget creation process to make sure that suggested needs for the school from the different committees may be considered.
 - 4. State Auditors are currently in the building from the Comptrollers office- one thing they are taking a hard look at is IT security. They are also scheduling individual interviews with School Director, Operations positions, S. Adair and S. Varhus
 - 5. S. Adair noted that all Trustees have been provided a copy of the Federal 990 prepared by Mengel Metzger Barr.
 - a. Motion to approve the Federal 990 with year ending June 30, 2021; Moved by A. Slakes, seconded by L. Montanaro, approved unanimously.
- f. Ad Hoc Committee on Diversity, Equity & Inclusion: *(no report)*

- g. Parent Representative Report: *(no report)*

8. School Director Report:

- a. S. Castner shared that enrollment is back up to 280- and full.
- b. There is a team dedicated to recruitment, before the placement lottery on April 5th
 - i. Recruitment seems even more important this year as three additional charter schools will be opening in the area, two of which are elementary schools.
- c. Student attendance has improved tremendously over the last month
- d. S. Castner thanked the Board for the sponsored holiday lunch for the staff from Chipotle, everyone enjoyed it a great deal.
- e. Math Coach, J. Schultz, was invited to share Math Data with Trustees
 - i. Comparisons from Math Diagnostic 1 in September 2021 was compared with Math Diagnostic 2 in January 2022
 - ii. Making great gains in bringing students to early, mid, or above grade level standards
 - iii. Math BM2 for the Whole School: 51% are proficient, 26% are approaching, and 23% are below
 - iv. We have begun small group tutoring in the evening to work independently with students in the approaching/below categories
 - v. Diagnostic 2 and Internal Benchmark 2, show a similar alignment with student performance. J. Schultz shared that he was pleased to see this correlation- as it is a great indication of NYS testing performance
 - vi. S. Castner shared that she feels the most confidence in the predictive nature of this data set than she has in years past
 - vii. J. Schultz shared that the teaching staff is very passionate about getting the students prepared and plan to use their limited instructional time in meaningful ways
 - viii. Grades 3-6 have begun practice tests to increase testing stamina
 - 1. For the NYS Math Test, Day 1 will be 30 multiple choice questions; Day 2 will be 8 multiple choice and 6 open ended questions
- f. ELA Coach, Ciomarda Diaz, was invited to share ELA Data with Trustees
 - i. Comparisons from ELA Diagnostic 1 in September 2021 was compared with ELA Diagnostic 2 in January 2022
 - ii. Making great gains in bringing students to early, mid, or above grade level standards
 - iii. Looking specifically at students who are right below grade level standards to address that gap
 - iv. Internal data (iReady & Rigby) is what is being submitted to Charter School Office- and we are very pleased with student results
 - v. This is the most promising data that we have seen for student performance at Discovery
 - vi. We continue to work on foundational concepts in Kindergarten- this cohort of students never had a Pre-school experience due to Covid
 - vii. More interventions are being added for students falling in any approaching or below grade level categories

9. Old Business: none

10. New Business: none

11. **Adjournment:** The meeting was adjourned at 9:48am. (Moved by R. Stiles, seconded by D. Braveman, approved unanimously)

Next Meetings: *Friday, March 18, 2022*

Minutes submitted by A. Hagen

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

March 18, 2022; 8:15-9:30 A.M.

133 Hoover Drive, Rochester, New York 14615

Physical Location for Public Meeting: 133 Hoover Drive, Rochester NY 14615 (School Director's Office)

Remote Attendance for Public Meeting Option: Zoom Link

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

Topic: Discovery Charter School- Board of Trustees Meeting 3.18.22

Time: Mar 18, 2022 08:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us04web.zoom.us/j/78312045078?pwd=flaQwJrEtT1aW3mGG3QJEQwEowPURP.1>

Meeting ID: 783 1204 5078

Passcode: Discovery

Trustees Present: S. Varhus (Chair), L. Lewis (Vice Chair), S. Adair (Treasurer), A. Slakes (Secretary), L. Montanaro, C. Wilkins, D. Braveman, S. Fazili, E. Stubbs, T. Jackson

Trustees Excused: R. Stiles

Also Present: S. Castner (School Director), K. Snyder (Assistant School Director), A. Hagen (Operations), S. Polowitz (Legal Counsel), Ciomarda Diaz (ELA Coordinator)

1. Call to Order

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

2. Proof of Public Notice of Meeting

- a. Public Notice was provided in the *Democrat and Chronicle* and posted at the school.

3. Conflict of Interest Reminder

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

4. Opportunity for Public Comment: no public comment

5. **Consent Agenda:** Approve Minutes for February Meeting (2.18.22); Moved by S. Adair, seconded by L. Montanaro, approved unanimously.

6. Committee Reports

- a. Executive Committee: *(no report)*
- b. Academic Excellence Committee:
 - i. Minutes from the last meeting were forwarded to all Trustees
 - ii. Future action item: looking into a new math curriculum for the 2022-23 school year
 - iii. Summer program discussion will be presented in Director's report
- c. Governance Committee Report: *(no report)*
- d. Personnel Committee Report:
 - i. Minutes from the last meeting were forwarded to all Trustees
 - ii. Future action item: Having Finance and Personnel committees together review stipend policy for long term sub coverage, and together review health insurance options for staff for the upcoming fiscal year.
- e. Audit & Finance Committee Report:
 - i. S. Adair shared that there has been ongoing discussion surrounding the creation of a 2022 Summer program.
 - ii. An estimate for summer program cost would be \$86,000 which includes staffing, student meals and student transportation for the three week program.
 - iii. It is estimated that 100 students ages K-3 will attend.
 - iv. A grant application through the Farash Foundation has been submitted to offset the cost of summer programming- the Trustees will be kept informed of decisions.
 - v. S. Adair also shared that the addition of Cyber Security Insurance has been strongly recommended by our broker and added that he feels it is a good investment in today's environment. S. Polowitz agreed with this recommendation.
 - a. Motion to approve **Resolution #451**; The addition of annual cyber security insurance through HISCOX; Moved by D. Braveman, seconded by S. Adair, approved unanimously.
 - vi. The leadership team at the school is looking into changing the Student Information System software for the 2022-23 school year. Discovery currently uses School Tool, and the leadership team has noted that there are many features not available (robo-calling feature, educator professional development, seamless and compatible BOCES data transfer). The leadership team has scheduled demos with PowerSchool/Schoology as well as Infinite Campus to explore different options. The finance committee supports the transition to a program that incorporates many software features under one umbrella. Follow up will be included at the next scheduled meeting.
- f. Ad Hoc Committee on Diversity, Equity & Inclusion: *(no report)*
 - i. Reminder: Next committee meeting scheduled for 3.21.22

- g. Parent Representative Report: *(no report)*

7. School Director Report:

- a. S. Castner shared that enrollment is back up to 282- and full, but the annual average is still 277- so the school will continue to enroll.
- b. Attendance is back to the 91% daily average, which is very positive. New Covid cases are extremely low among both staff and students.
- c. The student placement lottery is scheduled for Tuesday, April 5 @9:00am.
 - i. Current application numbers:
 - 1. K- 131
 - 2. 1st- 28
 - 3. 2nd- 26
 - 4. 3rd- 20
 - 5. 4th- 20
 - 6. 5th- 30
 - 7. 6th- 14
- d. ELA Coach, Ciomarda Diaz, was invited to share ELA Data with Trustees
 - i. The last round of student benchmark data was shared with the Trustees via power point.
 - ii. It was noted that the data shared was meant to mimic state testing and be indicative of what we might expect from ELA state testing on April 26th-28th.
 - iii. Evening virtual tutoring sessions continue for students in Grade 3-6 for test prep readiness.
 - iv. Encores have continued to integrate ELA into specials (ie: letter sounds, sight words, descriptive commentary).

8. Old Business: *none*

9. New Business: *none*

10. **Adjournment:** The meeting was adjourned at 8:48am. (Moved by C. Wilkins, seconded by L. Montanaro, approved unanimously)

Next Meetings: Friday, April 15, 2022

Minutes submitted by A. Hagen

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

April 15, 2022; 8:15-9:30 A.M.

133 Hoover Drive, Rochester, New York 14615

Physical Location for Public Meeting: 133 Hoover Drive, Rochester NY 14615 (School Director's Office)

Remote Attendance for Public Meeting Option: Zoom Link

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

Topic: Discovery Charter School- Board of Trustees Meeting 4.15.22

Time: April 15, 2022 08:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us04web.zoom.us/j/78312045078?pwd=flaQwJrEtT1aW3mGG3QJEQwEowPURP.1>

Meeting ID: 783 1204 5078

Passcode: Discovery

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

Trustees Excused: L. Lewis (Vice Chair), A. Slakes (Secretary), S. Fazili, E. Stubbs, T. Jackson

Also Present: S. Castner (School Director), K. Snyder (Assistant School Director), A. Hagen (Operations), S. Polowitz (Legal Counsel)

1. Call to Order

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

2. Proof of Public Notice of Meeting

- a. Public Notice was provided in the *Democrat and Chronicle* and posted at the school.

3. Conflict of Interest Reminder

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

4. Opportunity for Public Comment: no public comment

5. **Consent Agenda:** Approve Minutes for March Meeting (3.18.22); **Resolution #452** Checks over \$5,000; Moved by D. Braveman, seconded by S. Adair, approved unanimously.

6. Committee Reports

- a. Executive Committee: *(no report)*
- b. Academic Excellence Committee:
 - i. C. Wilkins gave a reminder to all Trustees that school walk-throughs should occur over the next month
 - ii. There is continues interest in new math curriculum for the 2022-23 school year; cost would be student workbooks to supplement the existing i-Ready modules
- c. Governance Committee Report:
 - i. R. Stiles reminded Trustees that the Board self-evaluation survey has been e-mailed, and responses are requested within the week.
 - ii. The survey is all multiple choice and will be used to improve Board functioning.
- d. Personnel Committee Report:
 - i. The School Director evaluation process is currently under revision, and a discussion will continue in Executive Session.
 - ii. **Resolution #453** To amend the School Director Evaluation Template and Process to specify that discussion of the draft performance review of the School Director will occur in Executive Session of the Board of Trustees; Moved by C. Wilkins, seconded by L. Montanaro, approved unanimously.
 - iii. **Resolution #454** Effective starting the 2021-22 academic year (to be retroactive to start of the 21-22 school year) any employee transferred from a 10.5 month position to a 12 month position may carry over the maximum number of 10.5 month employee PTO days (max bank of 30 days) to the new 12 month position PTO bank not to exceed the 12 month max bank of 88 total PTO days; Moved by D. Braveman, seconded by R. Stiles, approved unanimously.
- e. Audit & Finance Committee Report:
 - i. S. Adair shared that the balance sheet looks fine with above 500K currently in the bank.
 - ii. High-cost aid payment is anticipated to come in late in the year
 - iii. Discovery will be recognizing a portion of stimulus funding before the close of the 2021-22 Fiscal Year as well.
 - iv. Budget for the 2022-23 is in process and will be presented to Trustees at the May meeting.
 - v. Student enrollment is currently at 285.
 - vi. The Operations Team is exploring applying for ERC (Employee Retention Credit). The school did not previously qualify, as the tax credit required proof of lost income- but the stipulations may have changed. S. Adair will update Trustees as new criteria are explored.

f. Ad Hoc Committee on Diversity, Equity & Inclusion: *(no report)*

i. Minutes from the meeting on 3.21.22 were shared

ii. Next Meeting is scheduled for 4.19.22

g. Parent Representative Report: *(no report)*

7. School Director Report:

a. NYS ELA test has been completed.

i. S. Castner feels students were very prepared and is confident that the scoring results will show that.

ii. S. Castner shared with the Trustees that official scores can be expected by early August.

iii. S. Castner noted that more students opted out than in the past.

iv. The plan is to send CSO and Susan Gibbons a weekly e-mail leading up to their visit at the end of May.

v. Plan for individual Board Committees to be an expert of each Benchmark with CSO focus groups

1. Board Strategic Plan is now structured around the Benchmarks.

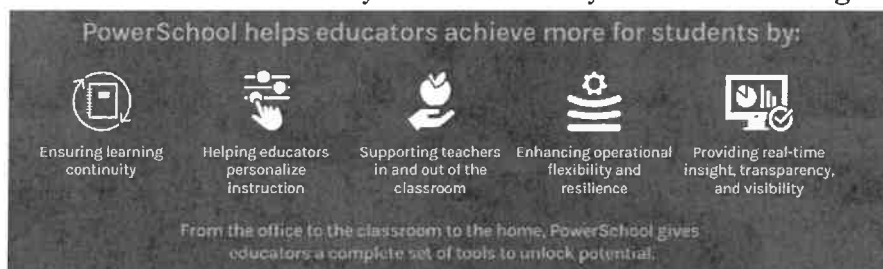
2. Director Evaluation is now structured around the Benchmarks.

3. S. Varhus recently did a school walkthrough with the rubric and was very impressed with her observations of classrooms and teaching practices.

a. The other Board members are invited and encouraged to come in for a walk-through, the CSO rubric is what the Instructional Leadership Team utilizes in preparing for the visit.

8. Powerschool (new student information system)

a. Discovery is looking to discontinue service with School Tool student information manager and begin service with Power School Student Information system. Power School is the current SIS software used by RCSD and many of the surrounding districts.



b.

Product Line/Item	Quantity	Unit	Estimated Price
Schooling LMS Subscription	2000	Students	USD 3,500.00
Schooling Test Prep	2000	Students	USD 150.00
Schooling Content Assessment Professional License	1.00	Per Person	USD 1,500.00
PowerSchool SIS License - Standard	2000	Students	USD 3,500.00
PowerSchool SIS Training & Support	1.00	Day	USD 2,000.00
PowerSchool SIS Subscriptions	2000	Students	USD 1,500.00
PowerSchool SIS Subscriptions - Total			USD 7,000.00
Licensing and Subscription Fees			USD 13,650.00
Professional Services - School Tool			
Schooling Test Prep Development	1.00	Each	USD 9.00
Schooling LMS Implementation - Standard	1.00	Each	USD 6,000.00
PowerSchool SIS Development - Standard	1.00	Each	USD 11,000.00
PowerSchool Implementation	1.00	Each	USD 7,100.00
Professional Services and Setup			USD 15,740.00
Per Person			
Schooling Review Professional Development	8.00	Hours	USD 2,400.00
SIS Per Person Per Day Training/Onsite Service	0.00	Each	USD 3,180.00
Training Services Total			USD 6,580.00
Initial Total			
Initial Term	1 APR 2022 - 31 MAR 2023		
Payment Total			USD 37,910.00

c.

d. Startup Cost with transfer of historical archived files: \$19,740

Annual Ongoing Fees as of 1 APR 2023 - Fees subject to an annual uplift, which will be reflected on renewal quote			
Schoology LMS Subscription	300.00	Students	USD 3,500.00
Schoology Text Help	300.00	Students	USD 150.00
Schoology Content Subscription Professional Learning	1.00	Per Person	USD 1,500.00
PowerSchool SIS Hosted Subscription	300.00	Students	USD 3,500.00
PowerSchool SIS Hosting SSL Certificate	1.00	Each	USD 400.00
PD+ Subscription	300.00	Students	USD 1,575.00
PowerPack: Subscription SaaS	300.00	Students	USD 2,000.00
Annual Ongoing Fees Total:		USD 12,625.00	

e.

f. Estimate of Annual Cost thereafter: \$12,625

g. S. Castner presented reasons for SIS transition: Power School offers seamless integration with monthly data transfers to the state, the platform allows parent sign in to access report cards and attendance records, there is a robo-call feature for school closures/emergencies, the platform includes Schoology for Teacher Professional Development.

i. Motion to adopt Power School as Discovery's new SIS; moved by D. Braveman, seconded by R. Stiles, approved unanimously.

9. Summer Program:

a. Grant application with Farash has been completed.

b. Program planning is in the works.

i. The summer program will run for three weeks, from July 18-August 5th- and the hope is to have 100 students in grades K-2.

ii. For the first time, the program will include a focus on incoming K families.

10. Old Business: none

11. New Business: none

12. **Adjournment:** The meeting was adjourned at 9:19am. (Moved by R. Stiles, seconded by C. Wilkins, approved unanimously)

Next Meetings: Friday, June 17, 2022

Minutes submitted by A. Hagen

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

May 20, 2022; 8:15-9:30 A.M.

133 Hoover Drive, Rochester, New York 14615

Physical Location for Public Meeting: 133 Hoover Drive, Rochester NY 14615 (School Director's Office)

Remote Attendance for Public Meeting Option: Zoom Link

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

Topic: Discovery Charter School- Board of Trustees Meeting 5.20.22

Time: May 20, 2022 08:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us04web.zoom.us/j/78312045078?pwd=flaQwJrEtT1aW3mGG3QJEQwEowPURP.1>

Meeting ID: 783 1204 5078

Passcode: Discovery

Trustees Present: S. Adair (Treasurer), D. Braveman, R. Stiles, A. Slakes (Secretary), S. Fazili, E. Stubbs, T. Jackson

Trustees Excused: S. Varhus (Chair), L. Lewis (Vice Chair), L. Montanaro, C. Wilkins

Also Present: S. Castner (School Director), K. Snyder (Assistant School Director), A. Hagen (Operations), S. Polowitz (Legal Counsel), J. Schultz (Math Coordinator)

1. Call to Order

- a. The Chair called the meeting to order at 8:07 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 *Democrat and Chronicle* and posted at the school.

3. Conflict of Interest Reminder

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

4. Opportunity for Public Comment: no public comment

5. **Consent Agenda:** Approve Minutes for March Meeting (4.15.22); Moved by D. Braveman, seconded by R. Stiles, approved unanimously.

6. 2022-2023 School Calendar

- a. **Resolution 456:** Approval of the Discovery Charter School 2022-2023 Academic and Family calendar; Moved by S. Fazili, seconded by R. Stiles, approved unanimously.

7. Committee Reports

- a. Executive Committee: *(no report)*
- b. Academic Excellence Committee: (no report)
 - i. Minutes of last meeting (5.16.22) provided with Board Meeting materials
- c. Governance Committee Report:
 - i. Policies reviewed: 1100, 1110, 1200, 1310, 1500, 1600
 - ii. Revisions recommended: 1300, 1400; **Resolution 455:** Revision of Policies on Conflict of interest and Open Meetings; Moved by S. Fazili, seconded by D. Braveman, approved unanimously.
- d. Personnel Committee Report: *(no report)*
- e. Audit & Finance Committee Report:
 - i. S. Adair shared that the 2022-23 is not yet ready for Board approval, as Finance Committee and Personnel Committee are still deciding together on a proposed salary increase for staff.
 - ii. The recommendation by the School Director is a 5% increase for staff to account for cost of living increases.
 - iii. S. Adair shared that the school Operations team will be attending meetings with State Ed, to get a better idea of timeline to draw pre-approved stimulus funds.
- f. Ad Hoc Committee on Diversity, Equity & Inclusion: *(no report)*
- g. Parent Representative Report: *(no report)*

8. School Director Report:

- a. NYS MATH test has been completed.
 - i. J. Schultz (Math Coordinator) shared that he is predicting that all grades hit their scoring target for the State tests, with the exception of 5th grade for Math and 3rd grade for ELA.
 - ii. The Academic coaches are feeling very positive coming out of state testing this year- and noted that the stamina and composure of the students during testing weeks should be commended.
- b. S. Castner shared that for next school year, the plan will be to utilize iReady to access Math curriculum, as the Engage NY which is currently utilized by Discovery will no longer be recognized by NYSED.

- i.* iReady aligns with NextGen standards and aligns with the school's current benchmark targets.
- c.* S. Castner shared that the school is currently applying for an AmeriCore grant, which would provide the salary for an employee designated for Community School work.
- d.* S. Castner shared that the school has also applied for a Primary Project grant- which would support a student led play program. This would be a supplement to the school's current Social Emotional Learning team- which aims to prevent disruptive behaviors in the classroom.

9. CSO Mid-Term Site Visit

- a. The site visit is scheduled for next week- Thursday and Friday May 26 and May 27th
- b. C. Wilkins did a walk-through of the school and commented that the school tone felt wonderful, engaged, and happy
- c. S. Castner reminded the Trustees that they have a Focus Group Scheduled with the CSO on Friday, May 27th @8:00am via Zoom.

10. **Old Business:** *none*

11. New Business: *none*

12. **Adjournment:** The meeting was adjourned at 9:09am. (Moved by R. Stiles, seconded by S. Fazili, approved unanimously)

Next Meetings: Friday, June 17, 2022

Minutes submitted by A. Hagen

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

June 17, 2022; 8:30-9:30 A.M.

133 Hoover Drive, Rochester, New York 14615

Physical Location for Public Meeting: 133 Hoover Drive, Rochester NY 14615 (School Director's Office)

Remote Attendance for Public Meeting Option: Zoom Link

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

Topic: Discovery Charter School- Board of Trustees Meeting 6.17.22

Time: June 17, 2022 08:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us04web.zoom.us/j/78312045078?pwd=flaQwJrEtTlaW3mGG3QJEQwEowPURP.1>

Meeting ID: 783 1204 5078

Passcode: Discovery

Trustees Present: S. Varhus (Board Chair), L. Lewis (Vice Chair) S. Adair (Treasurer), D. Braveman, R. Stiles, S. Fazili, E. Stubbs, T. Jackson

Trustees Excused: A. Slakes (Secretary)

Also Present: S. Castner (School Director), K. Snyder (Assistant School Director), A. Hagen (Operations), S. Polowitz (Legal Counsel), A. Davis (DCS Community Outreach Coordinator), T. Edmonds (Community School TACS), N. Koschman (Community School TACS).

1. Call to Order

- a. The Chair called the meeting to order at 8:15 a.m., and it was determined that a lawful quorum of eight was present.

2. Proof of Public Notice of Meeting

- a. Public Notice was provided in the *Democrat and Chronicle* and posted at the school.

3. Conflict of Interest Reminder

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

4. Opportunity for Public Comment: no public comment

5. **Consent Agenda:** Approve Minutes for May Meeting (5.20.22); Moved by S. Varhus, seconded by R. Stiles, approved unanimously. Approve **Resolution #455** Checks over \$5,000 for May 2022; Moved by S. Adair, seconded by C. Wilkins, approved unanimously.

6. **2022-2023 School Budget**

- a. **Resolution #454:** Approval of the Discovery Charter School 2022-2023 Annual Budget; Moved by S. Adair, seconded by S. Varhus, approved unanimously.

7. **Committee Reports** (*Deferred until June meeting to allow time for presentation by Community School TACS guest speakers*)

- a. Executive Committee: (*no report*)
- b. Academic Excellence Committee: (*no report*)
- c. Governance Committee Report: (*no report*)
- d. Personnel Committee Report: (*no report*)
- e. Audit & Finance Committee Report: (*no report*)
- f. Ad Hoc Committee on Diversity, Equity & Inclusion: (*no report*)
- g. Parent Representative Report: (*no report*)

8. **DCS Community Outreach and Family Engagement**

- a. The Vice Chair welcomes Adrienne Davis, DCS Community Outreach Coordinator to share current initiatives being implemented at the school.
 - i. A. Davis shared that there has been more of a focus on diversity, equity and inclusion at monthly Family Association meetings.
 - ii. There is a continued partnership with the Islamic Center of Rochester to continue recruitment efforts for ENL students
 - iii. A. Davis shared that she partners with R. Gause, the schools Family Outreach Specialist to coordinate home visits and deliver food and student supplies as deemed necessary by the School Social Worker.
 - iv. A. Davis shared that one of the challenges currently faced by the school in implementing a Community School model is that the school is located in Greece, while 85% of the student population resides within the Rochester City School district.
 - 1. DCS is challenging the staff to provide support services to families- and serving as the hub of the community, while overcoming barriers of distance from the students residence.
 - 2. A. Davis hoped a partnership with Community Schools TACS would help with this hurdle.

9. New York State Community Schools Technical Assistance Centers Presentation

- a. The Vice Chair welcomed Tara Edmonds and Nicky Koschman from Community School TAC's to share about their program and services
 - i. Purpose of Community School TACS: To provide all school districts in New York State and their CBO/County partners with a coordinated system of high quality technical assistance, professional development activities, and tools designed to help establish and effectively operate Community Schools that positively impact the outcomes of students, families, school staff and communities.
 - ii. Structure: There are three NYSED Community Schools TACs:
Central/Western – Binghamton University
Eastern - Rockland 21C
NYC – Fordham University.
 - iii. Services of the CS TACs are FREE.
 - iv. Services that can be offered by Community Schools TACS:
 1. Conduct outreach, foster networking, and help build capacity
 2. Conduct virtual regional events and webinars (registration on website)
 3. Provide virtual targeted technical assistance which can be ongoing
 4. Facilitate Communities of Practice
 5. Disseminate best practices
 6. Maintain a statewide website: nyscommunitieschools.org; monthly newsletter
 7. Operate technical assistance phone hotlines
 - v. Using schools as hubs, community schools bring educators, families, and community partners together to offer a range of opportunities, supports, and services to children, youth as well as their families and communities.
 - vi. Community Schools engage families and communities as assets in the lives of the youth.
 - vii. Outcomes:
 1. Families are active partners in their child's education.
 2. Schools have the capacity to meet the educational, mental health, and health needs of students through fully aligned and integrated programs and services.
 3. Students graduate on time and are college and career ready.
 4. Schools are the hub of the community with stakeholders from across sectors as full partners.

1. School Director Report:

2. Old Business: *none*

3. New Business: *none*

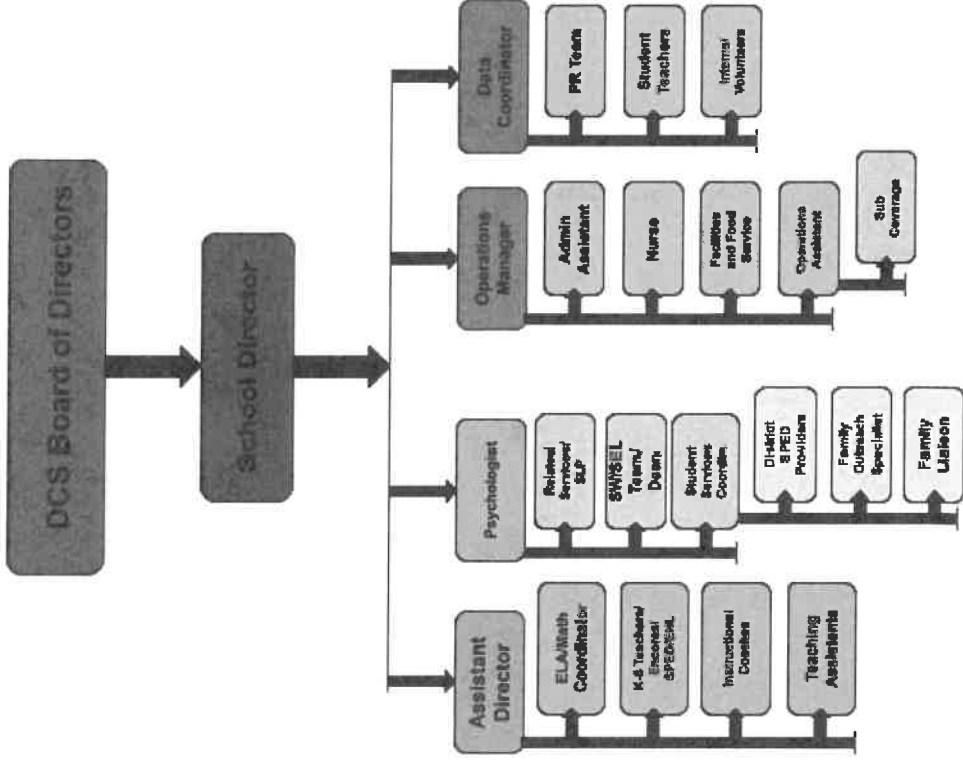
4. **Adjournment:** The meeting was adjourned at 9:42am. (Moved by R. Stiles, seconded by S. Fazili, approved unanimously)

Next Meetings: Friday, August 19, 2022

Minutes submitted by A. Hagen



2021-2024 Organizational Chart



*Subject to change based on data and need

Organizational Chart Narrative

2021-22 Priorities & Champions

School Director	Assistant Director	Math Coordinator	ELA Coordinator	Mentors/Coaches	Data Coordinator	Student Services Coordinator	School Psychologist
Instructional Leader Daily observation & feedback Weekly walkthrough Co-Facilitate Weekly ILT mtg Participate in Bi-weekly SEL team mtg Bi-weekly CSO communication Staff Supervision Participate Family Nights	Instructional Leader Daily observation & feedback Weekly walkthrough Co-Facilitate Weekly ILT mtg Participate in Bi-weekly SEL team mtg Staff Supervision Participate Family Nights	Scope & Sequence K-6 Pacing Instructional Consistencies iReady Coordinate all Math interim assessments Bi-weekly GLTM Participate in weekly ILT mtg. Qtr. Data Mtg *Coordinate Family Math Night	Harcourt implementation Scope & Sequence K-6 Pacing Instructional Consistencies iReady Coordinate all ELA interim assessments Bi-weekly GLTM Participate in weekly ILT mtg Qtr. Data Mtg *Coordinate Family ELA Night	Support curriculum implementation at assigned grade levels Instructional modeling/Co-teaching Daily lesson observation and feedback New Teacher Meetings/TA instructional PDs Targeted Coaching *Coordinate Multicultural Night	NYS Reporting Monthly Board Mtg. ppt NYS testing coordination Emergency Drills/Safety Participate in Bi-weekly SEL team mtg.	SPED Services RtI Student teaching coordination BM 9 Committee Kindergarten orientation Participate in weekly ILT mtg. Participate in Bi-weekly SEL team mtg	BM 3 Committee Coordinate SEL Team Staff Professional Development Supervisory Duties as noted on org chart

Classroom Teacher K-6	Teacher Assistant/ Apprentice Teacher	SLP	ENL Team	Encores Team Promotional Team 6th Grade Advisor
<p>Meet instructional targets</p> <p>Planning & Prep</p> <p>Participate in either Math or ELA family night</p> <p>6th grade teachers: 6th grade graduation</p> <p>K teachers: K moving up ceremony, K Orientation</p>	<p>Family Engagement</p> <p>Meet instructional targets</p> <p>Participate in either math or elc family night</p>	<p>Kindergarten orientation</p> <p>New student screening K-3</p> <p>Support ICOT classrooms K-6</p> <p>Provide staff PD</p>	<p>BM 9 Committee</p> <p>Develop schedule ensuring all instructional minutes are covered</p> <p>Translation support, Family tours</p> <p>Multicultural Night</p>	<p>Website updates</p> <p>GSR updates</p> <p>Social Media</p> <p>Family Engagement</p> <p>Coordinate 6 go 7 placement support</p> <p>6th grade graduation</p> <p>Open House</p>

SEL Team/ Behavior Specialist	Wellness Coordinator	Family Outreach Specialist	DE&I/ Community Outreach Coordinator	Social Worker	Dean of Students	Psychologist
<p>BM 3 Committee</p> <p>Participate in Bi-weekly SEL team mtg.</p> <p>Participate in Family wellness night</p>	<p>SEL Team Participation</p> <p>SEL curriculum implementation</p> <p>Wellness opportunities for staff</p> <p>*Coordinate Family wellness night</p>	<p>BM 3 Committee</p> <p>Family Engagement</p> <p>Participate in Family Association</p> <p>Participate in Family wellness night</p> <p>Career Day</p> <p>School Choice Fair</p> <p>Attendance Calls</p> <p>Recruitment</p> <p>Participate in Bi-weekly SEL team mtg.</p> <p>Support DE&I initiatives</p>	<p>BM 3 Committee</p> <p>Community Outreach</p> <p>Participate in family nights</p> <p>Career Day</p> <p>Community resource list</p> <p>DE&I PDs at staff meeting</p> <p>Staff Equity Committee</p> <p>Student Equity Committee support</p> <p>Board DE&I Liaison</p>	<p>DASA Coordinator</p> <p>McKinney Vento Coordinator</p> <p>Participate in Bi-weekly SEL team mtg.</p> <p>Participate in Family wellness night</p>	<p>Discipline</p> <p>TCIS staff trainer</p> <p>BM 3 Committee</p> <p>Participate in Family wellness night</p> <p>Facilitate</p> <p>Bi-weekly SEL team mtg.</p> <p>Participate in weekly ILT mtg.</p>	

Operations Manager	Assistant Operations Manager	Administrative Assistant
<p>Responsible for all operational non-program aspects of the school:</p> <ul style="list-style-type: none"> Payroll Administration Bi-weekly reporting, yearly compensation letters & reasonable assurance letters. Accounts payable/budget/staff reimbursement Accounts receivable School District invoicing and reconciliations Finance Administration (Quickbooks, Banking, PPP loan) Monthly finance committee meetings, MMB Mid-term & yearly audit Child nutrition reporting Direct Certification for poverty % (Level 1 Certified) Student Information Systems School Tool scheduling and Maintenance Enrollment/Lottery (Good Schools Roc) Human Resource Administration (On-Boarding new Employees, NYSTRS, Excellis, MetLife, 403B, HSA, Maternity Leave & Disability, Workers Comp. Audit Student Transportation for all districts- Entry and Exit reporting to each district. Support Data coordinator with Level 0& Level 1 NYS reporting Oversee Nursing Service Oversee Food Service (Monroe County Health Permit & Certifications) Facility contact (Certificate of Occupancy through State & Local Inspections) 	<p>Supports all non-program aspects of the school as directed by operations manager:</p> <ul style="list-style-type: none"> Purchasing for entire school (Amazon & Credit Card Reconciliation, supply budget tracking) PTO Tracking and sub coverage Staff travel arrangements Clerical board support (Meeting set up, board minutes, policy tracking) Textbook ordering and tracking Website Maintenance Kindergarten Orientation Support MMB audit Support Child Nutrition (Meal Logs) Direct Certification for poverty % (Level 1 Certified) Support student information system (School Tool scheduling and maintenance) Support Enrollment Lottery (Good Schools Roc) Support Human Resource Administration (External job postings, NYSTRS reconciliation) Support NYS reporting (ePMF) Maintain Teach Account 	<ul style="list-style-type: none"> Interface with school community visitors Monitor and ID visitors using the rapior system Answer incoming calls to the school Maintain School Tool attendance Daily Attendance and tardy calls Track and file bus suspensions Manage and distribute mail upon delivery Support teachers with copying, laminating and printing Behavior support calls Maintain student files

DISCOVERY CHARTER SCHOOL

2022-2023 School Year

August 15-September 2: Staff Retreat

September 5: Labor Day Holiday (No School)

September 6: Conference Day (No School) [Staff PD]

September 7: First Day for Students

October 10: Columbus Day Holiday (No School)

November 8: Staff Development (No School)

November 11: Veteran's Day Holiday (No School)

November 18: Early Dismissal for Students

November 23-25: Thanksgiving Recess (No School)

December 9: Early Dismissal for Students

December 26-January 2: Winter Recess (No School)

January 16: MLK Holiday (No School)

February 3: Staff Development (No School)

February 20-24: President's Recess (No School)

March 3: Early Dismissal for Students

April 3-April 7: Spring Recess (No School)

April 19-20: NYS ELA Test (3rd-6th)

May 1: Staff Development (No School)

May 2-3: NYS Math Test (3rd-6th)

May 15: Early Dismissal for Students

May 29: Memorial Day Holiday (No School)

June 19: Juneteenth Observance (No School)

June 22: Last Day for Students

184 Student Days + 16 Additional Staff Days

School Hours: 7:30am-2:30pm

www.rochesterdiscovery.com

Quarter 1: 9.7-11.10; Quarter 2: 11.14-1.27

Quarter 3: 1.28-4.14; Quarter 4: 4.17-6.23

Emergency Make-Up Days: June 26-27

Approved by the Discovery Charter School Board of Trustees: May 20, 2022

JULY 2022						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER 2022						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JANUARY 2023						
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 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

15 Instructional Days

First and Last Day for Students

Federal/State Holiday

Early Dismissal for Students

AUGUST 2022						
S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

NOVEMBER 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

FEBRUARY 2023						
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				

MAY 2023						
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			

22 Instructional Days

Holiday Recess

Staff Development for Students

Staff Development Day (No Students)

SEPTEMBER 2022						
S	M	T	W	T	F	S
					1	2
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	

19 Instructional Days

DECEMBER 2022						
S	M	T	W	T	F	S
					1	2
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

17 Instructional Days

MARCH 2023						
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	

22 Instructional Days

JUNE 2023						
S	M	T	W	T	F	S
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

15 Instructional Days

NYS Exams

Updated DECEMBER 2020

Part I: General Information and Fire/Life Safety History

Inspection Date 5/9/2022

Note : Please insert the date the actual inspection took place.
The Inspection Date cannot be earlier than 45 days before the Due Date.

1. Please indicate the primary use of this facility:

- ☒ INSTRUCTIONAL
- ☐ ADMINISTRATIVE
- ☐ BUS MAINTENANCE
- ☐ BUS STORAGE ONLY
- ☐ LEASED FACILITY OFF SCHOOL GROUNDS
- ☐ MAINTENANCE
- ☐ OTHER

Please Specify:

- ☐ PUBLIC LIBRARY
- ☐ STORAGE
- ☐ VACANT

2. Is there a fire sprinkler system in this facility? ☒ YES ☐ NO

If 'yes', is the sprinkler alarm connected with the building alarm? ☒ YES ☐ NO

3. Is there a fire hydrant system for facility protection? ☒ YES ☐ NO

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

- ☒ Public owned
- ☐ School owned
- ☐ Other

Please Specify:

4. Indicate the ownership of this facility

☒ Leased

☐ Owned

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

Name *

Education Success Foundation

Address *

4 Lakeview Park

Rochester NY 14613

Telephone # *

585-563-3033

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

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

Name *

Address *

Telephone # *

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

nearest whole ten feet: 112,000

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

8. FIRE AND EMERGENCY DRILLS

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

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

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

FIRE & EMERGENCY DRILLS

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

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

	Date	Evacuation	Lockdown
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

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

10/1/2019 10:10:10 AM

10/1/2019 10:10:10 AM

8d. Average time to evacuate facility was: minutes seconds

8c. Arson and fire prevention instruction was provided in accordance with section 808 of the Education Law (revised 9/1/05) which requires every school in New York State to provide a minimum of 45 minutes of instruction in arson, fire prevention, injury prevention, and life safety for each month school is in session. ☒ YES ☐ NO

8f. Employee fire prevention, evacuation, and fire safety training was provided, and records maintained, in accordance with Section F406 of the NYS Fire Code ☒ YES ☐ NO

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

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

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

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

School District _____
Facility # _____

Building Name Discovery Charter School

Part II-A (to be completed for public schools only - except "Big 4")					Part II-B					Part II-B					Part II-B				
Item #	Non-Conformance	Date Corrected	Date Reinspected		Item #	Non-Conformance	Date Corrected	Date Reinspected		Item #	Non-Conformance	Date Corrected	Date Reinspected		Item #	Non-Conformance	Date Corrected	Date Reinspected	
01A-2					08A-2					13A-2					19E-1				
01B-1					08B-2					13B-2					19F-1				
01C-1					08C-2										19G-1				
01D-1					08D-2					14A-2					19H-2				
01E-1					08E-2					14B-2									
					09A-2					14C-2					20A-1				
02A-2					09B-2					14D-1					20B-1				
02B-1					09C-1					14E-1	5/17/22	5/16/22	5/23/22		20C-1				
02C-3					09D-1					15A-2					21A-3				
02D-1					09F-2					15B-1					22A-3				
02E-2					09G-2					15C-2					22B-3				
02F-3					10A-2					15D-2					22C-3				
02G-2					10B-2					15E-1					23A-1				
					10C-1					16A-2	5/17/22	5/16/22	5/23/22		23B-1				
03A-3					10D-1					16B-2					23C-1				
03B-1	5/17/22	5/16/22	5/23/22							16C-2					23D-2				
					11A-2					16D-2					24A-3				
04A-2					11B-1					17A-3					25A-1				
04B-2					11C-2					17B-2					25B-1				
04C-1					11D-2					17C-2					25C-1				
					11E-1					17D-2									
										17E-1									
05A-3										17F-3					<p>If any additional non-conformances are observed, check item 26A-3 and list the Code section below.</p> <p>Inspector</p> <p>The inspector has been provided with a copy of the previous year's school fire safety report:</p> <p>Yes _____ No _____</p>				
05B-2					12A-1					17G-1									
05C-2					12B-3					17H-2									
					12C-2					17I-2									
06A-1					12D-2					17J-1									
06B-1					12E-1					17K-1									
06C-1					12F-1					17L-1									
06D-2					12G-1					18A-2									
06E-3					12H-1					18B-2									
06F-1					12I-1					18C-2									
06G-1					12J-1	5/17/22	5/16/22	5/23/22		18D-2									
06H-2					12K-1					19A-3									
					12L-1					19B-2									
07A-3					12M-1					19C-1									
07B-2					12N-1					19D-1									
07C-2					12O-2														

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

Initial Inspection:

Fire Safety Inspector:

Name Christopher Forsyth
Date 5/17/2022

Registry # 0717-0224 (26E-4)

Final Inspection (if required):

Fire Safety Inspector:

Name Christopher Forsyth
Date 5/24/2022

Registry # 0717-0224 (26F-4)

Part III: Public School Certifications

Section III-A. Fire Inspector

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

Name: Christopher Forsyth Telephone #: (585) 261-2636
Title: Asst. Fire Marshal Certification # 0717-0224
Email: cforyth@greeceny.gov (as designated by the NYS Department of State)

Section III-B. Building Administrator or Designee

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

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

Name: _____ Telephone #: (____) _____
Title: _____ Email: _____
Signature _____

Section III-C. School Superintendent

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

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

Name: _____ Telephone #: (____) _____
Title: _____
Email: _____ Signature _____



CERTIFICATE OF OCCUPANCY

VALID FOR FACILITY:

DISCOVERY CHARTER SCHOOL
133 HOOVER DRIVE
ROCHESTER, NEW YORK 14615

DISTRICT:

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

Building ID: 260501861002

Issuance Date: July 11, 2022

Effective Date: June 01, 2022

Expiration Date: June 01, 2023


Commissioner of Education

OBTAIN FIRE SAFETY REPORT FROM DISTRICT OFFICE

THIS CERTIFICATE VOIDS ANY PREVIOUSLY ISSUED