

# DISCOVERY CHARTER SCHOOL BOARD OF TRUSTEES

## MEETING AGENDA

February 18, 2022 8:00 a.m.-10:00 a.m.

**Due to the COVID-19 School Closure- the Board of Trustees meeting is 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, 2021 8:00 AM Eastern Time (US and Canada)**

Join Zoom Meeting

<https://us04web.zoom.us/j/74215346390?pwd=EsGATWeIoowYAhxfIGfd6aUTzMxk8T.1>

Meeting ID: 742 1534 6390

Passcode: Discovery

1. Call to Order
2. Proof of Public Notice of Meeting
3. Conflict of Interest Reminder
4. Public Comment
5. Consent Agenda: Approve Minutes for January Meeting (1.21.22); *(Action Required)*
6. Executive Session
7. Bylaw Revision (Complaint Policy): **Resolution #450** (Action Required)
8. Committee Reports
  - a. Executive Committee Report
  - b. Academic Excellence Committee
  - c. Governance Committee Report
  - d. Personnel Committee Report
  - e. Audit & Finance Committee Report
  - f. Committee on Diversity, Equity, and Inclusion
  - g. Parent Representative Report
9. School Director Report
10. Old Business
11. New Business
12. Motion to Adjourn *(Action Required)*

Next Regular Meetings: Friday, March 18, 2022



Discovery Charter School  
Check Detail  
January 2022

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check		01/31/2022			110-001 · M&T Bank		-113.05
TOTAL					530-105 · Miscellaneous Expense	-113.05	113.05
						-113.05	113.05
Check	eft	01/14/2022	ADP, LLC		110-001 · M&T Bank		-200.18
TOTAL					540-030 · Payroll Processing	-200.18	200.18
						-200.18	200.18
Bill Pmt -Check	4987	01/05/2022	Aflac		110-001 · M&T Bank		-22.46
Bill	86203	12/28/2021			235-025 · AFLAC Liability	-22.46	22.46
TOTAL						-22.46	22.46
Bill Pmt -Check	4988	01/05/2022	Austin & Co., Inc.		110-001 · M&T Bank		-6,884.00
Bill	106471	12/01/2021			120-015 · Prepaid Expenses	-41.25	41.25
Bill	106472	12/01/2021			120-015 · Prepaid Expenses	-4,607.75	4,607.75
Bill	106473	12/01/2021			120-015 · Prepaid Expenses	-1,489.00	1,489.00
Bill	106474	12/01/2021			120-015 · Prepaid Expenses	-746.00	746.00
TOTAL						-6,884.00	6,884.00
Bill Pmt -Check	4989	01/05/2022	BPAS		110-001 · M&T Bank		-437.50
Bill	1000783607	11/30/2021			540-045 · Other Purchased/Prof/Consult	-437.50	437.50
TOTAL						-437.50	437.50
Bill Pmt -Check	4990	01/05/2022	Cardmember Service		110-001 · M&T Bank		-549.24
Bill		12/06/2021			110-110 · M&T Bank Credit Card - 5639	-11.99	11.99
Bill		12/12/2021			110-115 · M&T Bank - 0953	-537.25	537.25
TOTAL						-549.24	549.24
Bill Pmt -Check	4991	01/05/2022	Copier Fax Business Technologies		110-001 · M&T Bank		-2,111.05
Bill	748151	01/03/2022			530-035 · Printing & Copying	-2,111.05	2,111.05
TOTAL						-2,111.05	2,111.05
Bill Pmt -Check	4992	01/05/2022	Culligan		110-001 · M&T Bank		-210.95
Bill		11/30/2021			530-025 · Food Service Supplies	-210.95	210.95
TOTAL						-210.95	210.95



Discovery Charter School  
Check Detail  
January 2022

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	4993	01/05/2022	De Lage Landen Financial Services, Inc.		110-001 · M&T Bank		-779.07
Bill	74710512	12/11/2021			550-030 · Equipment Lease	-779.07	779.07
TOTAL						-779.07	779.07
Bill Pmt -Check	4994	01/05/2022	Education Success Foundation		110-001 · M&T Bank		-34,042.62
Bill	C2021-1001	11/20/2021			550-050 · Utilities	-3,260.88	3,260.88
					530-040 · Telephone	-84.55	84.55
					550-015 · Maintenance & Repairs	-307.74	307.74
Bill	2022-Jan03	12/01/2021			120-015 · Prepaid Expenses	-29,229.13	29,229.13
Bill	C2021-1102	12/20/2021			550-050 · Utilities	-855.04	855.04
					530-040 · Telephone	-84.56	84.56
					550-015 · Maintenance & Repairs	-220.72	220.72
TOTAL						-34,042.62	34,042.62
Bill Pmt -Check	4995	01/05/2022	Education Success Network		110-001 · M&T Bank		-9,003.57
Bill	C2021-1003	11/20/2021			530-020 · Computer Supplies & Software	-659.23	659.23
Bill	2021-1201	12/01/2021			540-011 · Landlord - Admin. Services	-7,576.84	7,576.84
Bill	C2021-1101	12/20/2021			530-020 · Computer Supplies & Software	-767.50	767.50
TOTAL						-9,003.57	9,003.57
Bill Pmt -Check	4996	01/05/2022	EnCompass		110-001 · M&T Bank		-490.00
Bill	T2021-1000	11/20/2021			530-053 · Transportation	-280.00	280.00
Bill	T2021-1100	12/30/2021			530-053 · Transportation	-210.00	210.00
TOTAL						-490.00	490.00
Bill Pmt -Check	4997	01/05/2022	Excellus Blue Cross Blue Shield		110-001 · M&T Bank		-27,127.16
Bill	30309229	12/16/2021			525-015 · Health Insurance	-27,127.16	27,127.16
TOTAL						-27,127.16	27,127.16
Bill Pmt -Check	4998	01/05/2022	Flower City Charter Services		110-001 · M&T Bank		-9,500.00
Bill	308	01/03/2022			550-010 · Janitorial	-9,500.00	9,500.00
TOTAL						-9,500.00	9,500.00
Bill Pmt -Check	4999	01/05/2022	Genesis Communication of Rochester, Inc.		110-001 · M&T Bank		-2,166.00
Bill	265603	01/01/2022			550-015 · Maintenance & Repairs	-2,166.00	2,166.00
TOTAL						-2,166.00	2,166.00
Bill Pmt -Check	5000	01/05/2022	JFM Distribution, Inc.		110-001 · M&T Bank		-969.05



# Discovery Charter School

## Check Detail

January 2022

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill	31973	11/30/2021			550-010 · Janitorial	-364.90	364.90
Bill	31998	12/07/2021			550-010 · Janitorial	-604.15	604.15
TOTAL						-969.05	969.05
Bill Pmt -Check	5001	01/05/2022	Julia K Caters		110-001 · M&T Bank		-26,395.60
Bill	1579	11/30/2021			540-025 · Food Service Fees	-26,395.60	26,395.60
TOTAL						-26,395.60	26,395.60
Bill Pmt -Check	5002	01/05/2022	Kara Snyder		110-001 · M&T Bank		-120.00
Bill		12/03/2021			530-010 · Classroom Supplies	-120.00	120.00
TOTAL						-120.00	120.00
Bill Pmt -Check	5003	01/05/2022	Kevin Cousin		110-001 · M&T Bank		-29.85
Bill		12/07/2021			550-015 · Maintenance & Repairs	-29.85	29.85
TOTAL						-29.85	29.85
Bill Pmt -Check	5004	01/05/2022	Krystal Archie		110-001 · M&T Bank		-102.00
Bill		01/03/2022			530-105 · Miscellaneous Expense	-102.00	102.00
TOTAL						-102.00	102.00
Bill Pmt -Check	5005	01/05/2022	Learning A-Z		110-001 · M&T Bank		-944.00
Bill	4697201	12/09/2021			530-050 · Dues & Subscriptions	-944.00	944.00
TOTAL						-944.00	944.00
Bill Pmt -Check	5006	01/05/2022	Monroe #1 Boces		110-001 · M&T Bank		-4,022.85
Bill	5120-22A	12/08/2021			530-020 · Computer Supplies & Software	-4,022.85	4,022.85
TOTAL						-4,022.85	4,022.85
Bill Pmt -Check	5007	01/05/2022	Office Depot		110-001 · M&T Bank		-315.21
Bill	212044857001	11/30/2021			530-005 · Office supplies	-129.54	129.54
Bill	212065654001	12/02/2021			530-005 · Office supplies	-63.17	63.17
Bill	215477370001	12/08/2021			530-005 · Office supplies	-14.05	14.05
Bill	216093734001	12/10/2021			530-005 · Office supplies	-74.25	74.25
Bill	214890811001	12/14/2021			530-005 · Office supplies	-34.20	34.20
TOTAL						-315.21	315.21
Bill Pmt -Check	5008	01/05/2022	Premier Accounting		110-001 · M&T Bank		-360.00



Discovery Charter School  
Check Detail  
January 2022

1:49 PM  
02/14/22

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill	787	12/31/2021			540-006 · Accounting Services	-360.00	360.00
TOTAL						-360.00	360.00
Bill Pmt -Check	5009	01/05/2022	R-Options, Inc.		110-001 · M&T Bank		-892.66
Bill	11207	12/20/2021			550-015 · Maintenance & Repairs	-892.66	892.66
TOTAL						-892.66	892.66
Bill Pmt -Check	5010	01/05/2022	Rochester Medicine PLLC		110-001 · M&T Bank		-163.84
Bill	81540291-801-80103	12/20/2021			530-105 · Miscellaneous Expense	-163.84	163.84
TOTAL						-163.84	163.84
Bill Pmt -Check	5011	01/05/2022	Samantha Bonanno		110-001 · M&T Bank		-250.00
Bill		12/10/2021			530-060 · Professional Development Exp	-250.00	250.00
TOTAL						-250.00	250.00
Bill Pmt -Check	5012	01/05/2022	Samuel Rubacka		110-001 · M&T Bank		-35.00
Bill		12/07/2021			530-060 · Professional Development Exp	-35.00	35.00
TOTAL						-35.00	35.00
Bill Pmt -Check	5013	01/05/2022	Staples		110-001 · M&T Bank		-1,596.95
Bill	1638988660	11/25/2021			530-005 · Office supplies	-759.70	759.70
Bill	1639519712	12/25/2021			530-005 · Office supplies	-837.25	837.25
TOTAL						-1,596.95	1,596.95
Bill Pmt -Check	5014	01/05/2022	The Business Council of NYS, Inc.		110-001 · M&T Bank		-964.70
Bill	1000066820	01/01/2022			525-021 · Disability - Supplemental	-399.98	399.98
					525-016 · Vision Insurance	-287.17	287.17
					235-020 · Life Insurance	-277.55	277.55
TOTAL						-964.70	964.70
Bill Pmt -Check	5015	01/05/2022	The Hartford Insurance Company		110-001 · M&T Bank		-668.76
Bill		12/08/2021			525-035 · Workers Compensation Insurance	-668.76	668.76
TOTAL						-668.76	668.76
Bill Pmt -Check	5016	01/05/2022	Transamerica Life Insurance Company		110-001 · M&T Bank		-50.26
Bill		12/01/2021			235-020 · Life Insurance	-50.26	50.26



Discovery Charter School  
Check Detail  
January 2022

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
TOTAL						-50.26	50.26
Bill Pmt -Check	5017	01/05/2022	Verizon Wireless		110-001 · M&T Bank		-306.74
Bill		12/01/2021			530-040 · Telephone	-306.74	306.74
TOTAL						-306.74	306.74
Bill Pmt -Check	5018	01/05/2022	Wegmans		110-001 · M&T Bank		-2,951.20
Bill		11/30/2021			540-025 · Food Service Fees	-2,951.20	2,951.20
TOTAL						-2,951.20	2,951.20
Bill Pmt -Check	5019	01/05/2022	Windstream		110-001 · M&T Bank		-1,053.25
Bill	74360176	12/01/2021			530-040 · Telephone	-1,053.25	1,053.25
TOTAL						-1,053.25	1,053.25
Bill Pmt -Check	5020	01/05/2022	Excellus Blue Cross Blue Shield		110-001 · M&T Bank		-2,425.38
Bill	30332982	12/22/2021			525-017 · Dental Insurance	-2,425.38	2,425.38
TOTAL						-2,425.38	2,425.38
Bill Pmt -Check	5021	01/11/2022	Network Services		110-001 · M&T Bank		-12,338.14
Bill	39589	11/30/2021			530-020 · Computer Supplies & Software	-12,338.14	12,338.14
TOTAL						-12,338.14	12,338.14
Bill Pmt -Check	5022	01/20/2022	Johnathan Coley		110-001 · M&T Bank		-102.00
Bill		01/20/2022			530-105 · Miscellaneous Expense	-102.00	102.00
TOTAL						-102.00	102.00
Bill Pmt -Check	5023	01/24/2022	Amazon.com		110-001 · M&T Bank		-6,315.86
Bill		12/10/2021			110-120 · Amazon Corporate Credit Line	-4,933.08	4,933.08
Bill		01/10/2022			110-120 · Amazon Corporate Credit Line	-1,382.78	1,382.78
TOTAL						-6,315.86	6,315.86
Bill Pmt -Check	5024	01/24/2022	De Lage Landen Financial Services, Inc.		110-001 · M&T Bank		-779.07
Bill	75075390	01/08/2022			550-030 · Equipment Lease	-779.07	779.07
TOTAL						-779.07	779.07
Bill Pmt -Check	5025	01/24/2022	JFM Distribution, Inc.		110-001 · M&T Bank		-830.75



# Discovery Charter School

## Check Detail

January 2022

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill	32066	01/10/2022			550-010 · Janitorial	-830.75	830.75
TOTAL						-830.75	830.75
Bill Pmt -Check	5026	01/24/2022	Julia K Caters		110-001 · M&T Bank		-23,428.00
Bill	1593	12/31/2021			540-025 · Food Service Fees	-23,428.00	23,428.00
TOTAL						-23,428.00	23,428.00
Bill Pmt -Check	5027	01/24/2022	New York State Teachers Retirement Loan		110-001 · M&T Bank		-124.00
Bill		12/01/2021			235-015 · TRS Employee Loan	-124.00	124.00
TOTAL						-124.00	124.00
Bill Pmt -Check	5028	01/24/2022	Samuel Rubacka		110-001 · M&T Bank		-108.98
Bill		01/18/2022			530-060 · Professional Development Exp	-108.98	108.98
TOTAL						-108.98	108.98
Bill Pmt -Check	5029	01/24/2022	The Coppola Firm		110-001 · M&T Bank		-5,324.00
Bill	4679	12/01/2021			540-010 · Legal Fees	-5,324.00	5,324.00
TOTAL						-5,324.00	5,324.00
Bill Pmt -Check	5030	01/24/2022	The Hartford Insurance Company DBL & PFL		110-001 · M&T Bank		-6,763.26
Bill	523411034975	01/01/2022			525-020 · NYS Disability	-1,774.52	1,774.52
TOTAL					230-041 · NYS Paid Family Leave	-4,988.74	4,988.74
						-6,763.26	6,763.26
Bill Pmt -Check	5031	01/24/2022	The Hartford Insurance Company		110-001 · M&T Bank		-2,598.94
Bill		01/10/2022			525-035 · Workers Compensation Insurance	-2,598.94	2,598.94
TOTAL						-2,598.94	2,598.94
Total checks for January:						196,967.15	



**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\\_XlRtjlH2z46.1](https://us04web.zoom.us/j/78504709153?pwd=2UnWtlf7JyX5RR9Sup_XlRtjlH2z46.1)

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. Katria 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**

## **COMPLAINT POLICY**

**Adopted by Resolution dated: February 18, 2022**

### **COMPLAINT PROCESS**

A. Any individual or group may bring a complaint to the board of trustees (the “Board”) of the **Discovery Charter School** (the “School”) alleging a violation of the provisions of New York charter school act, the School’s charter, or any other provision of law relating to the management or operation of the School. Any such complaint may be hand delivered, mailed or sent by overnight carrier to: Chair of the Board of Trustees, **Discovery Charter School** 133 Hoover Drive, Greece, New York 14615, or in the alternative via email to: [boardchair@rochesterdiscovery.com](mailto:boardchair@rochesterdiscovery.com). The complaint should contain a statement of the complaint including the provision(s) of the School’s charter or law that is/are alleged to have been violated, and should include copies of all relevant correspondence and/or documentation. Any such complaint shall be addressed by the Board of Trustees at the first Regular Board meeting following receipt of the complaint, provided that the complaint is received no later than seven (7) days prior to said next Regular Board meeting. In the event the complaint is not received within said timeframe, then the appeal shall be heard at the following Regular Board meeting.

If, after presentation of the complaint to the Board of the School, the individual or group determines that the Board has not adequately addressed the complaint, they may present that complaint to the charter entity (the New York State Department of Education), which shall investigate and respond. If, after presentation of the complaint to the charter entity, the individual or group determines that the charter entity has not adequately addressed the complaint, they may present that complaint to the board of regents, which shall investigate and respond. The charter entity and the board of regents shall have the power and the duty to issue appropriate remedial orders to the School to effectuate the provisions of the law.

The Board of Regents has delegated the authority to the Commissioner of Education to handle complaints brought to the charter entity or the Board of Regents concerning charter



schools. All such complaints brought to the charter entity or Board of Regents concerning charter schools must be submitted in writing to the State Education Department's Charter School Office, either via mail at: Charter School Office, NYS Education Department, 89 Washington Avenue, Albany, NY 12234, or via email to: [charterschools@nysed.gov](mailto:charterschools@nysed.gov).

The subject line of the email should read: Complaint: Charter School of Inquiry.

The contents of the letter/email should include:

- A detailed statement of the complaint including the provision of the School's charter or law that you allege has been violated.
- What, if any, response you received from the School's Board of Trustees.
- Copies of all relevant correspondence between you and the School (You should maintain copies of all correspondence and materials for your own files.)
- What specific action or relief you are seeking.
- Contact information for you – name, address, email address, telephone number.

**B.** Any individual or group may, if they so choose, elect to bring an initial complaint to the School's Head of School by submitting a letter of complaint explaining the reason(s) for the complaint and the remedy sought. In such case, the letter of complaint shall be addressed to the School's Head of School who shall investigate and make a decision regarding any such complaint. The letter of complaint may be hand delivered, mailed or sent by overnight carrier to: Head of School, **Discovery Charter School** 133 Hoover Drive, Greece, New York 14615, or in the alternative via email to: [SCastner@rochesterdiscovery.com](mailto:SCastner@rochesterdiscovery.com).

If the complaining party or parties is/are not satisfied with the Head of School's decision/response to the complaint, then the individual(s) shall follow the complaint process set forth in section A. above, commencing with bringing the complaint to the School's Board.

By: \_\_\_\_\_  
Amy Slakes, Board Secretary

Date: February 18, 2022



# DISCOVERY CHARTER SCHOOL

## RESOLUTION #450

At a Regular Meeting of the Board of Trustees of Discovery Charter School (the “School”) held on the 21st day of January 2022 remotely in accordance with Temporary Legislation adopted by State of New York via Zoom video conferencing, the following Resolution was adopted by the Board of Trustees:

**WHEREAS:** The School’s Complaint Policy is being revised to align with current requirements of Article 56 of the New York education law; and

**WHEREAS:** The revised Complaint Policy requires revision of the School’s Bylaws to include the revised Complaint Policy; now it is therefore

**RESOLVED:** That the Board of Trustees hereby adopts the attached revised **Discovery Charter School Complaint Policy; and it is**

**FURTHER RESOLVED:** That the current Complaint Process contained in Article IX of the School’s Bylaws is hereby replaced in its entirety with the attached Complaint Policy, as approved by these Resolutions, subject to authorizer approval.

Date: January 21, 2022

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Amy Slakes, Secretary



<b>Committee Chair:</b>	Chris Wilkens			
<b>Committee Members</b>	<b>Name</b>	<b>Present</b>	<b>Excused</b>	
	Chris Wilkens	X		
	Lisa Montanaro		X	
	Tamika Jackson	X		
	Anna Hill		X	
	Sara Castner		X	
	Also Present:			
	CeCe Diaz	X		
	Justin Schultz	X		
	Kara Snyder	X		
<b>MEETING AGENDA, MINUTES AND ACTION ITEMS</b>				
<b>Agenda Item</b>	<b>Discussion</b>	<b>Action Item</b>	<b>Responsible Party</b>	<b>Due Date</b>
<b>Q2 iReady &amp; BM data</b>	Q2 saw inconsistent / COVID disrupted instruction; some clear performance and knowledge gaps. Many students missing foundational skills.	<b>Use Q2 data to shift instructional supports / RTI groupings prior to NYS exams.</b>	S. Castner / leadership team	<b>ASAP</b>
		<b>Pilot iReady math curriculum (gr. 1, 4, 5)</b>	J. Shultz	<b>6.30.2022</b>
		<b>Identify priorities for summer programming / remediation</b>	S. Castner / leadership team & DCS Board (funding)	<b>3.18.2022</b>
<b>Adoption of iReady math curriculum</b>	DCS already purchased iReady suite; curriculum is free (teacher materials, lesson, videos, etc. included). EngageNY modules are uneven, not loved by teachers. Purchase of materials estimated @ \$4,000 for 2022-23. J. Shultz recommends full-school adoption for Fall 2022.	<b>Discuss adoption with full DCS Board</b>	C. Wilkens, J. Shultz	<b>2.18.2022</b>
<b>6<sup>th</sup> grade performance</b>	High % students 2+ grade levels below @ iReady math and ELA. High student turnover, difficulty staffing, need to backfill with new students. Consider re-chartering K-5 (without	<b>Bring to full DCS Board for discussion</b>	S. Castner, C. Wilkens	<b>3.18.2022</b>





**Academic Excellence Committee** Meeting Minutes  
Meeting Date / Time: 2.14.2022, 9:30am  
Minutes Recorded By: Chris Wilkens

	grade 6), staying @ 280 students but shifting classrooms and teachers?			
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# Academic Excellence

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Monday 2/14/2022







Math

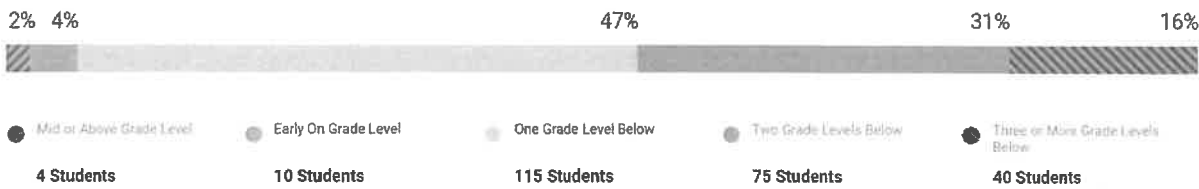
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# Math iReady Data - Whole School

Diagnostic 1  
September



Diagnostic 2  
January



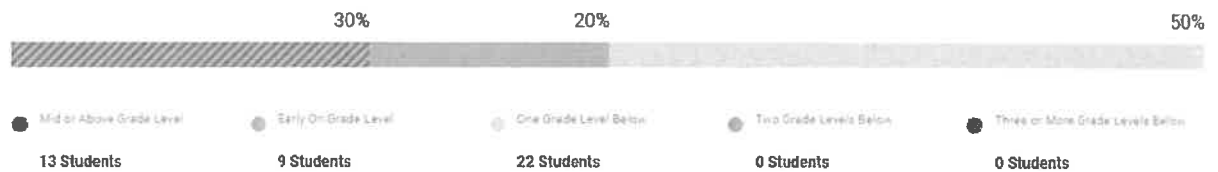


# Math iReady Data - Kindergarten

**Diagnostic 1**  
**September**



**Diagnostic 2**  
**January**





# Math iReady Data - Grade 1

## Diagnostic 1 September



## Diagnostic 2 January





# Math iReady Data - Grade 2

Diagnostic 1  
September



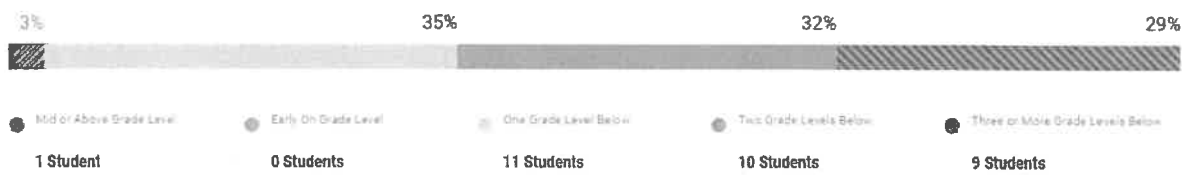
Diagnostic 2  
January





# Math iReady Data - Grade 3

## Diagnostic 1 September



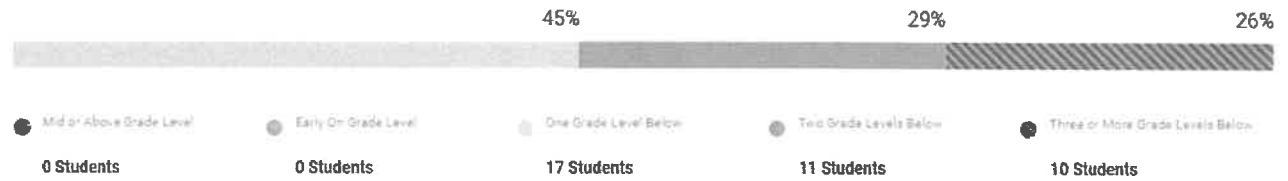
## Diagnostic 2 January





# Math iReady Data - Grade 4

Diagnostic 1  
September



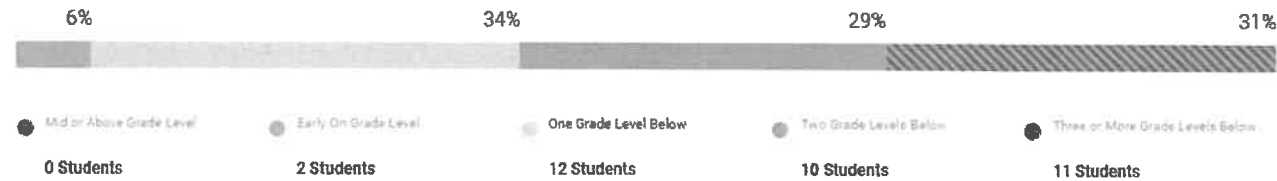
Diagnostic 2  
January





# Math iReady Data - Grade 5

Diagnostic 1  
September



Diagnostic 2  
January





# Math iReady Data - Grade 6

## Diagnostic 1 September

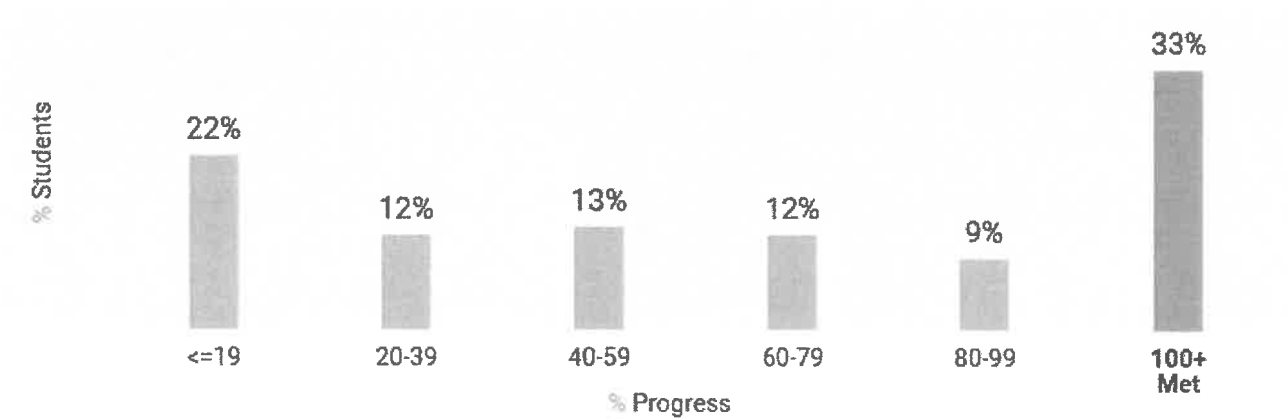


## Diagnostic 2 January



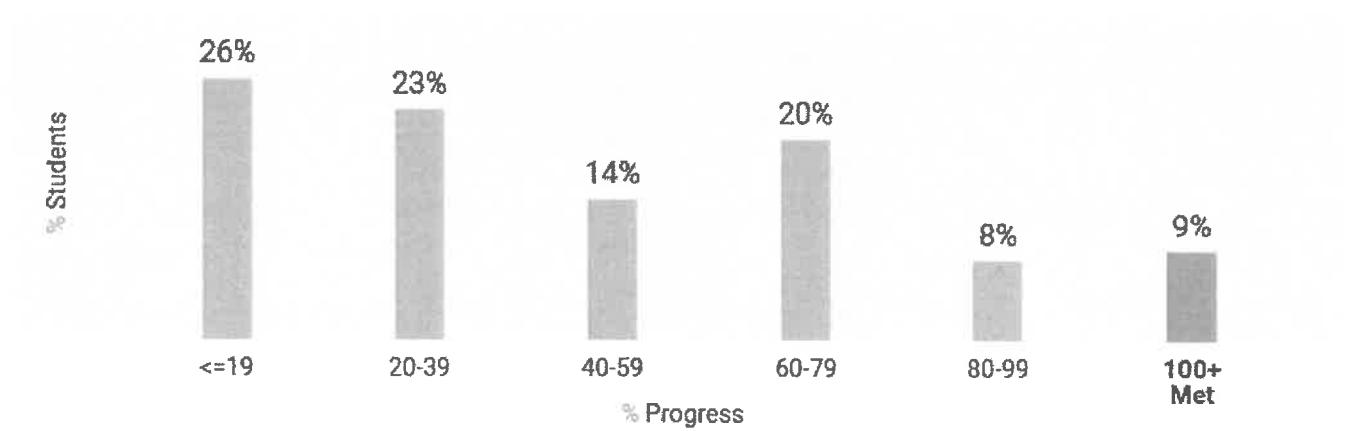


## Math iReady Typical Growth - Whole School





## Math iReady Stretch Growth - Whole School





# Math BM2 Whole School

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Proficient (71-100%)

121 students

Approaching (51-70%)

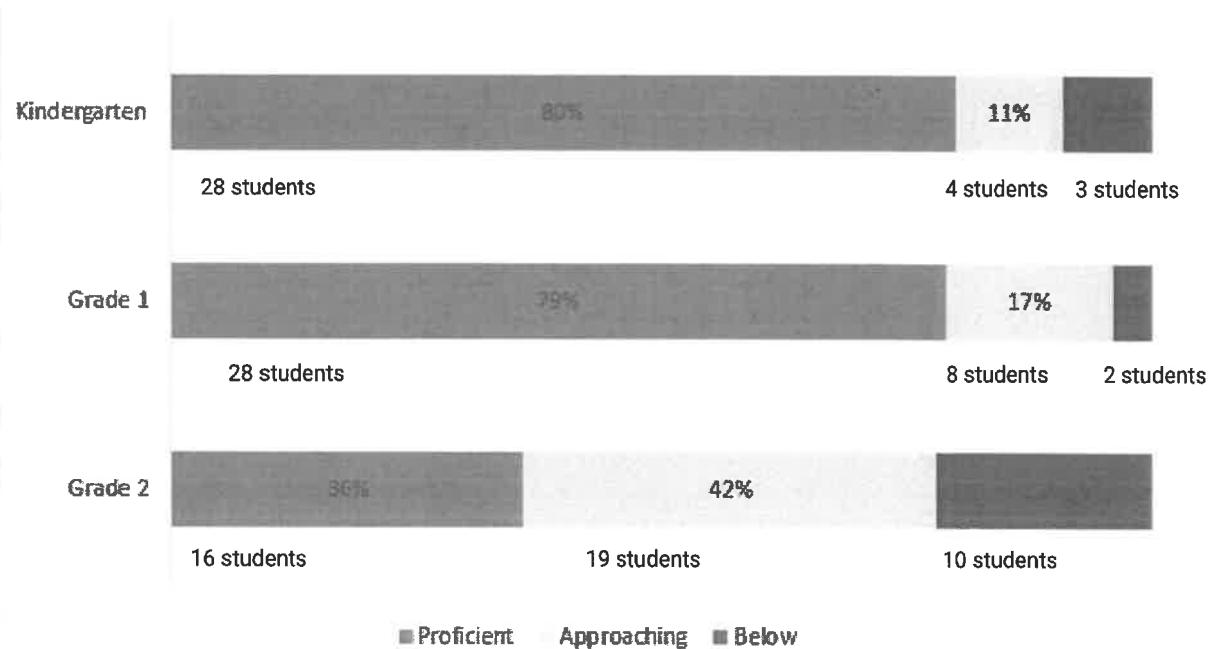
61 students

Below (Below 50%)

55 students

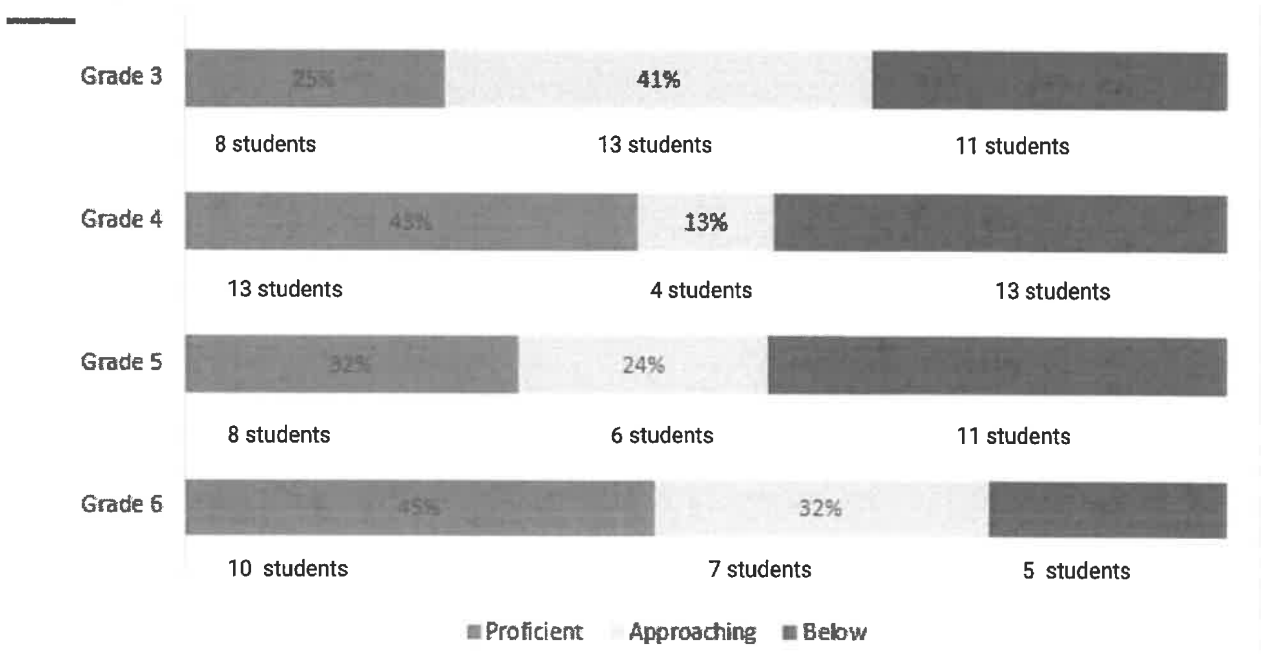


# Math BM2 K-2



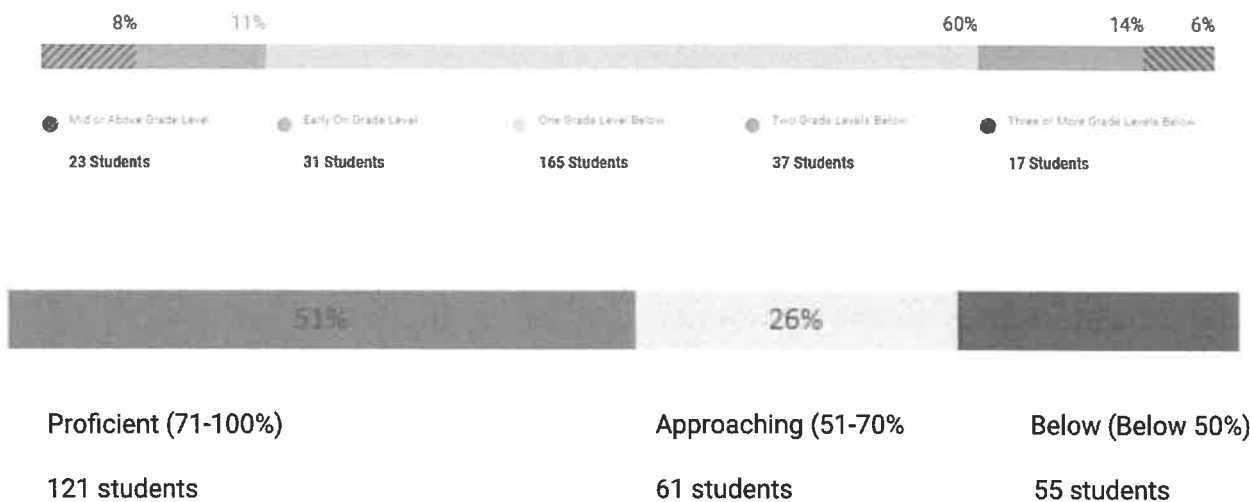


# Math BM2 Grades 3-6





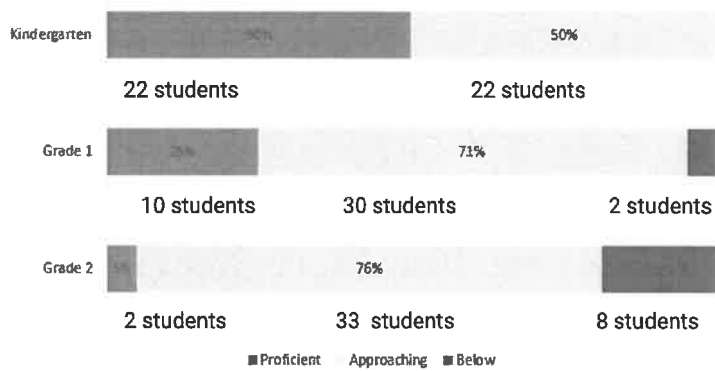
# Math Comparative iReady & BM2 - Whole School



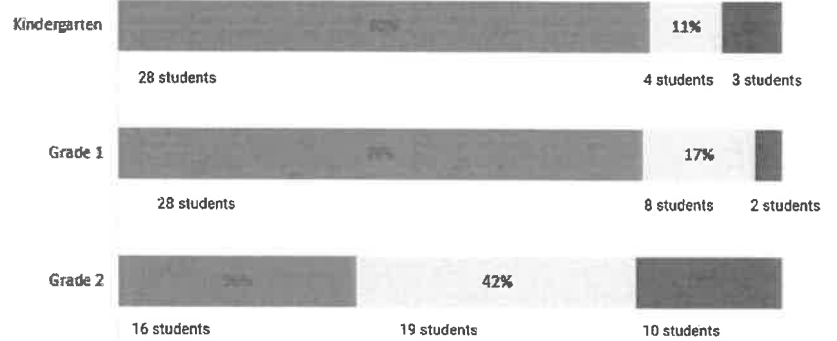


# Math Comparative iReady & BM2 K-2

iReady Diagnostic 2



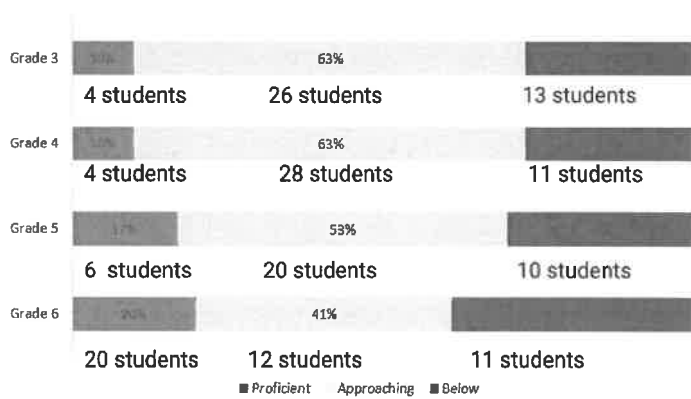
Internal Benchmark 2



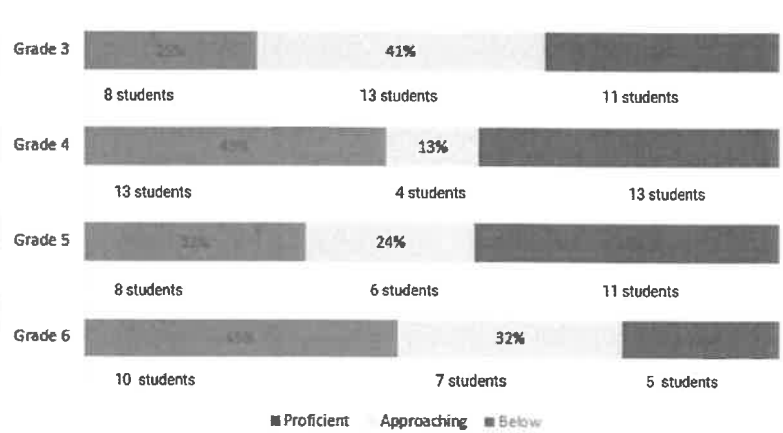


# Math Comparative iReady & BM2 - Grades 3-6

iReady Diagnostic 2



Internal Benchmark 2







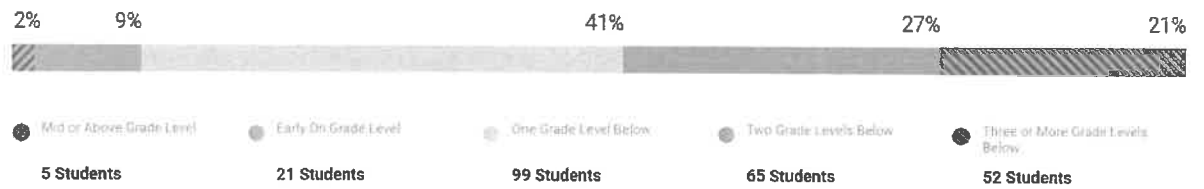
**ELA**





# ELA iReady Data - Whole School (D1 & D2)

## Diagnostic 1 September



## Diagnostic 2 January



The Mapping Between 5-Level and 3-Level Placement



# ELA iReady Data - Kindergarten

Diagnostic 1  
September



Diagnostic 2  
January





# ELA iReady Data - Grade 1

Diagnostic 1  
September



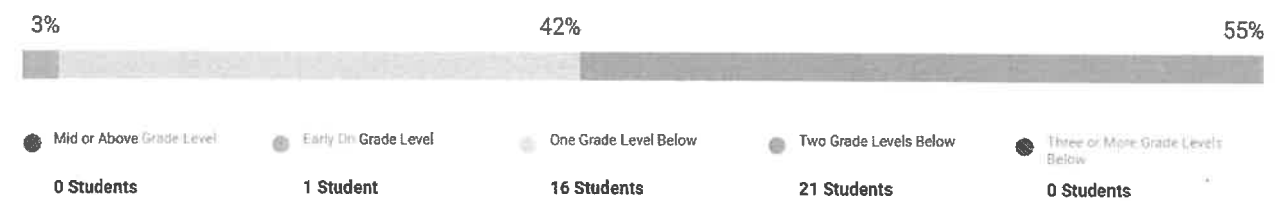
Diagnostic 2  
January



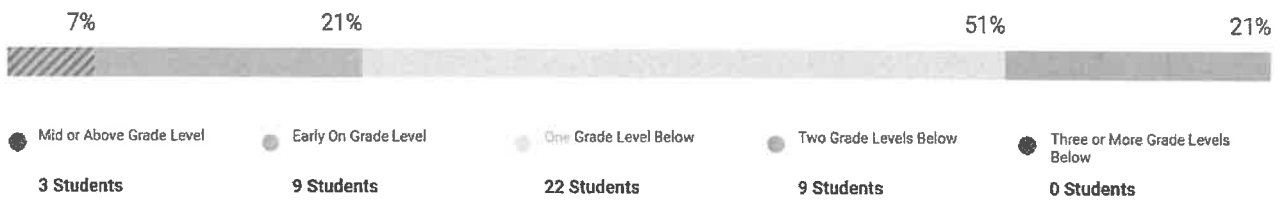


# ELA iReady Data - Grade 2

Diagnostic 1  
September



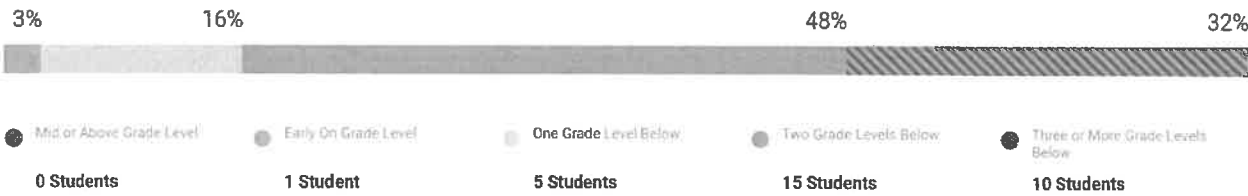
Diagnostic 2  
January



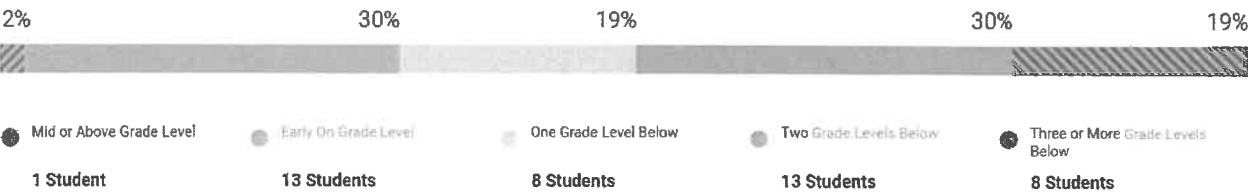


# ELA iReady Data - Grade 3

Diagnostic 1  
September



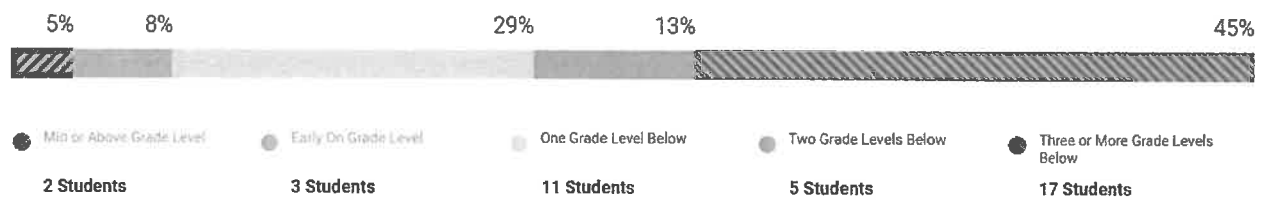
Diagnostic 2  
January



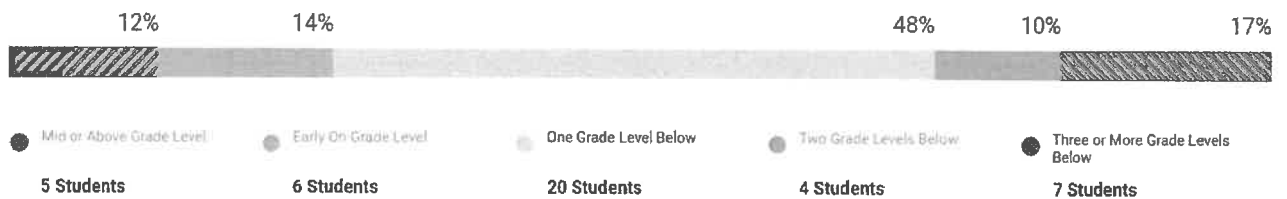


# ELA iReady Data - Grade 4

Diagnostic 1  
September



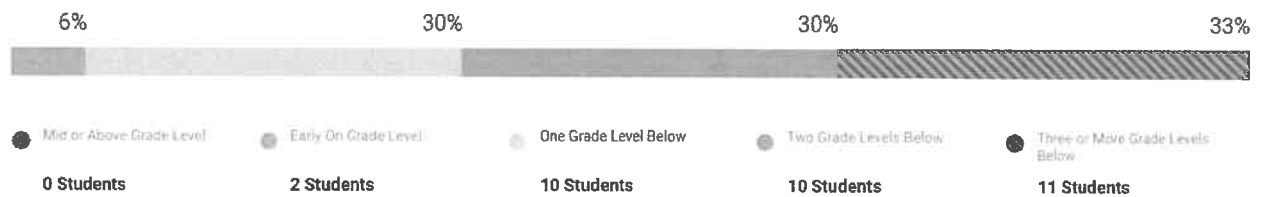
Diagnostic 2  
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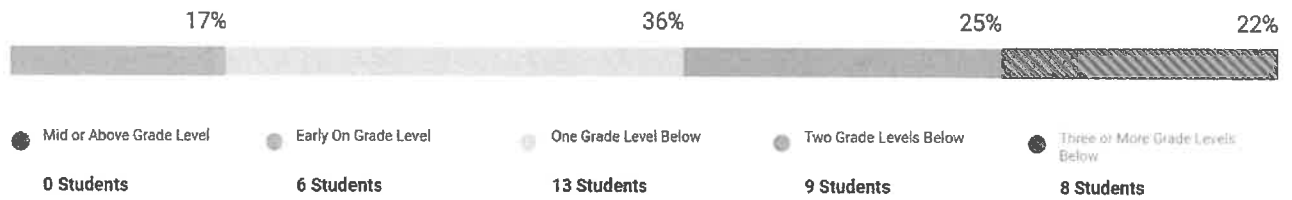


# ELA iReady Data - Grade 5

Diagnostic 1  
September



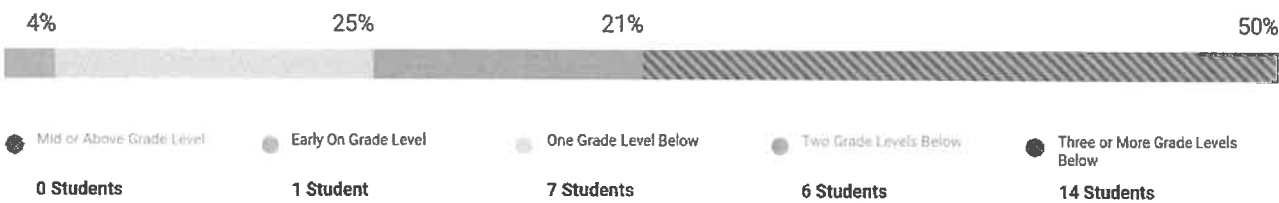
Diagnostic 2  
January



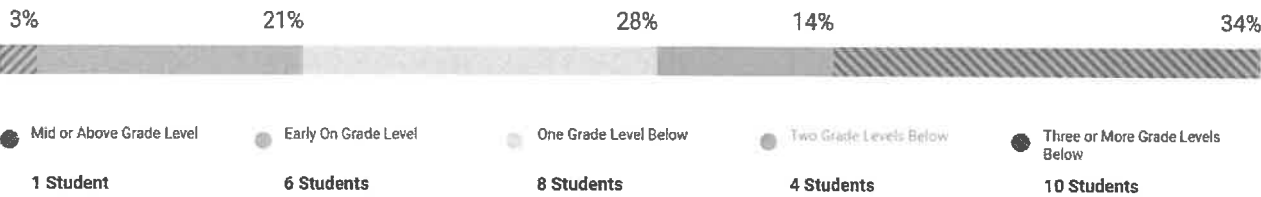


# ELA iReady Data - Grade 6

Diagnostic 1  
September



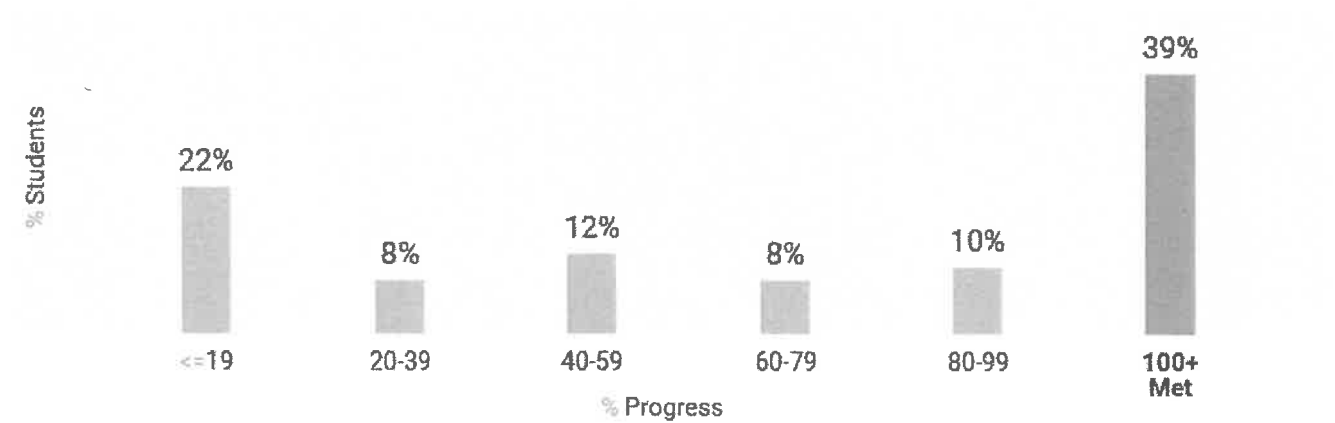
Diagnostic 2  
January





# ELA iReady Typical Growth Whole School

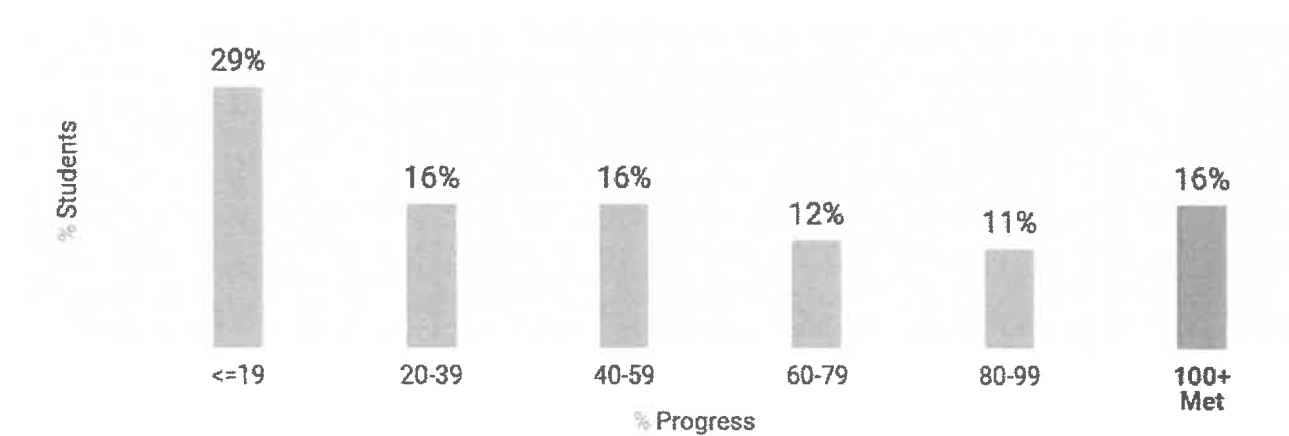
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# ELA iReady Stretch Growth Whole School

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## **DISCOVERY CHARTER SCHOOL** **BYLAWS**

### **ARTICLE I: APPLICABLE LAW**

#### **Section 1.1. Public Charter School.**

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

#### **Section 1.2. Not for Profit Corporation Status.**

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

#### **Section 1.3. Non-Membership Corporation.**

The Corporation is a non-membership corporation.

### **ARTICLE II: BOARD OF TRUSTEES**

#### **Section 2.1. Management of Corporate Affairs.**

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

#### **Section 2.2. Number and Qualifications.**

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



No decrease in the number of Trustees shall shorten the term of any incumbent Trustee. All of the Trustees shall be at least eighteen (18) years of age. Employees of the Corporation are not eligible to be members of the Board of Trustees. Subject to New York State Education Department approval, each Trustee shall be approved and elected to the Board of Trustees by the Board of Trustees.

**Section 2.3. Responsibilities of Board Members:**

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

**Section 2.4. Deleted**

**Section 2.5. Term of Office.**

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

**Section 2.6. Election of Trustees.**

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

**Section 2.7. Vacancies.**

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

**Section 2.8. Resignation.**

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



**Section 2.9. Removal.**

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

**Section 2.10. Contracts with the Corporation.**

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

**Section 2.11. Compensation.**

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

**ARTICLE III: MEETINGS OF TRUSTEES****Section 3.1. Regular Meetings.**

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

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

**Section 3.2. Special Meetings.**

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



**Section 3.3. Annual Meeting.**

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

**Section 3.4. Notice of Meetings.**

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

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

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

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

**Section 3.6. Procedure.**

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

**Section 3.7. Public Notice.**

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

**ARTICLE IV: COMMITTEES OF THE BOARD OF TRUSTEES****Section 4.1. Executive Committee.**

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



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

#### **Section 4.2. Audit and Finance Committee.**

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

#### **Section 4.3. Personnel Committee.**

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

#### **Section 4.4 Governance Committee**

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

#### **Section 4.5. Academic Excellence Committee**



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

**Section 4.6. Other Committees.**

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

**Section 4.7. Acts and Proceedings.**

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

**Section 4.8. Meetings of Committees and Subcommittees.**

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

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

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

**ARTICLE V: OFFICERS**

**Section 5.1. Officers.**

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



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

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

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

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

#### **Section 5.2. Term of Office.**

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

#### **Section 5.3. Resignation.**

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

#### **Section 5.4. Duties of Officers May Be Delegated.**

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



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

**Section 5.5. Compensation.**

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

**ARTICLE VI: INDEMNIFICATION OF TRUSTEES AND OFFICERS**

**Section 6.1. Right of Indemnification.**

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

**Section 6.2. Advancement of Expenses.**

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

**Section 6.3. Availability and Interpretation.**

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



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

**Section 6.4. Other Rights.**

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

**Section 6.5. Severability.**

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

**ARTICLE VII: CORPORATE FINANCE**

**Section 7.1. Corporate Funds.**

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

**Section 7.2. Fiscal Year.**

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

**Section 7.3. Loans to Trustees and Officers.**

No loans shall be made by the Corporation.

**Section 7.4. Gifts.**

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



#### **Section 7.5. Income from Corporate Activities.**

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

### **ARTICLE VIII: CONFLICTS OF INTEREST AND CODE OF ETHICS**

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

### **ARTICLE IX: COMPLAINT PROCESS**

A. Any individual or group may bring a complaint to the board of trustees (the "Board") of the Discovery Charter School (the "School") alleging a violation of the provisions of New York charter school act, the School's charter, or any other provision of law relating to the management or operation of the School. Any such complaint may be hand delivered, mailed or sent by overnight carrier to: Chair of the Board of Trustees, Discovery Charter School 133 Hoover Drive, Greece, New York 14615, or in the alternative via email to: . The complaint should contain a statement of the complaint including the provision(s) of the School's charter or law that is/are alleged to have been violated, and should include copies of all relevant correspondence and/or documentation. Any such complaint shall be addressed by the Board of Trustees at the first Regular Board meeting following receipt of the complaint, provided that the complaint is received no later than seven (7) days prior to said next Regular Board meeting. In the event the complaint is not received within said timeframe, then the appeal shall be heard at the following Regular Board meeting.

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If, after presentation of the complaint to the Board of the School, the individual or group determines that the Board has not adequately addressed the complaint, they may present that complaint to the charter entity (the New York State Department of Education), which shall investigate and respond. If, after presentation of the complaint to the charter entity, the individual or group determines that the charter entity has not adequately addressed the complaint, they may present that complaint to the board of regents, which shall investigate and respond. The charter entity and the board of regents shall have the power and the duty to issue appropriate remedial orders to the School to effectuate the provisions of the law.

The Board of Regents has delegated the authority to the Commissioner of Education to handle complaints brought to the charter entity or the Board of Regents concerning charter schools. All such complaints brought to the charter entity or Board of Regents concerning charter schools must be submitted in writing to the State Education Department's Charter School



Office, either via mail at: Charter School Office, NYS Education Department, 89 Washington Avenue, Albany, NY 12234, or via email to: [charterschools@nysed.gov](mailto:charterschools@nysed.gov).

The subject line of the email should read: Complaint: Charter School of Inquiry.

The contents of the letter/email should include:

- A detailed statement of the complaint including the provision of the School's charter or law that you allege has been violated.
- What, if any, response you received from the School's Board of Trustees.
- Copies of all relevant correspondence between you and the School (You should maintain copies of all correspondence and materials for your own files.)
- What specific action or relief you are seeking.
- Contact information for you – name, address, email address, telephone number.

**B.** Any individual or group may, if they so choose, elect to bring an initial complaint to the School's Head of School by submitting a letter of complaint explaining the reason(s) for the complaint and the remedy sought. In such case, the letter of complaint shall be addressed to the School's Head of School who shall investigate and make a decision regarding any such complaint. The letter of complaint may be hand delivered, mailed or sent by overnight carrier to: Head of School, **Discovery Charter School** 133 Hoover Drive, Greece, New York 14615, or in the alternative via email to:

If the complaining party or parties is/are not satisfied with the Head of School's decision/response to the complaint, then the individual(s) shall follow the complaint process set forth in section A. above, commencing with bringing the complaint to the School's Board.

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

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

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



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

The contents of the letter/email should include:

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

#### **ARTICLE X: CLOSURE OR DISSOLUTION**

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

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

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



- Transfer student records to either the student's new school (if enrolled), or to the district of location.
  - Responsibility: Business Manager.
  - Time: Within 30 days of the last school day.
- Send written notification to school employees including key dates and an invitation to a meeting to learn about closure procedures, benefits and employment opportunities at local schools.
  - Responsible Party: School Director.
  - Time: Within two weeks of Board action to close the school.
- Send written notification to the school district(s) of residence and local private and charter schools that invites representatives to meet with employees to recruit teachers and other staff.
  - Responsible Party: School Director.
  - Time: Within two weeks of Board action to close the school.
- Submit final reports to SED.
  - Responsible Party: School Director.
  - Time: Within 60 days of the last day of school.
- Settle debts and close out accounts, including a final audit.
  - Responsible Party: Business Manager, Treasurer.
  - Time: Within 120 days of the end of the final fiscal year.
- Transfer any remaining assets in accordance with and as required by Article 56 of the Education Law of the State of New York.
  - Responsible Party: Treasurer.
  - Time: Following the approval of the final audit.

#### **ARTICLE XI: BYLAW AMENDMENTS**

Subject to the approval of the Charter School Office of the New York State Education Department, these bylaws may be adopted, amended or repealed at any meeting of the Board of Trustees by a vote of two-thirds (2/3) of the entire Board of Trustees. Notice of a meeting to vote on adoption, amendment or repeal of any bylaw(s) shall include details and specification of the proposed action.

I hereby certify that these Bylaws were approved by unanimous vote of the Board of Trustees of Discovery Charter School on the 16th day of August 2019

By: \_\_\_\_\_, Secretary







# **DISCOVERY CHARTER SCHOOL**

## **BYLAWS**

### **ARTICLE I: APPLICABLE LAW**

#### **Section 1.1. Public Charter School.**

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

#### **Section 1.2. Not for Profit Corporation Status.**

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

#### **Section 1.3. Non-Membership Corporation.**

The Corporation is a non-membership corporation.

### **ARTICLE II: BOARD OF TRUSTEES**

#### **Section 2.1. Management of Corporate Affairs.**

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

#### **Section 2.2. Number and Qualifications.**

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



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

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

### **Section 2.3. Responsibilities of Board Members:**

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

### **Section 2.4. Deleted**

### **Section 2.5. Term of Office.**

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

### **Section 2.6. Election of Trustees.**

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

### **Section 2.7. Vacancies.**

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

### **Section 2.8. Resignation.**

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



**Section 2.9. Removal.**

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

**Section 2.10. Contracts with the Corporation.**

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

**Section 2.11. Compensation.**

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

**ARTICLE III: MEETINGS OF TRUSTEES****Section 3.1. Regular Meetings.**

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

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

**Section 3.2. Special Meetings.**

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



**Section 3.3. Annual Meeting.**

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

**Section 3.4. Notice of Meetings.**

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

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

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

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

**Section 3.6. Procedure.**

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

**Section 3.7. Public Notice.**

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

**ARTICLE IV: COMMITTEES OF THE BOARD OF TRUSTEES****Section 4.1. Executive Committee.**

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



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

#### **Section 4.2. Audit and Finance Committee.**

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

#### **Section 4.3. Personnel Committee.**

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

#### **Section 4.4 Governance Committee**

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

#### **Section 4.5. Academic Excellence Committee**



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

#### **Section 4.6. Other Committees.**

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

#### **Section 4.7. Acts and Proceedings.**

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

#### **Section 4.8. Meetings of Committees and Subcommittees.**

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

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

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

### **ARTICLE V: OFFICERS**

#### **Section 5.1. Officers.**

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



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

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

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

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

### **Section 5.2. Term of Office.**

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

### **Section 5.3. Resignation.**

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

### **Section 5.4. Duties of Officers May Be Delegated.**

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



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

#### **Section 5.5. Compensation.**

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

### **ARTICLE VI: INDEMNIFICATION OF TRUSTEES AND OFFICERS**

#### **Section 6.1. Right of Indemnification.**

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

#### **Section 6.2. Advancement of Expenses.**

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

#### **Section 6.3. Availability and Interpretation.**

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



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

#### **Section 6.4. Other Rights.**

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

#### **Section 6.5. Severability.**

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

### **ARTICLE VII: CORPORATE FINANCE**

#### **Section 7.1. Corporate Funds.**

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

#### **Section 7.2. Fiscal Year.**

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

#### **Section 7.3. Loans to Trustees and Officers.**

No loans shall be made by the Corporation.

#### **Section 7.4. Gifts.**

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



### **Section 7.5. Income from Corporate Activities.**

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

## **ARTICLE VIII: CONFLICTS OF INTEREST AND CODE OF ETHICS**

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

## **ARTICLE IX: COMPLAINT PROCESS**

A. Any individual or group may bring a complaint to the board of trustees (the “Board”) of the **Discovery Charter School** (the “School”) alleging a violation of the provisions of New York charter school act, the School’s charter, or any other provision of law relating to the management or operation of the School. Any such complaint may be hand delivered, mailed or sent by overnight carrier to: Chair of the Board of Trustees, **Discovery Charter School** 133 Hoover Drive, Greece, New York 14615, or in the alternative via email to:                                     . The complaint should contain a statement of the complaint including the provision(s) of the School’s charter or law that is/are alleged to have been violated, and should include copies of all relevant correspondence and/or documentation. Any such complaint shall be addressed by the Board of Trustees at the first Regular Board meeting following receipt of the complaint, provided that the complaint is received no later than seven (7) days prior to said next Regular Board meeting. In the event the complaint is not received within said timeframe, then the appeal shall be heard at the following Regular Board meeting.

If, after presentation of the complaint to the Board of the School, the individual or group determines that the Board has not adequately addressed the complaint, they may present that complaint to the charter entity (the New York State Department of Education), which shall investigate and respond. If, after presentation of the complaint to the charter entity, the individual or group determines that the charter entity has not adequately addressed the complaint, they may present that complaint to the board of regents, which shall investigate and respond. The charter entity and the board of regents shall have the power and the duty to issue appropriate remedial orders to the School to effectuate the provisions of the law.

The Board of Regents has delegated the authority to the Commissioner of Education to handle complaints brought to the charter entity or the Board of Regents concerning charter schools. All such complaints brought to the charter entity or Board of Regents concerning charter schools must be submitted in writing to the State Education Department’s Charter School



Office, either via mail at: Charter School Office, NYS Education Department, 89 Washington Avenue, Albany, NY 12234, or via email to: [charterschools@nysed.gov](mailto:charterschools@nysed.gov).

The subject line of the email should read: Complaint: Charter School of Inquiry.

The contents of the letter/email should include:

- A detailed statement of the complaint including the provision of the School's charter or law that you allege has been violated.
- What, if any, response you received from the School's Board of Trustees.
- Copies of all relevant correspondence between you and the School (You should maintain copies of all correspondence and materials for your own files.)
- What specific action or relief you are seeking.
- Contact information for you – name, address, email address, telephone number.

**B.** Any individual or group may, if they so choose, elect to bring an initial complaint to the School's Head of School by submitting a letter of complaint explaining the reason(s) for the complaint and the remedy sought. In such case, the letter of complaint shall be addressed to the School's Head of School who shall investigate and make a decision regarding any such complaint. The letter of complaint may be hand delivered, mailed or sent by overnight carrier to: Head of School, **Discovery Charter School** 133 Hoover Drive, Greece, New York 14615, or in the alternative via email to: \_\_\_\_\_

If the complaining party or parties is/are not satisfied with the Head of School's decision/response to the complaint, then the individual(s) shall follow the complaint process set forth in section A. above, commencing with bringing the complaint to the School's Board.

## **ARTICLE X: CLOSURE OR DISSOLUTION**

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

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

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



- Responsibility: Business Manager.
  - Time: Within 30 days of the last school day.
- Send written notification to school employees including key dates and an invitation to a meeting to learn about closure procedures, benefits and employment opportunities at local schools.
  - Responsible Party: School Director.
  - Time: Within two weeks of Board action to close the school.
- Send written notification to the school district(s) of residence and local private and charter schools that invites representatives to meet with employees to recruit teachers and other staff.
  - Responsible Party: School Director.
  - Time: Within two weeks of Board action to close the school.
- Submit final reports to SED.
  - Responsible Party: School Director.
  - Time: Within 60 days of the last day of school.
- Settle debts and close out accounts, including a final audit.
  - Responsible Party: Business Manager, Treasurer.
  - Time: Within 120 days of the end of the final fiscal year.
- Transfer any remaining assets in accordance with and as required by Article 56 of the Education Law of the State of New York.
  - Responsible Party: Treasurer.
  - Time: Following the approval of the final audit.

#### **ARTICLE XI: BYLAW AMENDMENTS**

Subject to the approval of the Charter School Office of the New York State Education Department, these bylaws may be adopted, amended or repealed at any meeting of the Board of Trustees by a vote of two-thirds (2/3) of the entire Board of Trustees. Notice of a meeting to vote on adoption, amendment or repeal of any bylaw(s) shall include details and specification of the proposed action.

I hereby certify that these Bylaws were approved by unanimous vote of the Board of Trustees of Discovery Charter School on the 16th day of August 2019

By: \_\_\_\_\_,  
Secretary







Caution: Forms printed from within Adobe Acrobat products may not meet IRS or state taxing agency specifications. When using Acrobat, select the "Actual Size" in the Adobe "Print" dialog.

CLIENT'S COPY

DRAFT V2b





MENGEL METZGER BARR & CO. LLP

JANUARY 9, 2022

MS. SARA CASTNER  
DISCOVERY CHARTER SCHOOL  
133 HOOVER DRIVE  
ROCHESTER, NY 14615

DEAR MS. CASTNER:

ENCLOSED ARE THE ORIGINAL AND ONE COPY OF THE 2020 EXEMPT ORGANIZATION RETURN, AS FOLLOWS...

2020 FORM 990

EACH ORIGINAL SHOULD BE DATED, SIGNED AND FILED IN ACCORDANCE WITH THE FILING INSTRUCTIONS. THE COPY SHOULD BE RETAINED FOR YOUR FILES.

PLEASE REVIEW THE RETURN FOR COMPLETENESS AND ACCURACY.

WE SINCERELY APPRECIATE THE OPPORTUNITY TO SERVE YOU. PLEASE CONTACT US IF YOU HAVE ANY QUESTIONS CONCERNING THE TAX RETURN.

VERY TRULY YOURS,

KATHERINE WELC



# TAX RETURN FILING INSTRUCTIONS

FORM 990

FOR THE YEAR ENDING

JUNE 30, 2021

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**PREPARED FOR:**

MS. SARA CASTNER  
DISCOVERY CHARTER SCHOOL  
133 HOOVER DRIVE  
ROCHESTER, NY 14615

---

**PREPARED BY:**

MENGEL, METZGER, BARR & CO. LLP  
100 CHESTNUT STREET, SUITE 1200  
ROCHESTER, NY 14604

---

**AMOUNT DUE OR REFUND:**

NOT APPLICABLE

---

**MAKE CHECK PAYABLE TO:**

NOT APPLICABLE

---

**MAIL TAX RETURN AND CHECK (IF APPLICABLE) TO:**

NOT APPLICABLE

---

**RETURN MUST BE MAILED ON OR BEFORE:**

NOT APPLICABLE

---

**SPECIAL INSTRUCTIONS:**

THIS RETURN HAS BEEN PREPARED FOR ELECTRONIC FILING. IF YOU WISH TO HAVE IT TRANSMITTED ELECTRONICALLY TO THE IRS, PLEASE SIGN, DATE, AND RETURN FORM 8879-EO TO OUR OFFICE. WE WILL THEN SUBMIT THE ELECTRONIC RETURN TO THE IRS. DO NOT MAIL A PAPER COPY OF THE RETURN TO THE IRS.

FOR YOUR CONVENIENCE DURING THE COVID-19 OUTBREAK, PLEASE RETURN THE SIGNED COPY OF FORM 8879-EO PREFERABLY BY EITHER SCANNING AND EMAILING IT OR FAX IT TO (585) 423-5966 BY MAY 15, 2022.



\*\*\*\*\* THIS IS NOT A FILEABLE COPY \*\*\*\*\*

**IRS e-file Signature Authorization  
for an Exempt Organization**

OMB No. 1545-0047

Form **8879-EO**

For calendar year 2020, or fiscal year beginning JUL 1, 2020, and ending JUN 30, 2021

**2020**

Department of the Treasury  
Internal Revenue Service

▶ Do not send to the IRS. Keep for your records.

▶ Go to [www.irs.gov/Form8879EO](http://www.irs.gov/Form8879EO) for the latest information.

Name of exempt organization or person subject to tax

Taxpayer identification number

**DISCOVERY CHARTER SCHOOL**

**27-4310659**

Name and title of officer or person subject to tax

**SARA CASTNER**

**DIRECTOR**

**Part I Type of Return and Return Information** (Whole Dollars Only)

Check the box for the return for which you are using this Form 8879-EO and enter the applicable amount, if any, from the return. If you check the box on line 1a, 2a, 3a, 4a, 5a, 6a, or 7a below, and the amount on that line for the return being filed with this form was blank, then leave line 1b, 2b, 3b, 4b, 5b, 6b, or 7b, whichever is applicable, blank (do not enter -0-). But, if you entered -0- on the return, then enter -0- on the applicable line below. Do not complete more than one line in Part I.

1a Form 990 check here ▶ <input checked="" type="checkbox"/>	b Total revenue, if any (Form 990, Part VIII, column (A), line 12)	1b	<b>5,261,668.</b>
2a Form 990-EZ check here ▶ <input type="checkbox"/>	b Total revenue, if any (Form 990-EZ, line 9)	2b	
3a Form 1120-POL check here ▶ <input type="checkbox"/>	b Total tax (Form 1120-POL, line 22)	3b	
4a Form 990-PF check here ▶ <input type="checkbox"/>	b Tax based on investment income (Form 990-PF, Part VI, line 5)	4b	
5a Form 8868 check here ▶ <input type="checkbox"/>	b Balance due (Form 8868, line 3c)	5b	
6a Form 990-T check here ▶ <input type="checkbox"/>	b Total tax (Form 990-T, Part III, line 4)	6b	
7a Form 4720 check here ▶ <input type="checkbox"/>	b Total tax (Form 4720, Part III, line 1)	7b	

**Part II Declaration and Signature Authorization of Officer or Person Subject to Tax**

Under penalties of perjury, I declare that ☒ I am an officer of the above organization or ☐ I am a person subject to tax with respect to (name of organization) \_\_\_\_\_ (EIN) \_\_\_\_\_ and that I have examined a copy

of the 2020 electronic return and accompanying schedules and statements, and, to the best of my knowledge and belief, they are true, correct, and complete. I further declare that the amount in Part I above is the amount shown on the copy of the electronic return. I consent to allow my intermediate service provider, transmitter, or electronic return originator (ERO) to send the return to the IRS and to receive from the IRS (a) an acknowledgement of receipt or reason for rejection of the transmission, (b) the reason for any delay in processing the return or refund, and (c) the date of any refund. If applicable, I authorize the U.S. Treasury and its designated Financial Agent to initiate an electronic funds withdrawal (direct debit) entry to the financial institution account indicated in the tax preparation software for payment of the federal taxes owed on this return, and the financial institution to debit the entry to this account. To revoke a payment, I must contact the U.S. Treasury Financial Agent at 1-888-353-4537 no later than 2 business days prior to the payment (settlement) date. I also authorize the financial institutions involved in the processing of the electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to the payment. I have selected a personal identification number (PIN) as my signature for the electronic return and, if applicable, the consent to electronic funds withdrawal.

PIN: check one box only

☒ I authorize MENGEL, METZGER, BARR & CO. LLP to enter my PIN 12000  
ERO firm name Enter five numbers, but do not enter all zeros

as my signature on the tax year 2020 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I also authorize the aforementioned ERO to enter my PIN on the return's disclosure consent screen.

☐ As an officer or person subject to tax with respect to the organization, I will enter my PIN as my signature on the tax year 2020 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I will enter my PIN on the return's disclosure consent screen.

Signature of officer or person subject to tax ▶ \*\*\*\*\* THIS IS NOT A FILEABLE COPY \*\*\*

Date ▶

**Part III Certification and Authentication**

ERO's EFIN/PIN. Enter your six-digit electronic filing identification number (EFIN) followed by your five-digit self-selected PIN.

**16052312000**

Do not enter all zeros

I certify that the above numeric entry is my PIN, which is my signature on the 2020 electronically filed return indicated above. I confirm that I am submitting this return in accordance with the requirements of Pub. 4163, Modernized e-File (MeF) Information for Authorized IRS e-file Providers for Business Returns.

ERO's signature ▶ **KATHERINE WELC**

Date ▶ **01/09/22**

**ERO Must Retain This Form - See Instructions  
Do Not Submit This Form to the IRS Unless Requested To Do So**

LHA For Paperwork Reduction Act Notice, see instructions.

Form **8879-EO** (2020)

023051 11-03-20

12120109 781764 DIS4785

2020.05020 DISCOVERY CHARTER SCHOOL DIS47851



# Application for Automatic Extension of Time To File an Exempt Organization Return

OMB No. 1545-0047

Department of the Treasury  
Internal Revenue Service

► **File a separate application for each return.**  
► **Go to [www.irs.gov/Form8868](http://www.irs.gov/Form8868) for the latest information.**

**Electronic filing (e-file).** You can electronically file Form 8868 to request a 6-month automatic extension of time to file any of the forms listed below with the exception of Form 8870, Information Return for Transfers Associated With Certain Personal Benefit Contracts, for which an extension request must be sent to the IRS in paper format (see instructions). For more details on the electronic filing of this form, visit [www.irs.gov/e-file-providers/e-file-for-charities-and-non-profits](http://www.irs.gov/e-file-providers/e-file-for-charities-and-non-profits).

## Automatic 6-Month Extension of Time. Only submit original (no copies needed).

All corporations required to file an income tax return other than Form 990-T (including 1120-C filers), partnerships, REMICs, and trusts must use Form 7004 to request an extension of time to file income tax returns.

<b>Type or print</b>	Name of exempt organization or other filer, see instructions.		Taxpayer identification number (TIN)	
	DISCOVERY CHARTER SCHOOL		27-4310659	
	Number, street, and room or suite no. If a P.O. box, see instructions.			
	133 HOOVER DRIVE			
File by the due date for filing your return. See instructions.	City, town or post office, state, and ZIP code. For a foreign address, see instructions.			
	ROCHESTER, NY 14615			

Enter the Return Code for the return that this application is for (file a separate application for each return) 0 1

Application Is For	Return Code	Application Is For	Return Code
Form 990 or Form 990-EZ	01	Form 990-T (corporation)	07
Form 990-BL	02	Form 1041-A	08
Form 4720 (individual)	03	Form 4720 (other than individual)	09
Form 990-PF	04	Form 5227	10
Form 990-T (sec. 401(a) or 408(a) trust)	05	Form 6069	11
Form 990-T (trust other than above)	06	Form 8870	12

**SARA CASTNER**

- The books are in the care of ► **133 HOOVER DRIVE - ROCHESTER, NY 14615**  
Telephone No. ► **585-342-4032** Fax No. ► \_\_\_\_\_
- If the organization does not have an office or place of business in the United States, check this box ☐
- If this is for a Group Return, enter the organization's four digit Group Exemption Number (GEN) \_\_\_\_\_. If this is for the whole group, check this box ☐. If it is for part of the group, check this box ☐ and attach a list with the names and TINs of all members the extension is for.

- 1** I request an automatic 6-month extension of time until **MAY 16, 2022**, to file the exempt organization return for the organization named above. The extension is for the organization's return for:  
 ► ☐ calendar year \_\_\_\_\_ or  
 ► ☒ tax year beginning **JUL 1, 2020**, and ending **JUN 30, 2021**.

- 2** If the tax year entered in line 1 is for less than 12 months, check reason: ☐ Initial return ☐ Final return  
☐ Change in accounting period

<b>3a</b> If this application is for Forms 990-BL, 990-PF, 990-T, 4720, or 6069, enter the tentative tax, less any nonrefundable credits. See instructions.	<b>3a</b>	\$	<b>0.</b>
<b>b</b> If this application is for Forms 990-PF, 990-T, 4720, or 6069, enter any refundable credits and estimated tax payments made. Include any prior year overpayment allowed as a credit.	<b>3b</b>	\$	<b>0.</b>
<b>c Balance due.</b> Subtract line 3b from line 3a. Include your payment with this form, if required, by using EFTPS (Electronic Federal Tax Payment System). See instructions.	<b>3c</b>	\$	<b>0.</b>

**Caution:** If you are going to make an electronic funds withdrawal (direct debit) with this Form 8868, see Form 8453-EO and Form 8879-EO for payment instructions.

LHA For Privacy Act and Paperwork Reduction Act Notice, see instructions.

Form **8868** (Rev. 1-2020)



EXTENDED TO MAY 16, 2022

Form **990****Return of Organization Exempt From Income Tax**

OMB No. 1545-0047

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

**2020**

Open to Public Inspection

Department of the Treasury  
Internal Revenue Service

Do not enter social security numbers on this form as it may be made public.

Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.**A** For the 2020 calendar year, or tax year beginning **JUL 1, 2020** and ending **JUN 30, 2021****B** Check if applicable:

- ☐ Address change  
☐ Name change  
☐ Initial return  
☐ Final return/terminated  
☐ Amended return  
☐ Application pending

**C** Name of organization

DISCOVERY CHARTER SCHOOL

Doing business as

Number and street (or P.O. box if mail is not delivered to street address)

133 HOOVER DRIVE

Room/suite

City or town, state or province, country, and ZIP or foreign postal code

ROCHESTER, NY 14615

**F** Name and address of principal officer: **SARA CASTNER****SAME AS C ABOVE****D** Employer identification number

27-4310659

**E** Telephone number

585-342-4032

**G** Gross receipts \$ **5,261,668.****H(a)** Is this a group returnfor subordinates? ☐ Yes ☒ No**H(b)** Are all subordinates included? ☐ Yes ☐ No

If "No," attach a list. See instructions

**H(c)** Group exemption number**I** Tax-exempt status: ☒ 501(c)(3) ☐ 501(c)( ) (insert no.) ☐ 4947(a)(1) or ☐ 527**J** Website: **HTTP://WWW.ROCHESTERDISCOVERY.COM****K** Form of organization: ☒ Corporation ☐ Trust ☐ Association ☐ Other**L** Year of formation: **2010** **M** State of legal domicile: **NY****Part I Summary**

Activities & Governance	<b>1</b>	Briefly describe the organization's mission or most significant activities: <b>DCS PROVIDES A HIGH-QUALITY EDUCATION IN A SAFE AND SUPPORTIVE LEARNING COMMUNITY FOR STUDENTS</b>		
	<b>2</b>	Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.		
	<b>3</b>	Number of voting members of the governing body (Part VI, line 1a)	<b>3</b>	<b>10</b>
	<b>4</b>	Number of independent voting members of the governing body (Part VI, line 1b)	<b>4</b>	<b>10</b>
	<b>5</b>	Total number of individuals employed in calendar year 2020 (Part V, line 2a)	<b>5</b>	<b>82</b>
	<b>6</b>	Total number of volunteers (estimate if necessary)	<b>6</b>	<b>10</b>
		<b>7 a</b>	Total unrelated business revenue from Part VIII, column (C), line 12	<b>7a</b>
<b>b</b>		Net unrelated business taxable income from Form 990-T, Part I, line 11	<b>7b</b>	<b>0.</b>
Revenue	<b>8</b>	Contributions and grants (Part VIII, line 1h)	<b>Prior Year</b>	<b>Current Year</b>
	<b>9</b>	Program service revenue (Part VIII, line 2g)	<b>392,979.</b>	<b>1,043,649.</b>
	<b>10</b>	Investment income (Part VIII, column (A), lines 3, 4, and 7d)	<b>4,293,779.</b>	<b>4,218,019.</b>
	<b>11</b>	Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	<b>0.</b>	<b>0.</b>
	<b>12</b>	Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)	<b>0.</b>	<b>0.</b>
Expenses	<b>13</b>	Grants and similar amounts paid (Part IX, column (A), lines 1-3)	<b>4,686,758.</b>	<b>5,261,668.</b>
	<b>14</b>	Benefits paid to or for members (Part IX, column (A), line 4)	<b>0.</b>	<b>0.</b>
	<b>15</b>	Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	<b>0.</b>	<b>0.</b>
	<b>16a</b>	Professional fundraising fees (Part IX, column (A), line 11e)	<b>3,764,591.</b>	<b>3,309,972.</b>
	<b>b</b>	Total fundraising expenses (Part IX, column (D), line 25)	<b>0.</b>	<b>0.</b>
	<b>17</b>	Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	<b>0.</b>	<b>0.</b>
	<b>18</b>	Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	<b>1,287,916.</b>	<b>1,135,002.</b>
Net Assets or Fund Balances	<b>19</b>	Revenue less expenses. Subtract line 18 from line 12	<b>5,052,507.</b>	<b>4,444,974.</b>
	<b>20</b>	Total assets (Part X, line 16)	<b>-365,749.</b>	<b>816,694.</b>
	<b>21</b>	Total liabilities (Part X, line 26)	<b>Beginning of Current Year</b>	<b>End of Year</b>
	<b>22</b>	Net assets or fund balances. Subtract line 21 from line 20	<b>1,173,258.</b>	<b>1,230,762.</b>
			<b>1,173,879.</b>	<b>414,689.</b>
			<b>-621.</b>	<b>816,073.</b>

**Part II Signature Block**

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

<b>Sign Here</b>	Signature of officer		Date	
	<b>SARA CASTNER, DIRECTOR</b> Type or print name and title			
<b>Paid Preparer Use Only</b>	Print/Type preparer's name	Preparer's signature	Date	Check <input type="checkbox"/> if self-employed PTIN
	<b>KATHERINE WELC</b>	<b>KATHERINE WELC</b>	<b>01/09/22</b>	<b>P01523969</b>
	Firm's name <b>MENGEL, METZGER, BARR &amp; CO. LLP</b>	Firm's EIN <b>16-1092347</b>		
	Firm's address <b>100 CHESTNUT STREET, SUITE 1200</b>			Phone no. <b>585-423-1860</b>
	<b>ROCHESTER, NY 14604</b>			

May the IRS discuss this return with the preparer shown above? See instructions ☒ Yes ☐ No

032001 12-23-20

LHA For Paperwork Reduction Act Notice, see the separate instructions.

Form 990 (2020)

**SEE SCHEDULE O FOR ORGANIZATION MISSION STATEMENT CONTINUATION**



**Part III Statement of Program Service Accomplishments**

Check if Schedule O contains a response or note to any line in this Part III

☒ X**1** Briefly describe the organization's mission:

**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**

**2** Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? ☐ Yes ☒ No

If "Yes," describe these new services on Schedule O.

**3** Did the organization cease conducting, or make significant changes in how it conducts, any program services? ☐ Yes ☒ No

If "Yes," describe these changes on Schedule O.

**4** Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

**4a** (Code: ) (Expenses \$ **3,896,278.** including grants of \$ ) (Revenue \$ **4,218,019.** )  
**EXPENSES WERE TO PROVIDE THE IMPLEMENTATION AND OPERATION OF THE SCHOOL FOR STUDENTS IN GRADES K-6 FOR THE 2020-2021 SCHOOL YEAR.**

**4b** (Code: ) (Expenses \$ including grants of \$ ) (Revenue \$ )

**4c** (Code: ) (Expenses \$ including grants of \$ ) (Revenue \$ )

**4d** Other program services (Describe on Schedule O.)

(Expenses \$ including grants of \$ ) (Revenue \$ )

**4e** Total program service expenses **3,896,278.**



**Part IV Checklist of Required Schedules**

	Yes	No
1 Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? If "Yes," complete Schedule A	X	
2 Is the organization required to complete Schedule B, Schedule of Contributors?	X	
3 Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I		X
4 <b>Section 501(c)(3) organizations.</b> Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? If "Yes," complete Schedule C, Part II		X
5 Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Revenue Procedure 98-19? If "Yes," complete Schedule C, Part III		X
6 Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? If "Yes," complete Schedule D, Part I		X
7 Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? If "Yes," complete Schedule D, Part II		X
8 Did the organization maintain collections of works of art, historical treasures, or other similar assets? If "Yes," complete Schedule D, Part III		X
9 Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X, or provide credit counseling, debt management, credit repair, or debt negotiation services? If "Yes," complete Schedule D, Part IV		X
10 Did the organization, directly or through a related organization, hold assets in donor-restricted endowments or in quasi endowments? If "Yes," complete Schedule D, Part V		X
11 If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X as applicable.		
a Did the organization report an amount for land, buildings, and equipment in Part X, line 10? If "Yes," complete Schedule D, Part VI	X	
b Did the organization report an amount for investments - other securities in Part X, line 12, that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part VII		X
c Did the organization report an amount for investments - program related in Part X, line 13, that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part VIII		X
d Did the organization report an amount for other assets in Part X, line 15, that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part IX	X	
e Did the organization report an amount for other liabilities in Part X, line 25? If "Yes," complete Schedule D, Part X		X
f Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? If "Yes," complete Schedule D, Part X	X	
12a Did the organization obtain separate, independent audited financial statements for the tax year? If "Yes," complete Schedule D, Parts XI and XII		X
b Was the organization included in consolidated, independent audited financial statements for the tax year? If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional	X	
13 Is the organization a school described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E	X	
14a Did the organization maintain an office, employees, or agents outside of the United States?		X
b Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? If "Yes," complete Schedule F, Parts I and IV		X
15 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any foreign organization? If "Yes," complete Schedule F, Parts II and IV		X
16 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to or for foreign individuals? If "Yes," complete Schedule F, Parts III and IV		X
17 Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? If "Yes," complete Schedule G, Part I		X
18 Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? If "Yes," complete Schedule G, Part II		X
19 Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? If "Yes," complete Schedule G, Part III		X
20a Did the organization operate one or more hospital facilities? If "Yes," complete Schedule H		X
b If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?		
21 Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? If "Yes," complete Schedule I, Parts I and II		X



**Part IV Checklist of Required Schedules** (continued)

	Yes	No
<b>22</b> Did the organization report more than \$5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? If "Yes," complete Schedule I, Parts I and III		X
<b>23</b> Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? If "Yes," complete Schedule J		X
<b>24a</b> Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a		X
<b>24b</b> Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?		
<b>24c</b> Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?		
<b>24d</b> Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?		
<b>25a</b> <b>Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations.</b> Did the organization engage in an excess benefit transaction with a disqualified person during the year? If "Yes," complete Schedule L, Part I		X
<b>25b</b> Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I		X
<b>26</b> Did the organization report any amount on Part X, line 5 or 22, for receivables from or payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons? If "Yes," complete Schedule L, Part II		X
<b>27</b> Did the organization provide a grant or other assistance to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity (including an employee thereof) or family member of any of these persons? If "Yes," complete Schedule L, Part III		X
<b>28</b> Was the organization a party to a business transaction with one of the following parties (see Schedule L, Part IV instructions, for applicable filing thresholds, conditions, and exceptions):		
<b>28a</b> A current or former officer, director, trustee, key employee, creator or founder, or substantial contributor? If "Yes," complete Schedule L, Part IV		X
<b>28b</b> A family member of any individual described in line 28a? If "Yes," complete Schedule L, Part IV		X
<b>28c</b> A 35% controlled entity of one or more individuals and/or organizations described in lines 28a or 28b? If "Yes," complete Schedule L, Part IV		X
<b>29</b> Did the organization receive more than \$25,000 in non-cash contributions? If "Yes," complete Schedule M		X
<b>30</b> Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? If "Yes," complete Schedule M		X
<b>31</b> Did the organization liquidate, terminate, or dissolve and cease operations? If "Yes," complete Schedule N, Part I		X
<b>32</b> Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? If "Yes," complete Schedule N, Part II		X
<b>33</b> Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? If "Yes," complete Schedule R, Part I		X
<b>34</b> Was the organization related to any tax-exempt or taxable entity? If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1	X	
<b>35a</b> Did the organization have a controlled entity within the meaning of section 512(b)(13)?	X	
<b>35b</b> If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If "Yes," complete Schedule R, Part V, line 2		X
<b>36</b> <b>Section 501(c)(3) organizations.</b> Did the organization make any transfers to an exempt non-charitable related organization? If "Yes," complete Schedule R, Part V, line 2		X
<b>37</b> Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? If "Yes," complete Schedule R, Part VI		X
<b>38</b> Did the organization complete Schedule O and provide explanations in Schedule O for Part VI, lines 11b and 19?	X	

Note: All Form 990 filers are required to complete Schedule O

**Part V Statements Regarding Other IRS Filings and Tax Compliance**Check if Schedule O contains a response or note to any line in this Part V ☐

	Yes	No
<b>1a</b> Enter the number reported in Box 3 of Form 1096. Enter -0- if not applicable		
<b>1b</b> Enter the number of Forms W-2G included in line 1a. Enter -0- if not applicable		
<b>1c</b> Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?		



**Part V** Statements Regarding Other IRS Filings and Tax Compliance (continued)

	Yes	No
<b>2a</b> Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return <span style="float: right;">2a 82</span>		
<b>b</b> If at least one is reported on line 2a, did the organization file all required federal employment tax returns? <b>Note:</b> If the sum of lines 1a and 2a is greater than 250, you may be required to e-file (see instructions)	<b>2b</b> X	
<b>3a</b> Did the organization have unrelated business gross income of \$1,000 or more during the year?	<b>3a</b>	X
<b>b</b> If "Yes," has it filed a Form 990-T for this year? If "No" to line 3b, provide an explanation on Schedule O	<b>3b</b>	
<b>4a</b> At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?	<b>4a</b>	X
<b>b</b> If "Yes," enter the name of the foreign country <span style="float: right;">▶</span> See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).		
<b>5a</b> Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?	<b>5a</b>	X
<b>b</b> Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?	<b>5b</b>	X
<b>c</b> If "Yes" to line 5a or 5b, did the organization file Form 8886-T?	<b>5c</b>	
<b>6a</b> Does the organization have annual gross receipts that are normally greater than \$100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions?	<b>6a</b>	X
<b>b</b> If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?	<b>6b</b>	
<b>7 Organizations that may receive deductible contributions under section 170(c).</b>		
<b>a</b> Did the organization receive a payment in excess of \$75 made partly as a contribution and partly for goods and services provided to the payor?	<b>7a</b>	X
<b>b</b> If "Yes," did the organization notify the donor of the value of the goods or services provided?	<b>7b</b>	
<b>c</b> Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?	<b>7c</b>	X
<b>d</b> If "Yes," indicate the number of Forms 8282 filed during the year <span style="float: right;">7d</span>		
<b>e</b> Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?	<b>7e</b>	X
<b>f</b> Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?	<b>7f</b>	X
<b>g</b> If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?	<b>7g</b>	
<b>h</b> If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?	<b>7h</b>	
<b>8 Sponsoring organizations maintaining donor advised funds.</b> Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year?	<b>8</b>	
<b>9 Sponsoring organizations maintaining donor advised funds.</b>		
<b>a</b> Did the sponsoring organization make any taxable distributions under section 4966?	<b>9a</b>	
<b>b</b> Did the sponsoring organization make a distribution to a donor, donor advisor, or related person?	<b>9b</b>	
<b>10 Section 501(c)(7) organizations.</b> Enter:		
<b>a</b> Initiation fees and capital contributions included on Part VIII, line 12 <span style="float: right;">10a</span>		
<b>b</b> Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities <span style="float: right;">10b</span>		
<b>11 Section 501(c)(12) organizations.</b> Enter:		
<b>a</b> Gross income from members or shareholders <span style="float: right;">11a</span>		
<b>b</b> Gross income from other sources (Do not net amounts due or paid to other sources against amounts due or received from them.) <span style="float: right;">11b</span>		
<b>12a Section 4947(a)(1) non-exempt charitable trusts.</b> Is the organization filing Form 990 in lieu of Form 1041?	<b>12a</b>	
<b>b</b> If "Yes," enter the amount of tax-exempt interest received or accrued during the year <span style="float: right;">12b</span>		
<b>13 Section 501(c)(29) qualified nonprofit health insurance issuers.</b>		
<b>a</b> Is the organization licensed to issue qualified health plans in more than one state? <b>Note:</b> See the instructions for additional information the organization must report on Schedule O.	<b>13a</b>	
<b>b</b> Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans <span style="float: right;">13b</span>		
<b>c</b> Enter the amount of reserves on hand <span style="float: right;">13c</span>		
<b>14a</b> Did the organization receive any payments for indoor tanning services during the tax year?	<b>14a</b>	X
<b>b</b> If "Yes," has it filed a Form 720 to report these payments? If "No," provide an explanation on Schedule O	<b>14b</b>	
<b>15</b> Is the organization subject to the section 4960 tax on payment(s) of more than \$1,000,000 in remuneration or excess parachute payment(s) during the year? If "Yes," see instructions and file Form 720, Schedule N.	<b>15</b>	X
<b>16</b> Is the organization an educational institution subject to the section 4968 excise tax on net investment income? If "Yes," complete Form 720, Schedule O.	<b>16</b>	X

Form 990 (2020)



**Part VI Governance, Management, and Disclosure** For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes on Schedule O. See instructions.

Check if Schedule O contains a response or note to any line in this Part VI

☒ X

**Section A. Governing Body and Management**

	1a	1b	Yes	No
1a Enter the number of voting members of the governing body at the end of the tax year	10			
If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain on Schedule O.				
b Enter the number of voting members included on line 1a, above, who are independent		10		
2 Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?				X
3 Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, trustees, or key employees to a management company or other person?				X
4 Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?				X
5 Did the organization become aware during the year of a significant diversion of the organization's assets?				X
6 Did the organization have members or stockholders?				X
7a Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?				X
b Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?				X
8 Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:				
a The governing body?			X	
b Each committee with authority to act on behalf of the governing body?			X	
9 Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If "Yes," provide the names and addresses on Schedule O				X

**Section B. Policies** (This Section B requests information about policies not required by the Internal Revenue Code.)

	Yes	No
10a Did the organization have local chapters, branches, or affiliates?		X
b If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?		
11a Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?	X	
b Describe in Schedule O the process, if any, used by the organization to review this Form 990.		
12a Did the organization have a written conflict of interest policy? If "No," go to line 13	X	
b Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?	X	
c Did the organization regularly and consistently monitor and enforce compliance with the policy? If "Yes," describe in Schedule O how this was done	X	
13 Did the organization have a written whistleblower policy?	X	
14 Did the organization have a written document retention and destruction policy?	X	
15 Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?		
a The organization's CEO, Executive Director, or top management official	X	
b Other officers or key employees of the organization	X	
If "Yes" to line 15a or 15b, describe the process in Schedule O (see instructions).		
16a Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?		X
b If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements?		

**Section C. Disclosure**

17 List the states with which a copy of this Form 990 is required to be filed **NONE**

18 Section 6104 requires an organization to make its Forms 1023 (1024 or 1024-A, if applicable), 990, and 990-T (Section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.  
☐ Own website ☐ Another's website ☒ Upon request ☐ Other (explain on Schedule O)

19 Describe on Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.

20 State the name, address, and telephone number of the person who possesses the organization's books and records  
**SARA CASTNER - 585-342-4032**  
**133 HOOVER DRIVE, ROCHESTER, NY 14615**











**Part VIII** Statement of RevenueCheck if Schedule O contains a response or note to any line in this Part VIII ☐

			(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512 - 514
<b>Contributions, Gifts, Grants and Other Similar Amounts</b>	1 a	Federated campaigns	1a			
	b	Membership dues	1b			
	c	Fundraising events	1c			
	d	Related organizations	1d			
	e	Government grants (contributions)	1e	1,036,998.		
	f	All other contributions, gifts, grants, and similar amounts not included above	1f	6,651.		
	g	Noncash contributions included in lines 1a-1f	1g	\$ 16,310.		
	h	<b>Total.</b> Add lines 1a-1f		1,043,649.		
	<b>Program Service Revenue</b>	2 a	PER PUPIL FEES	Business Code 611600	4,218,019.	4,218,019.
b						
c						
d						
e						
f		All other program service revenue				
g		<b>Total.</b> Add lines 2a-2f		4,218,019.		
<b>Other Revenue</b>		3	Investment income (including dividends, interest, and other similar amounts)			
	4	Income from investment of tax-exempt bond proceeds				
	5	Royalties				
	6 a	Gross rents	(i) Real (ii) Personal			
	b	Less: rental expenses				
	c	Rental income or (loss)				
	d	Net rental income or (loss)				
	7 a	Gross amount from sales of assets other than inventory	(i) Securities (ii) Other			
	b	Less: cost or other basis and sales expenses				
	c	Gain or (loss)				
	d	Net gain or (loss)				
	8 a	Gross income from fundraising events (not including \$ of contributions reported on line 1c). See Part IV, line 18	8a			
	b	Less: direct expenses	8b			
	c	Net income or (loss) from fundraising events				
	9 a	Gross income from gaming activities. See Part IV, line 19	9a			
	b	Less: direct expenses	9b			
	c	Net income or (loss) from gaming activities				
10 a	Gross sales of inventory, less returns and allowances	10a				
b	Less: cost of goods sold	10b				
c	Net income or (loss) from sales of inventory					
<b>Miscellaneous Revenue</b>	11 a		Business Code			
	b					
	c					
	d	All other revenue				
	e	<b>Total.</b> Add lines 11a-11d				
12	<b>Total revenue.</b> See instructions		5,261,668.	4,218,019.	0.	0.



**Part IX Statement of Functional Expenses**

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX ☐

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21				
2 Grants and other assistance to domestic individuals. See Part IV, line 22				
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees	150,049.	82,527.	67,522.	
6 Compensation not included above to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7 Other salaries and wages	2,514,429.	2,297,357.	217,072.	
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)	181,073.	178,104.	2,969.	
9 Other employee benefits	249,321.	220,497.	28,824.	
10 Payroll taxes	215,100.	192,858.	22,242.	
11 Fees for services (nonemployees):				
a Management				
b Legal	13,944.		13,944.	
c Accounting	24,592.		24,592.	
d Lobbying				
e Professional fundraising services. See Part IV, line 17				
f Investment management fees				
g Other. (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Sch O.)	162,101.	137,707.	24,394.	
12 Advertising and promotion	6,182.		6,182.	
13 Office expenses	24,556.	11,116.	13,440.	
14 Information technology	47,638.	38,110.	9,528.	
15 Royalties				
16 Occupancy	497,756.	434,201.	63,555.	
17 Travel				
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings				
20 Interest				
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	99,927.	74,945.	24,982.	
23 Insurance	32,699.	24,524.	8,175.	
24 Other expenses. Itemize expenses not covered above (List miscellaneous expenses on line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
a <b>FOOD SERVICE</b>	102,235.	102,235.		
b <b>SUPPLIES AND MATERIALS</b>	87,896.	87,896.		
c <b>OTHER EXPENSES</b>	23,459.	5,582.	17,877.	
d <b>EQUIPMENT / FURNISHINGS</b>	7,339.	5,871.	1,468.	
e All other expenses	4,678.	2,748.	1,930.	
25 <b>Total functional expenses.</b> Add lines 1 through 24e	4,444,974.	3,896,278.	548,696.	0.
26 <b>Joint costs.</b> Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation.				

Check here ☐ if following SOP 98-2 (ASC 958-720)



**Part X Balance Sheet**Check if Schedule O contains a response or note to any line in this Part X ☐

		(A) Beginning of year		(B) End of year
<b>Assets</b>	<b>1</b> Cash - non-interest-bearing .....	578,665.	<b>1</b>	682,886.
	<b>2</b> Savings and temporary cash investments .....		<b>2</b>	
	<b>3</b> Pledges and grants receivable, net .....		<b>3</b>	
	<b>4</b> Accounts receivable, net .....	264,531.	<b>4</b>	104,847.
	<b>5</b> Loans and other receivables from any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons .....		<b>5</b>	
	<b>6</b> Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), and persons described in section 4958(c)(3)(B) .....		<b>6</b>	
	<b>7</b> Notes and loans receivable, net .....		<b>7</b>	
	<b>8</b> Inventories for sale or use .....		<b>8</b>	
	<b>9</b> Prepaid expenses and deferred charges .....	52,381.	<b>9</b>	
	<b>10a</b> Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D .....	<b>10a</b> 1,107,661.		
	<b>b</b> Less: accumulated depreciation .....	<b>10b</b> 764,632.		
		202,681.	<b>10c</b>	343,029.
	<b>11</b> Investments - publicly traded securities .....		<b>11</b>	
	<b>12</b> Investments - other securities. See Part IV, line 11 .....		<b>12</b>	
	<b>13</b> Investments - program-related. See Part IV, line 11 .....		<b>13</b>	
	<b>14</b> Intangible assets .....		<b>14</b>	
<b>15</b> Other assets. See Part IV, line 11 .....	75,000.	<b>15</b>	100,000.	
<b>16</b> <b>Total assets.</b> Add lines 1 through 15 (must equal line 33) .....	1,173,258.	<b>16</b>	1,230,762.	
<b>Liabilities</b>	<b>17</b> Accounts payable and accrued expenses .....	524,070.	<b>17</b>	414,689.
	<b>18</b> Grants payable .....		<b>18</b>	
	<b>19</b> Deferred revenue .....		<b>19</b>	
	<b>20</b> Tax-exempt bond liabilities .....		<b>20</b>	
	<b>21</b> Escrow or custodial account liability. Complete Part IV of Schedule D .....		<b>21</b>	
	<b>22</b> Loans and other payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons .....		<b>22</b>	
	<b>23</b> Secured mortgages and notes payable to unrelated third parties .....		<b>23</b>	
	<b>24</b> Unsecured notes and loans payable to unrelated third parties .....	643,300.	<b>24</b>	
	<b>25</b> Other liabilities (including federal income tax payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D .....	6,509.	<b>25</b>	0.
	<b>26</b> <b>Total liabilities.</b> Add lines 17 through 25 .....	1,173,879.	<b>26</b>	414,689.
	<b>Net Assets or Fund Balances</b>	<b>Organizations that follow FASB ASC 958, check here</b> <input checked="" type="checkbox"/> <b>and complete lines 27, 28, 32, and 33.</b>		
<b>27</b> Net assets without donor restrictions .....		-178,639.	<b>27</b>	632,004.
<b>28</b> Net assets with donor restrictions .....		178,018.	<b>28</b>	184,069.
<b>Organizations that do not follow FASB ASC 958, check here</b> <input type="checkbox"/> <b>and complete lines 29 through 33.</b>				
<b>29</b> Capital stock or trust principal, or current funds .....			<b>29</b>	
<b>30</b> Paid-in or capital surplus, or land, building, or equipment fund .....			<b>30</b>	
<b>31</b> Retained earnings, endowment, accumulated income, or other funds .....			<b>31</b>	
<b>32</b> <b>Total net assets or fund balances</b> .....		-621.	<b>32</b>	816,073.
<b>33</b> <b>Total liabilities and net assets/fund balances</b> .....		1,173,258.	<b>33</b>	1,230,762.

Form 990 (2020)



**Part XI Reconciliation of Net Assets**Check if Schedule O contains a response or note to any line in this Part XI ☐

1	Total revenue (must equal Part VIII, column (A), line 12)	1	5,261,668.
2	Total expenses (must equal Part IX, column (A), line 25)	2	4,444,974.
3	Revenue less expenses. Subtract line 2 from line 1	3	816,694.
4	Net assets or fund balances at beginning of year (must equal Part X, line 32, column (A))	4	-621.
5	Net unrealized gains (losses) on investments	5	
6	Donated services and use of facilities	6	
7	Investment expenses	7	
8	Prior period adjustments	8	
9	Other changes in net assets or fund balances (explain on Schedule O)	9	0.
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 32, column (B))	10	816,073.

**Part XII Financial Statements and Reporting**Check if Schedule O contains a response or note to any line in this Part XII ☒

	Yes	No
1 Accounting method used to prepare the Form 990: <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual <input type="checkbox"/> Other If the organization changed its method of accounting from a prior year or checked "Other," explain in Schedule O.		
2a Were the organization's financial statements compiled or reviewed by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both: <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis		X
b Were the organization's financial statements audited by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both: <input type="checkbox"/> Separate basis <input checked="" type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis	X	
c If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? If the organization changed either its oversight process or selection process during the tax year, explain on Schedule O.	X	
3a As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133?		X
b If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why on Schedule O and describe any steps taken to undergo such audits		

Form 990 (2020)



**SCHEDULE A**  
**(Form 990 or 990-EZ)**

Department of the Treasury  
Internal Revenue Service

**Public Charity Status and Public Support**

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.  
▶ Attach to Form 990 or Form 990-EZ.  
▶ Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.

OMB No. 1545-0047

**2020**

**Open to Public  
Inspection**

Name of the organization

**DISCOVERY CHARTER SCHOOL**

Employer identification number

**27-4310659**

**Part I Reason for Public Charity Status.** (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

- 1 ☐ A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i).**
- 2 ☒ A school described in **section 170(b)(1)(A)(ii).** (Attach Schedule E (Form 990 or 990-EZ).)
- 3 ☐ A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii).**
- 4 ☐ A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii).** Enter the hospital's name, city, and state: \_\_\_\_\_
- 5 ☐ An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv).** (Complete Part II.)
- 6 ☐ A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v).**
- 7 ☐ An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
- 8 ☐ A community trust described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
- 9 ☐ An agricultural research organization described in **section 170(b)(1)(A)(ix)** operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture (see instructions). Enter the name, city, and state of the college or university: \_\_\_\_\_
- 10 ☐ An organization that normally receives (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions, subject to certain exceptions; and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2).** (Complete Part III.)
- 11 ☐ An organization organized and operated exclusively to test for public safety. See **section 509(a)(4).**
- 12 ☐ An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2).** See **section 509(a)(3).** Check the box in lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.
- a ☐ **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. **You must complete Part IV, Sections A and B.**
- b ☐ **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). **You must complete Part IV, Sections A and C.**
- c ☐ **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). **You must complete Part IV, Sections A, D, and E.**
- d ☐ **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). **You must complete Part IV, Sections A and D, and Part V.**
- e ☐ Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.

f Enter the number of supported organizations \_\_\_\_\_

g Provide the following information about the supported organization(s).

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1-10 above (see instructions))	(iv) Is the organization listed in your governing document?		(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
			Yes	No		
<b>Total</b>						

LHA For Paperwork Reduction Act Notice, see the Instructions for Form 990 or 990-EZ. 032021 01-25-21

Schedule A (Form 990 or 990-EZ) 2020



**Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)**

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

**Section A. Public Support**

Calendar year (or fiscal year beginning in) ►	(a) 2016	(b) 2017	(c) 2018	(d) 2019	(e) 2020	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.") .....						
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf .....						
3 The value of services or facilities furnished by a governmental unit to the organization without charge .....						
4 <b>Total.</b> Add lines 1 through 3 .....						
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f) .....						
6 <b>Public support.</b> Subtract line 5 from line 4.						

**Section B. Total Support**

Calendar year (or fiscal year beginning in) ►	(a) 2016	(b) 2017	(c) 2018	(d) 2019	(e) 2020	(f) Total
7 Amounts from line 4 .....						
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources .....						
9 Net income from unrelated business activities, whether or not the business is regularly carried on .....						
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.) .....						
11 <b>Total support.</b> Add lines 7 through 10						
12 Gross receipts from related activities, etc. (see instructions) .....					12	
13 <b>First 5 years.</b> If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and <b>stop here</b> .....						<input type="checkbox"/>

**Section C. Computation of Public Support Percentage**

14 Public support percentage for 2020 (line 6, column (f), divided by line 11, column (f)) .....	14	%
15 Public support percentage from 2019 Schedule A, Part II, line 14 .....	15	%
16a <b>33 1/3% support test - 2020.</b> If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and <b>stop here.</b> The organization qualifies as a publicly supported organization .....	<input type="checkbox"/>	
b <b>33 1/3% support test - 2019.</b> If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and <b>stop here.</b> The organization qualifies as a publicly supported organization .....	<input type="checkbox"/>	
17a <b>10% -facts-and-circumstances test - 2020.</b> If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and <b>stop here.</b> Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization .....	<input type="checkbox"/>	
b <b>10% -facts-and-circumstances test - 2019.</b> If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and <b>stop here.</b> Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization .....	<input type="checkbox"/>	
18 <b>Private foundation.</b> If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions .....	<input type="checkbox"/>	

Schedule A (Form 990 or 990-EZ) 2020



**Part III Support Schedule for Organizations Described in Section 509(a)(2)**

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

**Section A. Public Support**

Calendar year (or fiscal year beginning in) ►	(a) 2016	(b) 2017	(c) 2018	(d) 2019	(e) 2020	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.") .....						
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose .....						
3 Gross receipts from activities that are not an unrelated trade or business under section 513 .....						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf .....						
5 The value of services or facilities furnished by a governmental unit to the organization without charge .....						
6 <b>Total.</b> Add lines 1 through 5 .....						
7a Amounts included on lines 1, 2, and 3 received from disqualified persons .....						
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year .....						
c Add lines 7a and 7b .....						
8 <b>Public support.</b> (Subtract line 7c from line 6.) .....						

**Section B. Total Support**

Calendar year (or fiscal year beginning in) ►	(a) 2016	(b) 2017	(c) 2018	(d) 2019	(e) 2020	(f) Total
9 Amounts from line 6 .....						
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources .....						
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975 .....						
c Add lines 10a and 10b .....						
11 Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on .....						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.) .....						
13 <b>Total support.</b> (Add lines 9, 10c, 11, and 12.) .....						
14 <b>First 5 years.</b> If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and <b>stop here</b> .....						

**Section C. Computation of Public Support Percentage**

15 Public support percentage for 2020 (line 8, column (f), divided by line 13, column (f)) .....	15	%
16 Public support percentage from 2019 Schedule A, Part III, line 15 .....	16	%

**Section D. Computation of Investment Income Percentage**

17 Investment income percentage for 2020 (line 10c, column (f), divided by line 13, column (f)) .....	17	%
18 Investment income percentage from 2019 Schedule A, Part III, line 17 .....	18	%

19a **33 1/3% support tests - 2020.** If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization .....

b **33 1/3% support tests - 2019.** If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization .....

20 **Private foundation.** If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions .....



**Part IV Supporting Organizations**

(Complete only if you checked a box in line 12 on Part I. If you checked box 12a, Part I, complete Sections A and B. If you checked box 12b, Part I, complete Sections A and C. If you checked box 12c, Part I, complete Sections A, D, and E. If you checked box 12d, Part I, complete Sections A and D, and complete Part V.)

**Section A. All Supporting Organizations**

	Yes	No
<b>1</b> Are all of the organization's supported organizations listed by name in the organization's governing documents? If "No," describe in <b>Part VI</b> how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.		
<b>2</b> Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? If "Yes," explain in <b>Part VI</b> how the organization determined that the supported organization was described in section 509(a)(1) or (2).		
<b>3a</b> Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? If "Yes," answer lines 3b and 3c below.		
<b>b</b> Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? If "Yes," describe in <b>Part VI</b> when and how the organization made the determination.		
<b>c</b> Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? If "Yes," explain in <b>Part VI</b> what controls the organization put in place to ensure such use.		
<b>4a</b> Was any supported organization not organized in the United States ("foreign supported organization")? If "Yes," and if you checked box 12a or 12b in Part I, answer lines 4b and 4c below.		
<b>b</b> Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? If "Yes," describe in <b>Part VI</b> how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.		
<b>c</b> Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? If "Yes," explain in <b>Part VI</b> what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.		
<b>5a</b> Did the organization add, substitute, or remove any supported organizations during the tax year? If "Yes," answer lines 5b and 5c below (if applicable). Also, provide detail in <b>Part VI</b> , including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).		
<b>b</b> <b>Type I or Type II only.</b> Was any added or substituted supported organization part of a class already designated in the organization's organizing document?		
<b>c</b> <b>Substitutions only.</b> Was the substitution the result of an event beyond the organization's control?		
<b>6</b> Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? If "Yes," provide detail in <b>Part VI</b> .		
<b>7</b> Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (as defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).		
<b>8</b> Did the organization make a loan to a disqualified person (as defined in section 4958) not described in line 7? If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).		
<b>9a</b> Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons, as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? If "Yes," provide detail in <b>Part VI</b> .		
<b>b</b> Did one or more disqualified persons (as defined in line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? If "Yes," provide detail in <b>Part VI</b> .		
<b>c</b> Did a disqualified person (as defined in line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? If "Yes," provide detail in <b>Part VI</b> .		
<b>10a</b> Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? If "Yes," answer line 10b below.		
<b>b</b> Did the organization have any excess business holdings in the tax year? (Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)		



**Part IV Supporting Organizations** (continued)

- 11 Has the organization accepted a gift or contribution from any of the following persons?
- a A person who directly or indirectly controls, either alone or together with persons described in lines 11b and 11c below, the governing body of a supported organization?
- b A family member of a person described in line 11a above?
- c A 35% controlled entity of a person described in line 11a or 11b above? If "Yes" to line 11a, 11b, or 11c, provide detail in Part VI.

	Yes	No
11a		
11b		
11c		

**Section B. Type I Supporting Organizations**

- 1 Did the governing body, members of the governing body, officers acting in their official capacity, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's officers, directors, or trustees at all times during the tax year? If "No," describe in Part VI how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove officers, directors, or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year.
- 2 Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? If "Yes," explain in Part VI how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised, or controlled the supporting organization.

	Yes	No
1		
2		

**Section C. Type II Supporting Organizations**

- 1 Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? If "No," describe in Part VI how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s).

	Yes	No
1		

**Section D. All Type III Supporting Organizations**

- 1 Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided?
- 2 Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? If "No," explain in Part VI how the organization maintained a close and continuous working relationship with the supported organization(s).
- 3 By reason of the relationship described in line 2, above, did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? If "Yes," describe in Part VI the role the organization's supported organizations played in this regard.

	Yes	No
1		
2		
3		

**Section E. Type III Functionally Integrated Supporting Organizations**

- 1 Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (see instructions).
- a ☐ The organization satisfied the Activities Test. Complete line 2 below.
- b ☐ The organization is the parent of each of its supported organizations. Complete line 3 below.
- c ☐ The organization supported a governmental entity. Describe in Part VI how you supported a governmental entity (see instructions).
- 2 Activities Test. Answer lines 2a and 2b below.
- a Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? If "Yes," then in Part VI identify those supported organizations and explain how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities.
- b Did the activities described in line 2a, above, constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? If "Yes," explain in Part VI the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.
- 3 Parent of Supported Organizations. Answer lines 3a and 3b below.
- a Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? If "Yes" or "No" provide details in Part VI.
- b Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? If "Yes," describe in Part VI the role played by the organization in this regard.

	Yes	No
2a		
2b		
3a		
3b		



**Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations**

- 1 ☐ Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 ( *explain in Part VI*). See instructions.  
All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

Section A - Adjusted Net Income		(A) Prior Year	(B) Current Year (optional)
1	Net short-term capital gain	1	
2	Recoveries of prior-year distributions	2	
3	Other gross income (see instructions)	3	
4	Add lines 1 through 3.	4	
5	Depreciation and depletion	5	
6	Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	6	
7	Other expenses (see instructions)	7	
8	<b>Adjusted Net Income</b> (subtract lines 5, 6, and 7 from line 4)	8	

Section B - Minimum Asset Amount		(A) Prior Year	(B) Current Year (optional)
1	Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):		
a	Average monthly value of securities	1a	
b	Average monthly cash balances	1b	
c	Fair market value of other non-exempt-use assets	1c	
d	<b>Total</b> (add lines 1a, 1b, and 1c)	1d	
e	<b>Discount</b> claimed for blockage or other factors (explain in detail in Part VI):		
2	Acquisition indebtedness applicable to non-exempt-use assets	2	
3	Subtract line 2 from line 1d.	3	
4	Cash deemed held for exempt use. Enter 0.015 of line 3 (for greater amount, see instructions).	4	
5	Net value of non-exempt-use assets (subtract line 4 from line 3)	5	
6	Multiply line 5 by 0.035.	6	
7	Recoveries of prior-year distributions	7	
8	<b>Minimum Asset Amount</b> (add line 7 to line 6)	8	

Section C - Distributable Amount		Current Year	
1	Adjusted net income for prior year (from Section A, line 8, column A)	1	
2	Enter 0.85 of line 1.	2	
3	Minimum asset amount for prior year (from Section B, line 8, column A)	3	
4	Enter greater of line 2 or line 3.	4	
5	Income tax imposed in prior year	5	
6	<b>Distributable Amount.</b> Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions).	6	
7	<input type="checkbox"/> Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).		

Schedule A (Form 990 or 990-EZ) 2020



**Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations** (continued)

<b>Section D - Distributions</b>		<b>Current Year</b>
<b>1</b>	Amounts paid to supported organizations to accomplish exempt purposes	<b>1</b>
<b>2</b>	Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	<b>2</b>
<b>3</b>	Administrative expenses paid to accomplish exempt purposes of supported organizations	<b>3</b>
<b>4</b>	Amounts paid to acquire exempt-use assets	<b>4</b>
<b>5</b>	Qualified set-aside amounts (prior IRS approval required - provide details in Part VI)	<b>5</b>
<b>6</b>	Other distributions (describe in Part VI). See instructions.	<b>6</b>
<b>7</b>	<b>Total annual distributions.</b> Add lines 1 through 6.	<b>7</b>
<b>8</b>	Distributions to attentive supported organizations to which the organization is responsive (provide details in Part VI). See instructions.	<b>8</b>
<b>9</b>	Distributable amount for 2020 from Section C, line 6	<b>9</b>
<b>10</b>	Line 8 amount divided by line 9 amount	<b>10</b>

<b>Section E - Distribution Allocations</b> (see instructions)	<b>(i) Excess Distributions</b>	<b>(ii) Underdistributions Pre-2020</b>	<b>(iii) Distributable Amount for 2020</b>
<b>1</b>	Distributable amount for 2020 from Section C, line 6		
<b>2</b>	Underdistributions, if any, for years prior to 2020 (reasonable cause required - explain in Part VI). See instructions.		
<b>3</b>	Excess distributions carryover, if any, to 2020		
<b>a</b>	From 2015		
<b>b</b>	From 2016		
<b>c</b>	From 2017		
<b>d</b>	From 2018		
<b>e</b>	From 2019		
<b>f</b>	<b>Total</b> of lines 3a through 3e		
<b>g</b>	Applied to underdistributions of prior years		
<b>h</b>	Applied to 2020 distributable amount		
<b>i</b>	Carryover from 2015 not applied (see instructions)		
<b>j</b>	Remainder. Subtract lines 3g, 3h, and 3i from line 3f.		
<b>4</b>	Distributions for 2020 from Section D, line 7: \$		
<b>a</b>	Applied to underdistributions of prior years		
<b>b</b>	Applied to 2020 distributable amount		
<b>c</b>	Remainder. Subtract lines 4a and 4b from line 4.		
<b>5</b>	Remaining underdistributions for years prior to 2020, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, explain in Part VI. See instructions.		
<b>6</b>	Remaining underdistributions for 2020. Subtract lines 3h and 4b from line 1. For result greater than zero, explain in Part VI. See instructions.		
<b>7</b>	<b>Excess distributions carryover to 2021.</b> Add lines 3j and 4c.		
<b>8</b>	Breakdown of line 7:		
<b>a</b>	Excess from 2016		
<b>b</b>	Excess from 2017		
<b>c</b>	Excess from 2018		
<b>d</b>	Excess from 2019		
<b>e</b>	Excess from 2020		

Schedule A (Form 990 or 990-EZ) 2020



**Part VI**

**Supplemental Information.** Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; Part III, line 12; Part IV, Section A, lines 1, 2, 3b, 3c, 4b, 4c, 5a, 6, 9a, 9b, 9c, 11a, 11b, and 11c; Part IV, Section B, lines 1 and 2; Part IV, Section C, line 1; Part IV, Section D, lines 2 and 3; Part IV, Section E, lines 1c, 2a, 2b, 3a, and 3b; Part V, line 1; Part V, Section B, line 1e; Part V, Section D, lines 5, 6, and 8; and Part V, Section E, lines 2, 5, and 6. Also complete this part for any additional information.  
(See instructions.)

DRAFT V2b



**Schedule B**(Form 990, 990-EZ,  
or 990-PF)Department of the Treasury  
Internal Revenue Service**Schedule of Contributors**

- ▶ Attach to Form 990, Form 990-EZ, or Form 990-PF.  
▶ Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for the latest information.

OMB No. 1545-0047

**2020**

Name of the organization

Employer identification number

DISCOVERY CHARTER SCHOOL

27-4310659

Organization type (check one):

Filers of:

Section:

Form 990 or 990-EZ

☒ 501(c)( 3 ) (enter number) organization☐ 4947(a)(1) nonexempt charitable trust **not** treated as a private foundation☐ 527 political organization

Form 990-PF

☐ 501(c)(3) exempt private foundation☐ 4947(a)(1) nonexempt charitable trust treated as a private foundation☐ 501(c)(3) taxable private foundationCheck if your organization is covered by the **General Rule** or a **Special Rule**.**Note:** Only a section 501(c)(7), (8), or (10) organization can check boxes for both the General Rule and a Special Rule. See instructions.**General Rule**

- ☒ For an organization filing Form 990, 990-EZ, or 990-PF that received, during the year, contributions totaling \$5,000 or more (in money or property) from any one contributor. Complete Parts I and II. See instructions for determining a contributor's total contributions.

**Special Rules**

- ☐ For an organization described in section 501(c)(3) filing Form 990 or 990-EZ that met the 33 1/3% support test of the regulations under sections 509(a)(1) and 170(b)(1)(A)(vi), that checked Schedule A (Form 990 or 990-EZ), Part II, line 13, 16a, or 16b, and that received from any one contributor, during the year, total contributions of the greater of (1) \$5,000; or (2) 2% of the amount on (i) Form 990, Part VIII, line 1h; or (ii) Form 990-EZ, line 1. Complete Parts I and II.
- ☐ For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, total contributions of more than \$1,000 exclusively for religious, charitable, scientific, literary, or educational purposes, or for the prevention of cruelty to children or animals. Complete Parts I (entering "N/A" in column (b) instead of the contributor name and address), II, and III.
- ☐ For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, contributions *exclusively* for religious, charitable, etc., purposes, but no such contributions totaled more than \$1,000. If this box is checked, enter here the total contributions that were received during the year for an *exclusively* religious, charitable, etc., purpose. Don't complete any of the parts unless the **General Rule** applies to this organization because it received *nonexclusively* religious, charitable, etc., contributions totaling \$5,000 or more during the year ..... ▶ \$ .....

**Caution:** An organization that isn't covered by the General Rule and/or the Special Rules doesn't file Schedule B (Form 990, 990-EZ, or 990-PF), but it **must** answer "No" on Part IV, line 2, of its Form 990; or check the box on line H of its Form 990-EZ or on its Form 990-PF, Part I, line 2, to certify that it doesn't meet the filing requirements of Schedule B (Form 990, 990-EZ, or 990-PF).

LHA For Paperwork Reduction Act Notice, see the instructions for Form 990, 990-EZ, or 990-PF.

Schedule B (Form 990, 990-EZ, or 990-PF) (2020)



Name of organization

Employer identification number

DISCOVERY CHARTER SCHOOL

27-4310659

**Part I Contributors** (see instructions). Use duplicate copies of Part I if additional space is needed.

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
<u>1</u>	FEDERAL NUTRITION PROGRAM 400 MARYLAND AVE, SW WASHINGTON, DC 20202	\$ 86,561.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
<u>2</u>	EVERY STUDENT SUCCEEDS ACT 400 MARYLAND AVE, SW WASHINGTON, DC 20202	\$ 208,553.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
<u>3</u>	FEDERAL INDIVIDUALS WITH DISABILITIES ACT 400 MARYLAND AVE, SW WASHINGTON, DC 20202	\$ 32,609.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
<u>4</u>	FEDERAL FRESH FRUIT AND VEGETABLE PROGRAM 400 MARYLAND AVE, SW WASHINGTON, DC 20202	\$ 11,648.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
<u>5</u>	NEW YORK STATE TEXTBOOK LAW VIA ROCHESTER CITY SCHOOL DISTRI 131 WEST BROAD STREET ROCHESTER, NY 14614	\$ 16,310.	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input checked="" type="checkbox"/> (Complete Part II for noncash contributions.)
<u>6</u>	SMALL BUSINESS ADMINISTRATION C/O M&T BANK, 1882 EAST AVE ROCHESTER, NY 14610	\$ 643,300.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)



Name of organization

Employer identification number

DISCOVERY CHARTER SCHOOL

27-4310659

**Part I Contributors** (see instructions). Use duplicate copies of Part I if additional space is needed.

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
7	CARES FUNDING 400 MARYLAND AVE, SW WASHINGTON, DC 20202	\$ 33,234.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)



Employer identification number

27-4310659

## Part II

[illegible]



Name of organization

Employer identification number

## DISCOVERY CHARTER SCHOOL

27-4310659

**Part III** Exclusively religious, charitable, etc., contributions to organizations described in section 501(c)(7), (8), or (10) that total more than \$1,000 for the year from any one contributor. Complete columns (a) through (e) and the following line entry. For organizations completing Part III, enter the total of exclusively religious, charitable, etc., contributions of \$1,000 or less for the year. (Enter this info. once.) ▶ \$

Use duplicate copies of Part III if additional space is needed.

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held
	(e) Transfer of gift		
	Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee
	(e) Transfer of gift		
	Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee
	(e) Transfer of gift		
	Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee
	(e) Transfer of gift		
	Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee
	(e) Transfer of gift		
	Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee



**SCHEDULE D**  
(Form 990)

Department of the Treasury  
Internal Revenue Service

**Supplemental Financial Statements**

▶ Complete if the organization answered "Yes" on Form 990,  
Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.  
▶ Attach to Form 990.

▶ Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.

OMB No. 1545-0047

**2020**

Open to Public  
Inspection

Name of the organization

DISCOVERY CHARTER SCHOOL

Employer identification number

27-4310659

**Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts.** Complete if the organization answered "Yes" on Form 990, Part IV, line 6.

	(a) Donor advised funds	(b) Funds and other accounts
1 Total number at end of year .....		
2 Aggregate value of contributions to (during year) .....		
3 Aggregate value of grants from (during year) .....		
4 Aggregate value at end of year .....		
5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control? .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit? .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Part II Conservation Easements.** Complete if the organization answered "Yes" on Form 990, Part IV, line 7.

1 Purpose(s) of conservation easements held by the organization (check all that apply).

<input type="checkbox"/> Preservation of land for public use (for example, recreation or education)	<input type="checkbox"/> Preservation of a historically important land area
<input type="checkbox"/> Protection of natural habitat	<input type="checkbox"/> Preservation of a certified historic structure
<input type="checkbox"/> Preservation of open space	

2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year.

	Held at the End of the Tax Year
a Total number of conservation easements .....	2a
b Total acreage restricted by conservation easements .....	2b
c Number of conservation easements on a certified historic structure included in (a) .....	2c
d Number of conservation easements included in (c) acquired after 7/25/06, and not on a historic structure listed in the National Register .....	2d

3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year ▶ .....

4 Number of states where property subject to conservation easement is located ▶ .....

5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds? .....

6 Staff and volunteer hours devoted to monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ▶ .....

7 Amount of expenses incurred in monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ▶ \$ .....

8 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)? .....

9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

**Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 8.

1a If the organization elected, as permitted under FASB ASC 958, not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide in Part XIII the text of the footnote to its financial statements that describes these items.

b If the organization elected, as permitted under FASB ASC 958, to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items:

(i) Revenue included on Form 990, Part VIII, line 1 .....	▶ \$ .....
(ii) Assets included in Form 990, Part X .....	▶ \$ .....

2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under FASB ASC 958 relating to these items:

a Revenue included on Form 990, Part VIII, line 1 .....	▶ \$ .....
b Assets included in Form 990, Part X .....	▶ \$ .....

LHA For Paperwork Reduction Act Notice, see the Instructions for Form 990.

Schedule D (Form 990) 2020

032051 12-01-20



**Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets** (continued)

3 Using the organization's acquisition, accession, and other records, check any of the following that make significant use of its collection items (check all that apply):

- a ☐ Public exhibition  
 b ☐ Scholarly research  
 c ☐ Preservation for future generations  
 d ☐ Loan or exchange program  
 e ☐ Other \_\_\_\_\_

4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.

5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection? ☐ Yes ☐ No

**Part IV Escrow and Custodial Arrangements.** Complete if the organization answered "Yes" on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

1a Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X? ☐ Yes ☐ No

b If "Yes," explain the arrangement in Part XIII and complete the following table:

	Amount
c Beginning balance	1c
d Additions during the year	1d
e Distributions during the year	1e
f Ending balance	1f

2a Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability? ☐ Yes ☐ No

b If "Yes," explain the arrangement in Part XIII. Check here if the explanation has been provided on Part XIII ☐

**Part V Endowment Funds.** Complete if the organization answered "Yes" on Form 990, Part IV, line 10.

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1a Beginning of year balance					
b Contributions					
c Net investment earnings, gains, and losses					
d Grants or scholarships					
e Other expenditures for facilities and programs					
f Administrative expenses					
g End of year balance					

2 Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:

- a Board designated or quasi-endowment ☐ %  
 b Permanent endowment ☐ %  
 c Term endowment ☐ %

The percentages on lines 2a, 2b, and 2c should equal 100%.

3a Are there endowment funds not in the possession of the organization that are held and administered for the organization by:

- (i) Unrelated organizations  
 (ii) Related organizations

	Yes	No
3a(i)		
3a(ii)		
3b		

b If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R? ☐

4 Describe in Part XIII the intended uses of the organization's endowment funds.

**Part VI Land, Buildings, and Equipment.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land				
b Buildings				
c Leasehold improvements		276,492.	247,784.	28,708.
d Equipment		831,169.	516,848.	314,321.
e Other				
<b>Total.</b> Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, column (B), line 10c.)				343,029.

Schedule D (Form 990) 2020



**Part VII Investments - Other Securities.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) Financial derivatives .....		
(2) Closely held equity interests .....		
(3) Other .....		
(A) .....		
(B) .....		
(C) .....		
(D) .....		
(E) .....		
(F) .....		
(G) .....		
(H) .....		
<b>Total.</b> (Col. (b) must equal Form 990, Part X, col. (B) line 12.) ▶		

**Part VIII Investments - Program Related.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

(a) Description of investment	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) .....		
(2) .....		
(3) .....		
(4) .....		
(5) .....		
(6) .....		
(7) .....		
(8) .....		
(9) .....		
<b>Total.</b> (Col. (b) must equal Form 990, Part X, col. (B) line 13.) ▶		

**Part IX Other Assets.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

(a) Description	(b) Book value
(1) CASH IN ESCROW	100,000.
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. (Column (b) must equal Form 990, Part X, col. (B) line 15.)	100,000.

**Part X Other Liabilities.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25.

1. (a) Description of liability	(b) Book value
(1) Federal income taxes	
(2) .....	
(3) .....	
(4) .....	
(5) .....	
(6) .....	
(7) .....	
(8) .....	
(9) .....	
<b>Total.</b> (Column (b) must equal Form 990, Part X, col. (B) line 25.) ▶	

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FASB ASC 740. Check here if the text of the footnote has been provided in Part XIII ... ☒

Schedule D (Form 990) 2020



**Part XI Reconciliation of Revenue per Audited Financial Statements With Revenue per Return.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total revenue, gains, and other support per audited financial statements	1	5,261,668.
2	Amounts included on line 1 but not on Form 990, Part VIII, line 12:		
a	Net unrealized gains (losses) on investments	2a	
b	Donated services and use of facilities	2b	
c	Recoveries of prior year grants	2c	
d	Other (Describe in Part XIII.)	2d	
e	Add lines 2a through 2d	2e	0.
3	Subtract line 2e from line 1	3	5,261,668.
4	Amounts included on Form 990, Part VIII, line 12, but not on line 1:		
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a	
b	Other (Describe in Part XIII.)	4b	
c	Add lines 4a and 4b	4c	0.
5	Total revenue. Add lines 3 and 4c. (This must equal Form 990, Part I, line 12.)	5	5,261,668.

**Part XII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total expenses and losses per audited financial statements	1	4,444,974.
2	Amounts included on line 1 but not on Form 990, Part IX, line 25:		
a	Donated services and use of facilities	2a	
b	Prior year adjustments	2b	
c	Other losses	2c	
d	Other (Describe in Part XIII.)	2d	
e	Add lines 2a through 2d	2e	0.
3	Subtract line 2e from line 1	3	4,444,974.
4	Amounts included on Form 990, Part IX, line 25, but not on line 1:		
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a	
b	Other (Describe in Part XIII.)	4b	
c	Add lines 4a and 4b	4c	0.
5	Total expenses. Add lines 3 and 4c. (This must equal Form 990, Part I, line 18.)	5	4,444,974.

**Part XIII Supplemental Information.**

Provide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1a and 4; Part IV, lines 1b and 2b; Part V, line 4; Part X, line 2; Part XI, lines 2d and 4b; and Part XII, lines 2d and 4b. Also complete this part to provide any additional information.

**PART X, LINE 2:**

THE SCHOOL AND FRIENDS ARE TAX-EXEMPT ORGANIZATIONS UNDER SECTION

501(C)(3) OF THE INTERNAL REVENUE CODE AND APPLICABLE STATE REGULATIONS

AND, ACCORDINGLY, ARE EXEMPT FROM FEDERAL AND STATE TAXES ON INCOME.

THE ORGANIZATION FILES FORM 990 TAX RETURNS IN THE U.S. FEDERAL

JURISDICTION AND NEW YORK STATE. THE TAX RETURNS FOR THE YEARS ENDED JUNE

30, 2018 THROUGH JUNE 30, 2021 ARE STILL SUBJECT TO POTENTIAL AUDIT BY THE

IRS AND NEW YORK STATE. MANAGEMENT OF THE ORGANIZATION BELIEVES IT HAS NO

MATERIAL UNCERTAIN TAX POSITIONS AND, ACCORDINGLY IT WILL NOT RECOGNIZE

ANY LIABILITY FOR UNRECOGNIZED TAX BENEFITS.



**Part XIII** Supplemental Information *(continued)*

DRAFT V2b



**SCHEDULE E**  
**(Form 990 or 990-EZ)**

Department of the Treasury  
Internal Revenue Service

**Schools**

- ▶ **Complete if the organization answered "Yes" on Form 990, Part IV, line 13, or Form 990-EZ, Part VI, line 48.**  
▶ **Attach to Form 990 or Form 990-EZ.**  
▶ **Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for the latest information.**

OMB No. 1545-0047

**2020**  
**Open to Public Inspection**

Name of the organization

**DISCOVERY CHARTER SCHOOL**

Employer identification number

**27-4310659**

**Part I**

- 1** Does the organization have a racially nondiscriminatory policy toward students by statement in its charter, bylaws, other governing instrument, or in a resolution of its governing body? .....
- 2** Does the organization include a statement of its racially nondiscriminatory policy toward students in all its brochures, catalogues, and other written communications with the public dealing with student admissions, programs, and scholarships? .....
- 3** Has the organization publicized its racially nondiscriminatory policy on its primary publicly accessible Internet homepage at all times during its taxable year in a manner reasonably expected to be noticed by visitors to the homepage, or through newspaper or broadcast media during the period of solicitation for students, or during the registration period if it has no solicitation program, in a way that makes the policy known to all parts of the general community it serves? If "Yes," please describe. If "No," please explain. If you need more space, use Part II
- THE ORGANIZATION'S POLICY IS POSTED ON THEIR WEBSITE AND IS INCLUDED ON THE SCHOOL APPLICATION.**

- 4** Does the organization maintain the following?
- a** Records indicating the racial composition of the student body, faculty, and administrative staff? .....
- b** Records documenting that scholarships and other financial assistance are awarded on a racially nondiscriminatory basis? .....
- c** Copies of all catalogues, brochures, announcements, and other written communications to the public dealing with student admissions, programs, and scholarships? .....
- d** Copies of all material used by the organization or on its behalf to solicit contributions? .....
- If you answered "No" to any of the above, please explain. If you need more space, use Part II.
- THE ORGANIZATION IS A FREE PUBLIC CHARTER SCHOOL, NO SCHOLARSHIPS OR FINANCIAL ASSISTANCE IS OFFERED.**

- 5** Does the organization discriminate by race in any way with respect to:
- a** Students' rights or privileges? .....
- b** Admissions policies? .....
- c** Employment of faculty or administrative staff? .....
- d** Scholarships or other financial assistance? .....
- e** Educational policies? .....
- f** Use of facilities? .....
- g** Athletic programs? .....
- h** Other extracurricular activities? .....
- If you answered "Yes" to any of the above, please explain. If you need more space, use Part II.

- 6a** Does the organization receive any financial aid or assistance from a governmental agency? .....
- b** Has the organization's right to such aid ever been revoked or suspended? .....
- If you answered "Yes" on either line 6a or line 6b, explain on Part II.
- 7** Does the organization certify that it has complied with the applicable requirements of sections 4.01 through 4.05 of Rev. Proc. 75-50, 1975-2 C.B. 587, covering racial nondiscrimination? If "No," explain on Part II .....

	YES	NO
<b>1</b>	<b>X</b>	
<b>2</b>	<b>X</b>	
<b>3</b>	<b>X</b>	
<b>4a</b>	<b>X</b>	
<b>4b</b>		<b>X</b>
<b>4c</b>	<b>X</b>	
<b>4d</b>	<b>X</b>	
<b>5a</b>		<b>X</b>
<b>5b</b>		<b>X</b>
<b>5c</b>		<b>X</b>
<b>5d</b>		<b>X</b>
<b>5e</b>		<b>X</b>
<b>5f</b>		<b>X</b>
<b>5g</b>		<b>X</b>
<b>5h</b>		<b>X</b>
<b>6a</b>	<b>X</b>	
<b>6b</b>		<b>X</b>
<b>7</b>	<b>X</b>	

LHA For Paperwork Reduction Act Notice, see the Instructions for Form 990 or Form 990-EZ.

Schedule E (Form 990 or 990-EZ) 2020



**Part II** **Supplemental Information.** Provide the explanations required by Part I, lines 3, 4d, 5h, 6b, and 7, as applicable. Also provide any other additional information.

LINE 6 - EXPLANATION OF GOVERNMENT FINANCIAL AID:

THE ORGANIZATION RECEIVES FEDERAL AND STATE GRANTS

DRAFT V2b



**SCHEDULE J  
(Form 990)**

Department of the Treasury  
Internal Revenue Service

**Compensation Information**

- For certain Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees
- ▶ **Complete if the organization answered "Yes" on Form 990, Part IV, line 23.**  
▶ **Attach to Form 990.**  
▶ **Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.**

OMB No. 1545-0047

**2020**

**Open to Public  
Inspection**

Name of the organization

DISCOVERY CHARTER SCHOOL

Employer identification number

27-4310659

**Part I Questions Regarding Compensation**

**1a** Check the appropriate box(es) if the organization provided any of the following to or for a person listed on Form 990, Part VII, Section A, line 1a. Complete Part III to provide any relevant information regarding these items.

- |  |  |
|--|--|
| <input type="checkbox"/> First-class or charter travel             | <input type="checkbox"/> Housing allowance or residence for personal use   |
| <input type="checkbox"/> Travel for companions                     | <input type="checkbox"/> Payments for business use of personal residence   |
| <input type="checkbox"/> Tax indemnification and gross-up payments | <input type="checkbox"/> Health or social club dues or initiation fees     |
| <input type="checkbox"/> Discretionary spending account            | <input type="checkbox"/> Personal services (such as maid, chauffeur, chef) |

Yes No

**b** If any of the boxes on line 1a are checked, did the organization follow a written policy regarding payment or reimbursement or provision of all of the expenses described above? If "No," complete Part III to explain

1b

**2** Did the organization require substantiation prior to reimbursing or allowing expenses incurred by all directors, trustees, and officers, including the CEO/Executive Director, regarding the items checked on line 1a?

2

**3** Indicate which, if any, of the following the organization used to establish the compensation of the organization's CEO/Executive Director. Check all that apply. Do not check any boxes for methods used by a related organization to establish compensation of the CEO/Executive Director, but explain in Part III.

- |   |   |
|---|---|
| <input type="checkbox"/> Compensation committee                     | <input type="checkbox"/> Written employment contract                                |
| <input type="checkbox"/> Independent compensation consultant        | <input type="checkbox"/> Compensation survey or study                               |
| <input checked="" type="checkbox"/> Form 990 of other organizations | <input checked="" type="checkbox"/> Approval by the board or compensation committee |

**4** During the year, did any person listed on Form 990, Part VII, Section A, line 1a, with respect to the filing organization or a related organization:

**a** Receive a severance payment or change-of-control payment?

4a

X

**b** Participate in or receive payment from a supplemental nonqualified retirement plan?

4b

X

**c** Participate in or receive payment from an equity-based compensation arrangement?

4c

X

If "Yes" to any of lines 4a-c, list the persons and provide the applicable amounts for each item in Part III.

**Only section 501(c)(3), 501(c)(4), and 501(c)(29) organizations must complete lines 5-9.**

**5** For persons listed on Form 990, Part VII, Section A, line 1a, did the organization pay or accrue any compensation contingent on the revenues of:

**a** The organization?

5a

X

**b** Any related organization?

5b

X

If "Yes" on line 5a or 5b, describe in Part III.

**6** For persons listed on Form 990, Part VII, Section A, line 1a, did the organization pay or accrue any compensation contingent on the net earnings of:

**a** The organization?

6a

X

**b** Any related organization?

6b

X

If "Yes" on line 6a or 6b, describe in Part III.

**7** For persons listed on Form 990, Part VII, Section A, line 1a, did the organization provide any nonfixed payments not described on lines 5 and 6? If "Yes," describe in Part III

7

X

**8** Were any amounts reported on Form 990, Part VII, paid or accrued pursuant to a contract that was subject to the initial contract exception described in Regulations section 53.4958-4(a)(3)? If "Yes," describe in Part III

8

X

**9** If "Yes" on line 8, did the organization also follow the rebuttable presumption procedure described in Regulations section 53.4958-6(c)?

9

LHA For Paperwork Reduction Act Notice, see the Instructions for Form 990.

Schedule J (Form 990) 2020







**Part III** Supplemental Information

Provide the information, explanation, or descriptions required for Part I, lines 1a, 1b, 3, 4a, 4b, 4c, 5a, 5b, 6a, 6b, 7, and 8, and for Part II. Also complete this part for any additional information.

*(This area contains horizontal lines for supplemental information. A large diagonal watermark reading "DRAFT V2b" is visible across the page.)*



**SCHEDULE O**  
**(Form 990 or 990-EZ)**

Department of the Treasury  
Internal Revenue Service

**Supplemental Information to Form 990 or 990-EZ**

Complete to provide information for responses to specific questions on  
Form 990 or 990-EZ or to provide any additional information.

▶ Attach to Form 990 or 990-EZ.

▶ Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for the latest information.

OMB No. 1545-0047

**2020**

Open to Public  
Inspection

Name of the organization

DISCOVERY CHARTER SCHOOL

Employer identification number

27-4310659

FORM 990, PART I, LINE 1, DESCRIPTION OF ORGANIZATION MISSION:

AND FAMILIES, EMPOWERS STUDENTS WITH DIVERSE TALENTS, DELIVERS RIGOROUS  
AND CULTURALLY RELEVANT INSTRUCTION, AND FOSTERS CREATIVITY, INQUIRY,  
AND STRONG CHARACTER DEVELOPMENT, AND PLACES GREAT EMPHASIS ON  
PROVIDING STUDENTS WITH A HIGH QUALITY EDUCATION. DCS COMMITS TO ALSO  
PROVIDING CULTURALLY RELEVANT INSTRUCTION WHILE FOSTERING CREATIVITY,  
INQUIRY AND STRONG CHARACTER.

FORM 990, PART III, LINE 1, DESCRIPTION OF ORGANIZATION MISSION:

DEVELOPMENT, AND PLACES GREAT EMPHASIS ON PROVIDING STUDENTS WITH A  
HIGH QUALITY EDUCATION. DCS COMMITS TO ALSO PROVIDING CULTURALLY  
RELEVANT INSTRUCTION WHILE FOSTERING CREATIVITY, INQUIRY AND STRONG  
CHARACTER.

FORM 990, PART VI, SECTION B, LINE 11B:

THE FINANCE COMMITTEE REVIEWS THE FORM 990 IN DETAIL. THE FORM IS THEN  
MADE AVAILABLE TO ALL BOARD MEMBERS PRIOR TO SUBMISSION.

FORM 990, PART VI, SECTION B, LINE 12C:

THE SCHOOL PROHIBITS A PERSON WITH A CONFLICT FROM VOTING, USING HIS/HER  
PERSONAL INFLUENCE WITH RESPECT TO A DECISION ON A TOPIC WHERE THERE IS A  
CONFLICT OF INTEREST SITUATION. THE MINUTES OF THE MEETING SHALL REFLECT  
THE ABSTENTION FROM VOTING AND PARTICIPATION DUE TO THE CONFLICT OF  
INTEREST.

FORM 990, PART VI, SECTION B, LINE 15:

LHA For Paperwork Reduction Act Notice, see the Instructions for Form 990 or 990-EZ.

Schedule O (Form 990 or 990-EZ) 2020

032211 11-20-20



Name of the organization

DISCOVERY CHARTER SCHOOL

Employer identification number

27-4310659

RESEARCH ON COMPARABLE SALARIES IN THE AREA COMMENSURATE WITH THE RESPONSIBILITIES OF THE SCHOOL DIRECTOR IS CONDUCTED BY THE BOARD. A RECOMMENDED SALARY IS DETERMINED AND PRESENTED TO THE BOARD OF TRUSTEES AT THE MONTHLY MEETING FOR DISCUSSION AND AGREEMENT.

FORM 990, PART VI, SECTION C, LINE 19:

THESE DOCUMENTS ARE LOCATED AT THE ORGNIZATION AND ARE AVAILABLE UPON REQUEST.

FORM 990, PART XII, LINE 2C

THE PROCESS IS CONSISTENT WITH PRIOR YEARS.



**SCHEDULE R**  
**(Form 990)**

Department of the Treasury  
Internal Revenue Service

**Related Organizations and Unrelated Partnerships**

▶ Complete if the organization answered "Yes" on Form 990, Part IV, line 33, 34, 35b, 36, or 37.

▶ Attach to Form 990.

▶ Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.

OMB No. 1545-0047

**2020**

Open to Public  
Inspection

Name of the organization

DISCOVERY CHARTER SCHOOL

Employer identification number  
27-4310659

**Part I Identification of Disregarded Entities.** Complete if the organization answered "Yes" on Form 990, Part IV, line 33.

(a) Name, address, and EIN (if applicable) of disregarded entity	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Total income	(e) End-of-year assets	(f) Direct controlling entity

**Part II Identification of Related Tax-Exempt Organizations.** Complete if the organization answered "Yes" on Form 990, Part IV, line 34, because it had one or more related tax-exempt organizations during the tax year.

(a) Name, address, and EIN of related organization	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Exempt Code section	(e) Public charity status (if section 501(c)(3))	(f) Direct controlling entity	(g) Section 512(b)(13) controlled entity?	
						Yes	No
FRIENDS OF DISCOVERY SCHOOL, INC. - 20-4304877, 338 BENNINGTON HILLS, WEST HENRIETTA, NY 14586	SUPPORTS THE SCHOOL WITH FUNDING AND ADMINISTRATIVE ASSITANCE	NEW YORK	501(C)(3)	LINE 7	DISCOVERY CHARTER SCHOOL	X	

For Paperwork Reduction Act Notice, see the Instructions for Form 990.

Schedule R (Form 990) 2020







**Part V Transactions With Related Organizations.** Complete if the organization answered "Yes" on Form 990, Part IV, line 34, 35b, or 36.**Note:** Complete line 1 if any entity is listed in Parts II, III, or IV of this schedule.

	Yes	No
<b>1</b> During the tax year, did the organization engage in any of the following transactions with one or more related organizations listed in Parts II-IV?		
<b>a</b> Receipt of (i) interest, (ii) annuities, (iii) royalties, or (iv) rent from a controlled entity		X
<b>b</b> Gift, grant, or capital contribution to related organization(s)		X
<b>c</b> Gift, grant, or capital contribution from related organization(s)	X	
<b>d</b> Loans or loan guarantees to or for related organization(s)		X
<b>e</b> Loans or loan guarantees by related organization(s)		X
<b>f</b> Dividends from related organization(s)		X
<b>g</b> Sale of assets to related organization(s)		X
<b>h</b> Purchase of assets from related organization(s)		X
<b>i</b> Exchange of assets with related organization(s)		X
<b>j</b> Lease of facilities, equipment, or other assets to related organization(s)		X
<b>k</b> Lease of facilities, equipment, or other assets from related organization(s)		X
<b>l</b> Performance of services or membership or fundraising solicitations for related organization(s)		X
<b>m</b> Performance of services or membership or fundraising solicitations by related organization(s)	X	
<b>n</b> Sharing of facilities, equipment, mailing lists, or other assets with related organization(s)		X
<b>o</b> Sharing of paid employees with related organization(s)		X
<b>p</b> Reimbursement paid to related organization(s) for expenses		X
<b>q</b> Reimbursement paid by related organization(s) for expenses		X
<b>r</b> Other transfer of cash or property to related organization(s)		X
<b>s</b> Other transfer of cash or property from related organization(s)		X

**2** If the answer to any of the above is "Yes," see the instructions for information on who must complete this line, including covered relationships and transaction thresholds.

(a) Name of related organization	(b) Transaction type (a-s)	(c) Amount involved	(d) Method of determining amount involved
(1) FRIENDS OF DISCOVERY SCHOOL, INC	C	0.	
(2) FRIENDS OF DISCOVERY SCHOOL, INC	M	0.	
(3)			
(4)			
(5)			
(6)			



**Part VI** **Unrelated Organizations Taxable as a Partnership.** Complete if the organization answered "Yes" on Form 990, Part IV, line 37.

Provide the following information for each entity taxed as a partnership through which the organization conducted more than five percent of its activities (measured by total assets or gross revenue) that was not a related organization. See instructions regarding exclusion for certain investment partnerships.

[illegible]



**Part VII** Supplemental Information

Provide additional information for responses to questions on Schedule R. See instructions.

DRAFT V2b



1 of 3

8.e. Financials 2022 - 01  
5/5/2022



**DISCOVERY CHARTER SCHOOL**  
**Profit/Loss YTD Comparison w/Budget**  
**As of January 31, 2022**

	Actual Month 01/31/2022	Actual YTD 01/31/2022	Actual YTD 01/31/2022	Actual YTD 01/31/2022	Actual YTD Special Aid Fund (Other)	ACTUAL YTD 01/31/2022	PRIOR YTD 01/31/2021	Budget Full Year	Remaining Budget \$	% Used/ Received of Budget
530-060 • Professional Development F	109		6,151			6,151	579	13,000	6,849	47%
530-070 • Board Expense						-	-	850	850	0%
530-075 • Expedition						-	207	-	-	#DIV/0!
530-085 • Textbooks			110,203			110,203	14,090	81,000	(29,203)	136%
530-120 • Student Uniforms	-		(2,060)			(2,060)	-	4,000	6,060	-52%
530-020 Computer Supplies & Softwa	254		30,730			30,730	31,866	100,000	69,270	31%
530-065 Meeting Expense	-		1,150			1,150	-	1,500	350	0%
530-050 Dues and Subscriptions	-		1,184			1,184	4,324	10,600	9,416	11%
530-095 • Student Testing	-		18,103			18,103	-	6,500	(11,603)	279%
<b>Total 530 • School Operations</b>	<b>3,052</b>	<b>611</b>	<b>234,147</b>	<b>-</b>	<b>-</b>	<b>234,758</b>	<b>82,622</b>	<b>384,950</b>	<b>150,192</b>	<b>61%</b>
<b>Actual YTD School Op Exp vs Full Year Budget</b>										
<b>540 • Contracted Services</b>										
540-005 - Auditing	-		10,500			10,500	16,612	18,000	7,500	58%
540-006 - Accounting Services	-		3,435			3,435	5,280	10,000	6,565	34%
540-045 - Other Purchased/Prof/Const	-		3,875			3,875	33,875	25,000	21,125	16%
540-040 - Enrichment - After School	-		1,844			1,844	-	-	(1,844)	0%
540-041 - Enrichment - Summer Learn	-		27,919			27,919	-	86,000	58,081	0%
540-010 - Legal Fees	-		19,436			19,436	8,673	20,000	564	97%
540-012 - Landlord - Admin Services	-		45,461			45,461	50,911	87,276	41,815	0%
540-015 - Expeditionary Learning Fees	-		-			-	-	-	-	0%
540-025 - Food Service Fees	-	110,282	-		\$ 9,128	119,410	27,557	308,884	189,474	39%
540-030 - Payroll Processing	200		1,391			1,391	1,294	3,000	1,609	46%
<b>Total 540 • Contracted Services</b>	<b>200</b>	<b>110,282</b>	<b>113,861</b>	<b>-</b>	<b>9,128</b>	<b>233,271</b>	<b>144,202</b>	<b>558,160</b>	<b>324,889</b>	<b>42%</b>
<b>Actual YTD Contracted Svcs Exp vs Full Year Budget</b>										
<b>550 • Facility Operation</b>										
550-005 - Insurance	3,097		21,680			21,680	18,910	43,069	21,389	50%
550-015 - Maintenance & Repairs	2,166		10,663		\$ -	10,663	2,660	4,000	(6,663)	267%
550-015 - Janitorial	10,331		73,505		\$ -	73,505	-	110,000	36,495	67%
550-021 - Facility Lease - Hoover	29,229		204,604			204,604	260,696	350,746	146,142	58%
550-050 Utilities			24,361			24,361	24,227	50,000	25,639	49%
550-055 Property Taxes	779		5,342			5,342	-	1,263	1,263	0%
550-030 - Equipment Lease						-	5,356	10,000	4,658	53%
<b>Total 550 • Facility Operation</b>	<b>45,602</b>	<b>-</b>	<b>340,155</b>	<b>-</b>	<b>-</b>	<b>340,155</b>	<b>311,849</b>	<b>569,078</b>	<b>228,923</b>	<b>60%</b>
<b>Actual YTD Facility Op Ex vs Full Year Budget</b>										
<b>Other</b>										
560-090 Fraud Expense	-					-	12,109	-	-	0%
550-090 • Depreciation	-	671	55,606			56,277	79,248	95,540	39,263	59%
Contingency						-	-	-	-	#DIV/0!
<b>TOTAL EXPENSE</b>	<b>407,624</b>	<b>111,564</b>	<b>2,968,602</b>	<b>-</b>	<b>9,128</b>	<b>3,089,294</b>	<b>2,365,018</b>	<b>5,302,244</b>	<b>2,212,950</b>	<b>58%</b>
<b>Actual YTD Expense vs Full Year Budget</b>										
<b>NET OPERATING SURPLUS/(DEFICIT)</b>	<b>\$ 85,022</b>	<b>\$ 30,077</b>	<b>\$ (526,928)</b>	<b>\$ -</b>	<b>\$ 160,639</b>	<b>\$ (336,212)</b>	<b>\$ (36,956)</b>	<b>\$ 1,522,370</b>	<b>\$ -</b>	
<b>NET SURPLUS/(DEFICIT) INCLUDING REVENUE FOR CAPITAL</b>										
	<b>\$ 85,022</b>	<b>\$ 30,077</b>	<b>\$ (526,928)</b>	<b>\$ -</b>	<b>\$ 160,639</b>	<b>\$ (336,212)</b>	<b>\$ (36,956)</b>	<b>\$ 1,522,370</b>	<b>\$ -</b>	



**DISCOVERY CHARTER SCHOOL**  
**Profit/Loss YTD Comparison w/Budget**  
**As of January 31, 2022**

Actual Month 01/31/2022	Actual YTD 01/31/2022 Food Service Fund	Actual YTD 01/31/2022 Operating Fund	CURRENTLY NO EXP ALLOCATED		Actual YTD 01/31/2022 Special Aid Fund (Other)		ACTUAL YTD 01/31/2022 TOTAL		PRIOR YTD 01/31/2021 TOTAL		Budget Full Year		Remaining Budget \$		% Used/ Received of Budget
			ARP Grant	01/31/2022	01/31/2022	01/31/2022	01/31/2022	01/31/2022	01/31/2021	01/31/2021	Budget Full Year	Budget Full Year	Budget Full Year	Budget Full Year	

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