

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

July 16, 2021 8:00 a.m.-10:00 a.m.

Via Zoom software via the following link

<https://us04web.zoom.us/j/71192295641?pwd=Rit5WGNzVzZSWnByeWdDdk9TMXZhZz09>,

in accordance with Executive Orders issued by the Governor of the State of New York.

1. Call to Order
2. Proof of Public Notice of Meeting
3. Conflict of Interest Reminder
4. Public Comment
5. Consent Agenda: Approve Minutes from Previous Meeting (6.25.21); Resolution #427 Checks Over \$5000. (*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
7. School Director Report: Resolution #428: New Hires (*Action Required*),
8. Approval of Strategic Plan, 2021-2024: Resolution #429 (*Action Required*)
9. Approval of Board Committee Membership, 2021-2022: Resolution #430 (*Action Required*)
10. Executive Session
11. Old Business
12. New Business
13. Motion to Adjourn (*Action Required*)

Next Meetings: Friday, August 20, 2021

Governance Committee Meeting Minutes
Meeting Date / Time: July 13, 2021
Minutes Recorded By: Bob Stiles

Committee Chair:		Bob Stiles		
Committee Members	Name			
	Sara Varhus			
	Chris Wilkens			
	Daan Braveman			
	Robert Stiles			
	Also present:			
MEETING AGENDA, MINUTES AND ACTION ITEMS				
Agenda Item	Discussion	Action Item	Responsible Party	Due Date
Review current composition of DCS board and determine next steps in recruiting additional board members	The Committee discussed by zoom current needs on the board. DE&I implications were considered. The committee discussed the importance of adding a board member who is Muslim given the number of students of Muslim background now attending the school. The need for more depth of board members with financial expertise was also discussed.	For both sets of skills/experience the committee identified potential candidates as well as outside resources to help identify candidates.	All members of the committee agreed to pursue potential candidates based on the committee's discussion and report back to committee members on outcomes.	

Governance Committee Meeting Minutes
Meeting Date / Time: July 13, 2021
Minutes Recorded By: Bob Stiles

Strategic Plan					
Data Collection					
Professional Development					
Staffing					

Governance Committee Meeting Minutes
Meeting Date / Time: July 13, 2021
Minutes Recorded By: Bob Stiles

Final Comments					
Attachments					

DISCOVERY CHARTER SCHOOL

RESOLUTION #428

At a regular meeting of the Board of Trustees of Discovery Charter School held on the 16th day of July, 2021, held via Zoom link

<https://us04web.zoom.us/j/71192295641?pwd=Rit5WGNzVzZSWnByeWdDdk9TMXZhZz09>, in accordance with Executive Orders issued by the Governor of the State of New York, a lawful quorum being present, the following Resolution was adopted by the Board of Trustees:

RESOLVED: Upon recommendation of Ms. Sara Castner, School Director, the Board hereby approves the appointment of the following employees who have successfully cleared the NYSED background check process:

Rebecca Van Allen (TA, Floater)
Samuel Rubacka (6th grade TA)
Amy Folger (School Psychologist)

Date: July 16, 2021

Robert Stiles, Secretary

Benchmark 1: Student Performance: The school has met or exceeded achievement indicators for academic proficiency, trends toward proficiency, similar schools, college and career readiness, an dhigh school graduation, if applicable. Proficiency at the elementary/middle school level shall be defined as achieving a performance level of 3 or higher on Grade 3-8 state assessments in ELA, math, and science. At the high school level, passing shall be defined as obtaining a Regents exam score of 65 or higher.

What rating did you receive on your fall 202 renewal report? *Falls Far Below*

Strategy	Strategy Name	Measures to Gauge Strategy Effectiveness	Outcome	Evidence/Indicators Reported to Board
1	Implementation of i-Ready K-6	Implementation of i-Ready diagnostic at the beginning of the year, growth monitoring data reports throughout the school year, and diagnostic at the end of the year	Meet our academic targets for both ELA and Math grades K-6	Measures are clear- reporting from diagnostics in ELA/Math Growth measures in Fall, Winter & Spring, 2021-2024- Align with Quarterly assessment or mid quarter
2	Continuation of Partnership with the Rensselaerville School Turnaround Institute (TRI)	NYS ELA and Math Assessment Scores DCS Interim Assessment Data TRI Implementation Rubric regular reflection	Desired Outcome meet our academic targets for both ELA and Math grades 3-6	Minutes & agendas of meetings- report out of director's report 2021-2024- Four reports mid quarter?
3	Data wise data review cycle implemented school wide	Implementation of data cycle protocols weekly, quarterly, annually	Consistent targeted instruction based on student data resulting in student growth	Minutes & agendas of meetings- report out of director's report 2021-2024- Four reports mid quarter
Priority				
Priority				

Benchmark 2: Teaching and Learning: School leaders have systems in place designed to cultivate shared accountability and high expectations and that lead to students' well being, improved academic outcomes, and educational success. The school implements research- based practices and has rigorous and coherent curriculum and assessments that are aligned to New York State Learning Standards for all students. Teachers engage in strategic practices and decision- making in order to address the gap between what students know and need to learn so that all students experience consistent high levels of engagement, thinking and achievement.

What rating did you receive on your fall 202 renewal report? *Meets*

Strategy	Strategy Name	Measures to Gauge Strategy Effectiveness	Outcome	Evidence/Indicators Reported to Board
1	Instructional Consistencies K-6 aligned with both ELA & Math Curriculum	Leadership Team Walkthroughs utilizing an implementation rubric Daily walkthrough actionable feedback (tracked and monitored)	Effective Instructional practices evidence reflected in student outcome data.	Thinking about frequency directors' reports summarizing how many teachers were visited, what was gleaned? Mid quarter?
2	Needs based coaching cycles	Bi-weekly instructional leadership team reflection and action planning meetings Instructional action plans	Effective, rigorous instructional practices evidence reflected in student outcome data.	RTI model: How many teachers are struggling? Is there evidence of growth? Are additional resources needed? Mid quarter
3	Teacher professional development- vertical alignment of curriculum and standards	Student growth assessed on internal benchmarks and i-Ready	Effective instructional practices evidence reflected in student outcome data	Report out in directors report Mid quarter?
4	Continuation of programming and services designed to support ELL and SWD	2 ELL full time staff SWD teachers on staff number based on need Blended class offerings at each grade span (1-2, 3-4, 5-6), piloting transitional Kindergarten program)	ELL and SWD populations meet Academic targets Enrollment retention of ELL and SWD population	
Priority	Expanded English Learner Supports			Report to the board on support to ENL. Instructional practices for non-ENL teachers Fall 2021, 2022, 2023
Priority				

Benchmark 3: Culture, Climate, and Student and Family Engagement: The school has systems in place to support students' social and emotional health and to provide for a positive, safe, and respectful learning environment that prepares all students for college and career. Families, community members and school staff work together to share in the responsibility for student academic progress and social-emotional growth and well-being. Families and students are satisfied with the school's academics and the overall leadership and management of the school.

What rating did you receive on your fall 202 renewal report? *Meets*

Strategy	Strategy Name	Measures to Gauge Strategy Effectiveness	Outcome	Evidence/Indicators Reported to Board
1	Implementation of staff and students wellness coordinator	Evidence of regulatory strategies utilized during instructional times. Teacher satisfaction/wellness surveys	Decrease in student discipline referrals Increase in student attendance Evidence of students and staff utilizing mindfulness and wellness strategies Positive results on staff satisfaction/wellness survey Increased teacher retention.	Staff, student wellness coordinator Job description Clear list of resources and strategies that role will employ Formal implementation plan with evaluation plan Survey questions tied to specific outcomes Quarterly- Twice/year?
2	Designating Family/Community Outreach specialists	Increased attendance at school events and parent teacher conferences. Family satisfaction survey Minimally quarterly family and community school events held	Strong family and community relationships. Family satisfaction survey positive outcomes. Increased community partnerships to benefit students and families	Same as above- Twice a year
3	Implementation of Diversity Equity and Inclusion Coordinator	Monthly staff professional development experience Monitored culturally responsive curriculum and school events.	Increase in ENL and SWD population Positive outcomes on staff and family satisfaction surveys.	Same as above- Twice year
4	DCS developed SEL Curriculum based on the 20-21 SEL in action award grant.	Embedded throughout the school day Social Emotional language used by adults and students Habits of Scholarship	Observation of Increased student engagement Observation of increased mindfulness, social emotional learning strategies.	Reporting discipline data Twice a year

			Decreased discipline referrals	
Priority				
Priority				

Benchmark 4: Financial Condition: *The school is in sound and stable financial condition as evidenced by performance on key financial indicators.*

What rating did you receive on your fall 202 renewal report? *Approaches*

Strategy	Strategy Name	Measures to Gauge Strategy Effectiveness	Outcome	Evidence/Indicators Reported to Board
1	Obtain PPP Grant	Debt to Asset Ratio 2021	Less than 1.0	Quarterly reporting on financial positions.
2	Cash Reserve Policy	Cash Position 2021	At least 60 days	Quarterly reporting on financial position
3	Budget Plan 2021-2024	Financial Composite Score 2021	1.00 or above	Quarterly reporting on financial position
Priority				
Priority				

Benchmark 5: Financial Management: *The school operates in a fiscally sound manner with realistic budgets pursuant to a long-range financial plan, appropriate internal controls and procedures, and in accordance with state law and generally accepted accounting practices.*

What rating did you receive on your fall 202 renewal report?

Strategy	Strategy Name	Measures to Gauge Strategy Effectiveness	Outcome	Evidence/Indicators Reported to Board
1	Internal controls and procedures	Annual Audit Statements	No material weaknesses	
2	Annual review of fiscal policies	Policies reviewed, if necessary revised	Legal compliance	December 2021, 2022, 2023
3	Monthly budget oversight	Fiscal rations, benchmarks and findings	Fiscal composite score of 1.0 or above	Monthly, 2021-2024
Priority	Spending of federal monies (wisely)			Directly related to program support: capitol, academic success, and SE needs How will specifics be determined. Focused update, twice/year
Priority				

Benchmark 6: Board Oversight and Governance: The board of trustees provides competent stewardship and oversight of the school while maintaining policies, establishing performance goals, and implementing systems to ensure academic success, organizational viability, board effectiveness and faithfulness to the terms of its charter.

What rating did you receive on your fall 202 renewal report? *Meets*

Strategy	Strategy Name	Measures to Gauge Strategy Effectiveness	Outcome	Evidence/Indicators Reported to Board
1	Articulate criteria for board performance. Board self evaluation addresses benchmark 6 indicators.	Board self evaluation addresses benchmark 6 indicators	Board derives actionable goals from the Annual Board Self Evaluation	Continue approval of Board Self-assessment- change scale, re-administer in the fall, include annual goals in the survey. How well is the board making progress? Fall 2021, Spring 2022, then Annually in spring.
2	Implement a strategic plan, 2021-2024, Board approves strategic plan by June 30, 2021.	Board approves strategic plan by June 30th, 2021	Goals aligned with the DCS Charter and framework	Quarterly review
3	Develop Board Membership	Additional Trustees seated, 2021-2024	Board of Trustees reflects Community Increase diversity of board to reflect the student body and include key skills needed.	Governance committee presents plan and updates on plan Spring 2022, 2023, 2024
Priority				
Priority				

Benchmark 7: Organizational Capacity: The school has established a well-functioning organizational structure and has clearly delineated roles for staff, management, and board members. The school has systems and protocols that allow for the successful implementation, evaluation , and improvement of its academic program and operations.

What rating did you receive on your fall 202 renewal report? *Meets*

Strategy	Strategy Name	Measures to Gauge Strategy Effectiveness	Outcome	Evidence/Indicators Reported to Board
1	Clear roles and Champions for all staff	Monthly and Quarterly check ins Job performance evaluations Organized management of initiatives	Staff and families feel supported as reported by satisfaction surveys. Increased positive staff job performance evaluations	Outcomes of family & staff surveys (administered 2x year)
2	Continuation of Instructional Leadership Team (ILT)	Monthly priorities and reflections Weekly ILT walkthroughs Responsive coaching approach	Staff and families feel supported as reported by satisfaction surveys. Increase in student outcomes and effective instructional practices based on APPR observations	Academic outcomes data Survey data (staff & families)- may need to be revised and include final priorities.
3	Continuation of rigorous, intentional professional meeting calendar	Planning and implementation of meeting schedule and professional developments	Increase in student outcomes and effective instructional practices based on APPR observations. Staff feel supported as reported by staff satisfaction surveys.	Director to share calendar with board and Academic excellence committee Fall 2021, 2022, 2023 Staff evaluation- report to board Quarterly or 2x a year
Priority	Formalize leadership succession planning		Written plan for school leader and other high level positions.	Board identifies roles to be planned for Spring 2022
Priority	Plan for diversity in the leadership of the school			Plan developed for internal growth of staff and diverse pools of candidates Spring 2023

Benchmark 8: Mission and key Design Elements: The school is faithful to its mission and has implemented the key design elements included in its charter.

What rating did you receive on your fall 202 renewal report? *Meets*

Strategy	Strategy Name	Measures to Gauge Strategy Effectiveness	Outcome	Evidence/Indicators Reported to Board
1	Continuation and enhancement of a rigorous and highly enriched curriculum: In addition to the Engage NY and Harcourt Reading program provided using multiple instructional methods., DCS students engage in regular classes in the visual and performing arts as well as physical education.	Instructional coaching model to ensure and support curriculum implementation and pacing Evidence of Arts, Social sTudents and Science integration in grade level ELA and Math Curriculum.	Daily Instructional schedule with identified academic priorities Vertical hand cross curricular alignment	Academic excellence committee- indicators for benchmark 2 should suffice
2	Continuation and enhancement of Services provided designed to mitigate the major negative impacts of poverty.	Implementation of Community Outreach and Family Outreach specialists Evaluation of services provided at DCS. (blended classrooms, SEL initiative, Intervention Services)	Evident if family satisfaction and wellness surveys Increased student attendance Decrease in disciplinary referrals Increased participation in parent teacher/ student led conferencing and school events.	SEL support - especially post pandemic Community school model Big picture summary of support services and compare to community school model - Reporting to continue

3	<p>Culture of inquiry and enthusiasm: DCS will continue to utilize EL education instructional practices and continue to implement inquiry-based exploration opportunities.</p>	<p>Implementation of the Foss Science Program for grades 5 and 6</p> <p>Creative CREW component to foster excitement and exploratory activities.</p> <p>DCS will continue the implementation of student Leadership and Equity Crews</p> <p>Student satisfaction surveys</p> <p>Weekly exploratory experiences (virtual field trips, experiments, student choice driven research) built into the school day.</p>	<p>Evidence of student led initiatives</p> <p>Positive student satisfaction survey results</p> <p>All 6th graders to attain top choice for 7th grade school.</p> <p>Decrease in discipline referrals</p> <p>Increase in daily student attendance</p> <p>Increase in vocabulary and content knowledge evidenced by the Improved scores on the NYS Grade 5 Science Assessment</p> <p>Observable increase in student engagement and content vocabulary use</p>	<p>Needs to be edited</p> <p>Update on EL for 2021-2022 school year</p> <p>Check to see if it's in charter</p>
Priority				
Priority				

Benchmark 9: Enrollment, Recruitment and Retention: The school is meeting or making annual progress toward meeting the enrollment plan outlined in its charter and its enrollment and retention targets for students with disabilities, English language learners, and students who are eligible applicants for the free and reduced priced lunch program; or has demonstrated that it has made extensive good faith efforts to attract, recruit, and retain such students. High schools are meeting persistence rates commensurate with the NYSED target.

What rating did you receive on your fall 202 renewal report? *Approaches*

Strategy	Strategy Name	Measures to Gauge Strategy Effectiveness	Outcome	Evidence/Indicators Reported to Board
1	Weighted lottery for Special Populations	Number of SWD's and/or ENL students applying	Increased numbers for ENL in 21-22 lottery	
2	Continuation of BM 9 committee	DCS branding (social media ads, GSR, brochures for Special Pops.) Community outreach	Increased numbers for SWD ENL in 21-22 lottery	
3	Continuation of innovative service offerings for ELL, SWD and general population	Blended classrooms, ELA and Math RtI programming (i-Ready, Leveled Literacy Instruction, Road to the Code, Kathy Richardson Math) SEL programming (restorative practices, mindfulness, mentoring program) Strong partnerships and communication with student home district Committees on Special Education Preference for highly effective bilingual staff	Daily instructional schedule that prioritizes instructional needs as well as enrichment. Decrease in student discipline referrals Increased enrollment and retention of ELL and SWD Increase in bilingual staff Increased number of community partnerships	
Priority				
Priority				

Benchmark 10: Legal Compliance: The school complies with applicable laws, regulations and the provisions of its charter.

What rating did you receive on your fall 202 renewal report? *Approaches*

Strategy	Strategy Name	Measures to Gauge Strategy Effectiveness	Outcome	Evidence/Indicators Reported to Board
1	Updated new Employee Fingerprinting Policy	Routine practice of Human Resources team for new hires	Employment clearance reports received prior to employee start date	School director confirms at start of year or for new hire
2	Scheduled Policy Review and Revision	Policy Review Annual schedule	All policies reviewed, updated, and approved annually	Policy review completed by 12/31 Suggestion: Calendar of review
3	DCS will request approval for any and all revisions that may result in non-material and or material changes to the charter.	School Director will provide minimal monthly updates of items specific to the CSO benchmarks evidence of success. School Director and or Board Chair will consult with CSO liaison for any policy and charter revisions.	All necessary corrections made to policies and by-laws prior to 2021-2022 school year. Evidence of open communication between school leadership and CSO liaison DCS will be in compliance with the requirements of the law, regulations, and its charter.	Maintain a log of changes - Sara C. email archive
Priority				
Priority				

Report Priorities

	Board Director's Report Priorities	Board/Other Committee Priorities
August 8/20/21	Enrollment update Staffing update	Current Policy PD
September 9/17/21	Consistency/Walkthrough Report Professional Learning Plan update ENL/SWD Instructional practices update Professional Meeting Calendar Share- AEC?	
October 10/15/21	Iready Diagnostic Data (Math and ELA) 1-6 Rigby Data (ELA)	Financial
November 11/19/21	Consistency/Walkthrough Report	
December 12/17/21	Internal Benchmark Data (Math and ELA) K-6 Rigby Data (ELA)	
January 1/21/22	Consistency/Walkthrough Report Wellness Survey Report, Family/Community Outreach/DE&I update/ SEL data update Family and staff survey results	Financial
February 2/18/22	Internal Benchmark Data (Math and ELA) Iready Diagnostic Data (Math and ELA) K-6 Rigby Data (ELA)	
March 3/18/22	Internal Benchmark Data (Math and ELA) Consistency/Walkthrough Report	
April 4/15/22	K-6 Rigby Data (ELA)	Financial
May 5/20/22	Consistency/Walkthrough Report	
June 6/17/22	Iready Diagnostic Data (Math and ELA) K-6 Rigby Data (ELA) Wellness Survey Report, Family/Community Outreach/DE&I	

	update, SEL data update Family and staff survey results	
July 7/15/22	Enrollment update Staffing update	

TO DOS

Sara and Kara	The Board
Update professional learning plan August retreat Campus center Organize consistent data reports with Matt ENL support PD- KA, SL, GD Wellness survey- SB, Matt Meeting Calendar/schedule Staff/family surveys- Matt Succession Plan	Board self assessment Calendar for policy review Policies reviewed by 12/31

DISCOVERY CHARTER SCHOOL

RESOLUTION #429

At a regular meeting of the Board of Trustees of Discovery Charter School held on the 16th day of July, 2021, held via Zoom at the following link, <https://us04web.zoom.us/j/71192295641?pwd=Rit5WGNzVzZSWnByeWdDdk9TMXZhZz09>, in accordance with Executive Orders issued by the Governor of the State of New York, a lawful quorum being present, the following Resolution was adopted by the Board of Trustees:

WHEREAS: Discovery Charter School (DCS) has completed the 2019-2021 Strategic Plan; and

WHEREAS: The Board of Trustees and the DCS staff have drafted a strategic plan for the period between July 1, 2021 and June 30, 2024; and

WHEREAS: The Strategic Plan, 2021-2024, addresses the Performance Framework and includes the goals of the Action Plan submitted to the Charter School Office;

NOW, IT IS, THEREFORE, RESOLVED: That the Board of Trustees approves the attached Strategic Plan, 2021-2024.

Date: July 16, 2021

Robert Stiles, Secretary

DISCOVERY CHARTER SCHOOL

RESOLUTION #430

At a Regular meeting of the Board of Trustees of Discovery Charter School held on the 16th day of July, 2021, via Zoom software:

<https://us04web.zoom.us/j/71192295641?pwd=Rit5WGNzVzZSWnByeWdDdk9TMXZlZz09>, in accordance with Executive Orders issued by the Governor of the State of New York, a lawful quorum being present, the following Resolution was adopted by the Board of Trustees:

WHEREAS: The Bylaws of Discovery Charter School specify and outline the nature of six committees: Executive Committee (Section 4.1); Governance Committee (Section 4.4); Audit & Finance Committee (Section 4.2); Personnel Committee (Section 4.3), Academic Excellence (Section 4.5), and Diversity, Equity, and Inclusion, and

WHEREAS: The Board Chair has polled existing and potential committee members for an indication of their willingness to serve as members for the next fiscal year and has received an affirmative response as indicated in the list below,

IT IS, THEREFORE, RESOLVED: That the committees of the Board of Trustees will have the following membership during the 2022 fiscal year (July 2021 - June 2022):

Executive Committee:

- Sara Varhus, Board Chair
- Lisa Lewis, Board Vice Chair
- Scott Adair, Board Treasurer
- Robert Stiles, Board Secretary
- Christian Wilkens, Academic Excellence Committee Chair

Governance Committee

- Robert Stiles, Chair
- Christian Wilkens
- Daan Braveman

Audit & Finance Committee:

- Scott Adair, Chair
- Amy Slakes
- Sara Varhus
- Sara Castner, ex officio
- Laurie Corbett, ex officio

Human Resources/Personnel Committee:

- Lisa Lewis, Chair

- Ebony Stubbs
- Sara Varhus
- Susan Dieter, non-trustee/non-voting

Academic Excellence Committee

- Chris Wilkens, Chair
- Tamika Jackson
- Lisa Montanero
- Sara Varhus
- Anna Hill, non-trustee/non-voting

Diversity, Equity, and Inclusion

- Lisa Lewis, Chair
- Tamika Jackson
- Daan Braveman

Robert Stiles, Secretary

Date: July 16, 2021



Discovery Charter School

School Director Performance Evaluation Template

2020-2021

School Director Name: Sara Castner

Board Chair Name: Sarah Varhus

Review Period (Circle One): Mid-Year or End of Year *EOY SD reflection in green font*

Date of Review: July 8th 2021

Reviewed By: Sara Castner, School Director, and Sara Varhus, Chair of the Board of Trustees

Section 1: Achieving Goals

Rating Scale: E-exceeds expectations; M-meets expectations; P-partially meets expectations; D-does not meet expectations

Directions: *Identify your overall goals and corresponding results in alignment with Strategic Plan.*

Goals	Result(s)	Rating

<p>Academic (CSO BM 1 & 2)</p> <p>DCS will provide rigorous and culturally relevant instruction (K-6).</p> <p>By the end of the 21-22 school year grades K-6 will have hit the identified targets for both ELA and Math.</p> <p>See approved academic targets, K-6 for the 20-21 school year including subgroup academic targets)</p> <p>With Academic Excellence, develop protocols for tracking and improving instructional practices and learning outcomes.</p> <p>Quarterly reports will show improvement in instructional practices.</p> <p>August 2020, DCS staff will have a clear understanding of the rigorous Instruction and urgent academic growth that will be expected for the 20-21 school year.</p>	<p>Beginning of the year internal benchmark data show significant growth from the 19-20 school year. (Evidence from BM 1 for ELA benchmarks and F&P growth)</p> <p>Vertically and Horizontally aligned curriculum that directly addresses NYSLS</p> <p>2.5.2021</p> <p>Grade 3-6 have met all meet or exceeded the academic target for Math.</p> <p>Kindergarten and Grade 1 are one student away from hitting the math target for end of Qtr. 2.</p> <p>Grades 1& 2 has hit or exceeded the ELA target</p> <p>*Kindergarten ELA growth is a concern.</p> <p>Grades 3-6 F & P assessments have all shown an increase proficiency. 6th grade is 71% proficient</p> <p>Grade 4 is a concern according to the Qtr. 2 BM</p> <p>Grades 3 & 5 are close 6th far exceeded target *75% proficient rate</p> <p>Goal 1 academic target info/analysis to follow grades 3-6 Math and ELA (7/16/21)</p>	<p>Based on the rate of growth at mid-year I would anticipate hitting our academic targets utilizing our internal measures for both Math and ELA.</p> <p>As far as reaching targets on NYS assessments I feel that we would improve from past years however given the uncertainty in the how/when and if these assessments will occur this academic school year I can't say we would 100% hit our targets.</p>
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<p>Culture and Climate: (CSO BM 3)</p> <p>By June 30, 2021, there will be at least 25% fewer students receiving formal referrals as compared to the 2019-20 school year.</p>	<p>Target met</p> <p>Referrals from 18-19: 751</p> <p>Referrals from 19-20: 204</p> <p>Referrals so far for 20-21: 6</p> <p>Stronger, tighter discipline system and procedures, more preventative programs in place.</p> <p>Things that have impacted this year's numbers are:</p> <p>Frequent classroom observations to build relationships and incentive programs.</p> <p>1:1 Zoom interaction via break out rooms or personal sessions.</p> <p>Weekly home visits for behavior and community needs i.e. food, clothing, and tech.</p> <p>Target Met</p> <p>The 20-21 school year ended with a total of 9 referrals which is well below the target. Based on the return of students in April the building was settled and calm. There was a sense of peace throughout. The SEL team was able to focus on proactive strategies to support future SEL programming success. .</p> <p>20-21 Referral Summary Report:</p> <ul style="list-style-type: none"> • 9/2020 1 referral • 10/2020 2 referrals • 12/2020 2 referrals • 1/2021 1 referral • 4/2021 3 referrals 	<p>This target has been met and I anticipate it remaining "met" the remainder of the this academic year.</p> <p>Based on our success in implementation of proactive strategies for the return to school I don't anticipate the number of referrals being an area to focus. The number of and impact of proactive strategies and supports moving forward will be a determining factor for improvement.</p> <p>21-22 Proactive Strategies Summary</p> <ul style="list-style-type: none"> • Implementation of staff/student wellness coordinator • DCS created SEL programming • New model of intervention for SFI team • Additional staffing • Addition of School Psychologist & Family Outreach Specialist • Continuation of mindfulness practices • Clear and consistent high expectations for all community members of DCS
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<p>Family Engagement: (CSO BM 3)</p> <p>By January 2021, DCS will have an effective and measurable plan designed and implemented to support family engagement in, and understanding of, their children's learning.</p>	<p>Family Engagement Committee Workshops- Technology support, behavior techniques</p> <p>Family Association- added one bilingual staff member with an emphasis on increased participation from parents.</p> <p>Average of 30-40 Home Visits monthly to support food needs, technology etc.</p> <p>Remind, phone calls, Attendance protocol</p> <p>2.5 Monthly Podcast, family events (lip sync, Family art, Valentines event, trunk or treat, dragon drop</p>	<p>This target as of this point is partially meet. At this point we do not have a formalized <i>measurable</i> plan how we are working in that direction with the Family Engagement committee.</p> <p>We will achieve this target by the end of the academic school year.</p> <p>Target Met: A family survey and response plan was implemented for the remainder of the 20-21 school year. There is a plan in place to support continued success and improvement for the 21-22 school year with the implementation of a new position for a Family Outreach Specialist, continuation with clearer direction for the family liaison role, and the newly created Community outreach & DE & I specialist position.</p> <p>The Family engagement committee will stay in place for the 21-22 school year with clear goals moving forward.</p>
<p>School Improvement/TRI Implementation:</p> <p>Leader continues to participate actively in the TRI process and is consistently judged to "hit the targets" or be "likely to hit the targets" specified in the TRI Implementation Protocol.</p>	<p>Attended mid-year conference January 2021</p> <p>Weekly / bi-weekly calls with School Specialist</p> <p>3 meetings with TRI curriculum specialist</p>	<p>At this point mid-year I am likely to hit targets with uncertainty of the NYS assessment target</p> <p>Target Met</p> <p>I continued to participate in the TRI process when accessible. Based on data gathered to date, and information noted above from the NYS assessment data listed above we will be likely to hit our targets (this could be a hit target although we are unable to predict the state cut scores etc.)</p>

<p>Staff Development: (CSO BM 2, 3, 7)</p> <p>DCS will have and implement a Formal Professional Learning Committee and Plan and evaluate the effectiveness in reaching goals identified regularly</p>	<p>Clear evidence through the Professional Learning Plan of all benchmarks being addressed through professional development.</p> <p>Committee created as well as identified meeting dates.</p> <p>Three Professional Learning evaluations tools adopted by committee.</p> <p>*Curriculum work for 2021-22</p> <p>Working review document / guided questions</p> <p>Equity PD 21-day challenge</p>	<p>This goal has been achieved and will continue to be a "working process" moving forward.</p> <p>Much will be added for the 21-22 school year with the implementation of iReady and a potential new ELA curriculum.</p> <p>Goal in progress with the creation and additions to the 21-22 school year PD plan (i Ready, Harcourt Into Reading, Model Classrooms, DE&I, SEL practices</p> <ul style="list-style-type: none"> • Clear pacing guides ELA & Math & Science • Assessment Calendar fully supported by curriculum implementation • Frequent data analysis - implementation of Data Wise protocol for 21-22 school year
<p>Student Recruitment and retention (CSO BM 9)</p> <p>Discovery will increase the percentage of students enrolled in the subgroups SWD and ENL.</p> <p>Discovery will retain 95% of the ENL and SWD population for the 20-21 academic school year.</p>	<p>18-19 ENL: 5%</p> <p>18-19 SWD: 12%</p> <p>19-20 ENL: 9%</p> <p>19-20 SWD: 13%</p> <p>20-21 ENL: 15%</p> <p>20-21 SWD: 14%</p> <p>DCS has not only retained their ENL population but increased it.</p>	<p>This goal at mid-point has been partially achieved. The number of SWD has increased by 2 students to date. We are target to add 3-4 more students this academic year to the SWD category.</p> <p>BM 9 committee is fully active in ensuring 21-22 will have an increase in all subgroup populations</p> <p>Goal in Progress: 21-22 school year will start with our ENL % over 20% which exceeds ECSD & GCSD. It is too soon to know the SWD percentage however we are confident that it did not decrease.</p> <p>Discovery has retained 100% of all ENL students with the exception of 6th graders moving on to 21-22.</p> <p>DCS has retained most of the SWD population. One student is transferred to a more restrictive environment based on need and CSE recommendation, one student moved out of state. DCS is working to ensure students will get the services they need and has added the service of Resource</p>

		room to our 21-22 continuum of services in addition to hiring a seasoned school psychologist to support the growing population.
Operational Management: CSO BM 4,5,7, 10) The Finance Committee, in consultation with the School Director, will develop a plan to align expenditures with revenue projections, 2021-2024 by March 2021.	In process.	Goal in progress upcoming finance committee meeting to clearly define use of additional Funds provided to DCS as well as the sustainability of these funds
<p>Comments: To what extent did you achieve the goals for your role? To what extent did you do everything possible to reach the goals?</p> <p>Mid-year based on data all grade levels will meet or exceed the instructional targets set out at the start of the year with hands on support from all ILT members.</p> <p>Actively looking for long term solutions to address the achievement gap at all levels (curriculum, grade spans, summer programming, family engagement)</p> <p>This 20-21 school year has been like no other! I feel that the team that I have surrounded myself with has worked hard to ensure that DCS is successful. The CSO rating of Meets for Benchmark 2 feels like a great accomplishment given DCS has always been approaching. I am confident that with some sense of normalcy we will continue to have this CSO rating and then the results will follow for BM 1. I have seen tremendous growth in our school (teachers, students, leadership team members, families) in knowing what needs to be considered an effective school. It is hard for me to not give a huge amount of credit to the entire team at DCS. Everyone truly put in the effort and this can't end for us. We will do whatever it takes to ensure that DCS is soon one of the best Charters in Rochester not only for the love we give but the progress our students make in all areas academic and SEL.</p> <p>Another sign of accomplishment is the continuation of a large waiting list and the increased desire from the community to want their children to attend DCS. Many Charter schools' lottery lists were small and do not have a waiting list this year - this is not the case for us.</p> <p>When I reflect back on the year I am not sure I know what I would have done differently given our circumstances.</p>		

Section 2: Demonstrating Competencies

Directions: Reflect on your demonstration of the organizational core values and the competencies required in your role. Align to TRI Leadership Development Plan and Job Description

Core Competencies and Descriptions	To what degree did you demonstrate proficiency in the core competencies?
Leadership	Delegation, creating a team I can trust. Motivating all stakeholders, future thinking and planning for long term
Data Use	Data drives all instructional decisions.
Problem Solving and Systems Thinking	
Showing Confidence to Lead	I feel over the past two years my confidence has grown exponentially and this is truly because of the people I have surrounded myself with as well as knowing that I have a goal - a goal to make DCS the best. I 100% have a do what it takes attitude for DCS in all aspects.

Section 3: Summary, Next Steps and Professional Development Goals

Directions: Please complete below.

Overall performance rating (circle one): _____

Exceeds Expectations

Meets Expectations

Partially Meets Expectations

Does Not

Meet

Comments:

How are you as the school director performing overall?

What are your top 1-3 strengths? *Family Engagement (exceeds), continuing high academic expectations, Thoughtful staffing to address all student needs*

What are your 1-3 areas for growth or improvement?

Curriculum consistency is a weakness of our school --boundaries work-life balance. PR

What are the next steps for your professional development? PR

Section 4: Board of Director's Feedback

Directions: School Director, please share feedback for the Board of Directors on their work with you this year.

What is the Board of Directors doing well in support of your work?

EOY Reflection: The level of involvement and genuine care for the school's success has not gone unnoticed by myself and other staff members. The openness and trust you've had for myself and my team, continuation of open and clear communication.

The addition of new Board members and DE & I focus work

Formation of the Academic Excellence committee has supported the school's primary focus to improve instruction in both Math and ELA.

Support from the board to reallocate financial resources to purchase a new ELA curriculum and provide for a summer programming to close the achievement gaps

dedication to the school, open communication, maintaining a priority of improvement

How could the Board of Directors support your work more effectively?

Support with grant writing to initiate new and innovative ideas

Midterm evaluation: Notes from Chair of the Board of Trustees.

On March 5, 2021, the Executive Committee of the Board of Trustees met to discuss Sara Castner's progress toward meeting her annual goals, and the board's feedback to her at the mid-point of the year. The Chair of the Board shared this feedback with Ms. Castner on March 9. Subsequently, on March 19, the full board discussed her performance to date. This evaluation reflects the consensus of the trustees in both of those meetings.

The Board recognizes Ms. Castner's extraordinary achievements in making progress toward academic goals--in a year when going fully remote presented immense academic and logistical challenges. She has also maintained strong staff morale even while making extraordinary demands on them. The recent, successful renewal of the DCS Charter is significantly due to her focus on academic improvement, her preparation of a compelling application for charter renewal, and her ongoing communication with staff in the Charter School Office. She has also established an open and productive relationship with the Chair of the Board and other trustees.

Looking to 2021-2022, it will be important to implement a comprehensive instructional plan, including a statement of instructional expectations, a staffing plan with clear roles and expectations, an ongoing process for evaluating instruction and providing targeted professional development, and a mechanism for assessing and tracking improvement in instruction. It will be important that this plan be reflected in the 2021-2022 budget. The trustees want to know what Ms. Castner needs to implement this focus on instruction and improving instruction—our highest priority.

Following are the ratings as specified in this evaluation template:

1. Academic Achievement Goals: Meets Expectation. At mid-year, most (not all) grade-level targets have been met.
2. Instructional Targets: In progress. The Academic Excellence Committee deferred consideration of instructional practices in order to consider standardized assessment tools and ELA curriculum packages. We will return to this topic in the balance of this year.
3. Leadership: Demonstrated to a high degree: (1) The robust implementation of remote learning and services—resulting in positive academic outcomes—is evidence of strong leadership. (2) The clear and persuasive Charter Renewal Application was the result of comprehensive engagement of the leadership team and staff. (3) Sara has independently initiated a DE&I process.

Problem Solving: Demonstrated to a high degree: This year has posed numerous challenges that Sara has addressed: (1) replicating DCS programs in a remote environment; (2) addressing technology needs when the Chrome Book order did not arrive; (3) careful consideration of when in-person instruction might resume; (4) working on plans to address learning deficits, post-pandemic.

Confidence to Lead: Demonstrated to a high degree: Sara makes all decisions with student welfare as the goal; she shares authority and accepts ultimate responsibility; she does not shrink from taking on multiple initiatives and challenges.

School Director Signature: _____

Board Chair Signature: SARA B. VARHUS

Date: July ____, 2021

School Director Evaluation Process

In the 2019-2020 school year, the Board of Trustees approved a revised process for evaluating the school director. This revised process aims to ensure that the school director has specific, measurable annual goals, and that she/he receives formal feedback in mid-year, and end-of-year evaluation taking into account the year's academic outcomes and other accomplishments. A new performance evaluation template was developed for this purpose. The approved School Director Evaluation Process encompasses the following:

- **Goal Setting:** School Director and Board Chair agree on goals aligned to strategic plan and leadership development plan.
- **Regular Monitoring, Feedback and Data Gathering:** School Director presents monthly progress against goals to include TRI implementation assessments, updates and corrective actions; School Director and Board Chair conduct a Mid-Year Review and End of Year summarizing progress and results from monthly progress reports, TRI implementation assessments and observations from walk-through's, staff and family annual survey data.
- **School Director Self-Evaluation:** The Self-Evaluation Tool and Board Evaluation Tool are the same document differing only in who completes it; Board Chair shares Self-Evaluation Tool with School Director; School Director completes evaluation tool and sends back to Board Chair.
- **Board Review Discussion:** Board Chair sends the draft performance evaluation and School Directors self-evaluation to the full board; during open session at full board meeting, board members discuss the evaluation and share feedback with the Board Chair. Any discussions regarding compensation will occur in an executive session; Board Chair incorporates and changes based on feedback from full board and sends evaluation to School Director.
- **Performance Evaluation Delivery:** The School Director and Board Chair meet to review each section of the evaluation, highlighting key points, discussing questions, and summarizing conclusions; School Director and Board Chair draft next steps; if necessary, agree on a performance improvement plan and assess progress against this plan in the coming weeks and months, set 3-5 goals to help guide the School Director's work for the next year; send final evaluation to full Board of Directors and place copy in School Director's personnel file.
- **Performance Evaluation Tool :** This template focuses on evaluating goals aligned to strategic plan as well as leadership development competencies necessary to meet those goals, and incorporates monthly, quarterly assessment data aligned to agreed-upon goals.

TABLE 1	
Year	Value
1990	100
1991	105
1992	110
1993	115
1994	120
1995	125
1996	130
1997	135
1998	140
1999	145
2000	150
2001	155
2002	160
2003	165
2004	170
2005	175
2006	180
2007	185
2008	190
2009	195
2010	200
2011	205
2012	210
2013	215
2014	220
2015	225
2016	230
2017	235
2018	240
2019	245
2020	250

TABLE 2	
Year	Value
1990	100
1991	105
1992	110
1993	115
1994	120
1995	125
1996	130
1997	135
1998	140
1999	145
2000	150
2001	155
2002	160
2003	165
2004	170
2005	175
2006	180
2007	185
2008	190
2009	195
2010	200
2011	205
2012	210
2013	215
2014	220
2015	225
2016	230
2017	235
2018	240
2019	245
2020	250

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

June 25, 2021; 8:15-9:30 A.M.

The Board of Trustees meeting was held remotely using Zoom video conferencing. The meeting information was included in Public Notice as well as on the school's website:

Topic: Discovery Charter School- Board of Trustees Meeting 6.25.21

Time: June 25, 2021 08:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us04web.zoom.us/j/75178727981?pwd=TTBLeHZVd2E5djJXTURmSlIJckdMQT09>

Meeting ID: 751 7872 7981

Passcode: Discovery

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

Trustees Excused: L. Montanaro, L. Lewis

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

1. Call to Order

- a. The Chair called the meeting to order at 8:16 a.m., and it was determined that a lawful quorum of seven was present.

2. Proof of Public Notice of Meeting

- a. Public Notice was provided in the *Messenger Post* 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." Board Chair has mailed each Trustee a new Conflict of Interest form to sign, for annual compliance.

4. Opportunity for Public Comment; no public comment

5. **Consent Agenda:** Approve Minutes from Previous Meetings (5.21.21 and 6.4.21), and **Resolution #420** (To authorize the *non-routine* payments of \$5000 or more for May 2021)- Moved by S. Adair, seconded by C. Wilkins, approved unanimously.

6. Committee Reports

- a. Executive Committee: *No report.*
- b. Academic Excellence Committee: *No report.*
- c. Governance Committee Report: *No report.*
- d. Personnel Committee Report: *No Report.*
- e. Audit & Finance Committee Report: *No Report*
- f. Ad Hoc Committee on Diversity, Equity & Inclusion: The Ad Hoc DE&I Committee of the Board has proposed a DE&I Policy #3600 for approval by the Board of Trustees; the Committee shared that they are committed to advancing the goals of Diversity, Equity, and Inclusion (DE&I) for the benefit of its students and the community that it serves.
 - 1. **Resolution #421:** Approval of DE&I Policy #3600 : Moved by T. Jackson, seconded by D. Braveman, approved unanimously.

7. Approval of 2021-2024 Lease with Hoover Drive, LLC:

- 1. **Resolution #422:** Approval of Lease : Moved by T. Jackson, seconded by C. Wilkins, approved unanimously.

8. School Director Report

- a. New Hire Recommendations
 - i. Sara Castner, School Director, recommends the appointment of the following employees who have successfully cleared the NYSED background check process:
 - 1. Shout, Barbara
 - 2. Incardona, Paula
 - 3. Geiger, Divonte
 - 4. Guerrero, Tiahna
 - 5. Keller, Kylie
 - 6. Archie, Christopher,
 - 7. Bonanno, Samantha
 - a. **Resolution #423:** Approval of new full-time hires for the 2021-22 School Year: Moved by D, Braceman, seconded by R, Stiles, approved unanimously.
- b. Organizational Chart for the 2021-24 School Year
 - i. Sara Castner presented an Organizational Chart for 2021-24 that supports the goals of the Action Plan and the Strategic Plan for 2021-24.
 - a. **Resolution #424:** Approval of the organizational chart for the 2021-24 School Years: Moved by S. Adair, seconded by T. Jackson, approved unanimously.
- c. TRI contract resolution

- i. Sara Castner has recommended that we seek to terminate the existing contract with The Rensselaerville Institute (TRI) School Turnaround Program, as service has not been in line with financial commitment.
 - ii. The fee for TRI for the 2021-22 school year is estimated at \$25,000
 - iii. Vote to proceed with contract termination: Moved by S. Adair, seconded by T. Jackson, approved unanimously.
 - d. Family Handbook 2021-2022 School Year
 - i. Sara Castner, School Director, has reviewed and revised the Family Handbook for 2021-2022
 - ii. **Resolution #424:** Approval of the Family Handbook for the 2021-22 School Year: Moved by S. Adair, seconded by D. Braveman, approved unanimously.
9. **New Business:** Board of Trustees Meeting Schedule for the 2021-22 School Year was presented; Moved by R. Stiles, seconded by T. Jackson, approved unanimously.

10. Adjournment: T. Jackson moved and C. Wilkins seconded a motion to adjourn; the motion carried unanimously at 9:37 am.

16. Adjournment: The meeting was adjourned at 9:37 am.

Next Meetings: Friday, July 16, 2021

Future Agenda Items: Approval of Strategic Plan deferred to July meeting

Minutes submitted by A. Hagen

DISCOVERY CHARTER SCHOOL

RESOLUTION #427

At a regular meeting of the Board of Trustees of Discovery Charter School held on the 16th day of July, 2021, at 133 Hoover Drive, Rochester, NY, a lawful quorum being present the following Resolution was adopted by the Board of Trustees:

RESOLVED: To authorize the following *non-routine* payments of \$5000 or more for June 2021:

The Rensselaerville Institute – \$15,000 (consultation services)

Houghton Mifflin Harcourt- \$41,771.86 (new ELA curriculum)

Date: July 16, 2021

Robert Stiles, Secretary