

DISCOVERY CHARTER SCHOOL BOARD OF TRUSTEES MEETING AGENDA

July 21, 2023 8:00-10:00 a.m.

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

Remote Attendance for Public Meeting Option: Zoom Link

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

Topic: **Discovery Charter School- Board of Trustees Meeting
7.21.2023**

8:00 AM Eastern Time (US and Canada)

Zoom link:

<https://us06web.zoom.us/j/86450663136?pwd=RkdPU3dTRGJmNkFzKy9CULc2Nys0QT09>

Meeting ID: 864 5066 3136

Passcode: Discovery

1. Call to Order
2. Proof of Public Notice of Meeting
3. Conflict of Interest Reminder
4. Public Comment
5. Update on Trustees—Welcome and Farewell
6. Consent Agenda (*Action Required*): Approve Minutes for Meeting of 6.16.2023; **Resolution #496**: Checks over \$5000, April, May, and June; **Resolution #502: New Hires**.
7. Committee Reports: Update on Annual Review of Policies
 - a. Audit & Finance Committee Report—June and July Minutes included in Board Materials
 - b. Governance Committee Report
 - c. Executive Committee Report
 - d. Academic Excellence Committee
 - e. Personnel Committee Report
 - f. Committee on Diversity, Equity, and Inclusion
 - g. Parent Representative
8. Charter Renewal Application (*Action Required*): **Resolution # 497**: Approval of Board Cover Letter for Charter Renewal Application
9. Five-year Budget (*Action Required*): **Resolution # 498**: Approval of Five-year Budget
10. Revision of Policies (*Action Required*): **Resolution #499**: Revision of Policies #1300, #1310, #1400, #2500, #3310, #3700, #4200, #4201, #4400.
11. Committee Membership (*Action Required*): **Resolution #500: Committee Membership 2023-24**
12. Interest Bearing Account with Merrill Lynch: (*Action Required*): **Resolution #501: Interest Bearing Bank Account**
13. Board Contact Information
14. Q4 Academic Progress (Q4 Benchmark Data)—Cece Diaz and Justin Shultz
15. Executive Session
16. Motion to Adjourn (*Action Required*)

Next Regular Meeting: August 17, 2023, 8:00 a.m.

DISCOVERY CHARTER SCHOOL BOARD OF TRUSTEES

MEETING MINUTES

June 16, 2023; 8:00 A.M.

133 Hoover Drive, Rochester, New York 14615

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

Remote Attendance for Public Meeting Option: Zoom Link

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

Topic: Discovery Charter School- Board of Trustees Meeting 6.16.23

Time: June 16, 2023 8:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

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

Meeting ID: 864 5066 3136

Passcode: Discovery

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

Trustee Participating Remotely: none

Trustees Excused: E. Stubbs, C. Wilkins, S. Adair (Treasurer)

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

Participating Remotely: S. Polowitz (Legal Council)

1. Call to Order

a. The Chair called the meeting to order at 8:18, and it was determined that a lawful quorum of six was present.

2. Proof of Public Notice of Meeting

a. Public Notice was provided in the *Democrat and Chronicle*, posted at the school and on the school website

3. Conflict of Interest Reminder

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

4. Opportunity for Public Comment: no public comment

5. Consent Agenda: Approve Minutes for Meeting of 5.19.2023 - Moved by L. Lewis, seconded by D. Braveman, approval was unanimous, no abstentions.

6. Committee Reports

a. Executive Committee: *(no report)*

b. Academic Excellence Committee: *(no report)*

c. Governance Committee Report: *(no report)*

d. Personnel Committee Report: *(no report)*

e. Audit & Finance Committee Report: *(Minutes included in Board Materials, currently in surplus, in good shape for the end of the school year)*

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

g. Parent Representative Report: (no report)

7. **Resignation of Ebony Stubbs, Parent Representative:** S. Castner is currently looking for parents that have an interest in being the parent representative.

8. **New Trustee Nomination:** Joyce Johnson, recommended by Governance Committee. **Resolution #490:** ~~NOW~~, therefore, the Discovery Charter School Board of Trustees, having conducted a thorough criminal history record check via fingerprinting which is deemed acceptable by NYSED, and having discovered no State or federal criminal history, or having provided information regarding such history to NYSED, if found, and having verified that any academic and/or professional credential or qualification presented by the proposed member is genuine, has voted to select Joyce Johnson as a member to its Board of Trustees, with a term expiring on June 30, 2026, pending approval by NYSED. The resolution approving Joyce Johnson is adopted upon NYSED's approval. Moved by M.Galarza-Ruiz, seconded by L. Lewis, approval was unanimous, no abstentions.

Commented [1]: Sara- I kept the same language from the last minutes, not sure if anything needs to be changed.

9. **23-24 Meeting Schedule: Resolution #491:** Moved by L. Lewis, seconded by M. Galarza-Ruiz, approval was unanimous, no abstentions.

10. **TNTP Insight Teacher Survey: Resolution #492:** This survey would take place twice a year, with a three year contract, option to cancel at any time. Moved by M.Galarza-Ruiz, seconded by R. Stiles, approval was unanimous, no abstentions.

11. **Denison Leadership 360: Resolution #493:** This leadership survey was used at Hillside Learning Center, would be anonymous and costs only \$200. Moved by L. Lewis, seconded by R. Stiles, approval was unanimous, no abstentions.

12. **Charter Champions:** This is a group that Discovery can connect with that assists with the teacher pipeline, attracting future teachers to Rochester charter schools.

13. **July Planning Retreat:** Topics for discussion include the community school model, academic goals, use of technology and what students do with their time when not in school.

14. **Resolution #495 New Hires:** New hires recommended by S. Castner were approved. Moved by D. Braveman, seconded by M. Galarza-Ruiz, approval was unanimous, no abstentions.

15. **Execution Session:** The board moved into executive session to discuss a personnel matter. Moved by R. Stiles, Seconded by L. Lewis, approval was unanimous, no abstentions. Motion to leave Executive Session: Moved by D. Braveman, Seconded by R. Stiles, approval was unanimous, no abstentions.

16. **Motion to Adjourn:** Moved by D. Braveman, Seconded by R. Stiles, approval was unanimous, no abstentions.

Next Regular Meeting: 7/21/23 8:00 AM

Minutes submitted by M. Bradstreet

DISCOVERY CHARTER SCHOOL

RESOLUTION #496

At a Regular Meeting of the Board of Trustees of Discovery Charter School (the "School") held on the 221st day of July, 2023 at **133 Hoover Drive, Rochester NY 14615 with the option for attendance via Zoom link:**

Zoom link:

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

Meeting ID: 864 5066 3136

Passcode: Discovery

the following Resolution was adopted by the Board of Trustees:

RESOLVED: To authorize the following *non-routine* payments of \$5000 or more **for April 2023:**

--The Hartford Insurance Company - \$5,200.13: Quarterly remittance for NYS disability and Paid Family Leave

--The Hartford Insurance Company - \$5,057.91: Monthly insurance expense that includes a quarterly Workers' Comp payment which brings it over \$5,000.

For May 2023:

--Gates-Chili Central School District - \$7,721.46: Refund of overpayment from a student changing districts.

--The Coppola Firm - \$5,347.50: legal fees.

For June 2023:

Curriculum Associates - \$9,120.50: Curriculum/textbook purchase

Date: July 21, 2023

Marisol Galarza-Ruiz, Secretary

DISCOVERY CHARTER SCHOOL

RESOLUTION #499

At a Regular Meeting of the Board of Trustees of Discovery Charter School (the "School") held on the 21st day of July, 2023 at **133 Hoover Drive, Rochester NY 14615 with the option for attendance via Zoom link:**

Zoom link:

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

Meeting ID: 864 5066 3136

Passcode: Discovery

the following Resolution was adopted by the Board of Trustees:

WHEREAS: It is the policy of the DCS Board of Trustees to review each policy annually ; AND

WHEREAS: Revision of Policies #1300, #1310, #1400, #2500, #3100, #3310, #3700, #4400 has been proposed by the School Director and Board Counsel; IT IS THEREFORE

RESOLVED: That the Board approves and adopts the recommended changes to policies #1300, #1310, #1400, #2500, #3310, #3700, #4200, #4201, #4400.

Date: July 21, 2023

Marisol Galarza-Ruiz, Secretary

DISCOVERY CHARTER SCHOOL

RESOLUTION 500

At a Regular Meeting of the Board of Trustees of Discovery Charter School (the "School") held on the 21st day of July 2023 at 133 Hoover Drive, Rochester NY 14615 (School Director's Office) with the option for attendance via Zoom link:

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

Meeting ID: 864 5066 3136

Passcode: Discovery

the following Resolution was adopted by the Board of Trustees:

WHEREAS: Discovery Charter School possesses a substantial cash reserve, and

WHEREAS: It is anticipated that some of this reserve will be maintained for the foreseeable future ; and

WHEREAS: It is therefore prudent to place some of this reserve in an interest-bearing account;

IT IS, THEREFORE, RESOLVED: That \$250,000 of the cash reserve be placed in a Preferred Deposit account at Merrill Lynch, which will provide market rate interest and allow for electronic transfers for funds to be available within 24 hours of transfer

Marisol Galarza-Ruiz Secretary

Date: July 21, 2023

DISCOVERY CHARTER SCHOOL

RESOLUTION 500

At a Regular Meeting of the Board of Trustees of Discovery Charter School (the “School”) held on the 21st day of July 2023 at 133 Hoover Drive, Rochester NY 14615 (School Director’s Office) with the option for attendance via Zoom link:

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

Meeting ID: 864 5066 3136

Passcode: Discovery

the following Resolution was adopted by the Board of Trustees:

WHEREAS: The 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 of Trustees have determined that these committees are appropriate for 2023-2024; 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 2024 fiscal year (July 2023 - June 2024):

Executive Committee:

- Lisa Lewis, Board Chair
- Sareer Fazili, Board Vice Chair
- Scott Adair, Board Treasurer
- Marisol Galarza-Ruiz, Board Secretary
- Sara Varhus, Academic Excellence Committee Chair

Governance Committee

- Daan Braveman, Chair
- Robert Stiles
- Sara Varhus

Audit&Finance Committee:

- Scott Adair, Chair

- Lisa Lewis
- Sareer Fazili
- Sara Castner, nonvoting ex officio
- Anne Culver, nonvoting ex officio

Human Resources/Personnel Committee:

- Lisa Lewis, Chair
- Joyce Johnson
- Robert Stiles
- Anne Culver, nonvoting ex officio

Academic Excellence Committee

- Sara Varhus, Chair
- La Quisha Bridges
- Robert Stiles
- Sara Castner, nonvoting ex officio

Diversity, Equity, and Inclusion

- Daan Braveman, Chair
- Marisol Galarza-Ruiz
- Parent Trustee TBD
- Frederick Dicks, nonvoting ex officio

Marisol Galarza-Ruiz Secretary

Date: July 21, 2023

DISCOVERY CHARTER SCHOOL

RESOLUTION #502

At a Regular Meeting of the Board of Trustees of Discovery Charter School (the “School”) held on the 21st day of July, 2023 at **133 Hoover Drive, Rochester NY 14615 with the option for attendance via Zoom link:**

Zoom link:

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

Meeting ID: 864 5066 3136

Passcode: Discovery

the following Resolution was adopted by the Board of Trustees:

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:

Kayleigh Pellittieri Grade 4 General education teacher (she is from Rochester academy Charter this will be her 2nd year teaching)

Jillian Llano Grade 5 Special Education Teacher (she is from Rochester academy Charter this will be her 2nd year teaching)

Date: July 21, 2023

Marisol Galarza-Ruiz, Secretary

Finance Committee Meeting Minutes
 Meeting Date 06/13/2023 / Time: 8:00 am
 Minutes Recorded By: Anne Culver

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

MEETING AGENDA, MINUTES AND ACTION ITEMS

Agenda Item	Discussion	Action Item	Responsible Party	Due Date
Financial Statement Review	The April financials were reviewed. ~ \$1M in the operating account. We are still showing overall income of \$260K currently.	Send contact info for banking connections to Anne	Scott	06/15/2023
Money Market Account	Will start salary study by the end of the month.	Reach out to bank contacts re:	Anne	06/15/2023
Upcoming Audit	Reviewed information re: Merrill MM account. Interest rate is tied to fed rate and changes accordingly. Currently over 4.7% Auditors completed their interim testing. Nothing significant noted. Single audit will be performed again due to ESSER funding.	MM account options		

Finance Committee Meeting Minutes
Meeting Date 06/13/2023 / Time: 8:00 am
Minutes Recorded By: Anne Culver

Finance Committee Meeting Minutes
 Meeting Date 07/18/2023 / Time: 8:00 am
 Minutes Recorded By: Anne Culver

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

MEETING AGENDA, MINUTES AND ACTION ITEMS				
Agenda Item	Discussion	Action Item	Responsible Party	Due Date
Financial Statement Review	The June financials were reviewed. ~ \$500K in the operating account. Made the first \$5K payment to MMB, expecting lower expense for NYSTRS. We are still showing an overall income of \$260K currently.	Send resolution information to Sara V	Anne	07/18/2023
Money Market Account	Salary study info was sent to the Burke Group at the beginning of July. Hope to have information mid-August	Schedule Personnel/Finance meeting to discuss ERC use	Anne/Lisa	07/18/2023
Upcoming Audit	We will move forward with the Merrill Lynch account and continue to look for at least one additional bank to hold an interest-bearing account while the interest rates are still favorable.	Financial Narrative for renewal application	Anne/Sara V/Scott	08/01/2023
Update on Salary Study		Prepare 5-year budget for renewal application	Anne	07/20/2023

Finance Committee Meeting Minutes
 Meeting Date 07/18/2023 / Time: 8:00 am
 Minutes Recorded By: Anne Culver

	<p>Auditors will begin work in August. Many year end adjustments have already been made so we are in good shape for the audit.</p> <p>The first of two Employee Retention Credits have been approved by the IRS. We will expect cash influx of approximately \$320K. Personnel and Finance Committees will meet to determine retention/sign on bonus to attract/retain staff</p> <p>Discussed the financial reporting requirements for the renewal application. Anne is working on the 5-year budget and will work with Sara V on the narrative.</p>			



**CONFLICT OF INTEREST POLICY
1300**

Article I: Purpose

The purpose of the Conflict of Interest Policy is to protect Discovery Charter School (the Organization) when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or a family member of either, or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Article II: Definitions

1. Interested Person

Any Trustee (Director), principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an Interested Person.

2. Financial Interest

A person has a Financial Interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,
- b. A compensation arrangement with the Organization or with any entity or individual with which the Organization has transaction or arrangement, or
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is contemplating or negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A Financial Interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a Financial Interest may have a Conflict of Interest if the Board of Trustees (the Governing Board) or Governing Board committee decides that a Conflict of Interest exists.

Article III: Procedures

1. Duty to Disclose

In connection with any actual or possible Conflict of Interest, an Interested Person must disclose the existence of the Financial Interest and be given the opportunity to disclose all material facts to the Governing Board and members of committees with Governing Board delegated powers considering the proposed transaction or arrangement.

At the beginning of each meeting of the Board of Trustees, the Board Chair shall remind those trustees in attendance that they must conduct themselves in accordance with the law and the Organization's Bylaws and policies if an actual or possible Conflict of Interest exists. The Chair shall read the following:

"The Chair reminds everyone that if a potential Conflict of Interest exists concerning a subject under discussion by the Board that 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."

2. Determining Whether a Conflict of Interest exists

Two lists of *potential* conflicts of interest shall be maintained. List contents will be created from the Annual Statements signed by each Trustee, principal officer and member of a committee with Governing Board-delegated powers and from examination of resumes of each such person. One list will be kept in alphabetical order by Annual Statement signor. The other will be in alphabetical order by any business or person(s) providing any services to the Organization.

During a meeting of the Governing Board, after disclosure of a Financial Interest and all material facts, and after any discussion with the Interested Person, said Interested Person shall leave the Governing Board or committee meeting while the determination of whether or not a Conflict of Interest is discussed and voted upon by the remaining Governing Board members. or committee members shall decide if a Conflict of Interest exists.

3. Procedures for Addressing the Conflict of Interest

a. An Interested Person may make a presentation at the Governing Board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible Conflict of Interest. In the event the Governing Board feels it is in the Organization's best interest to have the Interested Person participate in discussion, a motion to that effect must be properly made and approved. Under

no circumstances will the interested person vote on this motion or participate in any vote concerning the issue under discussion.

b. The chairperson of the Governing Board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

c. After exercising due diligence, the Governing Board or committee shall determine whether the Organization can obtain, with reasonable efforts, a more advantageous transaction or arrangement from a person or entity that would not give rise to a Conflict of Interest.

d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a Conflict of Interest, the Governing Board or committee shall determine by a majority vote of the disinterested Governing Board members whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

4. Violations of the Conflict of Interest Policy

a. If the Governing Board or committee has reasonable cause to believe an interested member has failed to disclose actual or possible Conflicts of Interest, it shall inform the interested member of the basis for such belief and afford the interested member an opportunity to explain the alleged failure to disclose.

b. If, after hearing the interested member's response and after making further investigation as warranted by the circumstances, the Governing Board or committee determines the interested member has failed to disclose an actual or possible Conflict of Interest, it shall take appropriate disciplinary and corrective action.

Article IV: Records of Proceedings

The minutes of the Governing Board and all committees with board delegated powers shall contain:

a. The names of the persons who disclosed or otherwise were found to have a Financial Interest in connection with an actual or possible Conflict of Interest, the nature of the financial interest, any action taken to determine whether a Conflict of Interest was present, and the Governing Board's or committee's decision as to whether a Conflict of Interest in fact existed.

- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Article V: Compensation

Consistent with Section 2.11. Compensation of the Organization's Bylaws, no Trustee shall receive, directly or indirectly, salary, compensation or emolument from the Organization for acting as a Trustee, except reimbursement of expenses necessarily incurred in effecting one or more of the corporate purposes of the Corporation.

Article VI: Annual Statements

Each director (trustee), principal officer and member of a committee with Governing Board delegated powers shall annually sign a statement which affirms such person:

- a. Has received a copy of the Conflict of Interest Policy,
- b. Has read and understands the Conflict of Interest Policy,
- c. Has agreed to comply with the Conflict of Interest Policy
- d. Understands the Organization is federally tax exempt charitable organization, and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes,
- e. Has completed the NYSED Disclosure of Financial Interest form and,
- f. Agrees to keep Executive Sessions of the Board and Committee meetings confidential.

Article VII: Periodic Reviews

To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations and vendors conform to the Organization's written policies, are

properly recorded, reflect reasonable investment or payments for goods and service, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

Article VIII: Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the Governing Board of its responsibility for ensuring that periodic reviews are conducted.

Approved by the Board of Trustees
January 18, 2011

Revised by the Board of Trustees
June 14, 2012
January 15, 2015

Reviewed by the Board of Trustees
June 18, 2018

CONFLICT OF INTEREST & CONFIDENTIALITY AGREEMENT

1310

1. Policy Acknowledgment. By signature below, I certify that I have in my possession a copy of the Conflict of Interest Policy of Discovery Charter School, I have read and understand the policy, I agree to comply with the policy and I agree to report to the Chair of the Board of Trustees of Discovery Charter School any changes in the responses I have given on the NYSED Disclosure of Financial Interest form most recently completed.

2. Tax Exempt Acknowledgment. By signature below, I certify that I understand Discovery Charter School is an education corporation chartered in the State of New York, is tax exempt, and must engage in activities which accomplish one or more of its tax-exempt purposes.

3. Disclosure Form. By signature below, I certify that I have completed the current version of the New York State Education Department's Disclosure of Financial Interest form, to be filed with the Discovery Charter School's Annual Report.

4. Inside Information. By signature below, I certify that neither I, nor any member of my immediate family, have disclosed or used information relating to Discovery Charter School business for the personal profit or advantage of myself or any member of my immediate family.

5. Gift and Gratuities. By signature below, I certify that neither I nor any member of my immediate family has accepted gifts, gratuities, or entertainment that might influence my judgment or actions concerning business of Discovery Charter School. (This does not include the acceptance of items of nominal or minor value that are clearly tokens or respect of friendship and not related to any particular transaction or activity.)

6. Confidentiality. By signature below, I recognize and agree that Executive Sessions of Board and Committee meetings of Discovery Charter School are conducted in strict confidence and matters that are discussed therein are sensitive in nature, and therefore, confidential within discovery Charter School. I agree, in connection with any and all participation in Executive Sessions of Board and Committee meetings to maintain all information, whether or not

specifically identified as confidential and proprietary, in strictest confidence, absent specific authorization to release or disclose information to third parties by the Board of Trustees.

Signature: _____ Date: _____

Printed: _____ Position: _____

(Approved by the Board of Trustees 6/14/2012)

Reviewed by the Board of Trustees

June 18, 2018

OPEN MEETINGS LAW POLICY

1400

Discovery Charter School (“DCS”) is a New York charter school and as such is a public body as defined by New York law. DCS must therefore comply with NY Open Meetings Law (Public Officers Law §§ 100–111). Meetings of the DCS Board of Trustees (the “Board”) and its committees and subcommittees must be preceded by appropriate public notice and be open for public attendance in compliance with the requirements of the law. An executive session or private meeting may be called by a majority vote of the total membership of the the Board for the purpose of transacting business on a limited number of subjects enumerated at §105 of the law.

Open Meetings

A meeting is the formal convening of a public body for the purpose of officially transacting public business. Even informal gatherings of public bodies to discuss public business, even if there is no intent to take action and irrespective of the manner in which the gathering is characterized, are subject to the requirements of the Open Meetings Law whenever a quorum is present. These informal meetings, which have been variously known as work sessions, agenda sessions, conferences, organizational meetings, and the like, must be preceded by proper public notice and be open to the public in the same manner as formal meetings at which voting is scheduled. Social gatherings at which business is not discussed and casual encounters by members are not subject to these requirements.

Executive Sessions

The Open Meetings Law does provide for the holding of executive or closed sessions, called on a majority vote of the total membership of the Board of Trustees, to discuss or act on the following enumerated subjects: 1) matters which may imperil public safety if disclosed; 2) matters which may disclose the identity of a student or law enforcement agent or informer; 3) information relating to current or future investigation or prosecution of a criminal offense which would imperil effective law enforcement if disclosed; 4) proposed, pending or current litigation; 5) collective bargaining negotiations; 6) confidential personnel decisions or the medical, financial credit or employment history of a particular person or corporation; 7) the preparation, grading or administration of examinations; and 8) real property transactions or the proposed acquisition of securities, or sale or exchange of securities, where publicity would substantially affect the value.

Notice

Every meeting must be preceded by notice of the time and place given to the news media and by means of posting in one or more designated, conspicuous public locations. When a meeting is scheduled at least a week in advance, notice must be given not less than seventy-two hours prior to the meeting; if a meeting is scheduled less than a week in advance, notice must be given at a reasonable time prior to the meeting.

Minutes

At a minimum, minutes of open meetings must consist of “a record or summary of all motions, proposals, resolutions and any matter formally voted upon and the vote thereon.” Minutes of executive sessions must consist of a “record or summary of the final determination” of action taken, the date and the vote of members. . Minutes shall be made available within two weeks from the date of an open meeting.

Reasonable efforts will be made to hold meetings in facilities that permit barrier-free access to physically handicapped persons.

SAMPLE PUBLIC NOTICE:

MEDIA ANNOUNCEMENT: Via Fax

PUBLIC ANNOUNCEMENT: Via Public Posting (date)

DISCOVERY CHARTER SCHOOL

BOARD OF TRUSTEES

OPEN MEETING ANNOUNCEMENT

A regularly scheduled meeting of the Discovery Charter School Board of Trustees will be held:

Thursday, October 16, 2014

6:00 p.m.

Room 202

133 Hoover Drive

Rochester, NY 14615

Media and the public are welcome to attend.

Parking available; Barrier-Free facility.

For additional information, contact: 585-XXX-XXXX

Approved by the Board of Trustees

January 18, 2011

Reviewed by the Board of Trustees

June 18, 2018

May 2023

DOCUMENT RETENTION AND DESTRUCTION POLICY

2500

Purpose

In accordance with the Sarbanes-Oxley Act, which makes it a crime to alter, cover up, falsify, or destroy any document with the intent of impeding or obstructing any official proceeding, this policy provides for the systematic review, retention and destruction of documents received or created by Discovery Charter School in connection with the transaction of organization business. This policy covers all records and documents, regardless of physical form, contains guidelines for how long certain documents should be kept and how records should be destroyed. This policy is designed to ensure compliance with federal and state laws and regulations, to eliminate accidental or innocent destruction of records and to facilitate Discovery Charter School operations by promoting efficiency and freeing up valuable storage space.

Document Retention

Discovery Charter School follows the document retention procedures outlined below. Documents that are not listed, but are substantially similar to those listed in the schedule will be retained for the appropriate length of time.

Corporate Records:

Annual Reports to Secretary of State/Attorney General	Permanent
Articles of Incorporation	Permanent
Board Meeting and Board Committee Minutes	Permanent
Board Policies/Resolutions	Permanent
Bylaws	Permanent

Construction Documents	Permanent
Fixed Asset Records	Permanent
IRS Application for Tax-Exempt Status (Form 1023)	Permanent
IRS Determination Letter	Permanent
State Sales Tax Exemption Letter	Permanent
Contracts (after expiration)	7 years
Correspondence (general)	3 years

Accounting and Corporate Tax Records:

Annual Audits and Financial Statements	Permanent
Depreciation Schedules	Permanent
General Ledgers	Permanent
IRS 990 Tax Returns	Permanent
Business Expense Records	7 years
IRS 1099's	7 years
Journal Entries	7 years
Invoices	7 years
Sales Records (box office, concessions gift shop)	5 years
Petty Cash Vouchers	3 years
Cash Receipts	3 years
Credit Card Receipts	3 years
Donor Records and Acknowledgement Letters	7 years

Bank Records:

Check Registers	Permanent
Bank Deposit Slips	7 years
Bank Statements and Reconciliation	7 years
Electronic Fund Transfer Documents	7 years

Payroll and Employment Tax Records:

Payroll Registers	Permanent
State Unemployment Tax Records	Permanent
Earnings Records	7 years
Garnishment Record	7 years
Payroll Tax Returns	7 years
W-2 Statements	7 years

Employee Records:

Employment and Termination Agreements	Permanent
Retirement and Pension Plan Documents	Permanent
Records Relating to Promotion, Demotion or Discharge	7 years after termination
Accident Reports and Worker's Compensation Records	5 years
Salary Schedules	5 years
Employment Applications	3 years
I-9 Forms	3 years after termination
Time Cards	3 years
<u>Background Checks</u>	<u>7 years</u>

Legal, Insurance and Safety Records:

Appraisals	Permanent
Copyright Registrations	Permanent
Environmental Studies	Permanent
Insurance Policies	Permanent
Real Estate Documents	Permanent
Stock and Bond Records	Permanent
Trademark Registrations	Permanent
Leases	6 years after expiration
OSHA Documents	5 years
General Contracts	3 years after termination
Grant Applications and Contracts	5 years after completion

Electronic Documents and Records

Electronic documents will be retained as if they were paper documents. Therefore, any electronic files, including records of donations made online, that fall into one of the document types on the above schedule will be maintained for the appropriate amount of time. If a user has sufficient reason to keep an email message, the message should be printed on hard copy and kept in the appropriate file or moved to an "archive" computer file folder. Backup and recovery methods will be tested on a regular basis.

Emergency Planning

Discovery Charter School records will be stored in a safe, secure and accessible manner. Documents and financial files that are essential to keeping Discovery Charter School operating in an emergency will be duplicated or backed up at least every week and maintained off site.

Document Destruction

Discovery Charter School Director/Finance Manager is responsible for the ongoing process of identifying those records which have met the required retention period and overseeing their destruction. Destruction of financial and personnel-related documents will be accomplished by shredding.

Document destruction will be suspended immediately, upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation.

Compliance

Failure on the part of any Discovery Charter School employee to follow this Document Retention and Destruction Policy can result in possible civil and criminal sanctions against Discovery Charter School and/or its employees and possible disciplinary action against responsible individuals. The Director and the finance committee chair will periodically review these procedures with legal counsel and/or the organization's certified public accountant to ensure that they are in compliance with new or revised regulations.

Approved by the Board of Trustees

January 18, 2011

PERSONNEL POLICIES

3100

Employment Practices

Nature of Employment

Employment at Discovery Charter School (DCS) is "at-will." This^[LL1] means that it is voluntarily entered into, and the employee is free to resign at any time, with or without cause. Similarly, it means that DCS may terminate the employment relationship at any time, with or without notice or cause, so long as there is no violation of federal or state law.

Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between DCS and any of its employees. The provisions of the handbook have been developed at the discretion of management and, except for its policy of employment-at-will, may be amended or cancelled at any time at DCS's sole discretion.

These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of the DCS School Director and the Board of Trustees.

Equal Employment Opportunity

It is the policy of the DCS to assure that applicants are employed, and the employees are treated during employment, without regard to their race, color, religion, sex, national origin, age, disability, marital status, military status, veteran status, domestic violence victim status, sexual orientation, genetic predisposition or carrier status, or any other characteristic protected by law. ^[LL2] An applicant is defined as an individual invited to fill out an application for a vacant position. Such action shall include employment, upgrading, demotion, or transfer^[LL3]; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training.

If you have any questions about DCS's EEO policy, you may contact the Finance & HR [HA4] Manager or School Director.

Americans with Disabilities Act

DCS prohibits discrimination against qualified individuals with disabilities in all aspects of employment

, including, but not limited to recruitment, selection, job assignment, compensation, discipline, termination, demotions, leaves of absence, layoff, employer-sponsored activities and access to benefits and training.

Qualified Individuals with Disabilities

Qualified individuals with disabilities are defined as individuals with disabilities who can perform the essential functions of the job with or without reasonable accommodation.

Reasonable Accommodations

Reasonable accommodation is defined as any change or adjustment to a job, the work environment, or the way things usually are done that enables a qualified individual with a disability to enjoy an equal employment opportunity and does not pose an undue hardship.

Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact their supervisor, Finance & HR Manager or the School Director.

If you have any questions about this policy, please contact the Finance & HR Manager or School Director.

Immigration Law Compliance

DCS is committed to compliance with the Immigration Reform and Control Act of 1986. As a result, each new employee, as a condition of employment, will be required to complete the Employment Eligibility

Verification Form (I-9) and present documentation establishing his/her identity and employment eligibility. The I-9 requirements apply to any employee hired on or after November 7, 1986.

Former employees that are rehired must also complete this form if they have not completed an I-9 within the past three years or if their previous I-9 is no longer retained or valid. You must complete a new Form I-9 if the version of the form you used for the previous verification has since been replaced by a newer version.

If an employee is authorized to work in this country for a limited time period, the individual will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed by the school.

If you have questions or would like more information about immigration law issues, you are encouraged to contact the Finance & HR/HR Manager or School Director.

NOTE: DCS is an equal opportunity employer and does not make employment decisions based on an applicant's or an employee's citizenship, national origin, or ancestry. You should feel free to raise questions or express your concerns regarding immigration law issues without fear of retaliation.

Employment Categories

The following terms are used to describe the classification of employees and their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and DCS

FULL-TIME employees are those who are not in a temporary status and who are regularly scheduled to work a minimum of 40 hours per week during the entire school year. Generally, they are eligible for the DCS benefit package, subject to the terms, conditions, and limitations of each benefit program.

PART-TIME employees are those who are not temporary and who are regularly scheduled to work less than 32 [HA6] hours per week. While part-time employees do receive all legally mandated benefits (such

as Social Security and workers' compensation insurance), they may not be eligible for all of DCS's other benefit programs.

TEMPORARY employees are those who are hired as interim replacements to temporarily supplement the work force, to fill in during faculty members' absence or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. While they receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for all of DCS's other benefit programs.

Interns/Volunteers

Other Classifications^[HA7]

Volunteers – Volunteers perform services for a temporary period without the expectation of monetary compensation. Individuals who are Volunteers are not considered DCS employees; they are subject to all policies herein except that Volunteers are not eligible to receive benefits.

Interns – Interns may be interns or recent graduates who are experiencing supervised practical training. All interns are required to have a DCS staff supervisor. Individuals who are interns are not considered DCS employees; they are subject to all policies herein except that interns are not eligible to receive benefits.

Sexual Harassment & Other Unlawful Harassment & Discrimination

DCS strives to maintain an environment free from discrimination and harassment, where employees treat each other with respect, dignity, and courtesy. This policy applies to all phases of employment, including but not limited to recruiting, testing, hiring, promoting, demoting, transferring, laying off, terminating, paying, granting benefits, and training. This policy also applies not only to the workplace during normal business hours, but also to all job sites, work-related social functions, whether on or off the school's premises, and to business-related travel.

Sexual Harassment Policy and Non –Discrimination Policies.

Any vendor or sub contractors who works with DCS acknowledges and understands that, pursuant to New York State law DCS's Sexual Harassment Policy and Non – Discrimination Policy (the "Policies") applies to all employees, paid or unpaid interns, and non-employees, such as contractors,

subcontractors, consultants or anyone providing services to DCS, and all must follow and uphold the Policies, attached hereto as Schedule ____ The Policies are being provided to ESN and are hereby incorporated into and made a part of this Agreement.

2. Any vendor or subcontractors who works with DCS **are not entitled to and will not receive any Personally Identifiable Information.** Personally Identifiable Information (PII) means personally identifiable information as defined in section 99.3 of Title 34 of the Code of Federal Regulations implementing the Family Educational Rights and Privacy Act, 20 U.S.C 1232g , and Teacher or Principal APPR Data, defined as PII from Client's records relating to the annual professional performance reviews of classroom teachers or principals that is confidential and not subject to release under the provisions of New York Education Law §§ 3012-c and 3012-d.

In the event any vendor or subcontractors who works with DCS comes into possession of any student information which constitutes PII (also referred to herein as "confidential student data") during the performance of its services for DCS under this Agreement (including, but not necessarily limited to such student data as: NYS student number, student name, students zip codes, free & reduced lunch status, demographic data, subject area academic test scores, in-house and state exam results, attendance, tardy to school, early departure from school, suspension and class removal records, interventions provided to students), then, and in said event, Any vendor or subcontractors who work with DCS (a) shall notify DCS immediately, (b) shall not disclose any of such confidential student data or information to anyone under any circumstances, (c) shall destroy such confidential student data immediately, and (d) shall adhere to all federal and state laws and regulations protecting the confidentiality of confidential student data including, but not limited to, the Family Educational Rights and Privacy Act ("FERPA") and the Protection of Pupil Rights Amendment ("PPRA").

In the event any vendor or subcontractors who works with DCS comes into possession of any confidential employee data or information which constitutes PII (also referred to herein as "confidential employee data") then, and in said event, ESN (a) shall notify Client immediately, (b) shall not disclose any of such confidential employee data or information to anyone under any circumstances, (c) shall destroy such confidential employee data immediately, and (d) shall adhere to all federal and state laws and regulations protecting the confidentiality of confidential employee data including, but not limited to, New York Education Law §§ 3012-c and 3012-d.

Prohibited Behavior

DCS does not and will not tolerate any type of discrimination or harassment of our employees, applicants for employment, or our customers. Discriminatory conduct or conduct characterized as harassment as defined below is prohibited.

The term harassment includes, but is not limited to, slurs, jokes, and other verbal or physical conduct relating to a person's gender (including pregnancy), race, color, religion, national origin, age, disability, military status, creed, sexual orientation, genetic predisposition or carrier status, marital status, domestic violence victim status, arrest record, or any other protected category under federal, state, or local law.

Sexually harassing behavior in particular includes unwelcome conduct such as: sexual advances, requests for sexual favors, offensive touching, or other verbal or physical conduct of a sexual nature. Such conduct may constitute sexual harassment when it:

- Is made an explicitly or implicitly condition of employment
- Is used as the basis for employment decisions
- Unreasonably interferes with an individual's work performance; or
- Creates an intimidating, hostile, or offensive working environment.

The types of conduct covered by this policy include demands or subtle pressure for sexual favors accompanied by a promise of favorable job treatment or threat concerning employment.

Specifically, it includes sexual behavior such as:

- Sexual flirtations, advances, or propositions;
- Verbal abuse of a sexual nature, sexually related comments and joking, graphic or degrading comments about an employee's appearance, or displaying sexually suggestive objects or pictures including cartoons and vulgar e-mail messages; and
- Physical contact or touching, such as patting, pinching, or repeated brushing against another's body.

Such conduct may constitute sexual harassment regardless of whether the conduct is between members of management, between management and employees, between employees, or directed at employees by non-employees conducting business with the school, regardless of gender – including same-sex harassment.

Complaint Procedure and Investigation

Any employee who has experienced a possible incident of sexual harassment or other unlawful harassment or discrimination should promptly report the matter to his/her supervisor. If that person is not available, or you believe it would be inappropriate to contact that person, contact your supervisor, the Business Manager or the School Director.

When a complaint is registered with the supervisor or Finance & HR Manager, it is his or her duty and responsibility to advise the School Director of the nature of the complaint as soon as possible. DCS will investigate the complaint and take proper action on behalf of the employee.

Any supervisor or other employee who becomes aware of possible sexual or other unlawful harassment should promptly advise the Finance & HR Manager and/or School Director, who will handle the matter in a timely and confidential manner.

DCS will conduct a prompt investigation as confidentially as possible under the circumstances. Employees who raise concerns and make reports in good faith can do so without fear of reprisal; at the same time, employees have an obligation to cooperate with DCS in enforcing this policy and investigating and remedying complaints.

Retaliation

Any employee who files a complaint of harassment or other discrimination in good faith will not be adversely affected in terms and conditions of employment and will not be retaliated against or discharged because of the complaint. In addition, the school will not tolerate retaliation against any employee who, in good faith, cooperates in the investigation of a complaint.

Benefits

Employee Benefits^{[DS9] [HA10]}

Wages are only a part of the total compensation package offered to our employees. We also offer an extensive fringe benefits package. As the DCS evolves, we will continue to review and revise these employee policies and benefit programs. The DCS reserves the right to alter, reduce or terminate any pay practices, policies, benefits and benefit plans, in whole or in part, without advance notice.

The benefit information found in this handbook is intended to provide an overview of the benefit plans. ***The actual benefits are controlled by the terms of the applicable plan documents and insurance policies.*** Questions regarding the interpretation of these plans will be answered in accordance with the actual plan documents and insurance policies rather than the summaries contained in this handbook. Employees may obtain copies of these documents from Operations Manager. DCS and/or the plan administrator have the sole discretion to determine the eligibility for benefits and to interpret and administer these benefit plans.

Eligible employees at Discovery Charter School (DCS) are provided a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, state disability, and unemployment insurance) cover employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification.

The Finance & HR Manager can identify the programs for which you are eligible. Details of some of these programs can be found elsewhere in the employee handbook.

The following benefit programs are available to eligible employees:

- Paid Time Off
- Holidays
- Jury Duty
- Workers' Compensation Insurance
- Health Insurance
- Dental Insurance
- Vision Insurance[HA11]
- Short-Term Disability
- Paid Family Leave
- Life Insurance
- Retirement Plans
- Section 125 Plan
- Benefits Continuation (COBRA)

Some benefit programs do require contributions from employees. A packet with more detailed information is available from the Finance & HR Manager. Employees are responsible for reviewing the information in order to select programs which best meets their needs and eligibility.

Health and Dental Insurance

The DCS health plans provide employees and their dependents access to medical and dental insurance benefits. Full-Time employees are eligible to participate in the health and dental insurance plan commencing on the date of hire. Eligible faculty members who elect health and/or dental insurance coverage will pay a portion of the cost through bi-weekly payroll deductions.

Eligible employees may sign up for or change health care benefits during the open enrollment period or upon occurrence of a qualifying event. Eligible employees may participate in the health insurance plan subject to all terms and conditions of the agreement between DCS and the insurance carrier.

Opt Out

Full-time employees who opt out of health insurance through DCS will be paid an annual opt out payment of five hundred dollars (\$500.00). The opt out payment will typically be paid in the month of , provided the employee is still on active status or on an approved leave of absence on the date that payments are issued. Payments will be pro-rated based on the employee's date of hire in the benefit year. Opt out payments are considered taxable income to the employee.

Details of the health insurance plan are described in the Summary Plan Description (SPD). A SPD and information on cost of coverage will be provided in advance of enrollment to eligible employees. Contact the Finance & HR Manager for more information about health and dental insurance benefits.

Any employee who declines any or all insurance benefits is required to sign a Waiver Form and return it to the Finance & HR Manager. This form will be included in the employee's employment file.

Health Insurance Coverage at Termination

In accordance with the provisions of COBRA, an employee may have the option of continuing his/her coverage through the plan for a period of time after termination. To continue on the plan, an employee would need to pay 100% of the monthly premiums plus a small administrative charge prior to each month. Refer to the COBRA section at the end of this section for further information on benefits continuation.

Section 125 Plan

A Section 125 Plan is a benefit plan that allows you to make a contribution toward premiums for qualified insurance benefits (e.g., medical insurance) on a pre-tax rather than an after-tax basis. This means your qualified expenses are deducted from your gross pay before income taxes and Social Security is calculated. Eligible employees can enroll in the Section 125 plan subject to the terms and conditions of the Plan Document. A Summary Plan Description (SPD) is available to eligible employees.

For more information on the Section 125 Plan, please contact the Finance & HR[HA13] Manager.

Holidays

DCS will grant holiday time off to Full-Time and salaried Part-Time employees, generally in accordance with school holidays provided to DCS students. This provision does not apply to the summer break.

Holiday pay will be calculated based on the employee's pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day up to a maximum of 8 hours.

To be eligible for holiday pay, employees must be active on the payroll and the holiday must fall on a regularly scheduled working day.

If a recognized holiday [LL14] [HA15] falls during an eligible employee's paid absence (such as vacation), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

Recognized Holidays include:

- New Year's Day
- Martin Luther King Jr. Day
- President's Day

Commented [1]: need to add Juneteenth

- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Christmas Day

Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.

Paid Time Off (PTO)

DCS believes that high quality teaching is a key component in student success. Our mission is educational excellence for our students and this requires exceptional attendance by faculty and faculty. The school recognizes that from time to time employees may face personal situations that may interfere with their faculty or faculty responsibilities. The school's Paid Time Off (PTO) Policy is intended to support faculty and faculty while maintaining a focus on the school's mission to educate children. PTO requires approval and may be used for such needs as personal or family illness, doctor appointments, and other personal business of the employee's choice. More information can be found in the Paid Time Off policy (policy #3410[HA16]).

Guidelines for PTO Use

Full time ten and one-half month employees will be given 10 PTO days (80 hours) per fiscal year (July 1 – June 30). Full time twelve month employees will be given 39 PTO days (312 hours) per fiscal year. Each part-time salaried employee will start the beginning of the school year with the prorated amount based on their full-time equivalency and their status as either a twelve month or ten and one-half month employee. Part-time salaried employees will receive a prorated amount based on their full-time equivalency. Temporary employees, part-time hourly employees, contract employees, and interns will not be eligible for PTO. All employees are encouraged to schedule personal business and doctor's appointments outside of their regular work schedule.

PTO must be taken in increments of one half (1/2) hours. Requests for PTO are to be given to their respective supervisor at least three (3) days in advance, unless it is used for legitimate, unexpected illness or emergencies.

Employees may use PTO for personal or family illness, doctor appointments and personal business. Time that is not covered by the PTO policy, and for which separate guideline and policies exist, include school paid holidays, bereavement time off, and required jury duty.

PTO Exceptions

- Employees, who miss more than three consecutive unscheduled days, may be required to present a doctor's release to the School Director that permits them to return to work.
- Time off taken in excess of the PTO will be unpaid.
- Employee illnesses that are longer than seven (7) days may be eligible for short-term disability.
- Under the school's Family and Medical Leave Policy, PTO time must be used, if available, during the absence, however prior to taking Family and Medical Leave, employees may request, in writing, to freeze 3 days (24 hours) of PTO for later use.
- Unscheduled absences, due to illnesses of four hours or more resulting in consecutive days absent from work, are considered one absence incident in relationship to potential disciplinary action.
- Time off taken the day before or after a paid holiday is discouraged and may require a doctor's release. If a doctor's release is not produced, the employee will not be paid for the entire holiday.

Specific Eligibility for PTO

- PTO is given to employees at the beginning of each fiscal year. PTO is based on a 40 hour work week. The basis for PTO is 8 hours per day. PTO is prorated based on the number of regularly scheduled hours an employee typically works.
- PTO for full-time ten and one-half month employees will be 10 days (80 hours).
- PTO for full-time twelve month employees will be 39 days (312 hours). Full-time twelve month employees will not receive paid time off during school breaks.
- PTO for part-time salaried employees will be prorated based on their full-time equivalency and their status as either a twelve month or ten and one-half month employee. For example: A .5 FTE ten and one-half month, salaried employee will be given 5 days (40 hours) of PTO; a similarly situated .8 FTE will be given 8 days (64 hours) of PTO.

PTO Rollover

- Full-time ten and one-half month employees may carry up to 8 days (8 hour day) of unused PTO for each year of service to the next fiscal year, for a cumulative maximum of 20 carry over days. The maximum number of PTO days allowed in a full-time, ten and one-half months employee's PTO bank in any year will be 30. (8 days annual PTO allocation and up to 20 cumulative days carried over).
- Full-time twelve month employees may carry 7 days (8 hour day) of unused PTO to the next fiscal year, for a cumulative maximum of 49 carry over days. The maximum number of PTO days allowed in a full-time twelve month employee's PTO bank in any year will be 88. (39 days annual PTO allocation and up to 49 cumulative days carried over).
- Part-time employees will be permitted to carry over unused PTO based on the day limits described for full-time employees adjusted for the employee's part-time status.

PTO is not paid out to employees who are terminated or who leave employment.

Short Term Pay Differential

In the event an employee takes on additional work responsibilities beyond five consecutive workdays, a stipend may be issued to the employee for the duration they fulfill those additional duties. The stipend will be calculated based on responsibilities assumed at the discretion of the board. A recommendation will be made by the school director. The stipend will be managed through the payroll process.

Commented [2]: @scastner@rochesterdiscovery.com
Assigned to Sara Castner

Retirement Plans

DCS participates in the New York State Teachers' Retirement System. Participation is mandatory for full-time faculty and optional for part-time faculty. Faculty will receive detailed information about this plan from the Finance & HR[HA17] Manager.

DCS has also established a 403(b) savings plan to provide full-time employees the potential for retirement savings. The 403(b) savings plan allows you to elect how much salary you want to contribute and direct the investment of your plan account, so you can tailor your own retirement package to meet your individual needs, up to the federal contribution limit.

Because your contribution to a 403(b) plan is automatically deducted from your pay before federal and state tax withholdings are calculated, you save tax dollars now by having your current taxable amount

reduced. Complete details of the 403(b) savings plan are described in the Summary Plan Description provided to eligible employees. Contact the Finance & HR Manager for more information about the 403(b) plan.

Short-Term Disability

DCS provides a short-term disability (STD) benefits plan to eligible employees who are unable to work because of a qualifying disability due to an injury or illness. Disabilities arising from pregnancy or pregnancy-related illness are treated the same as any other illness that prevents an employee from working. STD benefits are offset by any workers' compensation benefits so that combined benefits do not exceed the maximum level.

DCS will pay benefits to full-time staff equal to the full-time staff member's regular weekly pay as of the date of the accident/ injury/illness, beginning on the first calendar day of disability for staff members with at least one year of service, and for each week thereafter, equal to the staff member's years of service (less any benefit provided by NYS disability).

Eligible employees may participate in STD plan subject to all terms and conditions of the agreement between DCS and the insurance carrier.

Additionally, full-time faculty members will have an opportunity to purchase short term disability insurance for protection beyond these provisions. Such protection will be at their cost with payment made through payroll deduction.

If eligible employees have vacation time available, employees must use this time during STD. Vacation and holiday benefits will not accrue while the employee is receiving STD. These benefits will resume when employee resumes active employment.

Details of the STD benefits plan including benefit amounts, when they are payable, and limitations, restrictions, and other exclusions are described in the Summary Plan Description provided to eligible employees. Contact the Finance & HR Manager for more information about STD benefits[DS 18] [HA19]

Paid Family Leave

DCS provides paid leave (up to a certain percentage of your weekly wages) to eligible employees pursuant to New York's Paid Family Leave Benefits Law.

To be eligible, employees must: (i) regularly work 20 or more hours per week and be employed for at least 26 consecutive workweeks preceding the first full day family leave is taken; or (ii) regularly work less than 20 hours per week and be employed for at least 175 days preceding the first full day leave is taken.

Eligible employees will be entitled to paid time away from work (i) to care for a family member with a serious health condition, (ii) to bond with a child after birth or placement for adoption or foster care within the first 12 months after the birth or placement, or (iii) because of any qualifying exigency arising from the fact that an employee's spouse, domestic partner, child or parent is on active duty (or has been notified of an impending call or order to active duty) in the armed forces of the United States.

An employee must provide at least 30 days advance notice before leave is to begin if the qualifying reason for leave is foreseeable. When not foreseeable, the employee must provide notice as soon as practicable under the facts and circumstances and within the time prescribed by our usual and customary notice requirements. Failure to provide timely notice may result in leave being delayed or denied.

Eligible employees who wish to take paid leave must comply with applicable certification requirements any may be required to provide additional documentation (such as copies of military orders), as permitted by law.

To the extent permitted by law, employees may elect to charge all or part of their paid family leave time to unused vacation days and receive full pay. In such case, DCS will seek reimbursement from the carrier out of any family leave benefits due prior to the carrier's payment of such family leave benefit to you.

Paid family leave will run concurrently with leave taken pursuant to the Family and Medical Leave Act (except for leave taken due to the employee's own health condition).

Leave taken under this policy is job protected. Thus, DCS must generally restore an employee who returns from leave to the same or a comparable position. While on leave, employees will continue to receive existing health insurance coverage, if they continue to pay their share of health insurance premiums. You may lose coverage retroactively to the date an unpaid premium was due (upon proper notice from our carrier) if you fail to pay your portion of the premium in a timely fashion.

Paid family leave may only be taken in full day increments, unless otherwise provided by law.

Disability leave and paid family leave may not be used at the same time. You will not be entitled to paid family leave if your family leave combined with disability benefits previously received exceeds 26 weeks during the same 52 consecutive calendar weeks.

In accordance with state law, paid leave benefits are funded through payroll deductions at a prescribed amount from each eligible employee. Employees who are ineligible for paid family leave will be given the option of filing a waiver of benefits, exempting them from payroll deductions, as permitted by law.

Please contact the Operations Manager if you have any questions about this benefit or how to apply. Refer to the summary plan description for additional information about this benefit.

Life Insurance

Life insurance offers you and your family important financial protection. DCS provides a basic life insurance plan for eligible employees.

Full-Time employees are eligible to participate in the life insurance plan which provides \$50,000 in coverage. DCS provides this benefit at no cost to eligible employees. Coverage begins the first of the month following date of hire, provided life insurance application is completed and returned in a timely manner to the Business Office.

Eligible employees may participate in the life insurance plan subject to all terms and conditions of the agreement between DCS and the insurance carrier. All employees are eligible to purchase additional life insurance coverage at the employee's expense.

Details of the basic life insurance plan including benefit amounts are described in the Summary Plan Description provided to eligible employees. Contact the Finance & HR Manager for more information about life insurance benefits.

Workers' Compensation Insurance

DCS provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides wage benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should inform their supervisor and/or the Finance & HR Manager immediately so that a Report and Accident Form can be completed, and the claim can be properly filed and managed. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible. If you fail to properly report an accident and complications emerge at a later date, you may not be entitled to workers' compensation.

Neither DCS nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by DCS.

If an employee reports to work after being injured when not at work, Discovery can require that the employee seek medical approval before the employee is allowed to return to work[LL20] [HA21].

Jury Duty

DCS supports all employees participation in the judicial system by serving jury duty if a jury summons is received. Employees may request jury duty leave for the absence.

DCS will pay your normal wage for the first three (3) days that jury duty is served. If an employee is required to serve jury beyond the above stated period, DCS will paid the difference between your normal earnings and the amount received for jury duty, for a maximum of two weeks.

Upon return to work, you must furnish the school with a Jury Duty Statement indicating fees paid by the court. You must also report to work on days when you are excused from jury duty

Employees should show the jury duty summons to their supervisors as soon as possible. This will help the school plan for possible absences from work. DCS expects employees to come to work whenever the court schedule permits.

Professional License Reimbursement

DCS agrees to pay the full renewal cost of professional and/or technical license or credentials which are required as a condition of employment. DCS will not reimburse employees for late fees or penalties due to untimely renewal. The employee should submit a completed reimbursement form with a valid receipt of payment attached, to the Finance & HR Manager or Director in a timely manner.

[DS22] [HA23]

Expressing Breast Milk in the Workplace

DCS complies with New York Labor Law Section 206-c, which states:

An employer shall provide reasonable break time or permit an employee to use paid break time or meal time each day to allow an employee to express breast milk for her nursing child for up to three years following child birth. The employer shall make reasonable efforts to provide a room or other location, in close proximity to the work area, where an employee can express milk in privacy. No employer shall discriminate in any way against an employee who chooses to express breast milk in the workplace.

At the employee's request, DCS will provide reasonable unpaid break time or permit an employee to use paid break time or meal time each day to allow an employee to express breast milk for her nursing child for up to three years following childbirth.

DCS will make reasonable efforts to provide a room or other location, in close proximity to the work area, where an employee can express milk in privacy. DCS will not discriminate against an employee who chooses to express breast milk in the workplace.

An employee wishing to avail herself of this benefit must give her supervisor or the Finance & HR Manager advance notice. Such notice shall preferably be provided to the school prior to the employee's return to work following the birth of the child in order to allow the school an opportunity to establish a location and schedule leave time amongst multiple employees if needed.

Bereavement Leave

A faculty member will be granted up to three (3) consecutive working days of paid leave due to a death in the immediate family. Immediate family shall include spouse, domestic partner, parents, children, brother, sister, grandparents, grandchildren, or in-laws.

The absence must be reported to the School Director on or before the first day of absence. You may be required to provide evidence of your need to take time off for bereavement.

Family and Medical Leave

A staff member may be granted up to 12 work weeks of unpaid, job-protected leave in a 12 month period for specific family and medical reasons as provided for in the Family and Medical Leave Act of 1993 and in the school's Family and Medical Leave Administrative Procedure (Policy #3400)

Blood Donation Leave

DCS will provide up to three (3) hours of unpaid leave time within any calendar year to donate blood in accordance with NYS law.

Required Notice: Employees requesting leave for off-premises donations must inform their supervisor at least three (3) working days prior to the day on which leave will be taken. In cases where the employee fills a position essential to the operation of the business, DCS may require up to a ten (10) working day notice prior to the day on which leave will be taken. DCS will provide a reasonable accommodation for a shorter notice period when employees experience an emergency and must donate blood for his or her own surgery, or for surgery of a family member.

Employees making an off-premises blood donation need to show proof of their blood donation in the form of a notice or some other document from the blood bank or center.

Bone Marrow Leave

Employees who work an average of twenty (20) hours or more per week are eligible to receive unpaid leave to donate bone marrow. The combined length of any such leaves shall not exceed twenty-four total hours, unless DCS agrees otherwise.

Before taking such leave, employees are required to provide written authorization by a physician verifying the purpose and length of the leave. Please provide such authorization to your supervisor

Voting Leave

DCS encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedule.

If school is in session, an employee may be eligible for time away from work to vote. If employees are unable to vote in an election during their non-working hours, the DCS will grant up to 2 hours of paid time off to vote.

Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule[HA24].

Benefits Continuation Coverage (COBRA)

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the DCS health plan when a "qualifying event" occurs that would normally result in the loss of coverage. If you resign or your employment is terminated from DCS, or if your work hours are reduced, and if this event makes you or your dependents no longer eligible to participate in our medical and/or dental plans, you and your eligible dependents may have the right to continue to participate in these plans for up to 36 months, based on current New York State law, at your (or your dependents') expense.

If you or your eligible dependents elect to continue coverage through COBRA, you will be charged the applicable premium charged to DCS by our carriers, plus an additional two percent.

Continuation coverage will end, if any of the following events occur:

- Failure to make timely payments of all premiums;
- Entitlement to coverage under another group health plan, which does not exclude or limit coverage provided to you on account of a preexisting medical condition, unless the preexisting condition does not apply due to the Health Insurance Portability and Accountability Act; or
- DCS's termination of its group health plans.

If you enroll for Medicare, you will no longer be eligible for continued coverage, but, as noted earlier in this statement, your spouse and dependent children may be entitled to extend their continuation coverage.

You will be contacted concerning these options at the time termination occurs or your work hours are reduced. DCS will contact your qualified beneficiaries in the event of your death or enrollment for Medicare benefits. However, in the event that you become divorced or legally separated, or one of your dependents ceases to be eligible for coverage under our group health insurance plans, you and/or your dependent is responsible for contacting Discovery's Business Office to discuss continuation/conversion rights. You and your qualified beneficiaries are also responsible for notifying the Business Office within sixty days of qualifying for Social Security disability benefits.

Employee Relations

Conflict of Interest

Employees are required to disclose any actual or potential conflict of interest to their supervisor and seek guidance on how to handle the situation

Employee Conduct and Work Rules

To ensure orderly operations and provide the best possible work environment, Discovery Charter School (DCS) expects employees to follow rules of conduct that will protect the interests and safety of all employees, non-employees and the school.

DCS expects that employees will treat others with respect, courtesy, and dignity, will demonstrate its values, and will conduct themselves in a professional and lawful manner at all times. DCS has established general guidelines to govern the conduct of its employees. DCS reserves the right to modify conduct standard or establish additional conduct standard as deemed appropriate. Grounds for disciplinary action, up to and including immediate termination, may include but are not limited to:

- Boisterous or disruptive activity in the workplace
- Excessive absenteeism or any absence without notice
- Falsification of reimbursable business related expenses
- Falsification of timekeeping records
- Insubordination or other disrespectful conduct
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- Possession, distribution, sale, transfer, or use of (or under the influence of) alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Sexual or other unlawful or unwelcome harassment

- Smoking in prohibited areas
- Theft, attempted theft, or misappropriation of school property or funds including destruction of property.
- Any act of violence or threat of violence.
- Creating or contributing to unsafe or unsanitary conditions.
- "Unauthorized absence from work areas during the workday
- Unauthorized disclosure of business "secrets" or confidential information
- Unauthorized use of telephones, mail system, or other employer-owned equipment
- Unsatisfactory performance or conduct
- Violation of personnel policies
- Violation of safety or health rules
- Illegal or unethical conduct or misconduct, whether on or off the job.

This list is not exhaustive. DCS does not guarantee that one form of action will necessarily precede another. Employment with DCS is at the mutual consent of DCS and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

Progressive Discipline

DCS provides a structured process that supports employees in correcting deficiencies in performance, eliminating inappropriate behavior or misconduct, and preventing recurrence in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

The school community's own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Although employment with DCS is based on mutual consent and both the employee and DCS have the right to terminate employment at will, with or without cause or advance notice, DCS may use discipline at its discretion.

Disciplinary action may call for any of four measures -- counseling, written warning, suspension with or without pay or termination of employment -- depending on the severity of the problem and the number of occurrences. These various disciplinary measures enable DCS to appropriately address employee problems as they arise.

Separation from Employment

Occasionally, personal affairs result in an individual's decision to resign or retire from employment. In such cases, you will be expected to give at least 30 days' notice in writing. Advance notice will allow time to secure a replacement and ensure a smooth transition for co-teachers, children and their families. On the last day of employment, all materials belonging to the school, including keys, identification cards, cells phone, etc. must be returned to the school, and all personal belongings must be removed from school premises.

You should notify the Business Manager if your address changes during the calendar year in which termination occurs so that your tax information will be sent to the proper address.

Benefits (medical and dental) end on the last day of the month in which your last day of employment falls, unless you elect continuation coverage under COBRA legislation.

An employee's final paycheck will be issued in the pay period following the employment termination date and will be direct deposited to the account on file with the Business Office, unless other arrangements are made by the employee with the Business Office.

Personnel Files

DCS maintains a personnel file for each faculty member. This file contains your application for employment, government forms and other materials pertinent to your employment. Your privacy as a DCS faculty member will be protected in the collection, maintenance and use of information. Every effort will be made to provide employees access to their personnel files within 24 business hours upon request. Personnel files may be viewed in the main office. Employees are not permitted to remove any documents contained in the personnel files.

Personnel Data Changes

It is the responsibility of each employee to promptly notify DCS of any changes in personnel data. Keeping this record correct and current is important to you because it allows us to reach family or friends in an emergency; to maintain your insurance and other benefits properly; to compute your payroll deductions accurately, etc. This information is kept in a confidential permanent file. The Finance & HR (HA25) Manager should be notified by you promptly, in writing, with changes of address and telephone number

- Marital status
- Legal name change
- Beneficiary or dependent revision
- Number of dependents for withholding
- Person to notify in case of emergency

[LL26]

[LL27]

Work Schedules

Faculty is expected to be in the building at least 15 minutes before the start of each school day. Faculty is also expected to be available for student and/or parent consultation as well as for other professional activities and responsibilities beyond the instructional day.

Faculty is expected to be in the building, or off site, as necessary in order to participate in faculty and professional development meetings. Faculty and professional development meetings are critical to the school's operation, and faculty members are expected to be full professional learning community participants when such meetings are scheduled.

Work schedules are subject to change to accommodate the needs of the school and our students.

Attendance and Punctuality

Punctuality and regular attendance are essential to the proper operation of any organization. They also help establish a good work reputation and add to an employee's opportunity for advancement. Excessive, unscheduled absences and/or tardiness may result in disciplinary action up to and including termination.

Employees are expected to report to work on time and be prepared to start work as scheduled. Faculty members are expected to be in the classroom, ready to begin work, before the students arrive.

Employees are also expected to remain at work for their entire work schedule. Late arrival, early departure, or other deviation from scheduled hours can be disruptive and must be avoided.

If illness or injury delays you or prevents you from reporting to work at your scheduled time, the call-in procedure described below must be followed:

Absences may occur due to illness or other causes beyond the faculty member's control. Faculty members need to be aware that every absence disrupts the educational process for children and impacts their colleagues.

Faculty who think they are going to be absent the next day, should be sure that your lesson plans and instructional materials are completed at least for that day. Each classroom teacher is also expected to prepare emergency substitute plans that will be available in the classroom in the event of an unexpected absence.

It is your responsibility to request in writing, time off for full or partial day planned absences, and to specify whether a substitute is needed. In all cases, requests should be submitted to the School Director or your supervisor no less than three (3) days in advance except in cases of emergency. In cases where requests are denied, failure to report to work on that day may result in loss of pay and disciplinary action.

Faculty members are encouraged to plan personal travel and appointments for days school is closed, since DCS does not provide for personal days or vacation for faculty.

If you must be absent for more than three consecutive scheduled workdays, you may be required to obtain a back to work release from your physician.

Faculty members' primary responsibility is to ensure the continuous safety and supervision of students. In cases of emergency, when it is necessary to leave one's assigned duties, it is the faculty member's responsibility to arrange appropriate supervision of students. If a situation necessitates leaving the school, the faculty member should consult with their supervisor or the School Director.

Call in Procedure

Commented [3]: not matching up

Faculty who are ill and/or unable to report to work at your scheduled time must call, e-mail or text the School Director no later than 6:30 AM. All other faculty should call, e-mail or text their supervisor or the School Director or prior to the start of the work day if they are unable to report to work. You are required to report your absence prior each day of absence.

Timekeeping

Accurately recording time worked is the responsibility of every employee. Federal and state laws require DCS to keep an accurate record of time worked in order to calculate employee pay and benefits.

Hourly employees should accurately record the total numbers of hours worked each day. All salaried employees are required to sign in for each day worked. Altering, falsifying, tampering with timecards, or recording time on another employee's timecard may result in disciplinary action, up to and including termination of employment.

Excused absenteeism must be noted on the timecards for the applicable date(s). Doctors' notes may be requested for extended or frequent occurrences of absences.

Paydays

Employees are paid bi-weekly, typically on Fridays. Employees are encouraged to have their paycheck deposited directly into selected bank account(s). Employees must provide advance written authorization to DCS so that pay can be directly deposited into bank accounts. Each paycheck includes earnings for all work performed through the end of the previous payroll period.

In the event that a regularly scheduled payday falls on a day off such as a holiday, employees' paychecks will be deposited on the last day of work before the regularly scheduled payday.

Pay Corrections

DCS takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck, and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Business Manager so that corrections can be made as quickly as possible.

Overtime

When work needs cannot be met during regular working hours, employees may be scheduled and required to work overtime hours as needed. When possible, DCS will try to give advance notice to the employee of a mandatory overtime assignment.

All overtime work must receive the supervisor's prior authorization.

Overtime is paid to all nonexempt employees in accordance with federal and state wage and hour restrictions. Generally, hourly employees will be paid at a rate of time and one-half their regular hourly rate for hours worked over forty (40) in any single workweek. Overtime pay is based on actual hours worked. Time off on PTO, holiday leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

If you do not work scheduled overtime or if you work overtime without first getting your supervisor's approval, you may be subject to disciplinary action, up to and including termination of employment.

Employee Training & Development

DCS provides employees with opportunities for professional development.

Training and development programs consist of in-service training provided at the DCS as well as professional skills development opportunities outside of DCS, when appropriate.

Workplace Standards

Confidentiality

In the course of your work, you will have access to confidential information regarding students and their families. It is one of your primary responsibilities to be sure that you in no way reveal or divulge any such information and that you use it only in the performance of your duties.

Personal Appearance

In order to present a professional image and working atmosphere, faculty members are expected to dress [HA28] [HA29] in a clean and neat fashion appropriate for their job responsibilities. Faculty members will not wear sweat pants, flip-flops, tank tops, low cut tops, tops with spaghetti straps, clothing that shows midriffs or clothing that shows underwear of any kind while at work. Dress during fieldwork should also project a professional image but should be appropriate to the fieldwork destination. The School Director and supervisors are responsible for informing an employee if, in the Director's or supervisor's discretion, that the employee's appearance is inappropriate. The employee may be asked by the Director/supervisor to modify his/her appearance, which may include sending the employee home to do so. Repeated disregard for this policy may result in disciplinary action up to and including termination of employment.

Use of Equipment, Supplies and Materials

Equipment, supplies and materials essential in accomplishing job duties are expensive and may be difficult to replace. When using school property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines. No property may be removed from school or job premises without the proper authorization of management. Any lost, broken, or damaged property must be reported to your supervisor at once.

The improper, careless, negligent, destructive, unsafe, or unauthorized use of DCS and/or landlord property can result in disciplinary action, up to and including termination of employment.

When an employee leaves employment, the employee must return all DCS property and information that the employee has in his/her possession, including without limitation, documents, files, records, manuals, information stored on a personal computer or on a flash drive, supplies, equipment and work product. Violation of this policy is a serious offense and will result in appropriate action being taken.

Use of Phone and Mail Systems

In order to minimize classroom interruptions during instruction time, phone calls, texts and e-mails for business and personal matters should be kept to a minimum during the school day. Except in cases of emergency, calls will be forwarded to voice mail during the school day. Faculty members are expected to silence cell phones while teaching and during faculty meetings.

Employees will be provided on-site mailboxes located in the Main Office. It is the responsibility of employees to routinely check their mailboxes.

Employees who need to send school-related mail may deliver it to the Main Office for mailing. The use of DCS-paid postage for personal correspondence is not permitted.

Cell Phone Usage

DCS recognizes that certain job functions require that an employee be accessible when away from the office, in the field or during times outside scheduled work hours. For this reason, DCS will provide cell phones to certain employees. They are provided to assist employees in communicating with management, other faculty, as well as enable employees to conduct business outside the office through a wireless internet connection.

Cell phones may be assigned provided one of the following criteria is met. Simple convenience is not a criterion for cell phone assignment.

- The job function of the employee requires considerable time off of the school campus and it is important to DCS that they are accessible and able to communicate during those times.
- The job function of the employee requires them to be accessible outside of scheduled or normal working hours.

It is the responsibility of the School Director, with input from the employee's supervisor, to determine whether a cell phone is warranted. It is the responsibility of the employee to stay within the limits of the plan issued.

DCS-issued cell phones are intended to be used for DCS business and emergency use only. It is recognized, however, that in most cases it is impractical to limit the use of a DCS cell phone to 100% business use. For example, employees cannot always control incoming phone calls and the determination of whether a specific call is business-related or personal can be open to interpretation based upon specific facts and circumstances. Therefore personal use is not prohibited, but DCS expects employees to exercise prudent judgment in keeping personal use to a minimum.

The Finance & HR Manager is responsible for ordering devices, accessories and for renewing contracts. Audits of device use will be conducted to ensure compliance with the Cell Phone Usage Policy and to ensure that voice, text and data limits are not exceeded. Should plan limits be exceeded for non-business related reasons the employee maybe responsible to reimburse DCS for any additional charges incurred.

A DCS cell phone may be removed from the employee's possession at any time. Abuse of cell phone privileges may result in the loss of those privileges, reimbursement for additional charges incurred, and/or subject the employee to discipline up to and including termination of employment

When receiving a DCS cell phone the employee is required to sign an Acknowledgement of Receipt and Acceptance.

Be aware of the dangers of using a cell phone while driving a vehicle. All cell phone users must adhere to applicable State and/or local laws restricting such use in a vehicle. **In New York State it is illegal to use a cell phone while driving.** Hands-free devices may be issued on an as needed basis.

Computer and Email Usage

DCS strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, DCS prohibits the use of computers and the email system in ways that are disruptive, offensive to others, or harmful to morale. For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others. Email may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters. Further information can be found in the Computer and Internet Usage policy (Policy #3520)

Internet Usage

The equipment, services, and technology provided to access the Internet remain at all times the property of DCS. As such, DCS reserves the right to monitor Internet traffic, and retrieve and read any data

composed, sent or received through our online connections and stored in our computer systems. Employees should have no expectations of privacy when using the internet while working at DCS. DCS, in its discretion as owner and/or manager of these systems may monitor, access, retrieve, and delete any matter stored in, created, received, or sent over the e-mail systems, for any reason and without the permission of any employee. Further information can be found in the Computer and Internet Usage policy (Policy #3520)

Business Travel Expenses

Faculty shall be reimbursed for travel and related expenses while on approved DCS business.

All out-of-town travel shall be approved by the School Director in advance. All faculty shall submit travel reimbursement forms by which they request reimbursement. Travel reimbursement forms shall document employee name, travel dates, destination, business purpose and detail business costs such as tolls, parking, mileage and meals. All receipts and substantive documentation must be attached to the travel reimbursement form.

Submitted travel reimbursement forms shall be reviewed by the Finance & HR Manager for (a) accuracy of computations, (b) completeness of required receipts, and (c) adherence to established guidelines. Inaccurate or incomplete information shall be discussed with the submitting faculty member, and any necessary additional information shall be requested by and provided to the Finance & HR Manager prior to reimbursement. Faculty shall be compensated within 20 business days of submission of a complete and accurate reimbursement form to the Finance & HR Manager.

Reimbursement requests submitted by the Finance & HR Manager shall be reviewed and approved for payment by the School Director. Requests submitted by the School Director shall be reviewed and approved for payment by a member of the Board of Trustees. The Board of Trustees will provide fiscal oversight

Solicitation

DCS recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during working time. Working time does not include lunch periods, work breaks, or any other periods in which employees are not on duty.

In addition, the posting of written solicitations on school bulletin boards is prohibited. Bulletin boards are reserved for official school communications on such items as:

- Equal Employment Opportunity
- Employee announcements
- School announcements
- Workers' compensation insurance information
- State disability insurance / unemployment insurance information

Smoke & Tobacco-Free Workplace

In keeping with DCS's intent to provide a safe and healthful work environment, smoking while working is prohibited throughout the workplace. This prohibition includes the school building, school grounds, while on fieldwork with students and in any school vehicles.

Drug and Alcohol Use

DCS is committed providing its employees a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on DCS premises and while conducting business-related activities off DCS premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace. If an employee must take prescribed drugs prior to his/her shift or while at work, which

may in any way impede his/her ability to drive or otherwise perform his/her job duties, this may be brought to the attention of the appropriate DCS personnel.

[LL32]

Emergency Preparedness

Emergency conditions such as severe weather, can disrupt Agency operations and interfere with work schedules, as well as endanger employees' well-being.

In the event of severe weather or other emergency conditions, DCS will close if the Rochester City School District or Greece Central School district closes^[HA33] and/or if the city or county declares a state of emergency. WROC Channel 8 will carry the school's official closing status and provide notification if faculty members are expected to report to school. If the school is officially closed, faculty members will be paid their regular scheduled hours

[LL34]

Workplace Violence Prevention

DCS is committed to preventing workplace violence and to maintaining a safe work environment. Discovery has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of DCS without proper authorization.

Conduct that threatens, intimidates, or coerces another employee or non-employee at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of verbal threats or remarks,

harassment, including harassment that is based on an individual's gender (including pregnancy), race, color, religion, national origin, age disability, military status, creed, sexual orientation, genetic predisposition or carrier status, marital status, domestic violence victim status, arrest record, or any other protected category under federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees and non-employees. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril. Should you feel you are in peril, call 911.

DCS will promptly and thoroughly investigate all reported threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, DCS may suspend employees, either with or without pay, pending an investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

[LL35]

Whistleblower Policy

If any employee reasonably believes that some policy, practice or activity of the school is in violation of law, a written complaint must be filed by that employee with the School Director or the Chairman of the Board of Trustees. The school will not retaliate against an employee or employees who, in good faith, has made a protest or raised a complaint against some practice of the school, or of another individual or entity with whom the school has a business relationship, on the basis of a reasonable belief that the practice is in violation of law or a clear mandate of public policy.

The person receiving this type of information should make a written record of all such reports and perform or facilitate an investigation of all credible allegations. At all times the privacy and reputation of individuals involved will be respected.

[LL36] **Return of Property**

Employees are responsible for all DCS property, materials, or written information issued to them or in their possession or control.

Employees must return all DCS property immediately upon request or upon termination of employment.

[LL37]

[LL38]

Social Media

DCS is committed its established criteria and safeguards regarding employee blogging and usage of social media, and to ensure that the technology is not used for inappropriate or illegal purposes. In order to ensure we maintain a values-oriented, positive, professional image, and to protect the safety and privacy of our students and staff, all employees must abide by the following expectations when using social media for work or personal purposes.

Social media can take many different forms, including internet forums, blogs & micro blogs, online profiles, wikis, podcasts, pictures and video, email, instant messaging, music-sharing, and voice over IP, to name just a few.

Examples of social media applications are LinkedIn, Facebook, MySpace, Wikipedia, YouTube, Twitter, Flickr, Yahoo groups, ZoomInfo, etc.

In the event you participate in personal social media, you must carefully read these guidelines and DCS's related policies, such as but not limited to: Equal Employment Opportunity, Non-Harassment and Retaliation, & Individuals With Disabilities. Ensure postings are consistent with these policies.

Inappropriate postings that may include discriminatory remarks, harassment that violates these policies, threats of violence, or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

- Use your best judgment. You are personally responsible for your posts.
- Express only your personal opinions. Never represent yourself as a spokesperson for DCS. If you publish a blog or post to a blog/social media site, and it has something to do with the work you do, or with subjects relating to DCS, you must make it clear that you are an employee and that the views expressed in the blog are solely your personal views and do not necessarily represent the views of DCS.
- Respect and abide by copyright, fair use and financial disclosure laws.
- Do not post anything that is false, misleading, obscene, profane, libelous, threatening, or abusive, or that might constitute bullying, discrimination or harassment on the basis of race, sex, disability, religion, or any other status protected by law or DCS policy. Make sure to respect others' privacy.
- Do not disclose confidential or proprietary school information. Respect existing confidentiality agreements. In addition, protecting the confidential information of DCS's employees, students, partners, your prior employers, and others (including our competitors) is also important. Do not mention the before mentioned in blogs or other social media without their permission. This may include using names or other distinguishing factors that may lead to determining identity. Do not harass or make obscene remarks related to DCS or its employees or students.
- Ask your supervisor/manager if you have any questions about what is appropriate to include in your blog and/or other internet communications.
- Identify yourself in any posting.
- Employees shall not post content, including text and pictures regarding DCS that can be reasonably deemed as inappropriate, offensive, or confidential in regard to DCS, its employees or clients.
- Personal social media activities must not interfere with your work or productivity at DCS. Do not use school resources to set-up your own blogging environment, even if you are blogging about matters related to DCS. School resources, including servers, may be used solely in connection with blogging environments formally authorized by DCS.

Approved by the Board of Trustees

January 18, 2011

Revised by the Board of Trustees

April 12, 2012

September 18, 2014

October 16, 2014

Reviewed by the Board of Trustees June 18, 2018

[LL1]This means that employment with DCS is not fixed term or definite period and may be terminated at the will of either party, with or without cause, and without prior notice.

[LL2]DCS provides equal employment opportunities (EEO) to all employees and applicants without regard to race, color, creed, religion; gender, sexual orientation , gender identity or expression, national origin, citizenship, age disability, predisposing genetics characteristics, martial status, familial status, domestic violence victim status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. DCS complies with applicable state and local laws governing non-discrimination in employment.

[LL3]Hiring, placement, leave of absence

[HA4]Business Manager changed to Operations Manager

[HA5]Business Manager changed to Operations Manager

[HA6]Changed from less than 40 to less than 32 per FT/PT guidelines

[HA7]Added the Intern/Volunteer classification

[HA8]Business Manager changed to Operations Manager

[DS9]Have any benefit programs changed during the year? We would have no way of knowing whether this accurately reflects the current state of benefits without that information. Administration needs to review for accuracy.

[HA10]Changed Business Manager Title to Operations Manager. Administration has reviewed and agreed that Vision Insurance and PFL need to be added to employee benefit section

[HA11]Added Vision Insurance and Paid Family Leave to benefit programs

[HA12]Business Manager changed to Operations Manager

[HA13]Changed Business Manager to Operations Manager

[LL14]List of recognized holidays?

[HA15]Added Discovery's 10 recognized Holidays to the list

[HA16]Remove yellow highlighted text- added exact verbiage from Policy 3410 outlining PTO guidelines- new text recommended written in Red

[HA17]Business Manager changed to Operations Manager

[DS18]Paid Family Leave provisions need to be added.

[HA19]Paid Family Leave Section Added to match information found in 2018 Employee Handbook

[LL20]What happens if the employee does not return to work?

[HA21]Can we add an "employee may be required to go our on NYS Disability if injury requires they miss more than one week of work"

[DS22]If this is the policy, highlighting should be removed.

[HA23]Highlighting has been removed

[HA24]Added voting Leave 12/15/20

[HA25]Business Manager changed to Operations Manager

[LL26]Moved to workplace standards

[LL27]Moved to workplace standards

[HA28]Policy on personal appearance edited to include changes made by Sarah Etsler, via HR committee review

[HA29]Jeans was removed from list of what not to wear as School Director permits this on a designated day for Staff

[HA30]Business Manager changed to Operations Manager

[HA31]Business manager changed to Operations Manager

[LL32]Moved to employee relations

[HA33]Added Greece Central School district to condition of when DCS would close, as that reflects current procedure

[LL34]Moved to employment practices

[LL35]Moved to Benefits

[LL36]Moved to employee relations

[LL37]Moved to employee relations

[LL38]Moved to Benefits

ENROLLMENT & ADMISSIONS POLICY

4400

Mission

DCS provides a high - quality education in a safe and supportive learning community for students and families, empowers students with diverse talents, delivers rigorous and culturally relevant instruction, and fosters creativity, inquiry and strong character development.

Student Population and Preference

Discovery Charter School shall be open to any child who is eligible under the laws of New York State for admission to a public school, and Discovery Charter School shall comply with the requirements of Education Law §2854(2) and all other applicable laws. Admission to Discovery Charter School shall not be limited on the basis of intellectual ability, measures of achievement or aptitude, athletic ability, disability, race, creed, gender, national origin, religion, ancestry or any other ground that would be unlawful. Discovery Charter School will offer admission preference to students at risk of academic failure; Discovery Charter School defines “at-risk” students as students who qualify for the federal free or reduced-price school lunch program. Discovery Charter School will demonstrate good faith efforts to attract and retain a comparable or greater enrollment of students with disabilities and limited English proficient language learners compared to the enrollment figures for such students in the school district in which the charter school is located.

Discovery Charter School students are chosen by lottery utilizing the GoodschoolsRoc common charter school application. Students who demonstrate low socioeconomic status are given a lottery preference of two seats while students with disabilities and ELL students are given a lottery preference of four seats.

Discovery Charter School will admit each eligible student who submits an application by the designated lottery date in April, unless the number of applications exceeds the capacity of the student’s requested grade level or of the school as a whole; applications are accepted at any time.

Planned School Average Enrollment for the Academic Years

Grades	2019-20	2020-21	2021-22	2022-23	2023-24
K	40	40	40	40	50
1st	40	40	40	40	50
2nd	40	40	40	40	40
3rd	40	40	40	40	40
4th	40	40	40	40	40
5th	40	40	40	40	40
6th	40	40	40	40	40
Total	280	280	280	280	300

Approved by the Board of Trustees

May 12, 2011

Revised by the Board of Trustees

January 15, 2015

Revised by the Board of Trustees

August 28, 2015 (Charter Renewal Application)

DRAFT to be approved by the Board of Trustees 4.27.17

Reviewed by the Board of Trustees

June 2018

Revised July 2023

DISCOVERY CHARTER SCHOOL

WHISTLEBLOWER POLICY

1. INTRODUCTION

Discovery Charter School ("Discovery") requires its trustees, directors, officers, employees and volunteers (each, a "Protected Person"), to observe high standards of business and personal ethics in the performance of their duties on Discovery's behalf. As employees and representatives of Discovery, Protected Persons are expected to practice honesty and integrity in fulfilling their responsibilities and are required to comply with all applicable laws and regulations. The objectives of this Whistleblower Policy are to encourage and enable Protected Persons, without fear of retaliation, to raise concerns regarding suspected unethical and/or illegal conduct or practices on a confidential and, if desired, anonymous basis so that the Discovery can address and correct inappropriate conduct and actions. This policy is not intended as a vehicle for reporting violations of the Discovery's applicable human resources policies, problems with co-workers or managers, or for reporting issues related to alleged employment discrimination or sexual or any other form of unlawful harassment, all of which should be dealt with in accordance with the Discovery's personnel policies and procedures, as it is those policies and procedures that are applicable to such matters.

2 REPORTING RESPONSIBILITY.

It is the responsibility of all Protected Persons to report in good faith any concerns they may have regarding actual or suspected activities which may be illegal or in violation of Discovery's policies with respect to, without limitation, fraud, theft, embezzlement, accounting or auditing irregularities, bribery, kickbacks, and misuse of the Discovery's assets, as well as any violations or suspected violations of high business and personal ethical standards, as such standards relate to Discovery (each, a "Concern"), in accordance with this Whistleblower Policy.

3 NO RETALIATION

No Protected Person who in good faith reports a Concern shall suffer intimidation, harassment, retaliation, discrimination or adverse employment consequence(s) because of such report. Any employee of Discovery who retaliates against someone who has reported a Concern in good faith is subject to discipline up to and including termination of employment. Notwithstanding anything contained herein to the contrary, this Whistleblower Policy is not an employment contract and does not modify the employment relationship between the Discovery and its employees, nor does it change the fact that employees of Discovery are employees at will. Nothing contained herein is intended to provide any Protected Person with any additional rights or causes of action, other than those provided by law.

4 REPORTING CONCERNS

Any Concerns should be reported as soon as shall be practicable to the Chair of the Discovery Board of Trustees (the "Compliance Officer"). Any questions with regard to the scope, interpretation or operation of this Whistleblower Policy should also be directed to the Compliance Officer. In the event that the Concern involves the Discovery Board Chair, then the Concern shall be reported to the Vice Chair of the Discovery Board of Trustees.

5 COMPLIANCE OFFICER

The Compliance Officer is responsible for investigating and resolving all reported Concerns and shall advise the Chair of the Discovery Audit/Finance Committee if the Compliance Officer deems it appropriate, or to the Chair of any other Discovery Board committee if the Compliance Officer deems it appropriate. The Compliance Officer shall report to the full Board of Trustees at each regularly scheduled board meeting on compliance activity, if any.

6 ACCOUNTING AND AUDITING MATTERS

The Audit/Finance Committee of the Board of Trustees shall address all reported Concerns regarding Discovery accounting practices, internal controls or auditing ("Accounting Concerns"). The Compliance Officer shall immediately notify the Audit/Finance Committee of any Accounting Concern and shall work with the committee until its resolution. Promptly upon receipt, the Audit/Finance Committee shall evaluate whether a Concern constitutes an Accounting Concern and, if so, shall promptly determine what professional assistance, if any, it needs in order to conduct an investigation. The Audit/Finance Committee will be free in its sole discretion to engage outside auditors, counsel or other experts to assist in the investigation and in the analysis of results.

7 INVESTIGATIONS

The Compliance Officer may delegate the responsibility to investigate a reported Concern, whether an Accounting Concern or otherwise, to one or more employees of the Discovery or to any other individual, including persons not employed by the Discovery, selected by the Compliance Officer; provided that the Compliance Officer may not delegate such responsibility to an employee, Trustee or other individual who is the subject of the reported Concern or in a manner that would compromise either the Identity of an employee who reported the Concern anonymously or the confidentiality of the complaint or resulting investigation. The scope, manner and parameters of any investigation of a reported Concern shall be determined by the Compliance Officer, and Discovery and its employees and trustees shall cooperate as necessary in connection with any such investigation. However, in the event of an Accounting Concern, the Audit/Finance Committee in its sole discretion shall determination the scope, manner and parameters of any investigation of an Accounting Concern, and Discovery and its employees and trustees shall cooperate as necessary in connection with any such investigation.

8 ACTING IN GOOD FAITH

Anyone reporting a Concern must act in good faith and have reasonable grounds for believing that the information disclosed may indicate a violation of law and/or ethical standards. Any allegations that prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense which may result in termination.

9 CONFIDENTIALITY

Discovery takes seriously its responsibility to enforce this Whistleblower Policy and therefore encourages any person reporting a Concern to identify him or herself so as to facilitate any resulting investigation. Notwithstanding the foregoing, in reporting a Concern, a Protected Person may request that such report be treated in a confidential manner (including that Discovery take reasonable steps to ensure that the identity of the reporting person remains anonymous). Concerns may also be reported on an anonymous basis. Reports of Concerns will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

10 HANDLING OF REPORTED CONCERNS

The Compliance Officer will acknowledge receipt of each reported Concern within five business days, but only to the extent the reporting person's identity is disclosed or a return address is provided. All reports will be promptly investigated; the scope of any such investigation being within the sole discretion of the Compliance Officer or the Audit/Finance Committee, and appropriate corrective action will be taken if warranted by the investigation.

11 RECORDS

The Discovery Board of Trustees will retain on a strictly confidential basis for a period of seven years (or otherwise as required under Discovery's record retention policies in effect from time to time) all records relating to any reported Concern and to the investigation and resolution thereof. All such records are confidential to Discovery and such records will be considered privileged and confidential.

12 DISTRIBUTIONS

Discovery shall distribute of this Whistleblower Policy to all Protected Persons.

Any complaint under this Whistleblower Policy shall be made to the Compliance Officer via regular US mail, email, telephone or in person. Compliance officer Contact Information: [Name, Mailing Address, Phone Number, Email]

Approved and Adopted Ratified by the Discovery Board of Trustees Directors at its Meeting on:

July 21, 2023



**Process for Appointment of Conditional Prospective
Employees and Emergency Conditional Appointments**

3310

§2854 (3) (a-2) (ii) Upon the recommendation of the chief executive officer of the charter school, the board of trustees of a charter school may conditionally appoint a prospective employee. A request for conditional clearance shall be forwarded to the commissioner along with the prospective employee's fingerprints, as required by subparagraph (i) of this paragraph. Such appointment shall not commence until notification by the commissioner that the prospective employee has been conditionally cleared for employment and shall terminate forty-five days after such notification of conditional clearance or when the prospective employer is notified of a determination by the commissioner to grant or deny clearance, whichever occurs earlier, and may not be extended or renewed unless the commissioner issues a new conditional clearance after finding that there was good cause for failing to obtain clearance within such period, provided that if clearance is granted, the appointment shall continue and the conditional status shall be removed. Prior to commencement of such conditional appointment, the prospective employer shall obtain a signed statement for conditional appointment from the prospective employee, indicating whether, to the best of his or her knowledge, he or she has a pending criminal charge or criminal conviction in any jurisdiction outside the state.

Conditional Prospective Employees

1. School director recommends prospective employee to board of trustees
2. Board of trustees votes on the conditional appointment of the employee
3. School director sends a statement to be signed by conditional prospective employee informing of status and stating that he or she has no pending criminal charges or criminal convictions in any jurisdiction outside the state
4. After the signed letter is returned, request for conditional clearance is forwarded to NYSED commissioner (including fingerprints if not already within the TEACH database)
5. Administrative assistant creates a conditional prospective employee file, begins to collect required documents, and clearly labels the employee file as "conditional"
6. Conditional appointment commences after NYSED commissioner conditionally clears the employee OR Prospective employee is not appointed because clearance is denied by the NYSED commissioner
7. Prospective employees denied clearance will be notified by the school director

8. For conditionally appointed employee, if NYSED commissioner does not grant or deny clearance after no more than forty-five days, employment will be terminated

9. If NYSED commissioner grants clearance, the “conditional” status is removed

10. If NYSED commissioner denies clearance, employment is terminated

§2854 (3) (a-2) (iii) Upon the recommendation of the chief executive officer of the charter school, the board of trustees of a charter school may make an emergency conditional appointment when an unforeseen emergency vacancy has occurred. When such appointment is made, the process for conditional appointment pursuant to subparagraph (ii) of this paragraph must also be initiated. Emergency conditional appointment may commence prior to notification from the commissioner on conditional clearance but shall terminate twenty business days from the date such appointment commences or when the prospective employer is notified by the commissioner regarding conditional clearance, whichever occurs earlier, provided that if conditional clearance is granted, the appointment shall continue as a conditional appointment. Prior to the commencement of such appointment, the prospective employer must obtain a signed statement for emergency conditional appointment from the prospective employee, indicating whether, to the best of his or her knowledge, he or she has a pending criminal charge or criminal conviction in any jurisdiction. An unforeseen emergency vacancy shall be defined as: (1) a vacancy that occurred less than ten business days before the start of any school session, including summer school, or during any school session, including summer school, without sufficient notice to allow for clearance or conditional clearance; (2) when no other qualified person is available to fill the vacancy temporarily; and (3) when emergency conditional appointment is necessary to maintain services which the charter school is legally required to provide or services necessary to protect the health, education or safety of students or staff. The provisions of clause one of this sub paragraph shall not apply if the board finds that the charter school has been unable to fill the vacancy despite good faith efforts to fill such vacancy in a manner which would have allowed sufficient time for clearance or conditional clearance.

Emergency Conditional Appointments

1. An emergency vacancy occurs

2. School director recommends prospective emergency employee to board of trustees, possibly without a board meeting if time does not permit

3. Board of trustees votes on the emergency conditional appointment of the employee

4. School director sends a statement to be signed by emergency conditional prospective employee informing of status and stating that he or she has no pending criminal charges or criminal convictions in any jurisdiction outside the state

5. After the signed letter is returned, request for conditional clearance forwarded to NYSED commissioner (including fingerprints if not already within the TEACH database)

6. Emergency conditional appointment commences for no more than twenty business days

7. Administrative assistant creates an emergency conditional prospective employee file, begins to collect required documents, and clearly labels the employee file as “emergency conditional”

8. Conditional appointment commences after NYSED commissioner conditionally clears the employee OR Prospective employee is not conditionally appointed because clearance is denied by the NYSED commissioner
9. Prospective employees denied clearance will be notified by the school director and immediately terminated from employment
10. After the conditional appointment commences, "emergency" will be removed from file
11. Within fifty school days, the school director will determine if the process for conditional prospective employees will be followed for the individual with the conditional appointment

§2854 (3) (a-2) (iv) Shall develop a policy for the safety of the children who have contact with an employee holding conditional appointment or emergency conditional appointment.

1. Every effort will be made to eliminate/reduce the time employees holding conditional appointments or emergency conditional appointments spend with students without another employee present

Approved by the Board of Trustees

June 9, 2011

Reviewed by the Board of Trustees

June 19, 2020

Discovery Charter School Check Detail

April 2023

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check		04/10/2023			110-015 - Escrow Account-Restricted		-2.00
TOTAL					530-105 - Miscellaneous Expense	-2.00	2.00
Check	ach	04/24/2023			110-001 - M&T Bank	-2.00	-2.00
TOTAL					110-015 - Escrow Account-Restricted	-2.00	2.00
Bill Pmt -Check	eft	04/05/2023	Aflac		110-001 - M&T Bank	-413.55	-413.55
Bill		03/21/2023			235-025 AFLAC Liability	-413.55	413.55
TOTAL					110-001 - M&T Bank	-3,033.26	-3,033.26
Bill		03/24/2023			110-125 - AMEX	-3,033.26	3,033.26
Bill Pmt -Check	eft	04/05/2023	American Express		110-001 - M&T Bank	-2,364.59	-2,364.59
Bill	34728882	03/22/2023			525-017 - Dental Insurance	-2,364.59	2,364.59
TOTAL					110-001 - M&T Bank	-2,364.59	2,364.59
Bill Pmt -Check	eft	04/12/2023	De Lage Landen Financial Services, Inc.		110-001 - M&T Bank	-786.20	-786.20
Bill	79554330	04/08/2023			550-030 - Equipment Lease	-786.20	786.20
TOTAL					110-001 - M&T Bank	-533.88	-533.88
Bill Pmt -Check	eft	04/12/2023	Staples		530-035 - Printing & Copying	-533.88	533.88
Bill	1647804596	03/25/2023			110-001 - M&T Bank	-533.88	533.88
TOTAL					110-001 - M&T Bank	-5,200.13	-5,200.13
Bill Pmt -Check	eft	04/12/2023	The Hartford Insurance Company DBL & PFL		525-020 - NYS Disability	-1,571.02	1,571.02
Bill	523410776305	03/31/2023			230-041 - NYS Paid Family Leave	-3,629.11	3,629.11
TOTAL					110-001 - M&T Bank	-5,200.13	5,200.13

Discovery Charter School Check Detail April 2023

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	eft	04/20/2023	New York State Teachers Retirement Loan		110-001 - M&T Bank		
Bill	April TRS	04/01/2023			235-015 - TRS Employee Loan	-363.00	363.00
TOTAL						-363.00	363.00
Bill Pmt -Check	eft	04/20/2023	The Hartford Insurance Company		110-001 - M&T Bank		
Bill		04/10/2023			525-035 - Workers Compensation Insurance	-4,573.00	4,573.00
TOTAL					550-005 - Insurance	-484.91	484.91
						-5,057.91	5,057.91
Check	eft	04/20/2023	Paychex		110-001 - M&T Bank		
TOTAL					540-030 - Payroll Processing	-156.27	156.27
						-156.27	156.27
Bill Pmt -Check	5492	04/12/2023	Culligan		110-001 - M&T Bank		
Bill		03/31/2023			550-030 - Equipment Lease	-30.00	30.00
TOTAL						-30.00	30.00
Bill Pmt -Check	5493	04/12/2023	Kevin Cousin		110-001 - M&T Bank		
Bill		04/05/2023			550-015 - Maintenance & Repairs	-37.93	37.93
TOTAL						-37.93	37.93
Bill Pmt -Check	5494	04/12/2023	NYSSMA		110-001 - M&T Bank		
Bill	DiscoveryCharter	04/05/2023			530-010 - Classroom Supplies	-32.00	32.00
TOTAL						-32.00	32.00
Bill Pmt -Check	5495	04/12/2023	ODP Business Solutions LLC		110-001 - M&T Bank		
Bill	304924816001	03/28/2023			530-005 - Office supplies	-28.60	28.60
Bill	304925158001	03/28/2023			530-005 - Office supplies	-5.57	5.57
TOTAL						-34.17	34.17
Bill Pmt -Check	5496	04/12/2023	The Coppola Firm		110-001 - M&T Bank		
Bill	6679	03/31/2023			540-010 - Legal Fees	-3,602.50	3,602.50
TOTAL						-3,602.50	3,602.50

Discovery Charter School Check Detail April 2023

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	5497	04/12/2023	Verizon Wireless		110-001 · M&T Bank		-163.81
Bill	9931396026	04/01/2023			530-040 · Telephone	-163.81	163.81
TOTAL						-163.81	163.81
Bill Pmt -Check	5498	04/12/2023	Wegmans		110-001 · M&T Bank		-2,523.00
Bill	MarchFFVP	03/31/2023			540-025 Food Service Fees	-2,523.00	2,523.00
TOTAL						-2,523.00	2,523.00
Bill Pmt -Check	5499	04/12/2023	Windstream		110-001 · M&T Bank		-409.54
Bill	75567460	04/01/2023			530-040 · Telephone	-409.54	409.54
TOTAL						-409.54	409.54
Bill Pmt -Check	5500	04/20/2023	Education Success Foundation		110-001 · M&T Bank		-33,431.00
Bill	2023-May03	04/01/2023			120-015 · Prepaid Expenses	-30,106.00	30,106.00
Bill	C2023-301	04/13/2023			550-050 Utilities	-3,222.61	3,222.61
TOTAL						-102.39	102.39
						-33,431.00	33,431.00
Bill Pmt -Check	5501	04/20/2023	Education Success Network		110-001 · M&T Bank		-8,382.47
Bill	2023-0410	04/01/2023			540-011 Landlord - Admin. Services	-7,270.75	7,270.75
Bill	C2023-303	04/13/2023			530-020 Computer Supplies & Software	-1,111.72	1,111.72
TOTAL						-8,382.47	8,382.47
Bill Pmt -Check	5502	04/20/2023	Excellus Blue Cross Blue Shield		110-001 · M&T Bank		-30,947.04
Bill		04/17/2023			525-015 Health Insurance	-30,947.04	30,947.04
TOTAL						-30,947.04	30,947.04
Bill Pmt -Check	5503	04/20/2023	Flower City Charter Services		110-001 · M&T Bank		-12,225.75
Bill	607	04/12/2023			550-010 Janitorial	-12,225.75	12,225.75
TOTAL						-12,225.75	12,225.75
Bill Pmt -Check	5504	04/20/2023	JFM Distribution, Inc.		110-001 · M&T Bank		-1,498.50
Bill	33104	03/30/2023			550-010 Janitorial	-1,498.50	1,498.50
TOTAL						-1,498.50	1,498.50

Discovery Charter School
Check Detail
April 2023

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	5505	04/20/2023	Just Solutions, Inc.		110-001 - M&T Bank		-900.00
Bill		04/19/2023			530-045 Marketing & Advertising	-900.00	900.00
TOTAL						-900.00	900.00
Bill Pmt -Check	5506	04/20/2023	Rochester Democrat & Chronicle		110-001 - M&T Bank		-370.50
Bill	0005489730	03/30/2023			530-045 Marketing & Advertising	-370.50	370.50
TOTAL						-370.50	370.50
Bill Pmt -Check	5507	04/20/2023	Samantha Bonanno		110-001 - M&T Bank		-51.36
Bill	REIMB041023	04/10/2023			530-010 Classroom Supplies	-51.36	51.36
TOTAL						-51.36	51.36

Discovery Charter School
Check Detail
May 2023

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check		05/25/2023	Copier Fax Business Technologies		110-001 - M&T Bank		0.00
Bill	785521	05/17/2023	Copier Fax Business Technologies		20000 - Accounts Payable	0.00	-900.00
TOTAL						0.00	-900.00
Bill Pmt -Check	eft	05/01/2023	American Express		110-001 - M&T Bank		-2,682.90
Bill		04/16/2023			110-125 - AMEX	-2,682.90	2,682.90
TOTAL						-2,682.90	2,682.90
Bill Pmt -Check	eft	05/01/2023	Cardmember Service		110-001 - M&T Bank		-1,506.71
Bill		04/12/2023			110-115 - M&T Bank - 0953	-1,506.71	1,506.71
TOTAL						-1,506.71	1,506.71
Bill Pmt -Check	eft	05/01/2023	Excellus Blue Cross Blue Shield		110-001 - M&T Bank		-2,445.09
Bill	35025197	04/22/2023			525-017 - Dental Insurance	-2,445.09	2,445.09
TOTAL						-2,445.09	2,445.09
Bill Pmt -Check	eft	05/05/2023	Aflac		110-001 - M&T Bank		-413.55
Bill	179706	04/27/2023			235-025 - AFLAC Liability	-413.55	413.55
TOTAL						-413.55	413.55
Bill Pmt -Check	eft	05/05/2023	Staples		110-001 - M&T Bank		-533.88
Bill	1648375738	04/25/2023			530-035 - Printing & Copying	-533.88	533.88
TOTAL						-533.88	533.88
Bill Pmt -Check	eft	05/16/2023	De Lage Landen Financial Services, Inc.		110-001 - M&T Bank		-545.30
Bill	79815942	05/10/2023			550-030 - Equipment Lease	-545.30	545.30
TOTAL						-545.30	545.30
Bill Pmt -Check	eft	05/16/2023	New York State Teachers Retirement Loan		110-001 - M&T Bank		-363.00
Bill	MayTRSLoan	05/19/2023			235-015 - TRS Employee Loan	-363.00	363.00
TOTAL						-363.00	363.00
Bill Pmt -Check	eft	05/16/2023	Verizon Wireless		110-001 - M&T Bank		-153.69
Bill	9833780631	05/01/2023			530-040 - Telephone	-153.69	153.69
TOTAL						-153.69	153.69

Discovery Charter School
Check Detail
May 2023

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	eft	05/20/2023	Psychex		110-001 - M&T Bank		-207.40
TOTAL					540-030 - Payroll Processing	-207.40	207.40
Bill Pmt -Check	eft	05/25/2023	Excellus Blue Cross Blue Shield		110-001 - M&T Bank	-207.40	207.40
TOTAL					525-015 - Health Insurance	-29,007.96	29,007.96
Bill	000035301613	05/16/2023				-29,007.96	29,007.96
Bill Pmt -Check	eft	05/25/2023	Cardmember Service		110-001 - M&T Bank		-32.19
TOTAL					110-115 - M&T Bank - 0963	-32.19	32.19
Bill		05/06/2023				-32.19	32.19
Bill Pmt -Check	5508	05/01/2023	Matthew Bradstreet		110-001 - M&T Bank		-19.96
TOTAL					530-010 Classroom Supplies	-19.96	19.96
Bill	REIMB042123	04/21/2023				-19.96	19.96
Bill Pmt -Check	5509	05/01/2023	Monroe #1 Boeces		110-001 - M&T Bank		-381.60
TOTAL					530-060 - Professional Development Exp	-381.60	381.60
Bill	8873-23A	04/18/2023				-381.60	381.60
Bill Pmt -Check	5510	05/01/2023	ODF Business Solutions LLC		110-001 - M&T Bank		-160.43
TOTAL					530-005 - Office supplies	-124.06	124.06
Bill	308908801001	04/19/2023				-124.06	124.06
Bill	308970563001	04/25/2023			530-010 - Classroom Supplies	-36.37	36.37
TOTAL						-160.43	160.43
Bill Pmt -Check	5511	05/01/2023	The Business Council of NYS, Inc.		110-001 - M&T Bank		-861.48
TOTAL					525-030 Life Insurance	-215.80	215.80
Bill	1000094615	04/13/2023				-215.80	215.80
Bill Pmt -Check	5512	05/05/2023	Natural Heritage Trust		110-001 - M&T Bank		-39.00
TOTAL					530-075 - Expedition	-39.00	39.00
Bill	20230505	05/05/2023				-39.00	39.00
Bill Pmt -Check	5513	05/05/2023	The NYS Office of Parks		110-001 - M&T Bank		-35.00
TOTAL						-35.00	35.00
Bill						-35.00	35.00

Discovery Charter School
Check Detail
May 2023

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill	20230505	05/05/2023			530-075 · Expedition	-35.00	35.00
TOTAL						-35.00	35.00
Bill Pmt -Check	5514	05/05/2023	Culligan		110-001 · M&T Bank		-267.95
Bill		04/30/2023			540-115 · Minor Equipment	-267.95	267.95
TOTAL						-267.95	267.95
Bill Pmt -Check	5515	05/05/2023	Julia K Caters		110-001 · M&T Bank		-58,812.91
Bill	1859	03/31/2023			540-025 · Food Service Fees	-35,887.08	35,887.08
Bill	1877	04/30/2023			540-025 · Food Service Fees	-22,925.83	22,925.83
TOTAL						-58,812.91	58,812.91
Bill Pmt -Check	5516	05/05/2023	Justin Schultz		110-001 · M&T Bank		-85.44
Bill	REIMB05012023	05/01/2023			530-010 · Classroom Supplies	-85.44	85.44
TOTAL						-85.44	85.44
Bill Pmt -Check	5517	05/05/2023	Standard Supply Center		110-001 · M&T Bank		-1,559.38
Bill	25714	05/01/2023			530-035 · Printing & Copying	-1,559.38	1,559.38
TOTAL						-1,559.38	1,559.38
Bill Pmt -Check	5518	05/05/2023	Transamerica Life Insurance Company		110-001 · M&T Bank		-50.26
Bill	2504982925	04/28/2023			235-020 · Life Insurance	-50.26	50.26
TOTAL						-50.26	50.26
Bill Pmt -Check	5519	05/05/2023	Windstream		110-001 · M&T Bank		-409.54
Bill	75649047	05/01/2023			530-040 · Telephone	-409.54	409.54
TOTAL						-409.54	409.54
Bill Pmt -Check	5520	05/10/2023	Rochester Museum & Science Center		110-001 · M&T Bank		-42.00
Bill	May262023	05/10/2023			530-075 · Expedition	-42.00	42.00
TOTAL						-42.00	42.00
Check	5521	05/15/2023	Gates Chili Central School District		110-001 · M&T Bank		-7,271.46
Credit Memo	2022445	05/09/2023	Deferred Per Pupil Allocation		235-030 · Deferred Per Pupil Allocation	-7,271.46	7,271.46
TOTAL						-7,271.46	7,271.46
Bill Pmt -Check	5522	05/16/2023	Education Success Foundation		110-001 · M&T Bank		-1,043.97

Discovery Charter School
Check Detail
May 2023

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill	C2022-Nov01	11/30/2022			550-050 - Utilities	-1,043.97	1,043.97
TOTAL						-1,043.97	1,043.97
Bill Pmt -Check	5523	05/16/2023	Education Success Network		110-001 - M&T Bank		-1,118.76
Bill	C2022-1107	11/30/2023			530-020 - Computer Supplies & Software	-1,118.76	1,118.76
TOTAL						-1,118.76	1,118.76
Bill Pmt -Check	5524	05/16/2023	Flower City Charter Services		110-001 - M&T Bank		-12,225.75
Bill	629	05/08/2023			550-010 - Janitorial	-12,225.75	12,225.75
TOTAL						-12,225.75	12,225.75
Bill Pmt -Check	5525	05/16/2023	JFM Distribution, Inc.		110-001 - M&T Bank		-184.95
Bill	33200	05/05/2023			550-010 - Janitorial	-184.95	184.95
TOTAL						-184.95	184.95
Bill Pmt -Check	5526	05/16/2023	ODP Business Solutions LLC		110-001 - M&T Bank		-25.10
Bill	311054143001	05/09/2023			530-005 - Office supplies	-25.10	25.10
TOTAL						-25.10	25.10
Bill Pmt -Check	5527	05/16/2023	Rochester Democrat & Chronicle		110-001 - M&T Bank		-1,137.50
Bill	0005562894	05/01/2023			530-045 - Marketing & Advertising	-1,137.50	1,137.50
TOTAL						-1,137.50	1,137.50
Bill Pmt -Check	5528	05/16/2023	Strong National Museum of Play		110-001 - M&T Bank		-560.00
Bill	100402	05/05/2023			530-075 - Expedition	-560.00	560.00
TOTAL						-560.00	560.00
Bill Pmt -Check	5529	05/16/2023	The Coppola Firm		110-001 - M&T Bank		-5,347.50
Bill	6924	04/30/2023			540-010 - Legal Fees	-5,347.50	5,347.50
TOTAL						-5,347.50	5,347.50
Bill Pmt -Check	5530	05/16/2023	Wegmans		110-001 - M&T Bank		-1,020.00
Bill	AprilFFVP	04/30/2023			530-025 - Food Service Supplies	-1,020.00	1,020.00
TOTAL						-1,020.00	1,020.00
Bill Pmt -Check	5531	05/25/2023	Education Success Foundation		110-001 - M&T Bank		-8,486.52
Bill	C2023-401	04/30/2023			550-050 - Utilities	-8,486.52	8,486.52
TOTAL						-8,486.52	8,486.52

Discovery Charter School Check Detail May 2023

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
TOTAL						-8,486.52	8,486.52
Bill Pmt -Check	5532	05/25/2023	Education Success Network		110-001 - M&T Bank	-1,103.20	-1,103.20
Bill	C2023-403	04/30/2023			530-020 - Computer Supplies & Software	-1,103.20	1,103.20
TOTAL						-1,103.20	1,103.20
Bill Pmt -Check	5533	05/25/2023	JFM Distribution, Inc.		110-001 - M&T Bank	-1,462.05	-1,462.05
Bill	33211	05/09/2023			550-010 - Janitorial	-1,462.05	1,462.05
TOTAL						-1,462.05	1,462.05
Bill Pmt -Check	5534	05/25/2023	Just Solutions, Inc.		110-001 - M&T Bank	-125.00	-125.00
Bill	C35720	05/18/2023			530-020 - Computer Supplies & Software	-125.00	125.00
TOTAL						-125.00	125.00
Bill Pmt -Check	5535	05/25/2023	Kaleigh Jacobson		110-001 - M&T Bank	-85.90	-85.90
Bill	REIMB052523-1	05/25/2023			530-080 - Staff Recruitment & Retention	-27.96	27.96
Bill	REIMB052523-2	05/25/2023			530-010 - Classroom Supplies	-42.94	42.94
Bill	REIMB052523-3	05/25/2023			530-010 - Classroom Supplies	-15.00	15.00
TOTAL						-85.90	85.90
Bill Pmt -Check	5536	05/25/2023	Khadigeih Albaram		110-001 - M&T Bank	-81.59	-81.59
Bill	REIMB052223	05/22/2023			530-010 - Classroom Supplies	-81.59	81.59
TOTAL						-81.59	81.59
Bill Pmt -Check	5537	05/25/2023	Latifah Lawhorn		110-001 - M&T Bank	-110.00	-110.00
Bill	REIMB051223	05/12/2023			530-010 - Classroom Supplies	-110.00	110.00
TOTAL						-110.00	110.00
Bill Pmt -Check	5538	05/25/2023	Stitchworks		110-001 - M&T Bank	-3,000.00	-3,000.00
Bill		05/10/2023			530-120 - Student Uniforms	-3,000.00	3,000.00
TOTAL						-3,000.00	3,000.00
Bill Pmt -Check	5539	05/25/2023	The Business Council of NYS, Inc.		110-001 - M&T Bank	-174.30	-174.30
Bill	1000096047	05/15/2023			525-030 - Life Insurance	-285.29	285.29
					525-021 - Disability - Supplemental	-259.23	259.23
					525-016 - Vision Insurance	-35.04	35.04
					235-020 - Life Insurance	-753.86	753.86
TOTAL						-174.30	174.30

Discovery Charter School
Check Detail
May 2023

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	5540	05/25/2023	Transamerica Life Insurance Company		110-001 - M&T Bank	-50.26	-50.26
Bill		05/10/2023			235-020 - Life Insurance	-50.26	50.26
TOTAL						-50.26	50.26
Bill Pmt -Check	5541	05/25/2023	Ciomardia Diaz		110-001 - M&T Bank	-220.03	-220.03
Bill	REIMB051923	05/19/2023			530-010 - Classroom Supplies	-220.03	220.03
TOTAL						-220.03	220.03

Discovery Charter School Check Detail June 2023

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check		06/21/2023	Copier Fax Business Technologies		110-001 · M&T Bank		0.00
Bill	790850	05/19/2023	Copier Fax Business Technologies		20000 · Accounts Payable	0.00	-77.95
TOTAL						0.00	-77.95
Bill Pmt -Check		06/05/2023	Aflac		110-001 · M&T Bank		-413.55
Bill	198698	05/25/2023			235-025 · AFLAC Liability	-413.55	413.55
TOTAL						-413.55	413.55
Bill Pmt -Check		06/05/2023	Excellus Blue Cross Blue Shield		110-001 · M&T Bank		-2,445.09
Bill	000035323465	05/22/2023			120-015 · Prepaid Expenses	-2,445.09	2,445.09
TOTAL						-2,445.09	2,445.09
Bill Pmt -Check		06/05/2023	American Express		110-001 · M&T Bank		-2,977.95
Bill	May2023	05/24/2023			110-125 · AMEX	-2,977.95	3,222.73
TOTAL						-2,977.95	3,222.73
Check		06/20/2023	Paychex		110-001 · M&T Bank		-204.00
TOTAL					540-030 · Payroll Processing	-204.00	204.00
Bill Pmt -Check		06/21/2023	Cardmember Service		110-001 · M&T Bank		-1,526.91
Bill		06/14/2023			110-115 · M&T Bank - 0963	-1,526.91	1,526.91
TOTAL						-1,526.91	1,526.91
Bill Pmt -Check		06/21/2023	De Lage Landen Financial Services, Inc.		110-001 · M&T Bank		-727.96
Bill	80125993	06/10/2023			550-030 · Equipment Lease	-727.96	727.96
TOTAL						-727.96	727.96
Bill Pmt -Check		06/21/2023	Staples		110-001 · M&T Bank		-533.88
Bill	1648948507	05/25/2023			530-035 · Printing & Copying	-533.88	533.88
TOTAL						-533.88	533.88

Discovery Charter School Check Detail June 2023

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	eft	06/21/2023	Verizon Wireless		110-001 · M&T Bank		-776.03
Bill	9936153981	05/31/2023			530-040 · Telephone	-220.63	249.06
TOTAL					540-115 · Minor Equipment	-555.40	626.97
						-776.03	876.03
Bill Pmt -Check	5542	06/05/2023	Challenger Learning Center		110-001 · M&T Bank		-868.00
Bill		05/25/2023			530-075 · Expedition	-868.00	868.00
TOTAL						-868.00	868.00
Bill Pmt -Check	5543	06/05/2023	FP Mailing Solutions		110-001 · M&T Bank		-125.04
Bill	RI105773339	05/19/2023			530-030 · Postage	-125.04	125.04
TOTAL						-125.04	125.04
Bill Pmt -Check	5544	06/05/2023	Jack Fecik		110-001 · M&T Bank		-125.00
Bill	00103	05/25/2023			540-045 · Other Purchased/Prof/Consult	-125.00	125.00
TOTAL						-125.00	125.00
Bill Pmt -Check	5545	06/05/2023	Julia K Caters		110-001 · M&T Bank		-32,000.54
Bill	1899	05/31/2023			540-025 · Food Service Fees	-32,000.54	32,000.54
TOTAL						-32,000.54	32,000.54
Bill Pmt -Check	5546	06/21/2023	BPAS		110-001 · M&T Bank		-437.50
Bill	1000804727	05/31/2023			540-045 · Other Purchased/Prof/Consult	-437.50	437.50
TOTAL						-437.50	437.50
Bill Pmt -Check	5547	06/21/2023	Culligan		110-001 · M&T Bank		-342.95
Bill		05/31/2023			550-030 · Equipment Lease	-342.95	342.95
TOTAL						-342.95	342.95
Bill Pmt -Check	5548	06/21/2023	Curriculum Associates		110-001 · M&T Bank		-9,120.50
Bill	90744545	05/31/2023			530-085 · Textbooks	-9,120.50	9,120.50
TOTAL						-9,120.50	9,120.50

Discovery Charter School Check Detail June 2023

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	5549	06/21/2023	Education Success Foundation		110-001 · M&T Bank		-15,765.21
Bill	C2023-501	05/31/2023			550-050 · Utilities	-15,662.80	15,662.80
					530-040 · Telephone	-102.41	102.41
TOTAL						-15,765.21	15,765.21
Bill Pmt -Check	5550	06/21/2023	Education Success Network		110-001 · M&T Bank		-1,156.51
Bill	C2023-503	05/31/2023			530-020 · Computer Supplies & Software	-1,156.51	1,156.51
TOTAL						-1,156.51	1,156.51
Bill Pmt -Check	5551	06/21/2023	Flower City Charter Services		110-001 · M&T Bank		-12,225.75
Bill	656	06/04/2023			550-010 · Janitorial	-12,225.75	12,225.75
TOTAL						-12,225.75	12,225.75
Bill Pmt -Check	5552	06/21/2023	FP Mailing Solutions		110-001 · M&T Bank		-125.04
Bill	R105799589	06/07/2023			540-115 · Minor Equipment	-125.04	125.04
TOTAL						-125.04	125.04
Bill Pmt -Check	5553	06/21/2023	Joyce Johnson		110-001 · M&T Bank		-13.50
Bill	REIMB060723	06/07/2023			530-070 · Board Expense	-13.50	13.50
TOTAL						-13.50	13.50
Bill Pmt -Check	5554	06/21/2023	Kaleigh Jacobson		110-001 · M&T Bank		-185.77
Bill	REIMB060523	06/05/2023			530-010 · Classroom Supplies	-78.96	78.96
Bill	REIMB062123-01	06/21/2023			530-010 · Classroom Supplies	-34.85	34.85
Bill	REIMB062123-02	06/21/2023			530-010 · Classroom Supplies	-40.00	40.00
Bill	REIMB062123-03	06/21/2023			530-010 · Classroom Supplies	-31.96	31.96
TOTAL						-185.77	185.77
Bill Pmt -Check	5555	06/21/2023	Kevin Cousin		110-001 · M&T Bank		-10.97
Bill	REIMB060623	06/06/2023			550-015 · Maintenance & Repairs	-10.97	10.97
TOTAL						-10.97	10.97
Bill Pmt -Check	5556	06/21/2023	Khadigeh Albaram		110-001 · M&T Bank		-46.66

Discovery Charter School Check Detail June 2023

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill	REIMB061423	06/14/2023			530-010 · Classroom Supplies	-46.66	46.66
TOTAL						-46.66	46.66
Bill Pmt -Check	5557	06/21/2023	Monroe #1 Boces		110-001 · M&T Bank		-2,226.00
Bill	10639-23A	06/13/2023			530-060 · Professional Development Exp	-2,226.00	2,226.00
TOTAL						-2,226.00	2,226.00
Bill Pmt -Check	5558	06/21/2023	Monroe 2 - Orleans Boces		110-001 · M&T Bank		-375.00
Bill	111698119	05/31/2023			530-060 · Professional Development Exp	-375.00	375.00
TOTAL						-375.00	375.00
Bill Pmt -Check	5559	06/21/2023	Nickerson Corporation		110-001 · M&T Bank		-2,695.00
Bill	00021938	06/07/2023			540-115 · Minor Equipment	-2,695.00	2,695.00
TOTAL						-2,695.00	2,695.00
Bill Pmt -Check	5560	06/21/2023	The Business Council of NYS, Inc.		110-001 · M&T Bank		-841.54
Bill	1000097826	06/13/2023			525-030 · Life Insurance	-207.50	207.50
					525-021 · Disability - Supplemental	-339.77	339.77
					525-016 · Vision Insurance	-259.23	259.23
					235-020 · Life Insurance	-35.04	35.04
TOTAL						-841.54	841.54
Bill Pmt -Check	5561	06/21/2023	The Coppola Firm		110-001 · M&T Bank		-1,100.00
Bill	7041	05/31/2023			540-010 · Legal Fees	-1,100.00	1,100.00
TOTAL						-1,100.00	1,100.00
Bill Pmt -Check	5562	06/21/2023	Wegmans		110-001 · M&T Bank		-1,632.00
Bill	MayFFVP	05/31/2023			540-025 · Food Service Fees	-1,632.00	1,632.00
TOTAL						-1,632.00	1,632.00
Bill Pmt -Check	5563	06/21/2023	Windstream		110-001 · M&T Bank		-409.54
Bill	75715186	06/01/2023			530-040 · Telephone	-409.54	409.54
TOTAL						-409.54	409.54

Discovery Charter School Check Detail June 2023

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	5564	06/23/2023	Department of Labor Unemployment Insuranc		110-001 - M&T Bank		-1,942.58
Bill		06/23/2023			525-040 - Unemployment Insurance Expense	-1,942.58	1,942.58
TOTAL						-1,942.58	1,942.58

ASSETS**Current Assets**

Checking/Savings	
110-001 · M & T Bank	\$ 567,143
110-015 - State Escrow Account	100,000
<i>Total Checking/Savings</i>	<u>667,143</u>

Accounts Receivable	319,192
Prepaid Expense	8,819
<i>Total Other Current Assets</i>	<u>328,011</u>

<i>Total Current Assets</i>	<u>995,154</u>
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Fixed Assets

170-025 Food Service Equipment	6,708
170-010 · Classroom/Playground Equipment	110,206
170-015 · Computer Equipment	461,428
170-005 Office Equipment	12,201
170-020 · Leasehold Improvements	276,492
170-050 Accumulated Depreciation	-378,025
170-065 Accumulated Dep Leasehold	-269,860
<i>Total Fixed Assets</i>	<u>219,150</u>

TOTAL ASSETS \$ 1,214,304

LIABILITIES & FUND BALANCE**Liabilities****Current Liabilities**

20000 · Accounts Payable	\$ 79,756
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Other Current Liabilities

235-010 · NYSTRS Liability	278,123
235-035 · Other Accrued Liabilities	138,139
235-030 · Deferred Per Pupil Allocation	0
235-040 · Family Association	366
235-041 · NYS Paid Family Leave	4,537
235-015 · TRS Employee Loan	0
235-025 AFLAC Liability	316
220-005 Accrued Payroll	10,112
235-020 Life Insurance	147
<i>Total Other Current Liabilities</i>	<u>431,740</u>

<i>Total Current Liabilities</i>	<u>511,496</u>
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Long Term Liabilities

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

Total Liabilities	<u>522,123</u>
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Fund Balance

305 · Prior Year Fund Balance	423,044
Net Income - Current	269,137
<i>Total Fund Balance</i>	<u>692,181</u>

TOTAL LIABILITIES & FUND BALANCE \$ 1,214,304

	Actual Month 06/30/2023	Actual YTD 06/30/2023	Actual YTD 06/30/2023	Actual YTD 06/30/2023	Actual YTD 06/30/2023	Actual YTD 06/30/2023	PRIOR YTD 06/30/2022	Budget Full Year	Remaining Budget	% Used/ Received of Budget
Income										
410-010 Per Pupil Allocation Income	\$ 263,120	\$ 3,807,882	\$ 3,807,882	\$ 3,807,882	\$ 3,807,882	\$ 3,827,029	\$ 4,100,000	\$ 292,118	93%	
410-025 High Cost Aid	-	163,602	163,602	163,602	163,602	180,345	200,000	36,398	82%	
450-050 Federal IDEA	-	-	-	37,090	37,090	37,357	37,358	268	99%	
450-030 Title I A&D	45,631	-	-	234,663	234,663	169,897	186,000	(48,663)	126%	
450-020 Title IIA	8,451	-	-	30,252	30,252	23,962	23,900	(6,352)	127%	
450-035 Title IV	3,326	-	-	17,182	17,182	13,106	13,000	(4,182)	132%	
450-090 CARES Act	-	-	-	132,939	132,939	-	-	(132,939)		
450-105 CRRSA ESSER 2	39,034	-	-	261,820	261,820	320,939	630,000	(261,820)		
450-100 ARP ESSER 3	93,396	-	-	503,210	503,210	427,216	-	126,790		
415-010 Contributions and donations	-	829	\$ 829	\$ 1,829	\$ 1,829	2,951	-	(1,829)	80%	
415-020 Miscellaneous	-	639	639	939	939	2,534	-	(939)	0%	
410-020 Food Service Income	22,820	-	355,270	355,270	355,270	300,855	334,668	(20,602)	106%	
410-120 Child Nutrition Emergency Funds	-	-	17,346	17,346	17,346	61,385	-	(17,346)		
450-040 Fresh Fruits & Veg Programs	-	-	-	18,630	18,630	24,892	-	(17,346)		
450-080 Other Grants	15,000	-	-	23,000	23,000	-	-	16,800		
450-110 COVID Response - Remote	-	-	-	43,350	43,350	-	-	(23,000)	0%	
425-010 Uniform Income	-	-	835	835	835	-	-	(43,350)	0%	
415-025 E-rate Reimbursement	-	3,530	3,530	3,530	3,530	10,862	18,298	14,768	0%	
415-015 In-Kind District Textbooks	-	-	-	-	-	16,427	17,687	17,687	19%	
TOTAL INCOME	\$ 490,778	\$ 3,977,317	\$ 3,977,317	\$ 5,653,369	\$ 5,653,369	\$ 5,419,757	\$ 5,577,711	\$ 146,410		
Actual YTD Income vs Full Year Budget							101%			
Expense										
520-010 Salaries & Wages	\$ 387,977	\$ 23,457	\$ 1,963,713	\$ 3,102,235	\$ 3,102,235	\$ 3,451,359	\$ 3,233,318	\$ 131,083	96%	
525-045 · HSA Employee Contribi	-	-	8,500	8,500	8,500	9,000	-	-		
525-016 Vision Insurance	117	-	1,848	1,848	1,848	2,304	-	-		
525-017 · Dental Insurance	(1,247)	-	13,800	13,800	13,800	18,891	-	-		
525-010 · FICA	28,976	-	230,365	230,365	230,365	246,812	-	-		
525-015 · Health Insurance	(12,505)	-	226,331	226,331	226,331	256,734	-	-		
525-020 · NYS Disability	(230)	-	2,805	2,805	2,805	4,520	-	-		
525-021 · Disability - Supplementa	340	-	3,412	3,412	3,412	2,389	-	-		
525-030 · Life Insurance	208	-	3,395	3,395	3,395	2,834	-	-		
525-025 Retirement Expense	(40,126)	-	218,671	218,671	218,671	225,466	-	-		
525-035 · Workers Compensation]	-	-	21,683	21,683	21,683	26,433	-	-		
525-040 · Unemployment Insuranc	2,272	-	24,915	24,915	24,915	31,281	-	-		
Total 525 · Employee Benefits	(22,195)	-	755,725	755,725	755,725	826,664	1,019,801	264,076	74%	
Total Personnel Expense	365,782	23,457	2,719,438	3,857,960	3,857,960	4,278,023	4,253,119	395,159		
Actual YTD Personnel Exp vs Full Year Budget							91%			
530 · School Operations										
540-115 · Minor Equipment/Furnit	4,808	2,184	19,646	21,830	21,830	20,248	40,000	18,170	55%	
530-053 · Transportation	-	-	36,103	36,103	36,103	5,042	10,000	(26,103)	361%	

530-120 · Yearbook				3,091				2,000	(1,091)	155%
530-105 · Miscellaneous Expense				277				2,925	(2,77)	
530-005 · Office Supplies	640			9,070				20,000	10,930	45%
530-010 · Classroom Supplies	1,036		2213	23,815				36,000	9,972	72%
530-015 · Special Education Supplies				302				3,500	3,198	9%
530-025 · Food Service Supplies	2,070			-				5,000	2,930	41%
530-030 · Postage				470				2,500	2,030	19%
530-035 · Printing/Copying				6,242				22,500	16,258	28%
530-040 · Telephone	562			14,921				17,500	2,579	85%
530-045 · Marketing & Advertising	952			9,886				9,000	(886)	110%
530-055 · Travel	1,152			2,218				4,000	1,782	55%
530-060 · Professional Development	2,330	228	1,600	11,266				15,000	1,906	87%
530-070 · Board Expense	14			14				850	836	2%
530-075 · Expedition	788			3,038				-	(3,038)	
530-085 · Textbooks	13,894		7,624	26,612				40,000	5,764	86%
530-080 · Staff Recruitment & Retention			358	4,918				-	(5,276)	
530-120 · Student Uniforms				5,100				4,000	(1,100)	128%
530-020 Computer Supplies & Sof	34		1,543	36,807				100,000	61,650	38%
530-065 Meeting Expense				-				1,500	1,500	0%
530-050 Dues and Subscriptions				5,341				10,600	5,259	50%
530-095 · Student Testing				31,078				19,602	(24,578)	478%
Total 530 · School Operations	26,210	4,482	13,338	250,215	268,035	316,160	350,450	82,415		
Actual YTD School Op Exp vs Full Year Budget										
540 · Contracted Services										
540-005 - Auditing	5,000			31,669				22,000	(9,669)	144%
540-006 - Accounting Services	-			1,140				12,000	10,860	10%
540-045 - Other Purchased/Prof/C	205			13,583				32,000	18,417	42%
540-040 · Enrichment - After School				-				-	-	
540-041 · Enrichment - Summer Learning	1,815			138				100,000	99,862	0%
540-010 · Legal Fees				21,348				20,000	(1,348)	107%
540-012 · Landlord - Admin Services				89,154				90,000	846	99%
540-025 · Food Service Fees	22,507	330,941		-				315,000	(15,941)	105%
540-030 · Payroll Processing	3,582			19,428				4,500	(14,928)	432%
Total 540 · Contracted Services	33,109	330,941	-	176,460	507,401	489,452	595,500	88,099		
Actual YTD Contracted Svcs Exp vs Full Year Budget										
550 · Facility Operation										
550-005 · Insurance	3,491			45,250				52,000	6,750	87%
550-015 · Maintenance & Repairs	424			4,000	\$			4,000	-	100%
550-015 · Janitorial	12,226			156,433	\$			110,000	(46,433)	142%
550-021 · Facility Lease - Hoover	30,106			361,272				362,000	728	100%
550-050 Utilities	-			61,918				55,000	(6,918)	113%
550-055 Property Taxes				1,235				2,000	765	62%
550-030 · Equipment Lease	728			9,630				10,000	370	96%
Total 550 · Facility Operation	46,975	-	-	639,738	639,738	618,543	595,000	(44,738)		

	<i>Actual YTD Facility Op Ex vs Full Year Budget</i>					108%
Other						
560-090 Fraud Expense						0%
550-090 · Depreciation	26,937	1,342	109,761	111,103	110,787	108,000
Contingency						(3,103)
TOTAL EXPENSE	499,013	360,222	3,895,612	5,384,237	5,812,965	5,927,069
						25,000
						542,832
	<i>Actual YTD Expense vs Full Year Budget</i>					91%
NET OPERATING SURPLUS/(DEFICIT)	\$ (8,235)	\$ 31,024	\$ 81,705	\$ 269,132	\$ (393,208)	\$ (349,358)
NET SURPLUS/(DEFICIT)						
INCLUDING REVENUE FOR	\$ (8,235)	\$ 31,024	\$ 81,705	\$ 269,132	\$ (393,208)	\$ (349,358)