

DISCOVERY CHARTER SCHOOL BOARD OF TRUSTEES

MEETING AGENDA

June 16, 2023 8:00-10:00 a.m.

Location for Public Meeting: 133 Hoover Drive, Rochester NY 14615

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**
6.16.2023

8:00 AM Eastern Time (US and Canada)

Zoom link:

<https://us06web.zoom.us/j/86450663136?pwd=RkdPU3dTRGJmNkFzKy9CUlc2Nys0QQT09>

Meeting ID: 864 5066 3136
Passcode: Discovery

1. Call to Order
2. Proof of Public Notice of Meeting
3. Conflict of Interest Reminder
4. Public Comment
5. Consent Agenda (*Action Required*): Approve Minutes for Meeting of 4.28.2023.
6. Committee Reports: Update on Annual Review of Policies
 - a. Audit & Finance Committee Report—April Minutes included in Board Materials
 - b. Governance Committee Report
 - c. Executive Committee Report
 - d. Academic Excellence Committee
 - e. Personnel Committee Report
 - f. Committee on Diversity, Equity, and Inclusion
 - g. Parent Representative
7. Resignation of Ebony Stubbs, Parent Representative
8. New Trustee Nomination: Joyce Johnson: (*Action Required*) **Resolution #490**
9. 23-24 Meeting Schedule:: (*Action Required*) **Resolution #491**
10. TNTP Insight Teacher Survey (*Action Required*) **Resolution #492**
11. Denison Leadership 360 (*Action Required*) **Resolution #493**
12. Charter Champions
13. July Planning Retreat
14. Motion to Adjourn (*Action Required*)

Next Regular Meeting: July 21 , 2023, 8:00 a.m.

DISCOVERY CHARTER SCHOOL BOARD OF TRUSTEES

MEETING MINUTES

May 19, 2023; 8:00 A.M.

133 Hoover Drive, Rochester, New York 14615

Physical Location for Public Meeting: 133 Hoover Drive, Rochester NY 14615 (Art Room)

Remote Attendance for Public Meeting Option: Zoom Link

The meeting information was included in Public Notice as well as posted at the school and on the website

Topic: Discovery Charter School- Board of Trustees Meeting 5.19.23

Time: May 19, 2023 8:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/86450663136?pwd=RkdPU3dTRGJmNkFzKy9CUlc2Nys0QT09>

Meeting ID: 864 5066 3136

Passcode: Discovery

Trustees Present: S. Varhus (Chair), L. Lewis (Vice Chair), S. Adair (Treasurer), R. Stiles, M. Galarza-Ruiz, D. Braveman, S. Fazili (Secretary)

Trustee Participating Remotely: none

Trustees Excused: E. Stubbs, C. Wilkins

Also Present: S. Castner (School Director), M. Bradstreet (Data Coordinator), Anne Culver (Finance/HR Manager)

Participating Remotely: S. Polowitz (Legal Council)

1. Call to Order

- a. The Chair called the meeting to order at 8:01, 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*, posted at the school and on the school website

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 Meeting of 4.28.2023 - Moved by S. Adair, seconded by D. Braveman, approval was unanimous, no abstentions.

6. Committee Reports

- a. Executive Committee: *(no report)*
- b. Academic Excellence Committee: *(no report)*
- c. Governance Committee Report: *(no report)*
- d. Personnel Committee Report: *(Working to review and update staff and family handbooks. Family handbook- moved by L. Lewis, seconded by M. Galarza-Ruiz, approval was unanimous, no abstentions. Staff Handbook- moved by L. Lewis, seconded by D. Braveman, approval was unanimous, no abstentions.)*

e. Audit & Finance Committee Report: *(Looking at a staff compensation study costing \$6500. **Resolution #489** moved by S. Adair, seconded by R. Stiles, approval was unanimous, no abstentions.)*

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

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

7. **Policy Revisions:** #1100, #1110, **Resolution 488** Moved by S. Adair, seconded by L. Lewis, approval was unanimous, no abstentions)

8. **New Trustee Nomination:** LaQuisha Bridges, recommended by Governance Committee. **Resolution #487:**

*WHEREAS the Board of **Discovery Charter School** has duly held a board meeting on **May 19, 2023** consistent with its bylaws, and*

*WHEREAS a quorum of **Discovery Charter School** trustees had discussions concerning the addition of an additional board member to the Board of Trustees of **Discovery Charter School**, and*

*WHEREAS a motion to add **La Quisha Bridges** as a member(s) to the Board of Trustees was made, and*

*WHEREAS the above referenced motion was seconded, and thereafter a vote to accept or reject said motion was taken by the Board of **Discovery Charter School**, and*

*WHEREAS the above referenced motion was duly accepted and passed by **Discovery Charter School** board,*

*NOW, therefore, 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, has voted to select **La Quisha Bridges** as a member to its Board of Trustees, with a term expiring on **June 30, 2026**, pending approval by NYSED. The resolution approving **La Quisha Bridges** is adopted upon NYSED's approval*

Moved by D. Braveman, seconded by S. Adair, approval was unanimous, no abstentions.

9. **School Director Report:** Math and ELA testing is completed, team is optimistic that goals will be met or exceeded. S. Castner shared a listing of community resources available to students and families. S. Castner started her fellowship with a zoom kickoff meeting. On June 7

the Charter School Office is coming for a site visit. They will be meeting with ILT, Staff, Students, and the Board. Times will be scheduled.

10. Staff Survey: There is a need for an updated staff survey, to be completed yearly or bi-annually. S. Varhus and S. Castner recomomend Insight Teacher Survey, which would do two confidential 3rd party surveys annually at a cost of \$1200. This would start the 23-24 school year. School administrators still may do an internal survey this year to inform decisions for next year. The resoutoj approving the c ontract with Insight willl be brought forward at the 6.16 meeting.

11. Adjournment: Moved at 9:07 by L. Lewis, seconded by D. Braveman, approval was unanimous, no abstentions.

Next Regular Meeting: 6/16/23 8:00 AM

Minutes submitted by M. Bradstreet

Finance Committee Meeting Minutes
Meeting Date 05/17/2023 / Time: 8:00 am
Minutes Recorded By: Anne Culver

Committee Chair:	Scott Adair			
Committee Members	Name		Present	Excused
	Sara Varhus		X	
	Scott Adair		X	
	Sareer Fazili		X	
	Sara Castner			X
	Anne Culver		X	

MEETING AGENDA, MINUTES AND ACTION ITEMS				
Agenda Item	Discussion	Action Item	Responsible Party	Due Date
Financial Statement Review	The April financials were reviewed. ~ \$845K in the operating account. The \$600K receivable is no longer outstanding. We did not see a delay in per pupil funding from the lack of NYS budget adoption. Nothing significant on the expense side. April shows a deficit of \$77K, however, we are still showing overall revenue of \$400K currently.	Send contact info for banking connections to Anne	Sareer, Scott	05/19/2023
Review policy changes		Present policy changes to Board	Scott	05/19/2023
Burke Group proposal		Present Burke Group proposal to Board	Scott	05/19/2023
Money Market Account	Discussed revisions to financial policies: Removed Petty Cash policy as DCS has never utilized petty cash. Most revisions surround title change and transfer internal controls from Ops Mgr/Financial Consultant to Finance Mgr/School Director.	Reach out to bank contacts re: MM account options	Anne	05/31/2023

Finance Committee Meeting Minutes
Meeting Date 05/17/2023 / Time: 8:00 am
Minutes Recorded By: Anne Culver

	<p>Reviewed Burke Group proposal. \$6500 seems to align with expectations. Will present to Board on Friday for approval to move forward.</p> <p>Reviewed info on Money Market account. Committee agreed it seems to make sense to find local/familiar bank to discuss current rates/options. Interest rates are good ~4% and money would be easily accessible in MM account.</p> <p>Auditors will be onsite at the end of May for interim work</p>			



RESOLUTION #490

At a Regular Meeting of the Board of Trustees of Discovery Charter School (the “School”) held on the 16th day of June, 2023 at 133 Hoover Drive, Rochester NY 14615 with the option for attendance via Zoom link:

Zoom link:

<https://us06web.zoom.us/j/86450663136?pwd=RkdPU3dTRGJmNkFzKy9CUlc2Nys0QT09>

Meeting ID: 864 5066 3136
Passcode: Discovery

the following Resolution was adopted by the Board of Trustees:

WHEREAS the Board of **Discovery Charter School** has duly held a board meeting on **June 16, 2023** consistent with its bylaws, and

WHEREAS a quorum of **Discovery Charter School** trustees had discussions concerning the addition of an additional board member to the Board of Trustees of **Discovery Charter School**, and

WHEREAS a motion to add **Joyce Johnson** as a member(s) to the Board of Trustees was made, and

WHEREAS the above referenced motion was seconded, and thereafter a vote to accept or reject said motion was taken by the Board of **Discovery Charter School**, and

WHEREAS the above referenced motion was duly accepted and passed by **Discovery Charter School** board,

NOW, therefore, 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, has voted to select **Joyce Johnson** as a member to its Board of Trustees, with a term expiring on **June 30, 2027**, pending approval by NYSED. The resolution approving **Joyce Johnson** is adopted upon NYSED's approval

I, **Sara Varhus**, as **Chair** of the Board of Trustees of **Discovery Charter School**, organized and existing under the laws of New York, hereby certify that the above is a true copy of a resolution adopted by the Board of Trustees of **Discovery Charter School** at a meeting convened and held June 16, 2023 at which a quorum was present and voting throughout and that such resolution is adopted upon NYSED's approval and is in accordance with the provisions of the charter and by-laws of **Discovery Charter School**.

_____, Chair, Board of Trustees
Signature

Dated: **June 16, 2023**
Discovery Charter School

DISCOVERY CHARTER SCHOOL

RESOLUTION #491

At a Regular Meeting of the Board of Trustees of Discovery Charter School (the “School”) held on the 16th day of July 2023 at 133 Hoover Drive, Rochester NY 14615 with the option for attendance via Zoom link:

Zoom link:

<https://us06web.zoom.us/j/86450663136?pwd=RkdPU3dTRGJmNkFzKy9CUlc2Nys0QT09>

Meeting ID: 864 5066 3136

Passcode: Discovery

the following Resolution was adopted by the Board of Trustees:

WHEREAS: It is the responsibility of the Board of Trustees to review and approve the 2023-2024 Schedule of Meetings for the Board of Trustees; and

WHEREAS: The proposed schedule of 2023-2024 Board of Trustee Meetings is as follows:

2023:

July 21: 8:00-10:00

August 18: 8:00-10:00

September 15: 8:00-10:00

October 20: 8:00-10:00

November 17: 8:00-10:00

December 15: 8:00-10:00

2024:

January 19: 8:00-10:00

February 16: 8:00-10:00

March 15: 8:00-10:00

April 19: 8:00-10:00

May 17: 8:00-10:00

June 21: 8:00-10:00(Regular meeting and Annual Meeting)

RESOLVED: That the Board of Trustees approve the 2023-2024 Schedule of Meetings.

Date: July 16, 2023

Sareer Fazili, Secretary

DISCOVERY CHARTER SCHOOL

RESOLUTION #492

At a Regular Meeting of the Board of Trustees of Discovery Charter School (the “School”) held on the 16th day of June, 2023 at **133 Hoover Drive, Rochester NY 14615** with the option for attendance via Zoom link:

Zoom link:

<https://us06web.zoom.us/j/86450663136?pwd=RkdPU3dTRGJmNkFzKy9CUlc2Nys0QT09>

Meeting ID: 864 5066 3136

Passcode: Discovery

the following Resolution was adopted by the Board of Trustees:

WHEREAS: The School Director has recommended that the School adopt a third-party staff survey; AND

WHEREAS: The TNTP Insight Teacher survey will provide staff survey results compared to results nation-wide; AND

WHEREAS: The TNTP Insight Teacher Survey has proposed a three-year contract, administered twice per year at a cost of \$1260 per year; IT IS THEREFORE

RESOLVED: That the Board approves entering into a contract with TNTP to administer the Insight Teacher Survey at Discovery Charter School at a cost of \$1260 per year.

Date: June 16, 2023

Sareer Fazili, Secretary

DISCOVERY CHARTER SCHOOL

RESOLUTION #493

At a Regular Meeting of the Board of Trustees of Discovery Charter School (the “School”) held on the 16th day of June, 2023 at **133 Hoover Drive, Rochester NY 14615** with the option for attendance via Zoom link:

Zoom link:

<https://us06web.zoom.us/j/86450663136?pwd=RkdPU3dTRGJmNkFzKy9CUlc2Nys0QT09>

Meeting ID: 864 5066 3136

Passcode: Discovery

the following Resolution was adopted by the Board of Trustees:

WHEREAS: The Board of Trustees has agreed to support the School Director’s professional development by administering a 360-degree leadership survey; AND

WHEREAS: Denison Consulting will administer the Denison Leadership Development 360 at a cost of \$205; AND

WHEREAS: Other local nonprofit organization have found the Denison Leadership Development 360 to be useful; IT IS THEREFORE

RESOLVED: That the Board approves entering into a contract with Denison to administer the Denison Leadership Development 360 at a cost of \$205.

Date: June 16, 2023

Sareer Fazili, Secretary

JOYCE M. JOHNSON
3252 Culver Road
Rochester, NY 14622
Cell Phone: (585) 613-2321

GOAL: To secure a finance position with a company that is looking for a fast learner with a myriad of skills and qualifications.

PROFILE:

Results-oriented dynamic and successful leader with over 20 years of experience in leading and managing complex and often time-sensitive projects. Experienced professional with over fifteen years in purchasing, programming, and fiscal accounting, both commercial and government-wide, including proficient understanding, reading and requesting RFPs, and budget formation. Involved in significant projects and activities that supported the U.S. Army, the Department of Defense, the military services, and the private sector. Excellent writing and verbal skills, and a proven record of accomplishment in data analysis research and report writing. Experienced in presenting diverse analytical topics, reaching reasonable conclusions, and training staff. Demonstrated organizational and leadership skills based on several special task force activities involving mission-critical requirements. Particularly adept at mastering new subject matter quickly, building strong teams and effective coalitions, articulating corporate visions and goals, and motivating and inspiring team members.

SUMMARY OF EXPERIENCE:

Urban League of Rochester, NY, Inc.,

Vice President of Finance, Accounts Receivable

October 2022 – Present

- Work closely with the CFO on financial reporting data.
- Responsible for compliance and creation of policies related to receivables.
- Collaborates with the ULR leadership team to ensure accurate and timely accounts receivable functions.
- Assist with special projects handled within the Finance department.
- Demonstrate keen expertise regarding accounts receivable for each program.
- Ensure strong financial data management and analysis are highly prioritized.
- Proactively knowledgeable regarding funding contract requirements for all program contracts.
- Provide training and coaching to ULR staff on contract requirements specific to reimbursement.
- Provide technical assistance to programs regarding receivables.
- Participate in regular and recurring meetings with the CFO to review progress, concerns, and accounts receivable functions.
- Prepare Federal Program reports for all Department of Labor
- Ensure the agency's yearly 990 and other tax filing are reported to the charities bureau on time.
- Supervise program accountant and general ledger staff.
- Ensure accounts payables posting are accurate and processed in a timely manner.
- Work closely with Program, Planning, and Evaluation staff on new and recurring grants
- Prepare budgets for current and new grants and proposals
- Prepare reporting for the Department of Justice.
- Responsible for closeout reporting to funders.
- Prepare certified financial reporting for all OPWDD programs
- Prepare and process all Medicaid billing and reconciliations
- Perform other such duties as assigned.

CP Rochester.**Associate Director of Finance****December 2021 – October 2022**

Support the Vice President of Finance in all related areas assigned. In this position, perform other duties listed below.

- Developed a system for purchasing.
- Assist with the preparation of cost reporting to regulatory agencies.
- Supervise billing, accounts payable, and purchasing staff.
- Ensure that the finance department staff performs all financial functions of the agency.
- Performs month-end closing procedures and prepares the Board of Director package for VP of Finance's review.
- Responsible for running all bank statements.
- Prepare, approve, and post a journal entry.
- Helped with the preparation of company's annual audit.

Urban League of Rochester, NY, Inc.**Director of Facilities, IT and Procurement****October 2006 – November 2022**

Support Urban League of Rochester, NY, Inc. in all related facilities, IT, and Procurement areas. Work independently and in concert with Department Heads and external customers to ensure that program needs are met in a timely manner.

In this position, perform other duties listed below.

- Developed and structured the facilities department.
- Wrote the policies and procedures for the facilities department.
- Supervise maintenance and receptionist staff to ensure proper coverage at all times.
- Perform daily walk-throughs of the buildings and grounds to ensure the safety, security, and well-being of facilities are maintained.
- Monitor and assist in the preparation of the annual maintenance operating and capital budgets.
- Prepare and maintain purchasing-related policies and procedures. Ensure procedures are communicated to ULR staff and deviations from policies are documented. Policies are to insure appropriate internal controls to protect the assets and resources of ULR.
- Responsible for the setup of all laptops in the agency.
- Work closely with vendors on monitoring and ensuring that our computers are functioning properly and up to date.
- Work closely with finance to ensure that funds are available for the program purchase of supplies and computers.
- Responsible for Medicaid billing including ensuring that full payment was received and denials are billed.
- Prepare mid-month and end-of-month payroll for posting.
- Responsible for space allocations assigned to programs.
- Working on a space allocation that will make allocation of space easier for finance.

Purchasing Accountant, Program Accountant, and Facilities Supervisor December 99 – October 2006

Supported Urban League of Rochester, NY, Inc. in all related accounting and budget requirements. Worked independently and in concert with department heads and external customers to ensure the accurate posting, recording, and monitoring of all funds received. Perform other duties listed below:

- Managed responsibilities for daily program operating budgets with obligation and expense authorities.
- Controlled, tracked, and managed 10 programs within the company.
- Received and compiled budget estimates, expenditure forecasts, and narrative justification for 10 programs.
- Maintained and coordinated all functions relating to the maintenance of the company.
- Negotiated company contracts with commercial and government suppliers.
- Certified request for payments on extended service contracts.
- Developed cost proposals and closed out work orders upon completion.
- Coordinated with Department Heads on their programs acquisition and budgetary requirements.

- Performed quarterly audits and reviews with subordinate activities.
- Recommended corrective action and realignment of funds, as needed.
- Responsible for Medicaid billing including ensuring that full payment was received and denials billed.
- Member of the development of the compliance committee.
- Developed and coordinate policies and procedures associated with compliance standards for the agency.
- Compliance Officer for the agency for one year.

Baden Street Child Development Center, Rochester, NY

April 99 – December 99

Administrative Coordinator

Controlled and managed all non-analytical administrative tasks and issues relating to the entire department including payroll, budgetary requirements, security, and administrative operations. Coordinated and processed all accounting functions in accordance with established guidelines and procedures.

- Processed payroll for the entire department.
- Provided guidance and interface with upper management in an effort to plan and develop presentations/briefings critical to financial management and budgetary requirements for the entire Social Services for Child Development Department.
- Performed data entry requirements, and quality checks of assigned projects, programs, and accounting activities.
- Typed all correspondence.
- Grammatically corrected correspondence, reports, and various products before consumer consumption.
- Consulted with co-workers on guidelines, methods, and procedures for preparing correspondence, financial documents, and expenditures relating to personnel actions.

Advantage Professionals, Rochester, NY

June 98 – April 99

Account Coordinator and Account Receivable

Performed a myriad of duties to include accounting, budgeting, and financial management functions.

- Processed payroll for several divisions.
- Reviewed and approved accounts payable vouchers for liquidation.
- Certified request for payments and processed expense accounts.
- Verified payment by credit cards and checks
- Obligated and liquidated all commercial contracts.
- Generated summary and detailed automate accounting and budget reports.
- Made manual adjustments to account journals and general ledgers.
- Monitored, tracked and processed orders for computer subscriptions

Chase Manhattan Bank, Rochester, NY

September 91 – September 95

Teller Supervisor

Performed a myriad of banking and administrative duties to include supervising the flow of work of several bank tellers and performed end-of-the-day balances of all subordinate employees.

- Planed and coordinated the flow of work for several tellers.
- Trained newly assigned tellers.
- Maintained Branch vault.
- Prepared and submitted Branch reports.
- Interfaced daily with customers both foreign and domestic.

United States Army, Indianapolis, IN
Finance, Noncommissioned Officer

September 81 – May 88

Performed and ensured the accurate posting, recording, tracking, and liquidation of accounting and budgeting requirements. Oversaw and was responsible for a myriad of tasks and projects relating to acquisition accounting, budget estimate, and cost and purchase orders requests.

- Supervised and trained junior Army personnel on accounting principles, guidelines and procedures.
- Reviewed and approved purchases.
- Issued payroll requirements on a timely basis.
- Inputted data into Army personnel payroll records.
- Balanced the Finance Office accounts daily.
- Performed quarterly audits of Army personnel personal payroll records.
- Recommended corrected action and realignments if necessary.
- Monitored and tracked personal history files on Army personnel.

EDUCATION:

- Master of Science Accounting, Southern New Hampshire University, July 21 GPA 3.84
- Bachelor in Applied Science: Accounting, Saint John Fisher College, May 03, GPA 2.69
- Associate in Applied Science: Accounting, Monroe Community College (MCC), May 98, GPA 3.48

COMPUTER SKILLS:

Thoroughly proficient with the latest computers and software. Familiar with computer programs and database management including accounting databases.

- | | |
|--------------------------------|------------------------|
| • Microsoft Office Application | • Peachtree Accounting |
| • MAS90 | • Excel |
| • Great Plains | • Business Central |
| • Bill.com | |

AWARDS & RECOGNITIONS:

- Phi Theta Kappa
- Who's Who In America in Two-Year Colleges
- Who's Who In America on the Dean's List in Two-Year Colleges
- SUNY Empire State Honor Scholarship
- John Chappell Scholarship
- National Society of Leadership and Success

COMMUNITY & VOLUNTEER ACTIVITIES:

- Past Treasurer of the Mount Olive Missionary Baptist Church Senior Choir. Jan. 05 –Dec. 08
- Announcer of Sunday School activities Jan 05 – Dec 08
- Phi theta Kappa President May 97 – May 98
- Church Clerk for Greater Harvest Church Jun 15 - Present
- Former Compliance Officer for Urban League of Rochester Apr 08- Mar 09
- Trustee and Treasurer for Greater Harvest Church Jun 18 - Present
- President of Greater Harvest Church Choir Jun 18 - Present

From: Latoya King latoya.king@tntp.org
Subject: RE: Insight Teacher Survey
Date: June 5, 2023 at 11:42 AM
To: Sara Varhus svarhus0@naz.edu

LK

Good morning, Sara,

We would be happy to develop a contract for you. Before we begin, may you please review the updated proposal and confirm the following:

1. Survey Windows – We recommend fall and spring when administering twice per year.
2. Cost – To administer the teacher survey it is \$ 1,260 for twice per year.
3. Term Agreement - One year term agreement or three year term agreement . The three year term agreement includes the following:
 - Three-year term. This will eliminate the need for you to review this contract on an annual basis and provide a locked in cost for survey services. While the agreement is good through September 30, 2026, your school or network can decide annually whether to participate in Insight.
 - Flexible year-over-year participation. We'll be in touch with you during the summer to confirm your participation in Insight for the subsequent school year. If you choose to opt-out for the upcoming school year, we'll need to know by August
 - Cost accrual based on participation. The cost of Insight will only be incurred if your school or network participates. The agreement quotes an annual, per campus cost, so it's possible to add or remove schools each year based on your network's size and growth.

I look forward to hearing from you soon.

Best,

Latoya

-----Original Message-----

From: Sara Varhus <svarhus0@naz.edu>
Sent: Friday, June 2, 2023 11:03 AM
To: Latoya King <latoya.king@tntp.org>
Subject: Insight Teacher Survey

[EXTERNAL EMAIL] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

Latoya,

DCS does want to offer the Teacher Survey twice next year. Can you send a contract for that service?

Thanks,

Sara Varhus

Insight Surveys for Discovery Charter School

Potential Scope of Work for School Year: 2023-24, 2024-25, 2025-26

This document outlines an overview of TNTP's Insight Surveys service as it relates to our National Survey Administration.

Overview

TNTP's *Instructional Culture Insight* ("Insight") surveys provide network and school leaders with a roadmap for improving leadership practices by first collecting feedback on specific actionable practice from all stakeholders, including teachers, families, school support staff, school leadership teams, and central office staff. Leaders are then provided tools and resources to use that feedback to identify strengths and opportunities for improvement at their school, relative to schools nationally where practices are strongest. Data from Insight has shown that schools with strong instructional cultures and leadership practices can retain more effective teachers and support strong student achievement. Since 2010, TNTP Insight surveys have helped over 2,500 school leaders improve conditions for teaching and learning.

Each participating school receives reports containing specific, actionable feedback that school teams can work together to assess and address quickly. Stakeholder surveys provide an overview of the needs of the network, which can be helpful in coordinating ongoing support and improvement efforts. By collecting data, school leaders will be better positioned to tackle common challenges by:

- Providing staff and families with a clear avenue for constructive feedback and action cycles.
- Assessing stakeholders' understanding of, and investment in, leaders' vision of excellent instruction.
- Identifying opportunities to leverage low-cost strategies for retaining top-performing staff at higher rates.
- Tracking progress towards improving school culture and setting concrete, actionable steps.
- Establishing a supportive culture where great instruction thrives.

Available Survey Instruments

TNTP's survey tools encourage networks and schools to put student learning at the heart of all improvement efforts. Each stakeholder group plays a specific role contributing to student success, and our survey tools ask stakeholders about the experiences they are uniquely able to speak to because of their role. TNTP recommends the following survey instruments to solicit feedback from teachers.

Survey Audience	Survey Content
Teacher Survey	Teachers are asked to share their experiences with leadership practices related to instructional culture, including topics such as observation and feedback, academic expectations, peer culture, instructional planning, and more. Teachers also share their retention plans and reasons for staying or leaving.

Scope of Work

Surveys are administered once or twice per year. Details on the major activities and specific scope of work TNTP will complete for each year of the partnership is provided in the table directly below.

DETAILED ANNUAL SERVICES		
Survey Services	TNTP Responsibilities	Network Responsibilities

<ul style="list-style-type: none"> • Teacher Survey 	<p>Component: Administration <i>TNTP collects survey responses from teachers and staff through online surveys</i></p> <ul style="list-style-type: none"> • Provide survey instruments. Stakeholders will respond to questions in both the standard and supplemental survey domains. • Provide communication materials to inform relevant stakeholders about upcoming surveys • Facilitate all aspects of online survey administration, including survey set-up and close-out, roster management, data collection and cleaning, respondent reminders, and technical support • Set response rate targets to meet minimum reporting requirements & monitor response rates • Provide central contacts with access to a portal where they can monitor response rates by school 	<ul style="list-style-type: none"> • Customize and distribute communications to stakeholders about upcoming surveys • Provide accurate staff rosters to TNTP • Monitor response rates and provide interventions as necessary • Provide accurate student rosters to TNTP (for student survey only) • (Family surveys only) Distribute family survey link through established communication channels with student caregivers
	<p>Component: Reporting <i>TNTP analyzes and packages data into interactive, online reports</i></p> <ul style="list-style-type: none"> • Provide online network reports with results aggregated at the network-level by stakeholder as well as all individual school results • Provide online school reports with individual school-leader access: school-level results by stakeholder where minimum response rates are met, and guidance for building a roadmap for improvement 	<ul style="list-style-type: none"> • Identify which staff should have access to which school and network-level reports, provide user contact information to TNTP
	<p>Component: Implementation & Resources <i>TNTP provides a full suite of support tools and resources</i></p> <ul style="list-style-type: none"> • Online reports contain a link to additional guidance and resources on how to read and use reports, as well as guidance and templates for sharing results with teachers • Resources aligned with Insight domains (topics) to support leaders understand best practices and take action on their data. • TNTP's Teacher Talent Toolbox and Student Experience Toolkit contain hundreds of tools and resources sourced from schools aligned to the Insight survey that leaders can use to address key growth areas on stakeholder surveys 	<ul style="list-style-type: none"> • Debrief survey results with school leaders and support them to take next steps on focus areas

Key Dates for the National Survey Administration

We offer three survey windows throughout the year. Based on our correspondence, you would like to participate twice per year. If you elect to participate twice per year, we suggest fall and spring or to participate once per year in any of the three offerings.

	Fall Survey Window	Winter Survey Window	Spring Survey Window
Survey Window	October 18 – November 3	January 22 – February 2	April 22 – May 3

Report Delivery	December 11	March 11	June 3
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Survey windows for following the school year will be provided each summer, prior to the start of the school year. Please reference the chart above for the dates during each survey window.

Pricing

The following table shows the annual cost for TNTP's services covering the scope of work outlined in the above "Detailed Annual Services" table for select surveys *administered twice per school year* for *1 school*. These costs will be incurred annually over a 3 year agreement.

Detailed Insight Annual Service	Frequency	Cost per School
Teacher Survey	2	\$1,260
Total Annual Cost		\$1,260

Next Steps

We look forward to confirming which survey dates you would like to participate in. For more information or to discuss the scope of work in this proposal, please contact Latoya King at insight@tntp.org.

DENISON LEADERSHIP DEVELOPMENT 360

A FEW NOTES



STRATEGIC
ALIGNMENT



MERGER &
ACQUISITION



TRANSFORMATION
& TURNAROUND



TALENT
MANAGEMENT

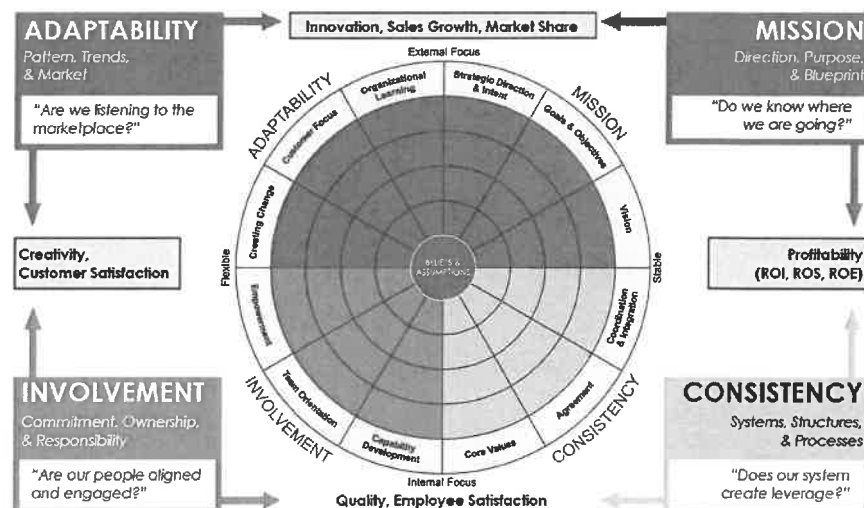
Feedback is a critical component of leadership development.

The purpose of the Denison Leadership 360 is to help you improve your leadership abilities and to increase your impact in the organization. The data is intended to create a better understanding of your leadership strengths and challenges. It does this by highlighting how the people you work with view your leadership capabilities in areas important to organizational effectiveness. As a recipient of 360 degree feedback, you have an opportunity to model how feedback can be used and valued in the organization.

360 degree feedback will help you:

- Develop an awareness of your perceived behavior in the workplace
- Build upon what you do well
- Focus on changes that you may need to make in order to be more effective as a leader
- Conduct honest conversations with your colleagues to further explore the results
- Pave the way for targeted action planning
- Take responsibility for your own development

Understanding Your Denison Leadership 360 Results:



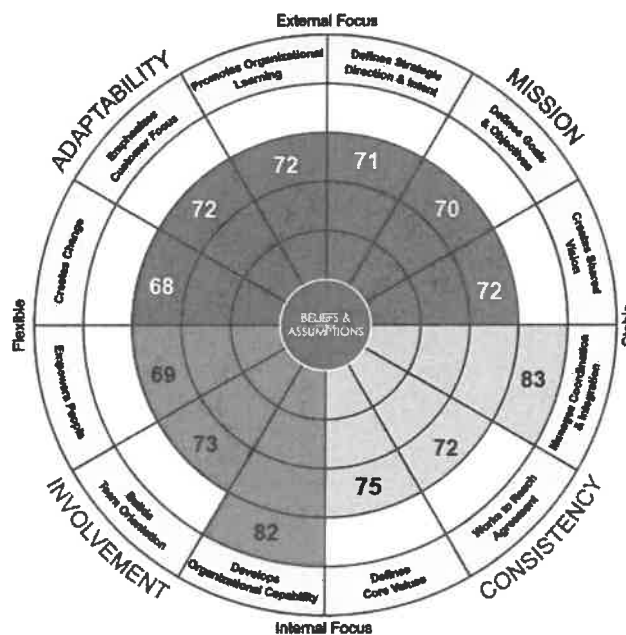
The feedback received is based on the Denison Model of High Performance – it looks at leadership through a High Performance Culture lens.

Interpreting the Scores – using percentiles to represent the ratings:

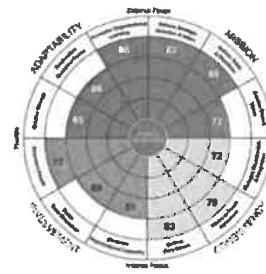
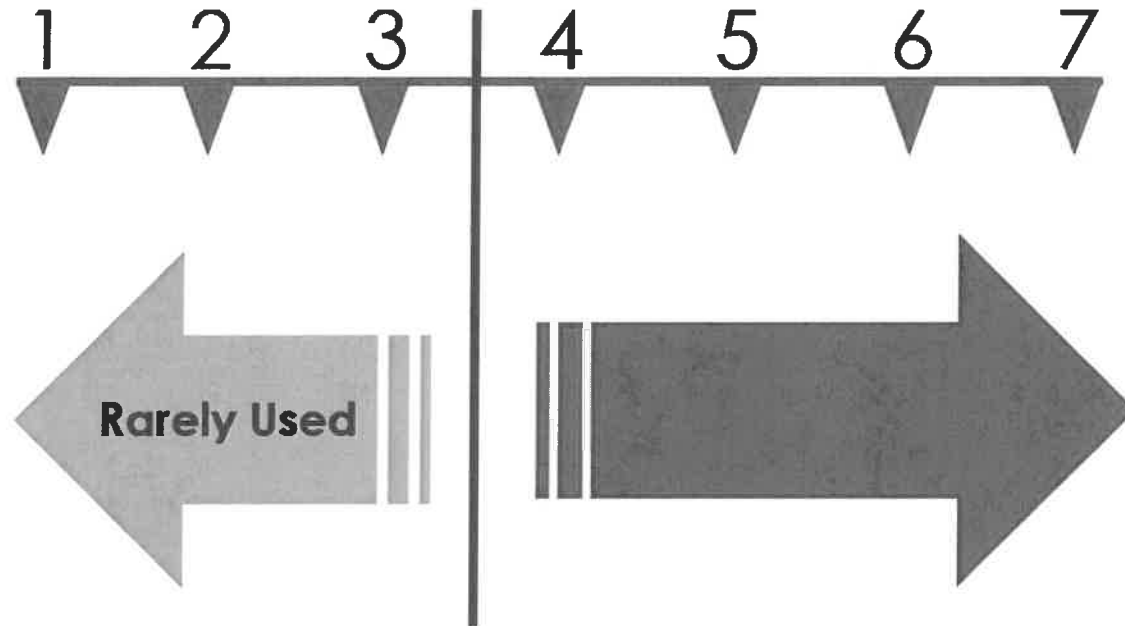
The Denison Leadership 360 uses benchmarking (comparison to other leaders) to display the scores for the various leadership indexes and items. For example, if you see a score of 73 in the area of "Builds Team Orientation", it indicates that you scored equal to or higher than 73% of the leaders against which your scores were compared.

By benchmarking your scores, the Denison Leadership 360:

- 1) Highlights where you have opportunities for improvement
- 2) Recognizes that some leadership areas are easier to perform well in than others



A graphic representation of how the normative scoring helps sharpen both the areas of strength and opportunities for improvement is shown below:

Strongly
DisagreeStrongly
Agree

Lower percentile scores do not indicate that raters believe a leader has no capabilities in an area. Low scores most likely indicate that raters (including Self) perceive that there is opportunity for improvement in that area. Higher scores often reflect areas where an individual spends more of their time and energy as a leader.

With the Denison Leadership 360, you can make informed decisions about where and how to focus your time and energy going forward.

Using your 360 Feedback to Drive Honest Conversations and Thoughtful Actions: A Four Step Process

How you respond to the feedback and act upon the insights provided creates an opportunity to convey to others that feedback is both welcomed and valued.

You may have some questions about the feedback or specific data points that need further illumination. We recommend that you follow these 4 steps outlined below in order thank your colleagues for the feedback provided and, where necessary, get additional clarity and insight. The ultimate goal is to work with your Manager to agree on a core set of priority actions intended to build on your strengths and address opportunity areas for improvement.

Step 1: Read through the report several times, taking note of both strengths and challenge areas. Note where the strengths and challenges are common among the various groups that provided feedback (**Content specific**), as well as where the strengths and challenges are unique to a specific set of raters (**Peers, Direct Reports or Boss – Context specific**)

Step 2: Identify 2 – 3 potential areas for development as well as strengths you want to leverage. Resist choosing development areas based solely on the lowest scores. Also consider what is important in your role and what will position you for future success. Highlight any areas for which additional insight would be of value and prepare to discuss those areas with the relevant rater(s).

Step 3: Meet with your Manager to review the 360 results and to share your initial insights and takeaways (including strengths noted and opportunities for improvement), and agree on priorities for action. Communicate your initial thinking about areas of development and your rationale for choosing those areas. Reach agreement on the areas of focus and the initial actions to be taken.

Step 4: It is a 'best practice' to have follow-up conversations with those who provided the feedback, particularly your Direct Reports. Conversations with Peers are encouraged as well. These can be 1-on-1 discussions or group discussions (depending on the setting that you believe will facilitate the most honest exchange). During those conversations, we recommend that you:

- i. Thank them for their input
- ii. Share a few key insights learned about yourself, including strengths noted and areas for improvement (indicates you took the feedback seriously)
- iii. Explore any feedback from the rater(s) for which you would like additional clarification
- iv. Describe the key actions you are taking as a result of the feedback you received
- v. Ask for their help and discuss how they might support your development efforts

NOTE: When having follow-up conversations with your colleagues it is important to enter those discussions with a mindset that conveys gratitude for the feedback, curiosity regarding areas where additional insight is needed and a commitment to action.

FOR MORE INFORMATION

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CH-8570 Weinfelden
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Phone: +41 71 552 0571

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36 Coquet Terrace
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Heaton, NE65LE England, UK
Phone: +44 7961 974 568



MEMORANDUM OF UNDERSTANDING (MOU) Charter School Support

This MOU is being entered into by and between Charter Champions of Rochester (CCR) Inc. located at 1100 S. Goodman St, Suite 200, Rochester NY 14620 and Discovery Charter School, 133 Hoover Drive, Rochester, NY (name & address of school).

Purpose & Scope: Charter Champions of Rochester, Inc exists to provide supports and services to participating Charter Schools and their leaders.

Goals & Objectives: This MOU is intended, is for CCR to provide/offer Teacher Pipeline supports to SCHOOL(S):

We will-

- Develop strategies and assist in building and providing teaching talent.
- Work with schools and colleges to create a grow your own initiative.
- Work with schools to develop new teacher trainings.
- Develop teacher acknowledgements and opportunities for recognition.
- Additional support will be provided at the school's request and availability of Charter Champions.

SCHOOL(S) will:

- Help identify benchmarks that allow Charter Champions to measure progress and success over time.
- Cooperate and collaborate with reasonable requests from Charter Champions in regard to work involving teacher pipeline improvement and any other support items requested by schools

Timeframe: This MOU will be in effect, unless either party decides they no longer want to collaborate with each other for support. (Please provide a written request to discontinue support)



Responsibilities & Obligations: CCR will provide Teacher pipeline support and additional support upon request and our availability. Both parties agree to coordinate activities to the extent that they further our mutual interests and achieve desired goals and objectives. **Please provide the name and contact information of the person(s) responsible for current job posting.** Please post all jobs on Charter Champions job board. When posted with Charter Champions, the jobs will get pushed out to at least seven major job boards for free. This is not an exclusive agreement, CCR will support all Charter Schools. Additionally, the schools can work with any providers they elect, including, but not limited to other job boards, teacher placement agencies, etc.


Communications: CCR and your school agree to communicate on a (regular as needed basis) to ensure services are beneficial as intended. SV



Confidentiality: Subject to court order, requirements of any Law(s), and as required by DCS's authorizer, all parties will treat this MOU in the strictest of confidence and terms will not be disclosed other than to the officers or leadership of either party who need to know.

Limitation of Liability: No rights or limitation of rights shall arise or be assumed between the parties as a result of this MOU.

MOU Revisions and Reviews:  and your school agree to review this MOU annually/periodically and further agree to consider revising this MOU in good faith upon the request of either party. 

Fee's:  will not charge for services. There are **no fees** associated with this MOU. Collaboration and Communication are all that are asked in return for Charter Champions of Rochester's services.

Termination: This MOU may be terminated by either party with 30 days advance written notice.

ACCEPTED:

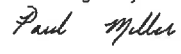
For:



By: Dr. Paul Miller, CEO

Date: 6/1/2023


Date: _____

DocuSigned by:

AB14719C59D74F7...

For: Name of School

Discovery Charter School

By: Name of leader

DocuSigned by:

AF6204181F0C44D...

Date: 6/5/2023

Date: _____

ASSETS**Current Assets**

Checking/Savings	
110-001 · M & T Bank	\$ 1,000,035
110-015 - State Escrow Account	100,000
<i>Total Checking/Savings</i>	<u>1,100,035</u>

Accounts Receivable	115,835
Prepaid Expense	12,550
<i>Total Other Current Assets</i>	<u>128,385</u>

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<i>Total Current Assets</i>	<u>1,228,420</u>

Fixed Assets

170-025 Food Service Equipment	6,708
170-010 · Classroom/Playground Equipment	110,206
170-015 · Computer Equipment	478,879
170-005 Office Equipment	12,201
170-020 · Leasehold Improvements	276,492
170-050 Accumulated Depreciation	-371,300
170-065 Accumulated Dep Leasehold	-267,100
<i>Total Fixed Assets</i>	<u>246,086</u>

TOTAL ASSETS	<u><u>\$ 1,474,506</u></u>
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LIABILITIES & FUND BALANCE**Liabilities****Current Liabilities**

20000 · Accounts Payable	\$ 48,445
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Other Current Liabilities

235-010 · NYSTRS Liability	310,592
235-035 · Other Accrued Liabilities	154,320
235-030 · Deferred Per Pupil Allocation	263,120
235-040 · Family Association	366
235-041 · NYS Paid Family Leave	2,744
235-015 · TRS Employee Loan	0
235-025 AFLAC Liability	-97
220-005 Accrued Payroll	0
235-020 Life Insurance	93
<i>Total Other Current Liabilities</i>	<u>731,138</u>

<i>Total Current Liabilities</i>	<u>779,583</u>
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Long Term Liabilities

235-060 Deferred Lease Liability	10,627
<i>Total Long Term Liabilities</i>	<u>10,627</u>

Total Liabilities	<u>790,210</u>
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Fund Balance

305 · Prior Year Fund Balance	423,044
Net Income - Current	261,252
<i>Total Fund Balance</i>	<u>684,296</u>

TOTAL LIABILITIES & FUND BALANCE	<u><u>\$ 1,474,506</u></u>
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	Actual Month 05/31/2023	Actual YTD 05/31/2023 Food Service Fund	Actual YTD 05/31/2023 Operating Fund	Actual YTD 05/31/2023 Special Aid Fund	ACTUAL YTD 05/31/2023 TOTAL	PRIOR YTD 05/31/2022 TOTAL	Budget Full Year	Remaining Budget \$	% Used/ Received of Budget
Income									
410-010 Per Pupil Allocation Income	\$ 263,120	\$	3,544,762		3,544,762	\$ 3,654,963	\$ 4,100,000	\$ 555,238	86%
410-025 High Cost Aid	-		163,602		163,602	159,174	200,000	36,398	82%
450-050 Federal IDEA	-		-	37,090	37,090	37,357	37,358	268	99%
450-030 Title I A&D	-			189,032	189,032	37,230	186,000	(3,032)	102%
450-020 Title IIA	-			21,801	21,801	4,792	23,900	2,099	91%
450-035 Title IV	-			13,856	13,856	2,621	13,000	(856)	107%
450-090 CARES Act	-			132,939	132,939	-		(132,939)	
450-105 CRRSA ESSER 2	-		-	222,786	222,786	310,859		(222,786)	
450-100 ARP ESSER 3	-			409,814	409,814	130,974	630,000	220,186	65%
415-010 Contributions and donations	38		829	1,000	\$ 1,829	2,506	-	(1,829)	0%
415-020 Miscellaneous	320		639	300	939	2,534	-	(939)	0%
410-020 Food Service Income	33,587	298,100	-		298,100	269,765	334,668	36,568	89%
410-120 Child Nutrition Emergency Fund:	-	17,346	-		17,346	51,189	-	(17,346)	
450-040 Fresh Fruits & Veg Programs	-	16,998	-		16,998	18,877	16,800		
450-080 Other Grants	-			8,000	8,000	-	-	(8,000)	0%
450-110 COVID Response - Remote	-			43,350	43,350	-	-	(43,350)	0%
425-010 Uniform Income	395		835		835	-	-	(835)	0%
415-025 E-rate Reimbursement	-		3,530		3,530	1,505	18,298	14,768	19%
415-015 In-Kind District Textbooks	-				-	-	17,687	17,687	
TOTAL INCOME	\$ 297,460	\$ 332,444	\$ 3,714,197	\$ 1,079,968	\$ 5,126,609	\$ 4,684,346	\$ 5,577,711	\$ 656,538	92%
Expense									
520-010 Salaries & Wages	\$ 257,249	\$ 19,902	\$ 1,751,269	\$ 943,086	2,714,257	2,952,656	\$ 3,233,318	\$ 519,061	84%
525-045 · HSA Employee Contribu	-		8,500		8,500	9,000			
525-016 Vision Insurance	175		1,732		1,732	2,264			
525-017 · Dental Insurance	(703)		15,048		15,048	17,903			
525-010 · FICA	19,014		201,389		201,389	213,519			
525-015 · Health Insurance	21,705		238,836		238,836	238,859			
525-020 · NYS Disability	(150)		3,035		3,035	2,738			
525-021 · Disability - Supplement	285		3,073		3,073	2,503			
525-030 · Life Insurance	174		3,187		3,187	2,834			
525-025 Retirement Expense	23,527		258,797		258,797	218,605			
525-035 · Workers Compensation	-		21,683		21,683	26,433			
525-040 · Unemployment Insurance	639		22,643		22,643	31,021			
Total 525 · Employee Benefits	64,666	-	777,923	-	777,923	765,679	1,019,801	241,878	76%
Total Personnel Expense	321,915	19,902	2,529,192	943,086	3,492,180	3,718,335	4,253,119	760,939	
Actual YTD Personnel Exp vs Full Year Budget									
530 · School Operations									
540-115 · Minor Equipment/Furnit	678	2,184	14,211		16,395	19,618	40,000	23,605	41%

530-053 · Transportation		36,103		36,103	4,543	10,000	(26,103)	361%
530-120 · Yearbook		3,091		3,091	-	2,000	(1,091)	155%
530-105 · Miscellaneous Expense		277		277	2,349	-	(277)	
530-005 · Office Supplies	454	8,429		8,429	21,316	20,000	11,571	42%
530-010 · Classroom Supplies	867	22,780		22,780	26,980	36,000	11,007	69%
530-015 · Special Education Supplies		302		302	-	3,500	3,198	9%
530-025 · Food Service Supplies		2,070		2,070	1,807	5,000	2,930	41%
530-030 · Postage	125	470		470	402	2,500	2,030	19%
530-035 · Printing/Copying	3,071	6,242		6,242	6,820	22,500	16,258	28%
530-040 · Telephone	563	14,008		14,008	16,306	17,500	3,492	80%
530-045 · Marketing & Advertisin	1,561	8,935		8,935	2,840	9,000	65	99%
530-055 · Travel		1,066		1,066	373	4,000	2,934	27%
530-060 · Professional Developme	814	8,935	1,600	10,763	9,378	15,000	4,237	72%
530-070 · Board Expense		-		-	887	850	850	0%
530-075 · Expedition	1,544	2,251		2,251	-	-	(2,251)	
530-085 · Textbooks	9,551	12,718	7,624	20,342	70,161	40,000	19,658	51%
530-080 · Staff Recruitment & Rel	273	4,918	358	5,276	-	-	(5,276)	
530-120 · Student Uniforms	3,000	5,100		5,100	6,627	4,000	(1,100)	128%
530-020 Computer Supplies & Sof	1,820	35,617	1,543	37,160	57,199	100,000	62,840	37%
530-065 Meeting Expense				-	1,322	1,500	1,500	0%
530-050 Dues and Subscriptions		5,341		5,341	1,615	10,600	5,259	50%
530-095 · Student Testing		31,078		31,078	18,052	6,500	(24,578)	478%
Total 530 · School Operations	24,321	221,872	13,338	239,692	268,595	350,450	110,758	
Actual YTD School Op Exp vs Full Year Budget								
540 · Contracted Services							68%	
540-005 · Auditing	-	26,669		26,669	16,156	22,000	(4,669)	121%
540-006 · Accounting Services	-	1,140		1,140	6,225	12,000	10,860	10%
540-045 · Other Purchased/Prof/C	125	12,940		12,940	4,750	32,000	19,060	40%
540-040 · Enrichment - After School		-		-	1,844	-	-	
540-041 · Enrichment - Summer Learning		138		138	27,919	100,000	99,862	0%
540-010 · Legal Fees	1,100	19,533		19,533	23,811	20,000	467	98%
540-012 · Landlord - Admin Services		89,154		89,154	83,345	90,000	846	99%
540-025 · Food Service Fees	32,001	-		306,802	274,480	315,000	8,198	97%
540-030 · Payroll Processing	2,417	15,847		15,847	3,796	4,500	(11,347)	352%
Total 540 · Contracted Services	35,643	165,421	-	472,223	442,326	595,500	123,277	
Actual YTD Contracted Svcs Exp vs Full Year Budget								
550 · Facility Operation							79%	
550-005 · Insurance	3,491	41,759		41,759	34,069	52,000	10,241	80%
550-015 · Maintenance & Repairs	-	3,575	\$	3,575	13,135	4,000	425	89%
550-015 · Janitorial	13,873	144,207	\$	144,207	115,365	110,000	(34,207)	131%
550-021 · Facility Lease - Hoover	30,106	331,166		331,166	321,520	362,000	30,834	91%
550-050 Utilities	-	46,256		46,256	67,016	55,000	8,744	84%
550-055 Property Taxes	888	1,235		1,235	671	2,000	765	62%
550-030 · Equipment Lease		8,902		8,902	8,347	10,000	1,098	89%

Total 550 - Facility Operation	48,358	577,100	-	577,100	560,123	595,000	17,900
Actual YTD Facility Op Ex vs Full Year Budget							
							97%
Other							
560-090 Fraud Expense				-		-	0%
550-090 - Depreciation	1,006	83,159		84,165	83,830	108,000	78%
Contingency				-	-	25,000	0%
TOTAL EXPENSE	430,237	3,576,744	332,192	4,865,360	5,073,209	5,927,069	1,061,709
Actual YTD Expense vs Full Year Budget							82%
NET OPERATING SURPLUS/(DEFICIT)							
	\$ (132,777)	\$ 137,453	\$ 252	\$ 261,249	\$ (388,863)	\$ (349,358)	
NET SURPLUS/(DEFICIT) INCLUDING REVENUE FOR							
	\$ (132,777)	\$ 137,453	\$ 252	\$ 261,249	\$ (388,863)	\$ (349,358)	
				-			