

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

**April 15, 2022 8:00 a.m.-10:00 a.m.**

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

**Remote Attendance for Public Meeting Option: Zoom Link**

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

**Topic: Discovery Charter School- Board of Trustees Meeting 3.18.22**

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

Join Zoom Meeting

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

Meeting ID: 783 1204 5078

Passcode: Discovery

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 February Meeting (3.18.22); (*Action Required*); Resolution #452  
Checks over \$5000 March 2022
6. Committee Reports
  - a. Executive Committee Report
  - b. Academic Excellence Committee
  - c. Governance Committee Report: Board Self Evaluation Survey
  - d. Personnel Committee Report: Revision of School Director Evaluation Process (*Action Required*);  
Resolution #453; PTO policy
  - e. Audit & Finance Committee Report
  - f. Committee on Diversity, Equity, and Inclusion: Minutes of 3.21.2022 Meeting
  - g. Parent Representative Report
7. School Director Report
  - a. ELA Test
  - b. Summer Program
  - c. New Student Information System: Power School
  - d. Overview of Classroom Observations
8. CSO Mid-Term Site Visit
9. Strategic Plan: Review of Policies
10. Old Business
11. New Business
12. Motion to Adjourn (*Action Required*)

Next Regular Meetings: Friday, May 20, 2022

Discovery Charter School  
 Check Detail  
 March 2022

1:00 PM  
 04/04/22

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	5057	03/03/2022	Aflac		110-001 · M&T Bank		-22.46
Bill	906844	02/28/2022			235-025 · AFLAC Liability	-22.46	22.46
TOTAL						-22.46	22.46
Bill Pmt -Check	5058	03/03/2022	Amazon.com		110-001 · M&T Bank		-2,904.48
Bill		02/16/2022			110-120 · Amazon Corporate Credit Line	-2,904.48	2,904.48
TOTAL						-2,904.48	2,904.48
Bill Pmt -Check	5059	03/03/2022	Cardmember Service		110-001 · M&T Bank		-2,320.20
Bill		02/12/2022			110-115 · M&T Bank - 0953	-2,273.21	2,273.21
Bill		02/17/2022			110-110 · M&T Bank Credit Card - 5639	-46.99	46.99
TOTAL						-2,320.20	2,320.20
Bill Pmt -Check	5060	03/03/2022	Education Success Foundation		110-001 · M&T Bank		-29,229.13
Bill	2022-March 03	02/01/2022			120-015 · Prepaid Expenses	-29,229.13	29,229.13
TOTAL						-29,229.13	29,229.13
Bill Pmt -Check	5061	03/03/2022	Education Success Network		110-001 · M&T Bank		-8,505.54
Bill	C2022-0107	02/16/2022			530-020 · Computer Supplies & Software	-928.70	928.70
Bill	2022-301	03/01/2022			540-011 · Landlord - Admin. Services	-7,576.84	7,576.84
TOTAL						-8,505.54	8,505.54
Bill Pmt -Check	5062	03/03/2022	EnCompass		110-001 · M&T Bank		-210.00
Bill	T2022-100	02/17/2022			530-053 · Transportation	-210.00	210.00
TOTAL						-210.00	210.00
Bill Pmt -Check	5063	03/03/2022	Exceltius Blue Cross Blue Shield		110-001 · M&T Bank		-30,213.54
Bill	000030898020	02/16/2022			525-015 · Health Insurance	-30,213.54	30,213.54
TOTAL						-30,213.54	30,213.54
Bill Pmt -Check	5064	03/03/2022	FP Mailing Solutions		110-001 · M&T Bank		-99.24
Bill	RI105221450	02/18/2022			530-030 · Postage	-99.24	99.24

Discovery Charter School  
Check Detail  
March 2022

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
TOTAL						-99.24	99.24
Bill Pmt -Check	5065	03/03/2022	Julia K Caters		110-001 · M&T Bank		-26,096.77
Bill	1608	02/28/2022			540-025 · Food Service Fees	-26,096.77	26,096.77
TOTAL						-26,096.77	26,096.77
Bill Pmt -Check	5066	03/03/2022	Khadigeh Albaram		110-001 · M&T Bank		-34.67
Bill		02/16/2022			530-010 · Classroom Supplies	-34.67	34.67
TOTAL						-34.67	34.67
Bill Pmt -Check	5067	03/03/2022	New York State Teachers Retirement Loan		110-001 · M&T Bank		-124.00
Bill		01/01/2022			235-015 · TRS Employee Loan	-124.00	124.00
TOTAL						-124.00	124.00
Bill Pmt -Check	5068	03/03/2022	Premier Accounting		110-001 · M&T Bank		-510.00
Bill	807	02/28/2022			540-006 · Accounting Services	-510.00	510.00
TOTAL						-510.00	510.00
Bill Pmt -Check	5069	03/03/2022	R-Options, Inc.		110-001 · M&T Bank		-130.00
Bill	11396	02/11/2022			550-015 · Maintenance & Repairs	-130.00	130.00
TOTAL						-130.00	130.00
Bill Pmt -Check	5070	03/03/2022	School Specialty LLC		110-001 · M&T Bank		-676.72
Bill	208129290187	02/14/2022			530-010 · Classroom Supplies	-676.72	676.72
TOTAL						-676.72	676.72
Bill Pmt -Check	5071	03/03/2022	The Business Council of NYS, Inc.		110-001 · M&T Bank		-1,036.99
Bill	1000070171	02/14/2022			235-020 · Life Insurance	-293.58	293.58
					525-021 · Disability - Supplemental	-440.90	440.90
					525-016 · Vision Insurance	-302.51	302.51
TOTAL						-1,036.99	1,036.99
Bill Pmt -Check	5072	03/03/2022	The Coppola Firm		110-001 · M&T Bank		-1,125.00

Discovery Charter School  
Check Detail  
March 2022

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill	4877	02/01/2022			540-010 · Legal Fees	-1,125.00	1,125.00
TOTAL						-1,125.00	1,125.00
Bill Pmt -Check	5073	03/03/2022	Transamerica Life Insurance Company		110-001 · M&T Bank	-50.26	-50.26
Bill		02/01/2022			235-020 · Life Insurance	-50.26	50.26
TOTAL						-50.26	50.26
Bill Pmt -Check	5074	03/03/2022	Excellus Blue Cross Blue Shield		110-001 · M&T Bank	-2,544.65	-2,544.65
Bill	000030916786	02/22/2022			525-017 · Dental Insurance	-2,544.65	2,544.65
TOTAL						-2,544.65	2,544.65
Bill Pmt -Check	5075	03/14/2022	Austin & Co., Inc.		110-001 · M&T Bank	-6,884.00	-6,884.00
Bill	108123	03/01/2022			120-015 · Prepaid Expenses	-41.25	41.25
Bill	108124	03/01/2022			120-015 · Prepaid Expenses	-4,607.75	4,607.75
Bill	108125	03/01/2022			120-015 · Prepaid Expenses	-1,489.00	1,489.00
Bill	108126	03/01/2022			120-015 · Prepaid Expenses	-746.00	746.00
TOTAL						-6,884.00	6,884.00
Bill Pmt -Check	5076	03/14/2022	BPAS		110-001 · M&T Bank	-437.50	-437.50
Bill	1000786941	02/28/2022			540-045 · Other Purchased/Prof/Consult	-437.50	437.50
TOTAL						-437.50	437.50
Bill Pmt -Check	5077	03/14/2022	Coordinated Care Services, Inc. (CCSI)		110-001 · M&T Bank	-630.00	-630.00
Bill	B0001243	02/23/2022			530-060 · Professional Development Exp	-630.00	630.00
TOTAL						-630.00	630.00
Bill Pmt -Check	5078	03/14/2022	Culligan		110-001 · M&T Bank	-30.00	-30.00
Bill		02/28/2022			530-025 · Food Service Supplies	-30.00	30.00
TOTAL						-30.00	30.00
Bill Pmt -Check	5079	03/14/2022	De Lage Landen Financial Services, Inc.		110-001 · M&T Bank	-741.97	-741.97
Bill	75667970	03/06/2022			550-030 · Equipment Lease	-741.97	741.97
TOTAL						-741.97	741.97

**Discovery Charter School**  
**Check Detail**  
March 2022

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	5080	03/14/2022	Education Success Foundation		110-001 - M&T Bank		-29,229.13
Bill	2022-April 03	03/01/2022			120-015 - Prepaid Expenses	-29,229.13	29,229.13
TOTAL						-29,229.13	29,229.13
Bill Pmt -Check	5081	03/14/2022	Flower City Charter Services		110-001 - M&T Bank		-9,500.00
Bill	343	03/09/2022			550-010 - Janitorial	-9,500.00	9,500.00
TOTAL						-9,500.00	9,500.00
Bill Pmt -Check	5082	03/14/2022	Health Equity Inc.		110-001 - M&T Bank		-9,000.00
Bill	v0uwnxy	03/09/2022			525-045 - HSA Employee Contribution	-9,000.00	9,000.00
TOTAL						-9,000.00	9,000.00
Bill Pmt -Check	5083	03/14/2022	JFM Distribution, Inc.		110-001 - M&T Bank		-600.25
Bill	32201	03/01/2022			550-010 - Janitorial	-600.25	600.25
TOTAL						-600.25	600.25
Bill Pmt -Check	5084	03/14/2022	Monroe 2 - Orleans Boces		110-001 - M&T Bank		-42.67
Bill	C0175-22	01/22/2022			530-060 - Professional Development Exp	-42.67	42.67
TOTAL						-42.67	42.67
Bill Pmt -Check	5085	03/14/2022	Staples		110-001 - M&T Bank		-1,021.04
Bill		02/25/2022			530-005 - Office supplies	-1,021.04	1,021.04
TOTAL						-1,021.04	1,021.04
Bill Pmt -Check	5086	03/14/2022	Stitchworks		110-001 - M&T Bank		-8,650.00
Bill		03/08/2022			530-120 - Student Uniforms	-8,650.00	8,650.00
TOTAL						-8,650.00	8,650.00
Bill Pmt -Check	5087	03/14/2022	The Coppola Firm		110-001 - M&T Bank		-1,300.00
Bill	4992	03/01/2022			540-010 - Legal Fees	-1,300.00	1,300.00
TOTAL						-1,300.00	1,300.00
Bill Pmt -Check	5088	03/14/2022	Verizon Wireless		110-001 - M&T Bank		-244.81

Discovery Charter School  
 Check Detail  
 March 2022

1:00 PM  
 04/04/22

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill	9900742943	03/01/2022			530-040 · Telephone	-244.81	244.81
TOTAL						-244.81	244.81
Bill Pmt -Check	5089	03/14/2022	Wegmans		110-001 · M&T Bank	-1,349.60	-1,349.60
Bill		02/28/2022			540-025 · Food Service Fees	-1,349.60	1,349.60
TOTAL						-1,349.60	1,349.60
Bill Pmt -Check	5090	03/14/2022	Windstream		110-001 · M&T Bank	-1,090.16	-1,090.16
Bill	74608907	03/01/2022			530-040 · Telephone	-1,090.16	1,090.16
TOTAL						-1,090.16	1,090.16
Bill Pmt -Check	5091	03/30/2022	Amazon.com		110-001 · M&T Bank	-1,531.23	-1,531.23
Bill		03/09/2022			110-120 · Amazon Corporate Credit Line	-1,531.23	1,531.23
TOTAL						-1,531.23	1,531.23
Bill Pmt -Check	5092	03/30/2022	Aneesah Willis		110-001 · M&T Bank	-132.79	-132.79
Bill		03/13/2022			530-010 · Classroom Supplies	-96.02	96.02
Bill		03/22/2022			530-010 · Classroom Supplies	-36.77	36.77
TOTAL						-132.79	132.79
Bill Pmt -Check	5093	03/30/2022	Anita Hagen		110-001 · M&T Bank	-172.00	-172.00
Bill		03/29/2022			530-065 · Meeting Expense	-172.00	172.00
TOTAL						-172.00	172.00
Bill Pmt -Check	5094	03/30/2022	Cardmember Service		110-001 · M&T Bank	-91.91	-91.91
Bill		03/04/2022			110-110 · M&T Bank Credit Card - 5639	-91.91	91.91
TOTAL						-91.91	91.91
Bill Pmt -Check	5095	03/30/2022	Education Success Foundation		110-001 · M&T Bank	-6,506.22	-6,506.22
Bill	C2022-0201	03/14/2022			550-050 · Utilities	-6,185.37	6,185.37
					530-040 · Telephone	-83.32	83.32
					550-015 · Maintenance & Repairs	-237.53	237.53
TOTAL						-6,506.22	6,506.22

Discovery Charter School  
 Check Detail  
 March 2022

1:00 PM  
 04/04/22

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	5096	03/30/2022	Education Success Network		110-001 - M&T Bank		-929.45
Bill	C2022-0203	03/14/2022			530-020 Computer Supplies & Software	-929.45	929.45
TOTAL						-929.45	929.45
Bill Pmt -Check	5097	03/30/2022	EnCompass		110-001 - M&T Bank		-280.00
Bill	T2022-0207	03/14/2022			530-053 Transportation	-280.00	280.00
TOTAL						-280.00	280.00
Bill Pmt -Check	5098	03/30/2022	Excellus Blue Cross Blue Shield		110-001 - M&T Bank		-32,758.19
Bill	31182701	03/16/2022			525-015 Health Insurance	-30,213.54	30,213.54
Bill	31201410	03/22/2022			525-017 Dental Insurance	-2,544.65	2,544.65
TOTAL						-32,758.19	32,758.19
Bill Pmt -Check	5099	03/30/2022	JFM Distribution, Inc.		110-001 - M&T Bank		-138.75
Bill	32238	03/10/2022			550-010 Janitorial	-138.75	138.75
TOTAL						-138.75	138.75
Bill Pmt -Check	5100	03/30/2022	Managed Services Team - MST		110-001 - M&T Bank		-192.00
Bill	14803	02/15/2022			530-045 Marketing & Advertising	-132.00	132.00
Bill	14902	03/28/2022			530-045 Marketing & Advertising	-60.00	60.00
TOTAL						-192.00	192.00
Bill Pmt -Check	5101	03/30/2022	New York State Teachers Retirement Loan		110-001 - M&T Bank		-124.00
Bill		02/01/2022			235-015 TRS Employee Loan	-124.00	124.00
TOTAL						-124.00	124.00
Bill Pmt -Check	5102	03/30/2022	Office Depot		110-001 - M&T Bank		-653.84
Bill	224115292001	02/01/2022			530-005 Office supplies	-38.36	38.36
Bill	226407519001	02/02/2022			530-005 Office supplies	-53.03	53.03
Bill	231531826001	03/01/2022			530-005 Office supplies	-59.62	59.62
Bill	230434256001	03/02/2022			530-005 Office supplies	-80.44	80.44
Bill	228532122001	03/07/2022			530-005 Office supplies	-182.90	182.90
Bill	230161961001	03/16/2022			530-005 Office supplies	-77.85	77.85

Discovery Charter School  
 Check Detail  
 March 2022

1:00 PM  
 04/04/22

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill	234277198001	03/22/2022			530-005 - Office supplies	-103.44	103.44
Bill	234277795001	03/22/2022			530-005 - Office supplies	-47.05	47.05
Bill	234019521001	03/23/2022			530-005 - Office supplies	-11.15	11.15
TOTAL						-653.84	653.84
Bill Pmt -Check	5103	03/30/2022	Rickey Gause		110-001 - M&T Bank	-47.56	-47.56
Bill		03/21/2022			530-005 - Office supplies	-47.56	47.56
TOTAL						-47.56	47.56
Bill Pmt -Check	5104	03/30/2022	School Specialty LLC		110-001 - M&T Bank		-1,321.02
Bill	208128661041	03/07/2022			530-010 - Classroom Supplies	-1,321.02	1,321.02
TOTAL						-1,321.02	1,321.02
Bill Pmt -Check	5105	03/30/2022	The Business Council of NYS, Inc.		110-001 - M&T Bank		-1,045.86
Bill	1000072903	03/14/2022			525-030 - Life Insurance	-302.45	302.45
					525-021 - Disability - Supplemental	-440.90	440.90
					525-016 - Vision Insurance	-302.51	302.51
TOTAL						-1,045.86	1,045.86

Total Checks Paid for March: 222,509.60

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

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

**133 Hoover Drive, Rochester, New York 14615**

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

**Remote Attendance for Public Meeting Option: Zoom Link**

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

**Topic: Discovery Charter School- Board of Trustees Meeting 3.18.22**

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

**Join Zoom Meeting**

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

**Meeting ID: 783 1204 5078**

**Passcode: Discovery**

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

**Trustees Excused:** R. Stiles

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

**1. Call to Order**

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

**2. Proof of Public Notice of Meeting**

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

**3. Conflict of Interest Reminder**

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

**4. Opportunity for Public Comment:** no public comment

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

## 6. Committee Reports

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

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

**7. School Director Report:**

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

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

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

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

Next Meeting: Friday, April 15, 2022

Minutes submitted by A. Hagen

**DISCOVERY CHARTER SCHOOL**

**RESOLUTION #452**

At a regular meeting of the Board of Trustees of Discovery Charter School held on the 15<sup>th</sup> day of April, 2022, held at 133 Hoover Drive, Rochester NY 14615 the following Resolution was adopted by the Board of Trustees:

**RESOLVED:** To authorize the following *non-routine* payments of \$5000 or more for March 2022:

**Health Equity-** \$9,000 (HSA employee contribution)

**Stitchworks-** \$8650 (embroidered student uniform tops)

Date: April 15, 2022

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Amy Slakes, Secretary



Discovery Charter School

School Director Performance Evaluation Template

Year

School Director Name:

Board Chair Name:

Review Period (Circle One): Mid-Year or End of Year

Date of Review: \_\_\_\_\_

Reviewed By (Circle One): Self or Board Chair

**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.*

<b>Goals</b>	<b>Result(s)</b>	<b>Rating</b>
<b>Academic (CSO BM 1 &amp; 2)</b>		
<b>Culture and Climate: (CSO BM 3)</b>		

<b>Family Engagement: (CSO BM 3)</b>		
<b>School Improvement</b>		
<b>Staff Development: (CSO BM 2, 3, 7)</b>		
<b>Student Recruitment and retention (CSO BM 9)</b>		
<b>Operational Management: CSO BM 4,5,7, 10)</b>		
<b>Comments:</b> To what extent did you achieve the goals for your role? To what extent did you do everything possible to reach the goals?		

## 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	
Data Use	Data drives all instructional decisions.
Problem Solving and Systems Thinking	
Showing Confidence to Lead	

## 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 Expectations

**Comments:**

How are you as the school director performing overall?

What are your top 1-3 strengths?

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

What are the next steps for your professional development?

**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 Director's doing well in support of your work?

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

School Director Signature: \_\_\_\_\_

Board Chair Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**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.

## School Director Evaluation Process

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Discovery Charter School

School Director Performance Evaluation Template

Year

School Director Name: Sara Castner

Board Chair Name: Sara Varhus

Review Period (Circle One): Mid-Year or End of Year

Date of Review: \_\_\_\_\_

Reviewed By (Circle One): Self or Board Chair

**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
Academic (CSO BM 1 & 2)		
Culture and Climate: (CSO BM 3)		

<b>Family Engagement: (CSO BM 3)</b>		
<b>School Improvement</b>		
<b>Staff Development: (CSO BM 2, 3, 7)</b>		
<b>Student Recruitment and retention (CSO BM 9)</b>		
<b>Operational Management: CSO BM 4,5,7, 10)</b>		
<b>Comments:</b> To what extent did you achieve the goals for your role? To what extent did you do everything possible to reach the goals?		

## 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	
Data Use	Data drives all instructional decisions.
Problem Solving and Systems Thinking	
Showing Confidence to Lead	

## 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 Expectations

**Comments:**

How are you as the school director performing overall?

What are your top 1-3 strengths?

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

What are the next steps for your professional development?

**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 Director's doing well in support of your work?

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

School Director Signature: \_\_\_\_\_

Board Chair Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Proposed PTO Policy for inclusion in the Employee Handbook

Effective starting the 2021-22 academic year (to be retroactive to start of the 21-22 school year) any employee transferred from a 10.5 month position to a 12 month position may carry over the maximum number of 10.5 month employee PTO days (max back of 30 days) to the new 12 month position PTO bank not to exceed the 12 month max bank of 88 total PTO days.

## DISCOVERY CHARTER SCHOOL

### RESOLUTION #453

At a regular meeting of the Board of Trustees of Discovery Charter School held on the 15<sup>th</sup> day of April, 2022, held at 133 Hoover Drive, Rochester NY 14615 the following Resolution was adopted by the Board of Trustees:

**WHEREAS:** The DCS Board of Trustees conduct the annual review of the School Director using the School Director Evaluation Template and Process approved by the Board on March 27, 2020; and

**WHEREAS:** The Board has determined that the discussion of the draft performance review of the School Director should take place in Executive Session of the Board of Trustees;

**IT IS THEREFORE RESOLVED:** To amend the School Director Evaluation Template and Process to specify that discussion of the draft performance review of the School Director will occur in Executive Session of the Board of Trustees.

Date: April 15, 2022

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Amy Slakes, Secretary

## DISCOVERY CHARTER SCHOOL

### RESOLUTION #454

At a regular meeting of the Board of Trustees of Discovery Charter School held on the 15<sup>th</sup> day of April, 2022, held at 133 Hoover Drive, Rochester NY 14615 the following Resolution was adopted by the Board of Trustees:

**WHEREAS:** Employees on 10.5-month contracts who move to a 12-month contract may have accrued days of paid time off; and

**WHEREAS:** These employees are continuously employed at Discovery Charter School;

**IT IS THEREFORE RESOLVED:** Effective starting the 2021-22 academic year (to be retroactive to start of the 21-22 school year) any employee transferred from a 10.5 month position to a 12 month position may carry over the maximum number of 10.5 month employee PTO days (max back of 30 days) to the new 12 month position PTO bank not to exceed the 12 month max bank of 88 total PTO days.

Date: April 15, 2022

---

Amy Slakes, Secretary

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

Income	Actual Month 3/31/2022	Actual YTD 03/31/2022	Actual YTD 03/31/2022 Operating Fund	Actual YTD 03/31/2022 Food Service Fund	CURRENTLY NO EXP ALLOCATED Actual YTD 3/31/2022 ARP Grant	Actual YTD 03/31/2022 Special Aid Fund (Other)	ACTUAL YTD 03/31/2022 TOTAL	PRIOR YTD 03/31/2021 TOTAL	Budget Full Year	Remaining Budget \$	% Used/Received of Budget 75%
410-010 Per Pupil Allocation Income	\$ 331,146		\$ 2,982,655				\$ 2,982,655	\$ 2,835,016	\$ 3,973,755	\$ 991,100	75%
410-025 High Cost Aid	41,359		158,192				158,192	37,950	350,000	191,808	45%
450-050 Federal IDEA	37,358		-			37,358	37,358	2,594	31,626	(5,732)	118%
450-030 Title I A&D	-					37,230	37,230	135,437	177,516	140,286	21%
450-020 Title II A	-					4,792	4,792	14,982	19,507	14,715	25%
450-035 Title IV	-					2,621	2,621	10,542	13,775	11,154	19%
450-090 CARES Act	-					116,551	116,551	33,234	582,376	465,825	20%
450-105 CRRSA Act Funding	-				130,974	130,974	130,974	-	1,307,934	1,176,960	10%
450-100 ARP ESSER 3	-		2,500			2,500	2,500	1,305	-	(2,500)	0%
415-010 Contributions and donations	2,000		2,534			2,534	2,534	-	-	(2,534)	0%
415-020 Miscellaneous	-			130,308		-	130,308	37,119	314,243	183,935	41%
410-020 Food Service Income	-			51,189		-	51,189	-	-	(51,189)	
410-120 Child Nutrition Emergency Funds	-			-		11,429	11,429	-	-	-	
450-040 Fresh Fruits & Veg Programs	-			-		-	-	5,000	-	-	0%
450-080 Other Grants	-		1,505			-	1,505	4,783	36,195	34,690	4%
415-025 E-rate Reimbursement	-					-	-	-	17,687	17,687	
415-015 In-Kind District Textbooks	-					-	-	-	-	-	
<b>TOTAL INCOME</b>	<b>\$ 411,863</b>	<b>\$ 181,497</b>	<b>\$ 3,147,386</b>	<b>\$ 181,497</b>	<b>\$ 130,974</b>	<b>\$ 340,955</b>	<b>\$ 3,669,838</b>	<b>\$ 3,117,962</b>	<b>\$ 6,824,614</b>	<b>\$ 3,222,428</b>	<b>54%</b>
<b>Actual YTD Income vs Full Year Budget</b>											
<b>Expense</b>											
520-010 Salaries & Wages	\$ 285,951		\$ 2,337,113				2,337,113	1,807,768	\$ 2,855,728	\$ 518,615	82%
525-045 HSA Employee Contribution	9,000		23,500				23,500	9,000	-	-	
525-016 Vision Insurance	196		1,873				1,873	2,063	-	-	
525-017 Dental Insurance	1,621		14,964				14,964	8,066	-	-	
525-010 FICA	15,857		169,169				169,169	135,172	-	-	
525-015 Health Insurance	20,621		197,617				197,617	158,458	-	-	
525-020 NYS Disability	(2,439)		947				947	2,170	-	-	
525-021 Disability - Supplemental	265		1,981				1,981	5,247	-	-	
525-030 Life Insurance	302		329				329	1,952	-	-	
525-025 Retirement Expense	21,861		174,884				174,884	144,483	-	-	
525-035 Workers Compensation Insr	-		17,105				17,105	18,554	-	-	
525-040 Unemployment Insurance E	3,993		29,001				29,001	17,983	-	-	
525 - Employee Benefits	71,277		631,370				631,370	503,148	838,788	207,418	75%
<b>Total Personnel Expense</b>	<b>357,228</b>		<b>2,968,483</b>				<b>2,968,483</b>	<b>2,310,916</b>	<b>3,694,516</b>	<b>726,033</b>	<b>80%</b>
<b>Actual YTD Personnel Exp vs Full Year Budget</b>											
<b>School Operations</b>											
540-115 Minor Equipment/Furniture	354		17,944				17,944	3,730	40,000	22,056	45%
530-053 Transportation	280		3,826				3,826	-	10,000	6,174	38%
530-120 Yearbook	-		-				-	2,937	2,000	0%	#DIV/0!
530-105 Miscellaneous Expense	50		2,029				2,029	1,673	-	(2,029)	
530-005 Office Supplies	1,262		15,616				15,616	6,206	20,000	4,384	78%
530-010 Classroom Supplies	2,133		24,209				24,209	10,071	36,000	11,791	67%
530-015 Special Education Supplies	-		-				-	-	2,500	2,500	0%
530-025 Food Service Supplies	-	927	-				-	277	4,000	3,073	23%
530-030 Postage	-		298				298	342	2,500	2,202	12%
530-035 Printing/Copying	-		4,443				4,443	716	20,000	15,557	22%
530-040 Telephone	1,418		13,280				13,280	13,045	17,500	4,220	76%
530-045 Marketing & Advertising	60		2,577				2,577	2,397	9,000	6,423	29%

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

	Actual Month 3/31/2022	Actual YTD 03/31/2022	Actual YTD 03/31/2022 Operating Fund	Actual YTD 03/31/2022 Food Service Fund	Actual YTD 03/31/2022 Operating Fund	Actual YTD 03/31/2022 Special Aid Fund (Other)	Actual YTD 03/31/2022 Special Aid Fund (Other)	ACTUAL YTD 03/31/2022 TOTAL	PRIOR YTD 03/31/2021 TOTAL	Budget Full Year	Remaining Budget \$	% Used/Received of Budget
530-055 - Travel		373	7,243					7,243	674	4,000	3,627	99%
530-060 - Professional Development Exp		7,243						7,243		13,000	5,757	56%
530-070 - Board Expense									850	850		0%
530-075 - Expedition	252	110,490						110,490	14,857	81,000	(29,490)	#DIV/0!
530-085 - Textbooks	8,650	6,627						6,627		4,000	(2,627)	136%
530-120 - Student Uniforms	1,260	34,970						34,970	36,587	100,000	65,030	166%
530-020 Computer Supplies & Softwa	172	1,150						1,150		1,500	350	35%
530-065 Meeting Expense	80	1,264						1,264	4,443	10,600	9,336	0%
530-050 Dues and Subscriptions		18,052						18,052		6,500	(11,552)	12%
530-095 - Student Testing		264,391						264,391		6,500	(11,552)	278%
<b>Total \$30 - School Operations</b>	<b>15,971</b>	<b>927</b>	<b>264,391</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>265,318</b>	<b>98,162</b>	<b>384,950</b>	<b>119,632</b>	<b>69%</b>
<b>Actual YTD School Op Exp vs Full Year Budget</b>												
<b>540 - Contracted Services</b>												
540-005 - Auditing	-	16,156						16,156	16,612	18,000	1,844	90%
540-006 - Accounting Services	615	5,160						5,160	6,255	10,000	4,840	52%
540-045 - Other Purchased/Prof/Const	-	4,313						4,313	49,312	25,000	20,687	17%
540-040 - Enrichment - After School	-	1,844						1,844	-	-	(1,844)	0%
540-041 - Enrichment - Summer Learn	-	27,919						27,919	-	86,000	58,081	0%
540-010 - Legal Fees	1,300	21,861						21,861	8,673	20,000	(1,861)	109%
540-012 - Landlord - Admin Services	7,577	68,192						68,192	65,457	87,276	19,084	0%
540-015 - Expeditionary Learning Fees												0%
540-025 - Food Service Fees		153,466						153,466		308,884	144,717	53%
540-030 - Payroll Processing	303	2,217						2,217	2,036	3,000	783	74%
<b>Total \$40 - Contracted Services</b>	<b>9,795</b>	<b>147,662</b>	<b>-</b>	<b>-</b>	<b>10,701</b>	<b>-</b>	<b>10,701</b>	<b>311,829</b>	<b>182,417</b>	<b>558,160</b>	<b>246,331</b>	<b>56%</b>
<b>Actual YTD Contracted Svcs Exp vs Full Year Budget</b>												
<b>550 - Facility Operation</b>												
550-005 - Insurance	3,097	27,875						27,875	24,313	43,069	15,194	65%
550-015 - Maintenance & Repairs	238	11,268						11,268	2,746	4,000	(7,268)	282%
550-015 - Janitorial	10,239	93,752						93,752	-	110,000	16,248	85%
550-021 - Facility Lease - Hoover	29,229	263,062						263,062	335,180	350,746	87,684	75%
550-050 Utilities	6,185	39,010						39,010	29,324	50,000	10,990	78%
550-055 Property Taxes	742	6,863						6,863	1,101	1,263	1,263	0%
550-030 - Equipment Lease	49,730	441,830						441,830	6,840	10,000	3,137	69%
<b>Total \$50 - Facility Operation</b>	<b>49,730</b>	<b>441,830</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>441,830</b>	<b>399,504</b>	<b>569,078</b>	<b>127,248</b>	<b>78%</b>
<b>Actual YTD Facility Op Ex vs Full Year Budget</b>												
<b>Other</b>												
560-090 Fraud Expense	27,497	1,006						1,006	12,109	-	-	0%
550-090 - Depreciation		82,824						82,824	123,868	95,540	11,710	88%
Contingency												#DIV/0!
<b>TOTAL EXPENSE</b>	<b>460,221</b>	<b>155,399</b>	<b>3,905,190</b>	<b>-</b>	<b>10,701</b>	<b>-</b>	<b>-</b>	<b>4,071,290</b>	<b>3,126,976</b>	<b>5,302,244</b>	<b>1,230,954</b>	<b>77%</b>
<b>Actual YTD Expense vs Full Year Budget</b>												
<b>NET OPERATING SURPLUS/(DEFICIT)</b>	<b>\$ (48,358)</b>	<b>\$ 26,098</b>	<b>\$ (757,804)</b>	<b>\$ 130,974</b>	<b>\$ 330,254</b>	<b>\$ (9,014)</b>	<b>\$ (401,452)</b>	<b>\$ 1,522,370</b>	<b>\$ (9,014)</b>	<b>\$ 1,522,370</b>	<b>\$ 1,522,370</b>	



<b>Committee Chair:</b>	Lisa Lewis		
<b>Committee Members</b>	<b>Name</b>	<b>Present</b>	<b>Excused</b>
	Lisa Lewis	X	
	Ebony	X	
	Tamika Jackson	X	
	Daan Braveman	X	
	Adrienne Davis	X	
	Lisa Montanaro	X	

**MEETING AGENDA, MINUTES AND ACTION ITEMS**

<b>Agenda Item</b>	<b>Discussion</b>	<b>Action Item</b>	<b>Responsible Party</b>	<b>Due Date</b>
<b>Community School Model</b>	<p>Committee discussed the model- social services, health, employments- one stop services for students/families- need a FTE Coordinator.</p> <p>Action: Committee to familiar self with elements/guideline of the model; add agenda next board meeting</p> <p>GAPS Benefits Implementation timeline Budgetary impact</p> <p>Action: Get a rep from NY State TAC to talk- 2<sup>nd</sup> link, contact info</p> <p>Articles:</p> <ol style="list-style-type: none"> <li><a href="https://www.nyscommunityschools.org/">https://www.nyscommunityschools.org/</a></li> <li><a href="https://www.p12.nysed.gov/sss/expandedlearningapps/CommunitySchools.html">https://www.p12.nysed.gov/sss/expandedlearningapps/CommunitySchools.html</a></li> </ol> <p>5. How can I talk to my family, friends, and colleagues about what I have experienced and learned during this Challenge?</p> <p>6. What changes or actions can I take to advance equity in my home, workplace, and community?</p> <p>Adrienne believes this is the direction DCS is already going- in support of the model.</p>	Rep for CSM	LL to reach out	<b>4/15/22</b>

<p><b>Budgetary needs??</b></p>	<p>Daan suggest there may be funding to support the model: A FTE Coordinator; A dedicated community Liaison</p> <p>Action: discuss with board when rep highlights the CSM.</p>		<p>TBD</p>	<p><b>TBD</b></p>
<p><b>What are true partnerships to develop?</b></p>	<p>DCS are doing a number of partnerships now- get more info from Sara C. Identify what is missing</p> <p>Action: Adrienne to speak to Sara C to identify if there are any gaps?</p>		<p>Adrienne</p>	<p><b>4/15/22</b></p>
<p><b>Racial equity change process- Disrupting poverty/addressing longstanding inequities?</b></p>	<p>Committee agree to continue the DEI sessions for two additional sessions:</p> <p>3<sup>rd</sup> session- May 2022- couple of articles to circulated to board w/Questions</p> <p>4<sup>th</sup> session- Ally of the DEI work; Daan- we cannot address poverty without discussing race.</p> <p>Questions to Consider for Self-Reflection at sessions:</p> <ol style="list-style-type: none"> <li>1. What were some of my assumptions about race and racial inequity before I started this Challenge?</li> <li>2. In what ways have these assumptions been challenged? In what ways have they been reinforced?</li> <li>3. What are my identities and in what ways have my identities impacted my life? Have any of my identities provided me privilege or been a source of discrimination in certain environments?</li> <li>4. Where have I seen evidence of inequities and systemic and structural racism in my community?</li> </ol> <p>Action: LL/TJ to assembly materials for sessions 3 &amp; 4.</p>		<p>TBD</p>	<p><b>TBD</b></p>

**Meeting Adjourn at 5:00pm**

**Next meeting: April 19, 2022 at 4pm-5pmJoin Zoom Meeting**

<https://zoom.us/j/4416960452>



**DEI Committee** Meeting Minutes  
Meeting Date / Time: 3/21/2022  
Minutes Recorded By: Lisa Lewis

Meeting ID: 441 696 0452

One tap mobile

+19292056099,,4416960452# US (New York)

+13017158592,,4416960452# US (Washington DC)

**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 practices learned from The Rensselaerville School Turnaround Institute (TRI)	NYS ELA and Math Assessment Scores  DCS Interim Assessment Data	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 quarterly
3	Data review cycles 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

**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 2022 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

**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 (2022-2023 academic year) Survey questions tied to specific outcomes
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 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. Decreased discipline referrals	Reporting discipline data  Twice a year

**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

**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

**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

**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
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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	Instructional coaching model to ensure and support curriculum implementation and pacing	Daily Instructional schedule with identified academic priorities	Academic excellence committee- indicators for benchmark 2 should suffice

	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.	Evidence of Arts, Social sTudents and Science integration in grade level ELA and Math Curriculum.	Vertical nand cross curricular alignment	
2	Continuation and enhancement of Services provided designed to mitigate the major negative impacts of poverty.	<p>Implementation of Community Outreach and Family Outreach specialists</p> <p>Evaluation of services provided at DCS. (blended classrooms, SEL initiative, Intervention Services)</p>	<p>Evident if family satisfaction and wellness surveys</p> <p>Increased student attendance</p> <p>Decrease in disciplinary referrals</p> <p>Increased participation in parent teacher/ student led conferencing and school events.</p>	<p>SEL support - especially post pandemic</p> <p>Community school model</p> <p>Big picture summary of support services and compare to community school model -</p> <p>Reporting to continue</p>
3	Culture of inquiry and enthusiasm: DCS will continue to utilize EL education instructional practices and continue to implement inquiry-based exploration opportunities.	<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>

**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	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	

		staff		
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**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

**Report Priorities**

	<b>Board Director's Report Priorities</b>	<b>Board/Other Committee Priorities</b>
<b>August</b> 8/20/21	Enrollment update Staffing update	Current Policy PD
<b>September</b> 9/17/21	Beginning of year updates- general observations	
<b>October</b> 10/15/21	Iready Diagnostic Data (Math and ELA) 1-6 Rigby Data (ELA)	Financial
<b>November</b> 11/19/21		
<b>December</b> 12/17/21	Internal Benchmark Data (Math and ELA) K-6 Rigby Data (ELA)	
<b>January</b> 1/21/22	Wellness Survey Report, Family/Community Outreach/DE&I update/ SEL data update Family and staff survey results	Financial
<b>February</b> 2/18/22	Internal Benchmark Data (Math and ELA) Iready Diagnostic Data (Math and ELA) K-6 Rigby Data (ELA)	
<b>March</b> 3/18/22	Internal Benchmark Data (Math and ELA)	
<b>April</b> 4/15/22	K-6 Rigby Data (ELA)	Financial
<b>May</b> 5/20/22		

<b>June</b> 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	
<b>July</b> 7/15/22	Enrollment update Staffing update	