

DISCOVERY CHARTER SCHOOL BOARD OF TRUSTEES

MEETING AGENDA

January 21, 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 1.21.22

Time: January 21, 2021 8:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

https://us04web.zoom.us/j/78504709153?pwd=2UnWtlf7JyX5RR9Sup_XIrtjIH2z46.1

Meeting ID: 785 0470 9153

Passcode: Discovery

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 December Meeting (12.17.21); *(Action Required)*
6. 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
7. School Director Report: Remote Learning Period; Hiring, **Resolution #450** *(Action Required)*
8. HERO Policy, **Resolution #451** *(Action Required)*
9. Discovery Policy Review
10. Executive Session
11. Old Business
12. New Business
13. Motion to Adjourn *(Action Required)*

Next Regular Meetings: Friday, February 18, 2022

Discovery Charter School Airborne Infectious Disease Exposure Prevention Plan

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.

Employees should report any questions or concerns with the implementation of this plan to Matthew Bradstreet.

This plan applies to all employees as that term is defined by the New York State HERO act which, in this instance only, means any person providing labor or services for remuneration for a private entity or business within the state, without regard to the individual's immigration status, and shall include part time workers, independent contractors, domestic workers, home care and personal care workers, day laborers, farm workers and other temporary and seasonal workers. The term also includes individuals working for digital applications or platforms, staffing agencies, contractors, or subcontractors on behalf of the employer at any individual work site, as well as any individual delivering goods or transporting people at, to or from the work site on behalf of Discovery Charter School 133 Hoover Drive Rochester NY 14615 regardless of whether delivery or transport is conducted by an individual or entity that would otherwise be deemed an employer the New York State labor law.

I. RESPONSIBILITIES

This plan applies to all employees of Discovery Charter School

The following supervisory employee(s) are designated to enforce compliance with the plan.

Additionally, these supervisory employees will act as the designated contacts unless otherwise noted in this plan:

Name	Title	Location	Phone
Matthew Bradstreet	Data Coordinator/Safety Officer	[110C]	713
Sara Castner	School Director	[110J]	140
Kara Snyder	Assistant School Director	[110F]	138

II. EXPOSURE CONTROLS DURING A DESIGNATED OUTBREAK

A. MINIMUM CONTROLS DURING AN OUTBREAK

During an airborne infectious disease outbreak, the following minimum controls will be used in all areas of the worksite:

1. **General Awareness:** Individuals may not be aware that they have the infectious disease and can spread it to others. Employees should remember to:
 - Maintain physical distancing.
 - Exercise coughing/sneezing etiquette.
 - Wear face coverings, gloves, and personal protective equipment, as appropriate (PPE).
 - Limit what they touch.
 - Stop social etiquette behaviors such as hugging and hand shaking.
 - Wash hands properly and often.
2. **Stay at Home Policy:** If an employee develops symptoms of the infectious disease, the employee should not be in the workplace. The employee should inform Matthew Bradstreet and follow New York State Department of Health (NYSDOH) and Centers for Disease Control and Prevention (CDC) guidance regarding obtaining medical care and isolating. Decisions about the need for exclusion and the length of the exclusion period for students and staff exposed to or with confirmed cases of the infectious disease will be made by local health departments according to the guidance from Monroe County Department of Health. Sick employees and students will be excluded from school and all school-related activities.
3. **Health Screening:** Employees will be screened for symptoms of the infectious disease at the beginning of their day/shift. Employees are to self-monitor throughout their shift and report any new or emerging signs or symptoms of the infectious disease to Matthew Bradstreet. An employee showing signs or symptoms of the infectious disease will be removed from the workplace and be instructed to contact a healthcare professional for instructions. The health screening elements will follow guidance from NYSDOH and CDC guidance, if available.
4. **Face Coverings:** All employees will wear face coverings throughout the workday. Face coverings and physical distancing should be used together whenever possible. The face covering must cover the nose and mouth, and fit snugly, but comfortably, against the face. The face covering itself must not create a hazard, e.g., have features cause severe fogging of eyewear. The face coverings must be kept clean and sanitary and changed when soiled, contaminated, or damaged. Face coverings will be encouraged in students (particularly older students)
5. **Physical Distancing:** Physical distancing will be followed. Discovery Charter School will avoid unnecessary gatherings and require all individuals within the building to maintain a distance of at least six feet (or as recommended by the NYSDOH/CDC for the infectious agent) from each other. Discovery Charter School will require its employees to use a face covering whenever physical distance cannot be maintained.

In situations where prolonged close contact with other individuals is likely Discovery Charter School will use one or more of the following control methods:

- Restricting or limiting parent/guardian or visitor entry to the building by creating a socially distanced waiting area where parents/guardians and visitors may drop off and pick up children and/or any supplies/items without encountering individuals in the building.
 - Reconfiguring classrooms and other workspaces to ensure appropriate distance is maintained. Appropriate social distancing means six feet of space in all directions between individuals or use of appropriate physical barriers between individuals that do not adversely affect air flow, heating, cooling, or ventilation, or otherwise present a health or safety risk. Any physical barriers will be put in place in accordance with United States Department of Labor's Occupational Safety and Health Administration (OSHA) guidelines, and may include strip curtains, cubicle walls, plexiglass or similar materials, or other impermeable divider or partition.;
 - Posting social distance signage throughout the building including, but not limited to classrooms, hallways, bathrooms, vestibules, bus loops, and common areas. The signage will instruct the reader to:
 - Stay home if they feel sick.
 - Cover their nose and mouth with an acceptable face covering when unable to maintain social distance from others or in accordance with any stricter policy implemented by the school.
 - Properly use, store and, when necessary, discard PPE.
 - Adhere to social distancing instructions.
 - Report symptoms of, or exposure to the infectious disease, and how they should do so.
 - Follow hand hygiene, and cleaning and disinfection guidelines.
 - Follow respiratory hygiene and cough etiquette.
 - Using technology to allow employees to participate in meetings remotely to limit the number of people in the building at any given time.
 - Limiting the occupancy of workspaces to ensure that social distancing can be maintained;
 - Allowing only one person at a time inside small, enclosed spaces with poor ventilation;
 - telecommuting;
 - preventing gatherings;
 - restricting travel;
 - adjusting break times and lunch periods;
6. **Hand Hygiene:** To prevent the spread of infection, employees should wash hands with soap and water for at least 20 seconds or use a hand sanitizer with at least 60% alcohol to clean hands:
- Before and after eating, touching their eyes, nose, or mouth, touching/putting on/taking off their mask, entering and leaving a public place, and touching an item or surface that may be frequently touched by other people, such as door handles, copiers/printers, coffee/tea station, refrigerator and tables and desks.
 - After using the restroom or assisting a student with toileting, using a tissue, and coming in from outdoors.
 - Anytime hands are visibly soiled. **Because hand sanitizers are less effective on soiled hands, washing hands rather than using hand sanitizer when your hands are soiled is

expected.**

7. **Cleaning and Disinfection:** See Section III of this plan.
8. **Respiratory Hygiene:** Because infectious diseases can be spread by droplets expelled from the mouth and nose, employees must carry out the following respiratory hygiene practices:
 - Cover a cough or sneeze using a tissue. If a tissue is used, it should be thrown away immediately.
 - If a tissue is not available when sneezing and coughing, sneeze into their elbow.
 - Wash their hands after sneezing or coughing.
 - Wearing a face covering to keep the respiratory droplets and aerosols from being widely dispersed into the air
9. **Added Risk Factors:** Some employees, due to age, underlying health condition, or other factors, may be at increased risk of severe illness if infected. Please inform Matthew Bradstreet if you fall within this group and need an accommodation.

B. ADVANCED CONTROLS DURING AN OUTBREAK

For activities where the Minimum Controls alone will not provide sufficient protection for employees, Discovery Charter School will consider, and implement, if necessary, additional controls from the following hierarchy. Among others, Discovery Charter School will determine if one or more of the following are necessary:

1. **Elimination:** The temporary suspension or elimination of risky activities where adequate controls cannot provide sufficient protection for employees. Examples of elimination controls (Name of School) may use include:
 - a. Limiting or eliminating in-person learning. The school may be closed for 24 hours if it is determined that the location needs to be sanitized effectively. The school may be closed for a longer period if the absentee rates impact the ability of the school to operate safely. If the school is closed for more than 24 hours we may transition to virtual learning.
 - b. Canceling all in person gatherings that cannot be conducted in a manner consistent with social distancing.
 - c. Limiting or eliminating in-person recreational and/or sporting events.
2. **Engineering Controls:** The implementation of appropriate controls to contain and/or remove the infectious agent, prevent the agent from being spread, or isolate an employee from the infectious agent. Examples of engineering controls Discovery Charter School may use include:
 - a. General Ventilation
 1. Utilizing a HEPA filtration system will be in the isolation room.
 2. Increasing the percentage of fresh air introduced into air handling systems.
 3. Avoiding air recirculation.
 4. Utilize air filters with rating of Minimum Efficiency Reporting Value (MERV) 13 or higher, if compatible with the HVAC system(s). If MERV-13 or higher filters are not compatible with the HVAC system(s), use filters with the highest compatible filtering efficiency for the HVAC system(s).
 5. If fans are used in classroom or workspace, arranging them so that air does

not blow directly from one person to another. Removing personal fans may be necessary.

b. Natural Ventilation

1. Whenever possible, depending upon the individual classroom/office characteristics and weather or other outside conditions, outside windows in classrooms and other work spaces will be opened.
2. Whenever possible, depending upon the individual room/office characteristics and weather or other conditions, we will opening windows on one side of the room to let fresh air in and install window exhaust fans on the opposite side of the room so that they exhaust air outdoors.

c. Other Engineering Controls

1. Taking steps to ensure that all water systems and features (for example, drinking fountains, decorative fountains) are safe to use or are turned off.
 2. Automatic disinfection systems such as ultraviolet light disinfection systems.
 3. Installing cleanable barriers such as partitions and clear plastic sneeze/cough guards.
 4. Establishing entry to building protocols that are contactless.
- 3. Administrative Controls** are policies and work rules used to prevent exposure. Subject to changes based on operations and circumstances surrounding the infectious disease, examples of administrative controls Discovery Charter School may use include:

a. Related to distancing

1. Adhering to physical distancing guidelines;
2. To increase available physical space between employees and students, limiting student attendance to 2-4 days per week based on their schedule;
3. Closing communal use spaces (such as the cafeteria and auditorium);
4. Students not transitioning for special area classes, except in the case of physical education
 - All PE classes will be held in spaces where appropriate social distancing guidance can be followed. PE teachers will ensure that twelve feet in all directions is maintained between individuals while participating in activities that require aerobic activity and result in heavy breathing (e.g., participating in gym classes). The PE teacher will also ensure lessons are planned around the available space for instruction.
5. NOT allowing parents/guardians or visitors in the building except for the socially distanced waiting area;
6. Limiting building access points and traffic within the building as follows:
 - i. For Arrival:
 - a. Main Entrance: Bussers and early arrivals will utilize this door to enter the building. Individuals using this door will have their temperature checked as they leave

their bus or as they are dropped off and be required to put on a mask.

- b. Drop offs: Will not be allowed into the building until 9:00. Temperatures will be checked as they enter and masks will be required before they are allowed to go to their classrooms.

ii. For Dismissal:

- a. Pickups: will be escorted to the 1st floor hallway by SEL staff and will remain by the walls near their designated grade level spot until their family arrives to sign them out.
 - b. Bussers: Teachers will escort their bus riders to their buses from the classroom. They will walk in a distanced clockwise direction through the loop, announcing each bus as they come to it and ensuring that their students get on.
- 7. Classrooms will be kept socially distanced when possible or if approved, students may sit in small groups. In those small groups, if any student tests positive, the whole group will be required to quarantine;
 - 8. Break room is limited to 4 staff members;
 - 9. Minimizing elevator use, posting signage of limitations (2 people);
 - 10. Rearranging traffic flow to allow for one-way walking paths;
 - 11. Small groups (speech, OT, PT) will be limited to students from one classroom when schedules allow

- b. Related to Masking: Requiring ALL employees AND students wear masks.

c. Related to Known or Suspected Cases:

- 1. Creating a protocol for nursing staff to report symptoms or known cases, as necessary and required by the County Department of Health and/or CDC.
- 2. Requiring all employees with a temperature of 100F or higher or has a positive response to a screening question, to remain home and contact their supervisor immediately. If an employee shows symptoms of the infectious disease during the day, they must notify their supervisor and either report to the isolation room or leave the building. If an employee develops symptoms outside of school hours, then it is that employee's duty to inform their immediate supervisor and refrain from reporting to work until they have been approved to do so.
- 3. Requiring students with a temperature of 100F or higher or displaying a symptom of the infectious disease to not report to school. If a student reports to school with symptoms of the infectious disease, that student will be escorted to the isolation room and the parent/guardian will be contacted for pick up. When the parent/guardian is contacted by phone they should be made aware that their primary care provider should be contacted, and the student will be able to return to school once the doctor has cleared them to

return and/or other clearance protocol has happened. If the student develops symptoms outside of school hours, then the parent/guardian should not send their student to school and should contact the main office to notify them.

4. Creating an isolation room in the nurse's office if possible, if too crowded space in the cafeteria will be designated, with a bathroom and second entrance. A HEPA filtration system will be in the isolation room. Any student suspected of having the infection disease will be required to immediately report to the isolation room where they will remain until a parent arrives.

d. Related to Prevention

1. Requiring employees to complete a daily health screening questionnaire, sent electronically, prior to arrival. Employees will be provided with instructions on how to download and use the app/link. Employees that are unable to complete the screening prior to arrival will be required to complete the screening as soon as they arrive at the building.
2. Requiring all employees, students, and visitors to have their temperature checked upon entry into the building by trained staff members. Staff members will be provided with sufficient supplies for taking temperatures including PPE or barrier. Individuals with temperatures of >100F will be denied entrance into the building. If cleared, the individual will sanitize their hands and put on a mask prior to entering the building.
3. Maintaining cleaning and disinfecting logs that include the date, time and scope of cleaning and disinfections for all areas
4. Having adequate supplies to support healthy hygiene behaviors, including soap, hand sanitizer with at least 70 percent alcohol, paper towels, tissues, and no-touch trash cans.
5. Educating employees and students on public health policies and protocols: Discovery Charter School is committed to ensuring that all staff, students, and their families learn and understand expectations related to all public health policies and protocols. As part of this continuous training, Discovery Charter School will assess the best approach to communicating the information and will provide frequent opportunities for staff and students to review these policies and protocols. This targeted education will help to ensure that all employees know what is expected of them in the event of an infectious agent designation. These trainings will cover
 - a. hand hygiene
 - b. proper face covering procedures
 - c. social distancing
 - d. respiratory hygiene
 - e. cleaning/disinfecting and
 - f. identifying symptoms.

Discovery Charter School will utilize multiple methods in these educational efforts, including posting signs and providing in person training. We will enforce the requirement that employees and students engage in these

protective behaviors through corrective methods appropriate to the age and intellect of the individual.

6. Not utilizing drinking fountains
7. Identifying and prioritizing job functions that are essential for continuous operations;
8. Cross-training employees to ensure critical operations can continue during worker absence;

e. Related to Cleaning/Disinfecting

1. Limiting the use of shared workstations;
2. Providing additional short breaks for handwashing and cleaning;
3. Increasing time between classes to allow for cleaning and ventilation;

4. **Personal Protective Equipment (PPE)** are devices like eye protection, face shields, respirators, and gloves that protect the wearer from infection. PPE will be provided, used, and maintained in a sanitary and reliable condition at no cost to the employee. The PPE provided to an employee will be based on a hazard assessment for the workplace. At all times when this Policy and plan is in effect, disposable surgical masks will be available in the main office and in the nurse's office at no cost to employees. Hand sanitizer and cleaning wipes will also be provided. Discovery Charter School nursing staff will be provided with appropriate PPE according to state and federal guidance provided for Healthcare Facilities specific to the infectious disease.

C. EXPOSURE CONTROL READINESS, MAINTENANCE AND STORAGE:

The controls Discovery Charter School has selected will be obtained, properly stored, and maintained so that they are ready for immediate use in the event of an infectious disease outbreak and any applicable expiration dates will be properly considered.

III. HOUSEKEEPING DURING A DESIGNATED OUTBREAK

A. DISINFECTION METHODS AND SCHEDULES

Discovery Charter School will adhere to the following for intensified cleaning and disinfection during a designated outbreak:

- Cleaning and disinfecting frequently touched surfaces within the school (door handles, sink handles, drinking fountains) as well as shared objects (toys, games, art supplies) between uses with any appropriate disinfectant.
- Disinfecting and sanitizing bathrooms with any appropriate disinfectant every hour.
- Ensuring safe and correct application of disinfectants and keeping products away from children.
- Fogging the entire building regularly with Zero Hazard products and Electrostatic Sprayer Deep clean.

The New York State Department of Environmental Conservation (NYSDEC) and the Environmental Protection Agency (EPA) have compiled lists of approved disinfectants that are effective against many infectious agents

(seedec.ny.gov/dep/pesticide-registration/selected-epa-registered-disinfectants).
(Name of School) will select disinfectants based on NYS DOH and CDC guidance and follow manufacturer guidance for methods, dilution, use, and contact time.

B. ADJUSTMENTS TO NORMAL HOUSEKEEPING PROCEDURES

Normal housekeeping duties and schedules will continue to be followed during an infectious disease outbreak, to the extent practicable and appropriate consistent with NYSDOH and/or CDC guidance in effect at the time.

Some housekeeping activities, like dry sweeping, vacuuming, and dusting, can resuspend into the air particles that are contaminated with the infectious agent. For that reason, alternative methods and/or increased levels of protection may be needed.

Rather than dusting, for example, the CDC recommends cleaning surfaces with soap and water before disinfecting them. All employees engaged in housekeeping practices will wear respiratory protection.

C. TRASH

As feasible, Discovery Charter School will use liners in trash containers and containers will be emptied often enough to prevent overfilling. Those emptying the trash will not forcefully squeeze the air out of the trash bags before tying them closed. Trash containers may contain soiled tissue or face coverings.

IV. INFECTION RESPONSE DURING A DESIGNATED OUTBREAK

If an actual, or suspected, infectious disease case occurs at work, Discovery Charter School will (1) instruct the sick individual to wear a face covering and leave the worksite and follow NYSDOH/CDC guidance; (2) follow local and state authority guidance to inform impacted individuals (3) Adhere to the following cleaning and disinfection protocols (or other appropriate protocols as identified by the Monroe County Department of Health for the area(s) used by the infected person(s):

- Close off and not using areas until after cleaning and disinfection has occurred;
- Open outside doors and windows in the area to increase air circulation;
- Wait at least 24 hours before cleaning and disinfection; if waiting 24 hours is not feasible, waiting as long as possible (to allow any potential droplets of the infectious agent to settle);
- Clean and disinfect all areas used by the person, such as offices, classrooms, bathrooms, lockers and common areas

V. TRAINING AND INFORMATION DURING A DESIGNATED OUTBREAK

Matthew Bradstreet will verbally inform all employees of the existence and location of this Plan, the circumstances it can be activated, the infectious disease standard, employer policies, and employee rights under the HERO Act. (Note: training need not be provided to the following individuals: any individuals working for staffing agencies, contractors or subcontractors on behalf of the employer at any individual work site, as well as any individual delivering goods or transporting people at, to or from the work site on behalf of the employer, where delivery or transport is conducted by an

individual or entity that would otherwise be deemed an employer under this chapter.)

A. When this plan is activated, all employees will receive training which will cover all elements of this plan and the following topics:

1. The infectious agent and the disease(s) it can cause;
2. The signs and symptoms of the disease;
3. How the disease can be spread;
4. An explanation of this Exposure Prevention Plan;
5. The activities and locations at our worksite that may involve exposure to the infectious agent;
6. The use and limitations of exposure controls
7. A review of the standard, including employee rights provided under Labor Law, Section 218-B.

B. The training will be

1. Provided at no cost to employees and take place during working hours. If training during normal work hours is not possible, employees will be compensated for the training time (with pay or time off);
2. Appropriate in content and vocabulary to your educational level, literacy, and preferred language; and
3. Verbally provided in person or through telephonic, electronic, or other means.

VI. PLAN EVALUATIONS DURING A DESIGNATED OUTBREAK

Discovery Charter School will review and revise the policy and plan periodically, upon activation of the plan, and as often as needed to keep up to date with current requirements. Any policy and plan revisions will be documented in writing and distributed to all employees in compliance with the law.

VII. RETALIATION PROTECTIONS AND REPORTING OF ANY VIOLATIONS

Discovery Charter School will not discriminate, threaten, retaliate against, or take adverse action against any employee for exercising their rights under this plan, including reporting conduct the employee reasonably believes in good faith violates the plan or airborne infectious disease concerns to Discovery Charter School, government agencies or officials or for refusing to work where an employee reasonably believes in good faith that such work exposes him or her, other workers, or the public to an unreasonable risk of exposure, provided the employee, another employee, or representative has notified Discovery Charter School verbally or in writing, including electronic communication, of the inconsistent working conditions and Discovery Charter School failure to cure or if Discovery Charter School knew or should have known of the consistent working conditions.

Notification of a violation by be made verbally or in writing, and without limitation to format including electronic communications. To the extent that communications between Discovery Charter School and an employee regarding a potential risk of exposure are in writing, they shall be maintained by Discovery Charter School for two years after the conclusion of the designation of a

high risk disease from the Commissioner of Health, or two years after the conclusion of the Governor's emergency declaration of a high risk disease.

To report violations of this plan and retaliation during regular business hours please contact Matthew Bradstreet (585) 445-2069. To report violations of this plan during weekends/other non-regular business hours please contact Matthew Bradstreet (585) 746-5054.

Last updated: 1/19/2022

From: Steve Polowitz spolowitz@gpsattys.com
Subject: FW: HERO Act - What You Need to Know Now
Date: September 14, 2021 at 12:48 PM
To: Castner, Sara SCastner@rochesterdiscovery.com, Corbett, Laurie lcorbett@rochesterdiscovery.com, Snyder, Kara KSnyder@rochesterdiscovery.com, Sara Varhus svarhus0@naz.edu

SP

All:

FYI - below is an email regarding the NYS HERO Act from my friend and colleague, Lisa Coppola, whose firm I will be joining as of October 1st. Hopefully, this will be of some use. With the exception of a physical move and changes to my contact info, my practice will continue largely unchanged. Further info to be forthcoming.

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Subject: HERO Act - What You Need to Know Now

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The Coppola Firm Newsletter



HERO Act Implemented.

On Labor Day 2021, Governor Kathy Hochul announced that the Commissioner of Health had designated COVID-19 a ***highly contagious communicable disease*** that presents a serious risk of harm to the public health under New York State's HERO Act.

What Does this Mean? Every New York employer - and that term is defined very broadly - now must implement its Airborne Infectious Disease Exposure Prevention Policy and Plan because of COVID-19.

What Should You Do? Either call your trusted lawyer or HR professional, or ensure that your Airborne Infectious Disease Exposure Prevention Policy and Plan now is operational. Employers can adopt a model safety plan as crafted by the New York State Department of Labor, or develop their own safety plan in compliance with HERO Act standards.

What If I Haven't Gotten Around to Writing My Policy & Plan? Get to it. Now, not tomorrow. And ensure that you implement it immediately.

What If I Don't Have Time? Make the time. Employees and others can force you to have this plan operating. And if you don't, the law gives them the absolute right to sue you for damages. You don't want that to happen.

What About the Details? A few important steps to take right away:

- Write the policy and plan
- Include it in your Employee Manual
- Post it visibly at the workplace
- Get it into every employee's hands (and document their receipt)

If you need help, give us a call at The Coppola Firm, 716.536.4442. We're here to help.



The Coppola Firm is here for you.

Remember that New York requires annual anti-harassment training - that's right, every single year.

To make it easier, The Coppola Firm:

- Comes to you for an in-person training at your worksite;
- Trains in-person via Zoom; and
- Offers round-the-clock training via our new and improved website at coppolatrainings.com

For remote worksites and others with flexible and difficult-to-schedule workforces, the on-demand website training, which employees can take on their phone or laptop, offers a convenient, readily-available training option.

Try it today!



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DISCOVERY CHARTER SCHOOL

RESOLUTION #451

At a Regular Meeting of the Board of Trustees of Discovery Charter School Legislature on the 21st day of January 2022 held 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 Commissioner of the New York State Department of Health has previously designated COVID-19 as *highly contagious communicable disease* that presents a serious risk of harm to the public health under New York State's HERO Act; and

WHEREAS: 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; now, it is therefore

RESOLVED: That the Board of Trustees hereby adopts the attached **Discovery Charter School Airborne Infectious Disease Exposure Prevention Plan.**

Date: January 21,2022

Amy Slakes, Secretary

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

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

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

**Topic: Discovery Charter School- Board of Trustees Meeting 12.17.21
Time: December 17, 2021 08:00 AM Eastern Time (US and Canada)**

Join Zoom Meeting

<https://us04web.zoom.us/j/78686538388?pwd=MXlJQjR6M2RWR3B5dExVYnQ4VGRJdz09>

Meeting ID: 786 8653 8388

Passcode: Discovery

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

Trustees Excused: A. Slakes (Secretary)

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

1. Call to Order

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

2. Proof of Public Notice of Meeting

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

3. Conflict of Interest Reminder

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

4. Opportunity for Public Comment: no public comment

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

6. Committee Reports

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

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

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

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

g. Parent Representative Report:

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

7. School Director Report:

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

2020-2021 State Test Performance Data

	DCS out performed or equal to			DCS within 10%							N/A			
	DCS 2018-2019	DCS 2020-2021	RCSB	Exploration	Renaissance	Urban Choice	Eugenio	The North Prep	True North Prep West	Roch Prep CS3	Genesee	Greece	Acad. Health Sciences	NY State
3rd Grade ELA	35%	32%	18%	22%	38%	23%	39%	46%	32%	31%	63%	43%	NA	
4th Grade ELA	21%	41%	20%	47%	40%	18%	45%	49%	22%	48%	70%	42%	NA	
5th Grade ELA	6%	43%	11%	NA	10%	7%	13%	31%	45%	NA	70%	32%	11%	
6th Grade ELA	11%	67%	19%	NA	32%	41%	19%	48%	58%	NA	75%	42%	24%	
3rd Grade Math	36%	50%	8%	6%	21%	23%	48%	9%	17%	13%	45%	31%	NA	
4th Grade Math	23%	30%	4%	4%	13%	13%	15%	19%	NA	10%	23%	17%	NA	
5th Grade Math	13%	38%	5%	NA	8%	0%	8%	2%	11%	NA	59%	20%	6%	
6th Grade Math	10%	29%	4%	NA	3%	7%	2%	10%	26%	NA	50%	18%	2%	

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

1. ELA:

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

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

Progress Monitoring: Biweekly assessment, HMH assessments

2. Math:

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

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

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

8. Old Business: *none*

9. New Business: *none*

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

Next Meetings: *Friday, January 21, 2022*

Minutes submitted by A. Hagen