

# Application: Discovery Charter School Annual Report 2021-2022

Castner Sara - scastner@rochesterdiscovery.com  
2021-2022 Annual Report

## Summary

**ID:** 0000000148

**Status:** Annual Report Submission

**Labels:** Board of Regents

## Entry 1 School Info and Cover Page

**Completed** Aug 1 2022

### [Instructions](#)

#### **Required of ALL Charter Schools**

Each Annual Report begins with a completed School Information and Cover Page. The information is collected in a survey format within Annual Report portal. When entering information in the portal, some of the following items may not appear, depending on your authorizer and/or your responses to related items.

## Entry 1 School Information and Cover Page

**(New schools that were not open for instruction for the 2021-2022 school year are not required to complete or submit an annual report this year).**

Please be advised that you will need to complete this cover page (including signatures) before all of the other tasks assigned to you by your school's authorizer are visible on your task page. While completing this cover page task, please ensure that you select the correct authorizer **(as of June 30, 2022)** or you may not be assigned the correct tasks.

## BASIC INFORMATION

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**a. SCHOOL NAME**

(Select name from the drop down menu)

DISCOVERY CHARTER SCHOOL 800000070175

**a1. Popular School Name**

Discovery Charter School

**b. CHARTER AUTHORIZER (As of June 30th, 2021)**

Please select the correct authorizer as of June 30, 2022 or you may not be assigned the correct tasks.

BOARD OF REGENTS

**d. DISTRICT / CSD OF LOCATION**

GREECE CSD

**e. DATE OF INITIAL CHARTER**

12/2010

**f. DATE FIRST OPENED FOR INSTRUCTION**

8/2011

**c. School Unionized**

Is your charter school unionized?

No

**f. APPROVED SCHOOL MISSION (Regents, NYCDOE, and Buffalo BOE authorized schools only)**

MISSION STATEMENT

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.

**g. KEY DESIGN ELEMENTS (Regents, NYCDOE, and Buffalo BOE authorized schools only)**

KEY DESIGN ELEMENTS (Briefly describe each Key Design Elements (KDE) as presented in the schools approved charter. KDEs are those general aspects of the school that are innovative or unique to the school’s mission and goals, are core to the school’s overall design, and are critical to its success.

KDE 1	Discovery Charter School offers an extended school day and extended school year for students.
KDE 2	Class size is a maximum of 22, with two staff members in each classroom, with at least one being NYS certified.
KDE 3	Classroom teachers will be supported by fulltime substitutes, teaching assistants, and reading and special education teachers to accommodate the needs of the student population.
KDE 4	An ENL teacher, Intervention Teachers, Special Education Teachers, Social Worker, Dean of Students, and Family Liaison are on staff.
KDE 5	Commitment of community partners to support the

	school by providing services and programs aimed at mitigating the most serious negative impacts on learning, providing adequate food and nutrition, adequate health care, learning reinforcement and positive role modeling and supervision during non-school hours.
KDE 6	Parent representation on the Board of Trustees, participating in Family Association, and attendance at school community meetings with staff and parents. School staff will conduct home visits and keep families abreast of student progress on daily basis.
KDE 7	Differentiated instruction and multiple instructional methodologies.
KDE 8	Formative and summative assessments to inform student learning plans, instructional practices, and effectiveness of school decisions.
KDE 9	Received support from the Rochester City School District, Greece Central School District, Webster Central School District, West Irondequoit School District, East Irondequoit School District, and Spencerport School District.
KDE 10	(No response)

**Need additional space for variables**

No

**h. SCHOOL WEB ADDRESS (URL)**

<https://www.rochesterdiscovery.com>



**i. Total Approved Charter Enrollment for 2021-2022 School Year (exclude Pre-K program enrollment)**

280

**j. Total Enrollment on June 30, 2022 (exclude Pre-K program enrollment)**

281

**k. Grades Served during the 2021-2022 School Year (exclude Pre-K program students)**

Check all that apply

Grades Served

K, 1, 2, 3, 4, 5, 6

**l. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?**

No

## FACILITIES INFORMATION

**m. FACILITIES**

Will the school maintain or operate multiple sites in 2022-2023?

No, just one site.

**School Site 1 (Primary)**

**m1. SCHOOL SITES**

Please provide information on Site 1 for the upcoming school year.

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 1	133 Hoover Drive Rochester NY 14615	5853424032	Greece	K-6	no

**m1a. Please provide the contact information for Site 1.**

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Sara Castner	School Director	585-342-4032	585-698-9072	<a href="mailto:scastner@rochesterdiscovery.com">scastner@rochesterdiscovery.com</a>
Operational Leader	Laurie Corbett	Operations Manager	585-342-4032	585-739-0045	<a href="mailto:lcorbett@rochesterdiscovery.com">lcorbett@rochesterdiscovery.com</a>
Compliance Contact	Sara Castner	School Director	585-342-4032	585-698-9072	<a href="mailto:scastner@rochesterdiscovery.com">scastner@rochesterdiscovery.com</a>
Complaint Contact	Sara Castner	School Director	585-342-4032	585-698-9072	<a href="mailto:scastner@rochesterdiscovery.com">scastner@rochesterdiscovery.com</a>
DASA Coordinator	Rita Nilsson	Social Worker	585-342-4032	585-905-8315	<a href="mailto:rnilsson@rochesterdiscovery.com">rnilsson@rochesterdiscovery.com</a>
Phone Contact for After Hours Emergencies	Sara Castner	School Director	585-342-4032	585-698-9072	<a href="mailto:scastner@rochesterdiscovery.com">scastner@rochesterdiscovery.com</a>

**m1b. Is site 1 in public (co-located) space or in private space?**

Private Space

## IF LOCATED IN PRIVATE SPACE IN NYC OR IN DISTRICTS OUTSIDE NYC

m1d. Upload a current Certificate of Occupancy (COO) and the annual Fire Inspection Report for school site 1 if located in private space in NYC or located outside of NYC .

**Certificate of Occupancy and Fire Inspection.** Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2021.

- Fire inspection certificates must be updated annually. For the upcoming school year 2022-2023, the fire inspection certificate must be dated after July 1, 2021.
- If the fire inspection certificate is dated after the August 1, 2022 submission of the Annual Report, please submit the new certificate with the Annual Report entries due on November 1, 2022.

### Site 1 Certificate of Occupancy (COO)

[Discovery Charter School Certificate of Occupancy 2022.pdf](#)

**Filename:** Discovery Charter School Certificate of Occupancy 2022.pdf **Size:** 160.3 kB

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### Site 1 Fire Inspection Report

[SAFETY REPORT DISCOVERY CHARTER SCHOOL.pdf](#)

**Filename:** SAFETY REPORT DISCOVERY CHARTER SCHOOL.pdf **Size:** 649.1 kB

## CHARTER REVISIONS DURING THE 2021-2022 SCHOOL YEAR

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n1. Were there any revisions to the school's charter during the 2021-2022 school year? (Please include approved or pending material and non-material charter revisions).

No

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**o. Has your school's Board of Trustee's approved a budget for the 2021-2022 FY?**

Yes

**ATTESTATIONS**

**p. Individual Primarily Responsible for Submitting the Annual Report. (To write type in a phone number with an extension, please use this format: 123-456-7890-3. The dash and number 3 at the end of the phone number refers to the individual's phone extension. Do not type in the work extension or the abbreviation for it - just the dash and the extension number after the phone number).**

Name	Sara Castner
Position	School Director
Phone/Extension	585-342-4032-140
Email	<a href="mailto:scastner@rochesterdiscovery.com">scastner@rochesterdiscovery.com</a>

**p. Our signatures (Executive Director/School Leader/Head of School and Board President) below attest that our school has reviewed, understands and will comply with the employee clearance and fingerprint requirements as outlined in Entry 10 and found in the [NYSED CSO Fingerprint Clearance Oct 2019 Memo](#). Click **YES** to agree.**

**Responses Selected:**

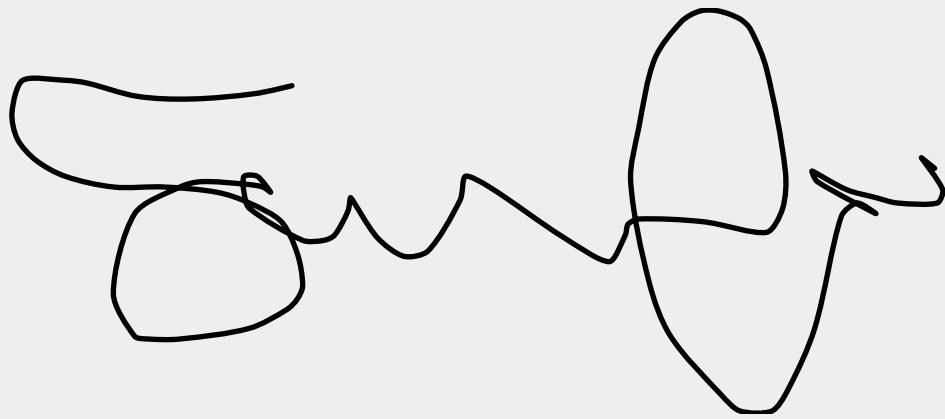
Yes

q. Our signatures (Executive Director/School Leader/Head of School and Board President) below attest that all of the information contained herein is truthful and accurate and that this charter school is in compliance with all aspects of its charter, and with all pertinent Federal, State, and local laws, regulations, and rules. We understand that if any information in any part of this report is found to have been deliberately misrepresented, that will constitute grounds for the revocation of our charter. Click **YES** to agree and then use the mouse on your PC or the stylus on your mobile device to sign your name).


**Responses Selected:**

Yes

**Signature, Head of Charter School**

A handwritten signature in black ink on a light gray background. The signature is highly stylized and cursive, appearing to read "Joe" followed by a large, looped flourish.

**Signature, President of the Board of Trustees**

A handwritten signature in black ink on a light gray background. The signature is highly stylized and cursive, appearing to read "Joe Vanhous" followed by a large, looped flourish.

**Date**

Jul 29 2022

Thank you.



## Entry 3 Progress Toward Goals

Completed Oct 27 2022

### Instructions

**Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY**

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters no later than **November 1, 2022**.

**PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.**

## Entry 3 Progress Toward Goals

**PROGRESS TOWARD CHARTER GOALS**

**Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY**

Complete the tables provided. List each goal and measure as contained in the school's currently approved charter, and indicate whether the school has met or not met the goal. Please provide information for all goals no later than November 2, 2022.

**DISCOVERY CHARTER SCHOOL 800000070175**

## 1. ACADEMIC STUDENT PERFORMANCE GOALS

### Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters no later than **November 1, 2022**.

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## 2021-2022 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Academic Goal 1	Minimally 35% of students in grades 3-6 will score a 3 or 4 on NYS ELA exam.	NYS ELA Assessment	Met	
Academic Goal 2	Minimally 35% of students in grades 3-6 will score 3 or 4 on NYS Math exam.	NYS Math Assessment	Met	
Academic Goal 3	For Grades K-2 50% of students will on grade level in reading by the end of the year.	Rigby Assessment	Not Met	Continuation of assessment program (i-Ready) and curriculum implementation. Addition of 2 intervention positions.
Academic Goal 4				
Academic Goal 5				
Academic Goal 6				
Academic Goal 7				
Academic Goal 8				
Academic Goal 9				
Academic Goal 10				

**2. Do have more academic goals to add?**

No

**4. ORGANIZATION GOALS**

**For the 2021-2022 school year, any organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”.**

**2021-2022 Progress Toward Attainment of Organization Goals**

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Org Goal 1	Increase our SWD population from 15% to 18%.	enrollment reports	Met	
Org Goal 2	Continue to maintain ENL population at 15%	enrollment reports	Not Met	Continuation of Benchmark 9 committee, form community partnerships with local organizations (Islamic Center, Refugee Resettlement, Iberio)
Org Goal 3				

Org Goal 4				
Org Goal 5				
Org Goal 6				
Org Goal 7				
Org Goal 8				
Org Goal 9				
Org Goal 10				
Org Goal 11				
Org Goal 12				
Org Goal 13				
Org Goal 14				
Org Goal 15				
Org Goal 16				
Org Goal 17				
Org Goal 18				
Org Goal 19				
Org Goal 20				

**5. Do have more organizational goals to add?**

No

**6. FINANCIAL GOALS**

## 2021-2022 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	If not met, describe efforts the school will take to meet goal.
Financial Goal 1	DCS will meet our 21-22 annual budget.	A balanced end of year budget	Met	
Financial Goal 2				
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				

### 7. Do have more financial goals to add?

No

Thank you.

## Entry 3 Accountability Plan Progress Reports

**Incomplete** Hidden from applicant

### Instructions

#### **SUNY-Authorized Charter Schools ONLY- Complete Template and Upload to Epicenter**

SUNY-authorized charter schools must download an Accountability Plan Progress Report template at [Accountability Plan Progress Report](#). After completing, SUNY-authorized charter schools must upload the document into the SUNY Epicenter system by **September 15, 2022**. SUNY CSI will forward to NYSED CSO.

**PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.**

## Entry 4 - Audited Financial Statements

**Completed** Oct 25 2022

**Required of ALL Charter Schools**

**ALL SUNY-authorized charter schools** must upload the financial statements and related documents in PDF format into the SUNY Epicenter system no later than **November 1, 2022**. SUNY CSI will forward to NYSED CSO. **SUNY-authorized charter schools** are asked to ensure that security features such as password protection are turned off.

**ALL Regents, NYCDOE, and Buffalo BOE-authorized charter schools** must upload final, audited financial statements to the [Annual Report Portal](#) no later than **November 1, 2022**. Upload the independent auditor's report, any advisory and/or management letter, and the internal controls report as one submission, combined into a PDF file, ensuring that security features such as password protections are removed from all school uploaded documents.

**PLEASE NOTE: This task appears as visible and optional task in the online portal until August 1 2022 but will be identified as a required task thereafter and due on November 1, 2022. This is a required task, and it is marked optional for administrative purposes only.**

## **DISCOVERY CHARTER SCHOOL AND FRIENDS OF DISCOVERY CHARTER SCHOOL, INC**

**Filename:** DISCOVERY CHARTER SCHOOL AND FRIEN XMJ4cCd.pdf **Size:** 487.4 kB

### **Entry 4a - Audited Financial Report Template (SUNY)**

**Incomplete** Hidden from applicant

#### **Instructions - SUNY-Authorized Charter Schools ONLY**

SUNY-authorized schools must download the Excel spreadsheet entitled "Audited Financial Report Template" at <http://www.newyorkcharters.org/fiscal/>. After completing, schools must upload the document into the SUNY Epicenter system no later than **November 1, 2022**. SUNY CSI will forward to NYSED CSO.

**PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.**

### **Entry 4b - Audited Financial Report Template (BOR/NYC/BOE)**

**Completed** Oct 25 2022

#### **Instructions - Regents-Authorized Charter Schools ONLY**

Regents-authorized schools must download and complete the Excel spreadsheet entitled "Audited Financial Report Template" from the online portal or the [2021-2022 Annual Reports](#) webpage. Upload the completed file in Excel format and submit by **November 1, 2022**.

**EDUCATION CORPORATIONS WITH MORE THAN ONE SCHOOL SHOULD COMPLETE THE EXCEL SPREADSHEET FOR THE EDUCATION CORPORATION AS A WHOLE, NOT FOR THE INDIVIDUAL SCHOOLS. PLEASE SUBMIT THE SAME EXCEL SPREADSHEET FOR EACH OF THE SCHOOLS.**

**PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.**

#### **auditedfinancialreporttemplate-nysed 21-22 FY**

**Filename:** auditedfinancialreporttemplate ny pNEfOfJ.xlsx **Size:** 73.8 kB

## Entry 4c - Additional Financial Documents

Completed Oct 25 2022

**Instructions - Regents, NYCDOE and Buffalo BOE authorized schools** must upload financial documents and submit by **November 1, 2022**. The items listed below should be uploaded, with an explanation if not applicable or available. For example, a "federal Single Audit was not required because the school did not expend federal funds of more than the \$750,000 Threshold."

1. Advisory and/or Management letter
2. Federal Single Audit
3. CSP Agreed-Upon Procedure Report
4. Evidence of Required Escrow Account for each school<sup>[1]</sup>
5. Corrective Action Plan for Audit Findings and Management Letter Recommendations

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[1] Note: For BOR schools chartered or renewed after the 2017-2018 school year, the escrow account per school is \$100,000.

**PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.**

### Aug 2022 Escrow

Filename: Aug 2022 Escrow.pdf Size: 47.7 kB

### DISCOVERY CHARTER SCHOOL - 06

Filename: DISCOVERY CHARTER SCHOOL 06.30.2 vx90XAZ.pdf Size: 581.3 kB

### DISCOVERY CHARTER SCHOOL AND FRIENDS OF DISCOVERY CHARTER SCHOOL, INC

Filename: DISCOVERY CHARTER SCHOOL AND FRIEN IWXQK8Z.pdf Size: 558.4 kB

### Entry 4c

Filename: Entry 4c.docx Size: 12.3 kB

## Entry 4d - Financial Services Contact Information

Completed Oct 25 2022

**Regents, NYCDOE, and Buffalo BOE authorized schools** should enter financial contact information directly into the form within the portal by **November 1, 2022**.

## Form for "Financial Services Contact Information"

## 1. School Based Fiscal Contact Information

	School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone
	Anne Culver	<a href="mailto:aculver@rochesterdiscovery.com">aculver@rochesterdiscovery.com</a>	585-342-4032

## 2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
	Kate VanBramer			10

## 3. If applicable, please provide contact information for the school's outsourced financial services firm.

	Firm Name	Contact Person	Mailing Address	Email	Phone	Years With Firm

## Entry 5 - Fiscal Year 2022-2023 Budget

**Completed** Oct 25 2022

**SUNY-authorized charter schools** should download the [2022-23 Budget and Quarterly Report Template and the 2022-23 Budget Narrative Questionnaire](#) from the SUNY website and upload the completed template into Epicenter. SUNY CSI will forward to NYSED CSO. **Due November 1, 2022.**

**Regents, NYCDOE, and Buffalo BOE authorized charter schools** should upload a copy of the school's FY22 Budget using the [2022-2023 Budget Template](#) in the portal or from the Annual Report website. **Due November 1, 2022.**

The assumptions column should be completed for all revenue and expense items unless the item is self-explanatory. Where applicable, reference the page number or section in the application narrative that indicates the assumption being made. For instance, student enrollment would reference the applicable page number in Section I, C of the application narrative.

**PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.**

[final-2022-2023-ar-budget-template](#)

**Filename:** final 2022 2023 ar budget templat VCHB2QY.xlsx **Size:** 38.1 kB

## Entry 6 - Board of Trustees Disclosure of Financial Interest Form

**Completed** Aug 1 2022

Due on August 1, 2022, each member of the charter school's Board of Trustees who served on a charter school education corporation governing one or more charter schools for any period during the 2021-2022 school year must complete and sign a [Trustee Disclosure of Financial Interest Form](#). Acceptable signature formats include:

- Digitally certified PDF signature (i.e., DocuSign)
- Manual signature (1. download to print, 2. manually sign, 3. scan signed document to PDF, and 4. upload into portal)

All completed forms must be collected and uploaded in .PDF format for each individual member. **The education corporation is responsible for completing the form for trustees who left the board during the reporting year.**

Forms completed from past years will not be accepted. **Only the latest version of the form** (updated in April, 2022) is acceptable.).

Trustees serving on an education corporation that governs more than one school are not required to complete a separate disclosure for each school governed by the education corporation. In the Disclosure of Financial Interest Form, trustees must disclose information relevant to any of the schools served by the governing education corporation.

### [Discovery Charter School DFI 2022](#)

**Filename:** Discovery Charter School DFI 2022.pdf **Size:** 1.6 MB

## Entry 7 BOT Membership Table

**Completed** Aug 1 2022

### Instructions

### Required of ALL charter schools

ALL charter schools or education corporations governing multiple schools must complete the Board of Trustees Membership Table within the online portal. Please be sure to include and identify parents who are members of the Board of Trustees and indicate whether parents are voting or non-voting members.

### Entry 7 BOT Table

1. SUNY-AUTHORIZED charter schools are required to provide information for VOTING Trustees only.
2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools are required to provide information for all --VOTING and NON-VOTING-- trustees.



**Authorizer:**

Who is the authorizer of your charter school?

Board of Regents

**1. 2021-2022 Board Member Information (Enter info for each BOT member)**

	Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD /YYYY)	End Date of Current Term (MM/DD /YYYY)	Board Meetings Attended During 2021-2022
1	Scott Adair		Treasurer	Audit/Finance Committee, Executive Committee	Yes	3	07/01/2022	6/30/2025	11
2	Lisa M. Lewis		Vice Chair	DEI Comm Personnel Comm Executive Comm	Yes	3	07/01/2020	6/30/2023	9
3	Robert Stiles		Trustee/Member	Governance Comm Personnel	Yes	3	07/01/2021	6/30/2023	12

			el Comm						
4	Sara Varhus		Chair	Executiv e Comm Audit/Fi nance Comm Govern ance Comm	Yes	5	07/01/2 022	06/30/2 025	12
5	Christia n Wilkins		Trustee/ Member	Academ ic Excellen ce Commit tee Govern ance Commit tee Executiv e Commit tee	Yes	2	07/01/2 021	6/30/20 24	12
6	Tamika Jackson		Trustee/ Member	Academ ic Excellen ce Comm DEI Commit tee	Yes	2	07/01/2 021	6/30/20 24	8
7	Lisa Montan ero		Trustee/ Member	Academ ic Excellen ce Commit tee DEI Commit tee	Yes	1	06/30/2 020	05/18/2 022	11

8	Ebony Stubbs		Parent Rep	Personnel Comm DEI Comm	Yes	1	04/30/2021	6/30/2023	11
9	Amy Slakes		Secretary	Executive Committee Audit/Finance Committee Academic Excellence Committee	Yes	1	05/31/2021	06/30/2023	11

**1a. Are there more than 9 members of the Board of Trustees?**

Yes

**1b. Board Member Information**

	Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2021-2022
10	Daan Braveman		Trustee/Member	Governance Committee DEI Committee	Yes	1	10/31/2020	06/30/2023	12
11	Sareer Fazili		Trustee/Member	Audit/Finance Committee	Yes	1	10/31/2021	06/30/2023	7
12									
13									
14									
15									

**1c. Are there more than 15 members of the Board of Trustees?**

No

## 2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

1. SUNY-AUTHORIZED charter schools provide response relative to VOTING Trustees only.
2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools provide a response relative to all trustees.

a. Total Number of BOT Members on June 30, 2022	10
b.Total Number of Members Added During 2021-2022	1
c. Total Number of Members who Departed during 2021-2022	1
d.Total Number of members, as set in Bylaws, Resolution or Minutes	10

### 3. Number of Board meetings held during 2021-2022

14

### 4. Number of Board meetings scheduled for 2022-2023

12

### Total number of Voting Members on June 30, 2022:

10

### Total number of Voting Members added during the 2021-2022 school year:

1

**Total number of Voting Members who departed during the 2021-2022 school year:**

1

**Total Maximum Number of Voting members in 2021-2022, as set by the board in bylaws, resolution, or minutes:**

11

**Total number of Non-Voting Members on June 30, 2022:**

0

**Total number of Non-Voting Members added during the 2021-2022 school year:**

0

**Total number of Non-Voting Members who departed during the 2021-2022 school year:**

0

**Total Maximum Number of Non-Voting members in 2021-2022, as set by the board in bylaws, resolution or minutes:**

0

Thank you.

## Entry 8 Board Meeting Minutes

Completed Aug 1 2022

### **Instructions - Required of Regents, NYCDOE, and Buffalo BOE Authorized Schools ONLY**

Schools must upload a complete set of monthly board meeting minutes (July 2021-June 2022), which should match the number of meetings held during the 2021-2022 school year, as indicated in the above table. The minutes provided must be the final version approved by the school's Board of Trustees and may be uploaded individually or as one single combined file. Board meeting minutes must be submitted by **August 1, 2022**.

### **[DCS Board Minutes 21-22](#)**

Filename: DCS Board Minutes 21 22.pdf Size: 3.4 MB

## Entry 9 Enrollment & Retention

Completed Aug 1 2022

### **[Instructions for submitting Enrollment and Retention Efforts](#)**

#### **Required of ALL Charter Schools**

Describe the good faith efforts the charter school has made in 2021-2022 toward meeting targets to attract and retain the enrollment of Students with Disabilities (SWDs), English Language Learners (ELLs), and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2022-2023.

## Entry 9 Enrollment and Retention of Special Populations

## Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2021-2022	Describe Recruitment Plans in 2022-2023
Economically Disadvantaged	Continuation of common application and targeted recruitment centers. New position of Community Outreach Specialist as well as new position of Family Outreach Specialist have been added to support recruitment and retention in all preference areas.	Continuation of past efforts, added additional financial allocations to social-emotional learning for all students.
English Language Learners	Continuation of past efforts, Discovery has added additional staff who speak the home language of new students and families.	Continuation of past efforts, added additional financial allocations to social-emotional learning for all students.
Students with Disabilities	Continuation of past efforts	Continuation of past efforts, added a resource room to the continuum of services, added additional financial allocations to social-emotional learning for all students.



## Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2021-2022	Describe Retention Plans in 2022-2023
Economically Disadvantaged	New position of Community Outreach Specialist as well as new position of Family Outreach Specialist have been added to support recruitment and retention in all preference areas.	Continuation of newly created outreach positions, added Primary Project as a support service, keeping a low staff to student ratio.
English Language Learners	Implementation of a cultural calendar to ensure holidays and events line up with school assessments and events. A multi-cultural event will be held this year to celebrate various cultures.	Added Primary Project as a support service, continued to attempt to diversity staff to meet needs of various students.
Students with Disabilities	Discovery added additional specialized staff (School Psychologist, additional Special Education Teachers) Also, a continuation to work with the NYS Charter School Network Special Education Work Group.	Maintained and enhanced continuum of services provided, continuation of past efforts to hire specialized staff.

## Entry 10 - Teacher and Administrator Attrition

Completed Aug 1 2022

## Form for "Entry 10 - Teacher and Administrator Attrition" Revised to Employee Fingerprint Requirements Attestation

## **A. TEACH System - Employee Clearance**

Charter schools must ensure that all prospective employees<sup>[1]</sup> receive clearance through [the NYSED Office of School Personnel Review and Accountability](#) (OSPRA) prior to employment. **This includes paraprofessionals and other school personnel who are provided or assigned by the district of location, or related/contracted service providers.** After an employee has been cleared, schools are required to maintain proof of such clearance in the file of each employee. For the safety of all students, charter schools must take immediate steps to terminate the employment of individuals who have been denied clearance. Once the employees have been terminated, the school must terminate the request for clearance in the TEACH system.

In the Annual Report, charter schools are asked to confirm that all employees have been cleared through the NYSED TEACH system; and, if denied clearance, confirm that the individual or employee has been removed from the TEACH system, and is not employed by the school.

<sup>[1]</sup> Employees who must be cleared include, but are not limited to, teachers, administrative staff, janitors, security personnel and cafeteria workers, and other staff who are present when children are in the school building. **This includes paraprofessionals and other school personnel that are provided or assigned by the district of location, as well as related/contracted service providers.** See NYSED memorandum dated October 1, 2019 at <http://www.nysed.gov/common/nysed/files/programs/charter-schools/employeefingerprintoct19.pdf> or visit the NYSED website at: <http://www.highered.nysed.gov/tsei/ospra/fingerprintingcharts.html> for more information regarding who must be fingerprinted. Also see, 8 NYCRR §87.2.

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## **B. Emergency Conditional Clearances**

### **Emergency Conditional Clearances**

Charter schools are **strongly discouraged** from using the emergency conditional clearance provisions for prospective employees. This is because the school must request clearance through NYSED TEACH, and the school's emergency conditional clearance of the employee terminates automatically once the school receives notification from NYSED regarding the clearance request. Status notification is provided for all prospective employees through the NYSED TEACH portal within 48 hours after the clearance request is submitted. Therefore, at most, a school's emergency conditional clearance will be valid for only 48 hours after approval by the board.

Schools are not permitted to renew or in any way re-establish a prospective employee's emergency conditional clearance after status notification is sent by NYSED through the TEACH portal.

Schools are asked to attest that they have reviewed and understand these requirements. More information can be found in the memo at [NYSED CSO Employee Clearance and Fingerprint Memo 10-2019](#).

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### **Attestation**

#### **Responses Selected:**

I hereby attest that the school has reviewed, understands, and will comply with these requirements.

## **Entry 11 Percent of Uncertified Teachers**

**Completed** Aug 1 2022

### **Instructions**

#### **Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY**

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education.

Enter the relevant full-time equivalent (FTE) count of teachers in each column. For example, a school with 20 full-time teachers and 5 half-time teachers would have an FTE count of 22.5.

## **Entry 11 Uncertified Teachers**

**School Name:**

# Instructions for Reporting Percent of Uncertified Teachers

## Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education. Enter the relevant full-time equivalent (FTE) count of teachers in each column. For example, a school with 20 full-time teachers and 5 half-time teachers would have an FTE count of 22.5.

If more than one line applies to a teacher, please include in only one FTE uncertified category. Please do not include paraprofessionals, such as teacher aides.

### **CATEGORY A. 30% OR 5 UNCERTIFIED TEACHERS WHICHEVER IS LESS**

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2022)	3
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2022)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2022)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2022)	1
Total Category A: 5 or 30% whichever is less	4.0

**CATEGORY B. PLUS FIVE UNCERTIFIED TEACHERS IN MATHEMATICS, SCIENCE, COMPUTER SCIENCE, TECHNOLOGY OR CAREER AND TECHNICAL EDUCATION.**

	FTE Count
i. Mathematics	0
ii. Science	0
iii. Computer Science	0
iv. Technology	0
v. Career and Technical Education	0
<b>Total Category B: not to exceed 5</b>	<b>0.0</b>

**CATEGORY C: PLUS 5 ADDITIONAL UNCERTIFIED TEACHERS**

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2022)	0
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2022)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2022)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2022)	0
<b>Total Category C: not to exceed 5</b>	<b>0.0</b>

## TOTAL FTE COUNT OF UNCERTIFIED TEACHERS (Sum of Categories A, B AND C)

(Include teachers who do not fit in one of these categories or if did fit would exceed the numerical limits for that category)

	FTE Count
Total	4

## CATEGORY D: TOTAL FTE COUNT OF UNCATEGORIZED, UNCERTIFIED TEACHERS

(Include teachers who do not fit in one of these categories or if did fit would exceed the numerical limits for that category)

	FTE Count
Total Category D	0

## CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

	FTE Count
Total Category E	31

## CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	35

**Thank you.**



## Entry 12 Organization Chart

Completed Aug 1 2022

## Instructions

### **Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY**

Upload the 2021-2022 **Organization Chart**. The organization chart should include position titles and reporting relationships. Employee names should **not** appear on the chart.

### **DCS Organizational Chart 2021-2022**

**Filename:** DCS Organizational Chart 2021 2022.pdf **Size:** 172.7 kB

## Entry 13 School Calendar

**Completed** Aug 1 2022

### [Instructions for submitting School Calendar](#)

#### **Required of ALL Charter Schools**

If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 1, 2022 submission. Charter schools must upload a final school calendar into the portal and may do so at any time but no later than **September 15, 2022**.

School calendars must meet the [minimum instructional requirements](#) as required of other public schools *"... unless the school's charter requires more instructional time than is required under the regulations."*

Board of Regents-authorized charter schools also are required to submit school calendars that clearly indicate the start and end date of the instructional year AND the number of instructional hours and/or instructional days for each month. See an example of a calendar showing the requested information. Schools are encouraged to use a calendar template and ensure there is a monthly tally of instructional days.

**PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.**

### **2022-23 FINAL DCS Family Calendar**

**Filename:** 2022 23 FINAL DCS Family Calendar.pdf **Size:** 235.8 kB

## Entry 14 Links to Critical Documents on School Website

**Completed** Aug 1 2022

### Instructions

#### **Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item 5: Authorizer-approved DASA policy and NYSED-Approved School Discipline Policy**

By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the [link](#) from the school's website for each of the items:

1. Current Annual Report (i.e., 2021-2022 Annual Report);[\[1\]](#)
2. Board meeting notices, agendas and documents;
3. New York State School Report Card;
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy **(For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)**;

5. District-wide safety plan, not a building level safety plan (as per the September 2021 [Emergency Response Plan Memo](#));
6. Authorizer-approved FOIL Policy; and
7. Subject matter list of FOIL records. (Example: See [NYSED Subject Matter List](#))

[1] Each charter school is required to make the Annual Report publicly available by August 1 and to post on their respective charter school website. Each school should post an updated and complete version to include accountability data and financial statements that are not or may not be available until after the August deadline (i.e., Repost when financials have been submitted in November.)

## **Form for Entry 14 Links to Critical Documents on School Website**

**School Name: Discovery Charter School Annual Report 2021-2022**

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**Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item 4: Authorizer-approved DASA policy and NYSED-Approved School Discipline Policy**

**By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the link from the school’s website for each of the items:**

	Link to Documents
1. Current Annual Report (i.e., 2021-2022 Annual Report)	<a href="https://www.rochesterdiscovery.com/about-dcs/annual-report/">https://www.rochesterdiscovery.com/about-dcs/annual-report/</a>
2. Board meeting notices, agendas and documents	<a href="https://www.rochesterdiscovery.com/about-dcs/board-of-trustees-meeting-minutes/">https://www.rochesterdiscovery.com/about-dcs/board-of-trustees-meeting-minutes/</a>
3. New York State School Report Card	<a href="https://www.rochesterdiscovery.com/nysed-school-report-card/">https://www.rochesterdiscovery.com/nysed-school-report-card/</a>
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	<a href="https://www.rochesterdiscovery.com/dasa/">https://www.rochesterdiscovery.com/dasa/</a>
5. District-wide safety plan, not a building level safety plan (as per the September 2021 Emergency Response Plan Memo	<a href="https://www.rochesterdiscovery.com/dcs-safety-plan/">https://www.rochesterdiscovery.com/dcs-safety-plan/</a>
6. Authorizer-approved FOIL Policy	<a href="https://www.rochesterdiscovery.com/foil-policy/">https://www.rochesterdiscovery.com/foil-policy/</a>
7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List)	<a href="https://www.rochesterdiscovery.com/foil-policy/">https://www.rochesterdiscovery.com/foil-policy/</a>

Thank you.



## Entry 15 Staff Roster

Completed Aug 1 2022

### INSTRUCTIONS

**Required of Regents and NYCDOE-authorized Charter Schools ONLY**

Please click on the MS Excel [Faculty/Staff Roster Template](#) and provide the following information for **ANY and ALL** instructional and non-instructional employees.

**Use of the 2021-2022 Annual Report Faculty/Staff roster template is required. Each of the data**

**elements, with the exception of the Notes, are required, and use of the drop-down options, when provided, is also required. Reminders:** Please use the notes section provided to add any additional information as deemed necessary. Failure to adhere to the guidelines and validations in the Staff Roster Template will result in a resubmission of a fully corrected roster.

Please note the roster should include all staff employed any point from July 1, 2021 to June 30, 2022, including those employed on June 30th.

### **[DCS faculty-staff-roster-template-2022-v2](#)**

**Filename:** DCS faculty staff roster template 2022 v2.xlsx **Size:** 25.0 kB

## **Optional Additional Documents to Upload (BOR)**

**Incomplete**



## Annual Financial Statement Audit Report

for Board of Regents Authorized Charter Schools

School Name:	Discovery Charter School
Date (Report is due Nov. 1):	November 1, 2022
Primary District of Location (If NYC select NYC DOE):	Greece Central School District
If located in NYC DOE select CSD:	-
School Fiscal Contact Name:	Anne Culver
School Fiscal Contact Email:	[REDACTED]
School Fiscal Contact Phone:	[REDACTED]
School Audit Firm Name:	Mengel, Metzger, Barr & Co.
School Audit Contact Name:	Kate VanBramer
School Audit Contact Email:	[REDACTED]
School Audit Contact Phone:	[REDACTED]
Audit Period:	2021-22
Prior Year:	2020-21

**The following items are required to be included:**

- 1.) The independent auditor's report on financial statements and notes.
- 2.) Excel template file containing the Financial Position, Statement of Activities, Cash Flow and Functional Expenses worksheets.
- 3.) Reports on internal controls over financial reporting and on compliance.

The additional items listed below should be included if applicable. Please explain the reason(s) if the items are not included. Examples might include: a written management letter was not issued; the school did not expend federal funds in excess of the Single Audit Threshold of \$750,000; the management letter response will be submitted by the following date (should be no later than 30 days from the submission of the report); etc.

Item	If not included, state the reason(s) below (if not applicable fill in N/A):
Management Letter	N/A No management letter was necessary
Management Letter Response	N/A
Form 990	The 990 for the 21-22 FY has not yet been filed
Federal Single Audit (A-133)	
Corrective Action Plan	N/A

**Discovery Charter School**  
**Statement of Financial Position**  
**as of June 30**

	<u>2022</u>	<u>2021</u>
<b><u>CURRENT ASSETS</u></b>		
Cash and cash equivalents	\$ 17,887	\$ 692,977
Grants and contracts receivable	455,124	104,847
Accounts receivables	-	-
Prepaid Expenses	34,462	-
Contributions and other receivables	-	-
Other current assets	-	-
<b>TOTAL CURRENT ASSETS</b>	<u>507,473</u>	<u>797,824</u>
<b><u>NON-CURRENT ASSETS</u></b>		
Property, Building and Equipment, net	\$ 314,230	\$ 343,029
Restricted Cash	-	-
Security Deposits	-	-
Other Non-Current Assets	100,000	100,000
<b>TOTAL NON-CURRENT ASSETS</b>	<u>414,230</u>	<u>443,029</u>
<b>TOTAL ASSETS</b>	<u><b>921,703</b></u>	<u><b>1,240,853</b></u>
<b><u>CURRENT LIABILITIES</u></b>		
Accounts payable and accrued expenses	\$ 177,604	\$ 164,364
Accrued payroll, payroll taxes and benefits	300,300	250,325
Current Portion of Loan Payable	-	-
Due to Related Parties	-	-
Refundable Advances	-	-
Deferred Revenue	-	-
Other Current Liabilities	10,627	-
<b>TOTAL CURRENT LIABILITIES</b>	<u>488,531</u>	<u>414,689</u>
<b><u>LONG-TERM LIABILITIES</u></b>		
Loan Payable; Due in More than One Year	\$ -	\$ -
Deferred Rent	-	-
Due to Related Party	-	-
Other Long-Term Liabilities	-	-
<b>TOTAL LONG-TERM LIABILITIES</b>	<u>-</u>	<u>-</u>
<b>TOTAL LIABILITIES</b>	<u>488,531</u>	<u>414,689</u>
<b><u>NET ASSETS</u></b>		
Unrestricted	\$ 160,979	\$ 632,095
Temporarily restricted	272,193	194,069
Permanently restricted	-	-
<b>TOTAL NET ASSETS</b>	<u>433,172</u>	<u>826,164</u>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<u><b>921,703</b></u>	<u><b>1,240,853</b></u>

**Discovery Charter School**  
**Statement of Activities**  
**as of June 30**

	<b>2022</b>			<b>2021</b>
	<b>Unrestricted</b>	<b>Temporarily Restricted</b>	<b>Total</b>	<b>Total</b>
<b>OPERATING REVENUE</b>				
State and Local Per Pupil Revenue - Reg. Ed	\$ 3,827,209	\$ -	\$ 3,827,209	\$ 3,952,754
State and Local Per Pupil Revenue - SPED	180,345	-	180,345	265,265
State and Local Per Pupil Facilities Revenue	-	-	-	-
Federal Grants	827,423	262,193	1,089,616	290,827
State and City Grants	-	-	-	-
Other Operating Income	-	-	-	-
Food Service/Child Nutrition Program	300,855	-	300,855	86,561
<b>TOTAL OPERATING REVENUE</b>	<b>5,135,832</b>	<b>262,193</b>	<b>5,398,025</b>	<b>4,595,407</b>
<b>EXPENSES</b>				
Program Services				
Regular Education	\$ 3,827,907	\$ -	\$ 3,827,907	\$ 3,122,242
Special Education	1,052,774	-	1,052,774	774,035
Other Programs	-	-	-	-
Total Program Services	4,880,681	-	4,880,681	3,896,277
Management and general	932,248	-	932,248	548,697
Fundraising	-	-	-	-
<b>TOTAL EXPENSES</b>	<b>5,812,929</b>	<b>-</b>	<b>5,812,929</b>	<b>4,444,974</b>
<b>SURPLUS / (DEFICIT) FROM OPERATIONS</b>	<b>(677,097)</b>	<b>262,193</b>	<b>(414,904)</b>	<b>150,433</b>
<b>SUPPORT AND OTHER REVENUE</b>				
Interest and Other Income	\$ 2,534	\$ -	\$ 2,534	\$ 643,300
Contributions and Grants	2,951	-	2,951	6,651
Fundraising Support	-	-	-	-
Investments	-	-	-	-
Donated Services	-	-	-	-
Other Support and Revenue	16,427	-	16,427	16,310
<b>TOTAL SUPPORT AND OTHER REVENUE</b>	<b>21,912</b>	<b>-</b>	<b>21,912</b>	<b>666,261</b>
<b>Net Assets Released from Restrictions / Loss on Disposal of Assets</b>	<b>\$ 184,069</b>	<b>\$ (184,069)</b>	<b>\$ -</b>	<b>\$ -</b>
<b>CHANGE IN NET ASSETS</b>	<b>(471,116)</b>	<b>78,124</b>	<b>(392,992)</b>	<b>816,694</b>
<b>NET ASSETS - BEGINNING OF YEAR</b>	<b>\$ 632,095</b>	<b>\$ 194,069</b>	<b>\$ 826,164</b>	<b>\$ 9,470</b>
<b>PRIOR YEAR/PERIOD ADJUSTMENTS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>NET ASSETS - END OF YEAR</b>	<b>\$ 160,979</b>	<b>\$ 272,193</b>	<b>\$ 433,172</b>	<b>\$ 826,164</b>

**Discovery Charter School  
Statement of Cash Flows**

**as of June 30**

	<u>2022</u>	<u>2021</u>
<b>CASH FLOWS - OPERATING ACTIVITIES</b>		
Increase (decrease) in net assets	\$ (392,992)	\$ 816,694
Revenues from School Districts	-	-
Accounts Receivable	-	-
Due from School Districts	-	-
Depreciation	110,787	99,926
Grants Receivable	(350,277)	159,684
Due from NYS	-	-
Grant revenues	-	-
Prepaid Expenses	(34,462)	52,381
Accounts Payable	13,240	36,153
Accrued Expenses	49,975	(145,534)
Accrued Liabilities	10,627	(6,509)
Contributions and fund-raising activities	-	-
Miscellaneous sources	-	-
Deferred Revenue	-	-
Interest payments	-	-
PPP Loan Forgiveness	-	(643,300)
Other	-	-
<b>NET CASH PROVIDED FROM OPERATING ACTIVITIES</b>	<b>\$ (593,102)</b>	<b>\$ 369,495</b>
<b>CASH FLOWS - INVESTING ACTIVITIES</b>	<b>\$</b>	<b>\$</b>
Purchase of equipment	(81,988)	(240,274)
Other	-	-
<b>NET CASH PROVIDED FROM INVESTING ACTIVITIES</b>	<b>\$ (81,988)</b>	<b>\$ (240,274)</b>
<b>CASH FLOWS - FINANCING ACTIVITIES</b>	<b>\$</b>	<b>\$</b>
Principal payments on long-term debt	-	-
Other	-	-
<b>NET CASH PROVIDED FROM FINANCING ACTIVITIES</b>	<b>\$ -</b>	<b>\$ -</b>
<b>NET (DECREASE) INCREASE IN CASH AND CASH EQUIVALENTS</b>	<b>\$ (675,090)</b>	<b>\$ 129,221</b>
Cash at beginning of year	792,977	663,756
<b>CASH AND CASH EQUIVALENTS AT END OF YEAR</b>	<b>\$ 117,887</b>	<b>\$ 792,977</b>

**Discovery Charter School  
Statement of Functional Expenses  
as of June 30**

		2022							2021
		Program Services				Supporting Services			
No. of Positions		Regular Education	Special Education	Other Education	Total	Fundraising	Management and General	Total	Total
		\$	\$	\$	\$	\$	\$	\$	\$
Personnel Services Costs									
Administrative Staff Personnel	10.00	186,912	213,031	-	399,943	-	261,201	261,201	661,144
Instructional Personnel	53.00	1,858,600	585,641	-	2,444,241	-	-	-	2,444,241
Non-Instructional Personnel	12.00	-	-	-	-	-	331,474	331,474	331,474
<b>Total Salaries and Staff</b>	<b>75.00</b>	<b>2,045,512</b>	<b>798,672</b>	<b>-</b>	<b>2,844,184</b>	<b>-</b>	<b>592,675</b>	<b>592,675</b>	<b>3,436,859</b>
Fringe Benefits & Payroll Taxes		389,062	152,641	-	541,703	-	73,995	73,995	615,698
Retirement		157,089	58,055	-	215,144	-	10,322	10,322	225,466
Management Company Fees		-	-	-	-	-	-	-	-
Legal Service		-	-	-	-	-	29,586	29,586	29,586
Accounting / Audit Services		-	-	-	-	-	23,311	23,311	23,311
Other Purchased / Professional / Consulting Services		102,243	461	-	102,704	-	26,728	26,728	129,432
Building and Land Rent / Lease		325,239	-	-	325,239	-	36,138	36,138	361,377
Repairs & Maintenance		120,091	-	-	120,091	-	19,209	19,209	139,300
Insurance		29,901	-	-	29,901	-	9,966	9,966	39,867
Utilities		63,714	-	-	63,714	-	22,736	22,736	86,450
Supplies / Materials		91,804	22,952	-	114,756	-	-	-	114,756
Equipment / Furnishings		16,198	-	-	16,198	-	4,050	4,050	20,248
Staff Development		7,688	2,563	-	10,251	-	-	-	10,251
Marketing / Recruitment		-	-	-	-	-	7,992	7,992	7,992
Technology		59,399	-	-	59,399	-	14,850	14,850	74,249
Food Service		308,930	-	-	308,930	-	-	-	308,930
Student Services		26,846	4,425	-	31,271	-	-	-	31,271
Office Expense		11,372	1,765	-	13,137	-	28,137	28,137	41,274
Depreciation		72,012	11,079	-	83,091	-	27,697	27,697	110,788
OTHER		807	161	-	968	-	4,856	4,856	5,824
<b>Total Expenses</b>		<b>\$ 3,827,907</b>	<b>\$ 1,052,774</b>	<b>\$ -</b>	<b>\$ 4,880,681</b>	<b>\$ -</b>	<b>\$ 932,248</b>	<b>\$ 932,248</b>	<b>\$ 5,812,929</b>
									<b>\$ 4,444,974</b>

FOR INQUIRIES CALL: HENRIETTA  
(585) 427-2906

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P

DISCOVERY CHARTER SCHOOL  
ESCROW ACCOUNT  
133 HOOVER DR  
ROCHESTER NY 14615-2603



ACCOUNT TYPE	
COMMERCIAL CHECKING	
ACCOUNT NUMBER	STATEMENT PERIOD
[REDACTED]	08/01/22 - 08/31/22
BEGINNING BALANCE	\$100,000.00
DEPOSITS & CREDITS	0.00
LESS CHECKS & DEBITS	0.00
LESS SERVICE CHARGES	0.00
ENDING BALANCE	\$100,000.00

ACCOUNT ACTIVITY

POSTING DATE	TRANSACTION DESCRIPTION	DEPOSITS & OTHER CREDITS (+)	WITHDRAWALS & OTHER DEBITS (-)	DAILY BALANCE
08/01/2022	BEGINNING BALANCE			\$100,000.00
	NUMBER OF DEPOSITS/CHECKS PAID	0	0	

000004927 FIDS1548D01701087854 01 000000 037618 001



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

**August 20, 2021; 8:15-9:30 A.M.**

**133 Hoover Drive, Rochester, new York 14625rev**

**Topic: Discovery Charter School- Board of Trustees Meeting 8.20.21**

**Time: August 20, 2021 08:00 AM Eastern Time (US and Canada)**

**Trustees Present:** S. Varhus (Chair), L. Lewis (Vice Chair), S. Adair (Treasurer), A. Slakes (Secretary), D. Braveman, L. Montanaro, C. Wilkins, R. Stiles

**Trustees Excused:** T. Jackson, E. Stubbs

**Also Present:** S. Castner (School Director), A. Hagen (Operations), K. Snyder, S. Polowitz (Legal Counsel), M. Bradstreet (Data Coordinator)

**1. Call to Order**

- a. The Chair called the meeting to order at 8:02 a.m., and it was determined that a lawful quorum of eight was present.

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

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

**3. Conflict of Interest Reminder**

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

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

5. **Consent Agenda:** Approve Minutes from Previous Meeting (6.25.21), **Resolution #427** and **Resolution #429** Checks Over \$5000; **Resolution #428** Approval of New Hires; Executive Committee Minutes (7.21.21); Moved by S. Adair, seconded by L. Lewis, approved unanimously.

**6. Committee Reports**

- a. Executive Committee: As included in the consent agenda, approval of meeting minutes (7.21.21) & approval of roster of new hires for the 2021-22 School Year.
- b. Academic Excellence Committee: *No report. Noted that the next meeting will follow up with the Instructional Leadership Team regarding the new ELA curriculum, as well as a review of current instructional practices.*

- c. Governance Committee Report:
  - i. R. Stiles shared that the committee met with a potential trustee candidate, Sareer Fazili, a current attorney with Cellino and former President of the Rochester Islamic Center.
  - ii. R. Stiles noted that the committee feels that Mr. Fazili would make an excellent addition to the Board, and shared that Mr. Fazili feels very strongly on issues of student inclusion practices.
  - iii. It was the recommendation of the committee that Mr. Fazili be advanced for official nomination.
  - iv. A vote to approve the advance of nomination for Mr. Fazili; Moved by R. Stiles, seconded by D. Braveman, approved unanimously.
  
- d. Personnel Committee Report:
  - i. L. Lewis shared that the committee met for annual review of the 2021-2022 Employee Handbook, which had been shared electronically with all Trustees
  - ii. **Resolution #436** Approval of the 2021-2022 Employee Handbook; Moved by S. Adair, seconded by L. Montanaro, approved unanimously.
  
- e. Audit & Finance Committee Report: *No Report*
  
- f. Ad Hoc Committee on Diversity, Equity & Inclusion:
  - i. No meeting this month, but it was shared that the August meeting will contain a presentation for the Board for this year's 21-day Trustee Challenge for DE&I
  
- g. Parent Representative Report: *No Report*

## 7. School Director Report

- i. **Resolution #430:** Revision to Family Handbook; Moved by C. Wilkins, seconded by L. Lewis, approved unanimously.
- ii. M. Bradstreet (Data Coordinator) presented the updated DCS safety plan to the Trustees. The safety plan was designed after M. Bradstreet attended the public meeting held with the Monroe County Department of Health, and the Rochester City School District. The DCS plan, as presented must remain open until September 1<sup>st</sup> for public comment. **Resolution #431:** Approval of DCS Safety Plan; Moved by S. Adair, seconded by C. Wilkins, approved unanimously.
  - 1. It was determined that a specific Covid-19 reopening plan must be designed. A motion to direct the Executive Committee to design a Covid-19 reopening policy with S. Castner; Moved by R. Stiles, seconded by D. Braveman, approved unanimously.
  - 2. The date for a special meeting is planned for Thursday, August 27<sup>th</sup> at 8:00am.
- iii. **Resolution #432:** 2021-2022 Revised Organizational Chart; Moved by S. Adair, seconded by L. Montanaro, approved unanimously.

8. Approval of Strategic Plan, 2021-2024: Resolution #433; Moved by S. Varhus, seconded by A. Slakes, approved unanimously.
9. Approval of Board Committee Membership
  - a. 2021-2022: **Resolution #434** Election of Board Secretary, Amy Slakes; Moved by L. Lewis, seconded by C. Wilkins, approved unanimously.
10. Confirmation of 2021-22 IT Contract; revised language is needed surrounding Title 9 on the counsel of S. Polowicz.
  - a. Resolution #435: pushed to the next meeting to have contractual language reworded.
11. Proposal for Discovery fencing project:
  - a. K. Cousin (PE Teacher) presented the Trustees with 3 quotes for the installation of a residential chain link fence so the classes may better utilize the available outdoor space for students during PE class.
  - b. The three quotes presented were from Steadman (\$11,552), Regency (\$11,320), and Irishman (\$11,100). The recommendation from K. Cousin was to go with Irishman based on both cost and soonest availability for project completion.
  - c. K. Cousin explained that Covid has forced instructional pod sizes to be made smaller, and this contained outdoor classroom will enable them to adequately separate students for physical education and recess.
  - d. It was noted that ESF, the landlord has already approved the plan proposal for the addition of a fence.
  - e. Fencing project; Approval to contract Irishmen Fencing for completion of the project; Moved by S. Adair, seconded by L. Lewis, approved unanimously.
12. **Motion to move into confidential Executive Session:** Moved by D. Braveman, seconded by S. Adair, approved unanimously. **Motion to move out of Executive Session:** Moved by Lisa Lewis, seconded by Scott Adair, approved unanimously.
13. Motion to approve **Resolution #438:** Salary Increase for School Director: Moved by Amy Slakes, seconded by Daan Braveman, approved unanimously.
14. **Old Business:** none
15. **New Business:** none
16. **Adjournment:** The meeting was adjourned at 9:30 am.

Next Meetings: Friday, September 27, 2021

Future Agenda Items: Approval of 2021-22 IT Contract

Minutes submitted by A. Hagen

**DISCOVERY CHARTER SCHOOL BOARD OF TRUSTEES**  
**SPECIAL MEETING MINUTES**  
**August 27, 2021; 8:00-9:00 A.M.**  
**133 Hoover Drive, Rochester, New York 14615**

Topic: **Discovery Charter School- Board of Trustees Special Meeting 8.29.21**

Time: August 27, 2021 08:00 AM Eastern Time (US and Canada)

**Trustees Present:** S. Varhus (Chair), A. Slakes (Secretary), D. Braveman, A. Slakes, E. Stubbs, C. Wilkins, R. Stiles

**Trustees Excused:** S. Adair (Treasurer), L. Lewis (Vice Chair), T. Jackson

**Also Present:** S. Castner (School Director), A. Hagen (Operations), K. Snyder (Administrative Intern), S. Polowitz (Legal Counsel), M. Bradstreet (Data Coordinator), K. Cousin (Administrative Intern)

**1. Call to Order**

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

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

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

**3. Conflict of Interest Reminder**

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

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

**5. DCS COVID Health and Safety Measures**

- a. M. Bradstreet presented current safety logistics and procedures in place at Discovery.
  - i. Before coming to work, all staff need to do a self-assessment to ensure that they are not exhibiting any of the following symptoms:
    - 1. Fever of 100.4 or higher
    - 2. Loss of taste or smell
    - 3. Sore throat
    - 4. Shortness of Breath or trouble breathing
    - 5. Nausea, vomiting, diarrhea
    - 6. Cough
    - 7. Muscle Pain or Body Aches
    - 8. Headache
    - 9. Nasal Congestion/Runny Nose

- ii. Upon arriving at school, all staff will first stop at a station near Door 19 for temperature checks, hand sanitizer, and to sign in.
- b. COVID-19 Safety Protocols
  - i. Staff and Student MUST:
    1. Wear masks while indoors (NYS Mask Mandate)
    2. In classrooms students are to maintain 3-feet social distancing and move to 6-feet when removing masks for eating
    3. Staff must do a self assessment each morning and contact DCS Administration if they are exhibiting any of the systems listed above.
    4. Small groups/pods will be composed of students from the same class to avoid any student mixing
    5. Materials will not be shared, each student will be provided an individual supply box
    6. Teachers and Staff are asked to use school supplied cleaning materials to sanitize desks, chairs, etc. Daily.
    7. Custodians will regularly sanitizr high touch areas (doorknobs, railings, light switches etc.)
  - ii. In the case that a student or staff has tested Positive for Covid, that person will be required by the Monroe County Department of Health to quarantine for ten days. DCS and MCDOH will determine if any other individuals were exposed. It will be based on the determination of the MCDOH whether an individual must quarantine.

## 6. DCS COVID Vaccine Requirements for Staff

- a. Executive Committee had met surrounding COVID vaccination requirments for staff, and it was noted by the Board Chair that it is important to bring that discussion to this Special Meeting for all Trustees to consider differing viewpoints.
- b. The Executivie Committe drafted two options for the Trustees to consider to decide on vaccination requirments for Staff.
  - i. **OPTION #1** Vaccine Requirements for Staff: Vaccine with Testing Option

Discovery Charter School will require weekly COVID-19 testing for all staff who are not fully vaccinated for the start of the 2021-22 school year. Proof of vaccination needs to be provided to Matt Bradstreet by Thursday, 8/26 by 4:00. The week of September 6th will be the first required time to get tested for all unvaccinated staff. Monroe County sites offer free testing. All other testing sites may require a fee. Testing will need to take place outside of school hours. Results need to be reported by Matt Bradstreet weekly.

If NYS implements a vaccine mandate, Discovery Charter School will follow and require all employees to be fully vaccinated or have an approved medical/religious exemption by the date outlined by the NYS.

Anyone who has an exemption will be required to test weekly.

Masks and temperature checks are required daily regardless of vaccination status or presentation of symptoms.

- ii. **OPTION #2** Vaccine Requirement for Staff with Exemptions only for Documented Sincerely Held Religious Belief or Medical Issues

The DCS Board of Trustees accepts as its highest responsibility the learning and welfare of our school's 280 children. We also recognize the care and dedication that the DCS staff have always shown for our children's education and well-being. Now, given that our students cannot be vaccinated against COVID and the FDA has approved the Pfizer vaccine, we will implement all of the measures proven to reduce the spread of the virus and to mitigate the severity of COVID infections: masks, health monitoring, social distancing, cleaning and ventilation, COVID testing, and vaccination. These efforts will also support the continuity of our students' education.

DC will require all employees by September 30 to be fully vaccinated or have an approved medical/religious exemption. Anyone who has an approved exemption will be required to test weekly.

Between September 6 and September 30, Discovery Charter School will require weekly COVID-19 testing for all staff who are not fully vaccinated for the start of the 2021-22 school year.

- Proof of vaccination needs to be provided to Matt Bradstreet by Thursday, 8/26 by 4:00.
- Monroe County sites offer free testing. All other testing sites may require a fee. Testing will need to take place outside of school hours. Results need to be reported by Matt Bradstreet weekly.

Masks and temperature checks are required daily regardless of vaccination status or presentation of symptoms.

- c. The Board Voted, and decided by majority, that at this time Discovery Charter School would follow Option #1, *Vaccine with Testing Option*, **with the added requirement that testing for the unvaccinated will be done twice per week**. It was determined that the vote for Option #1 be time limited, and a Special Meeting will be planned for October 1<sup>st</sup> to reconvene on the decision. Moved by S. Varhus, seconded by A. Slakes, unanimously approved.

The language of the policy to be distributed to DCs will be as follows:

***The DCS Board of Trustees accepts as its highest responsibility the learning and welfare of our school's 280 children. We also recognize the care and dedication that the DCS staff have always shown for our children's education and well-being. Given that our students cannot be vaccinated against COVID and the FDA has approved the Pfizer vaccine, we believe that we should implement all of the measures proven to reduce the spread of the virus and to mitigate the severity of COVID infections including: masks, health monitoring, social distancing, cleaning and COVID testing, and vaccination, etc.***

***Proof of vaccination needs to be provided to Matt Bradstreet by Thursday, 8/26 by 4:00.***

***For staff who are not fully vaccinated by the start of the 2021-22 school year, Discovery Charter School will require twice weekly (every four days), lab based COVID-19 testing.***

***Monroe County sites offer free testing. Other testing sites may require a fee. Testing will need to take place outside of school hours. Results need to be reported to Matt Bradstreet twice a week.***

***The first test results must be reported within 72 hours of the beginning of the school year (September 6), and every four days thereafter.***

***Masks and temperature checks are required daily regardless of vaccination status or presentation of symptoms.***

***For staff who choose to be vaccinated now, DCS will provide additional PTO for getting the shot and, if necessary, recovering from the side effects of the vaccine.***

***This policy will remain in force through October 1. At the end of September, the Board of Trustees will consider a vaccination requirement for staff, with lawfully approved exemptions. (In that event, there may continue to be a testing requirement for those who have an exemption.)***

***If NYS implements a vaccine mandate before October 1, Discovery Charter School will adopt any additional requirements in that mandate, including the requirement that all employees be fully vaccinated or have a lawfully approved exemption in accordance with the NYS mandate.***

7. Old Business: *none*

8. New Business: *none*

9. **Adjournment:** D. Braveman moved, and R. Stiles seconded a motion to adjourn; the motion carried unanimously at 8:28 am.

Next Meetings: *Friday, September 17, 2021*

Minutes submitted by A. Hagen

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

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

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

**Topic: Discovery Charter School- Board of Trustees Meeting 9.17.21**  
Time: September 17, 2021 08:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us04web.zoom.us/j/76119527057?pwd=cml0TExoS1hSYmlqb2VYK013aUgzUT09>

Meeting ID: 761 1952 7057  
Passcode: Discovery

**Trustees Present:** S. Varhus (Chair), L. Lewis (Vice Chair), A. Slakes (Secretary), L. Montanaro, C. Wilkins, R. Stiles, E. Stubbs

**Trustees Excused:** S. Adair (Treasurer), D. Braveman, T. Jackson

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

**1. Call to Order**

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

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

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

**3. Conflict of Interest Reminder**

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

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



5. **Consent Agenda:** Approve Minutes from Previous Meeting (8.20.21), and Special Meeting (8.27.21); **Resolution #439** Checks Over \$5000; Executive Committee Minutes (8.26.21); Moved by A. Slakes, seconded by L. Montanaro, approved unanimously.

## 6. Committee Reports

- a. Executive Committee: Met to discuss Discovery's vaccination policy for staff, and will be bringing discussion to the Special Meeting.
- b. Academic Excellence Committee: *No report. Noted that the next meeting will follow up with the Instructional Leadership Team regarding the new ELA curriculum, as well as a review of current instructional practices.*
- c. Governance Committee Report:
- i. R. Stiles welcomed potential trustee candidate, Sareer Fazili, a current attorney with Cellino and former President of the Rochester Islamic Center.
  - ii. R. Stiles noted that the Committee is moving forward with the process of seeking CSO approval for S. Fazali to be approved as a voting Trustee.
- d. Personnel Committee Report:
- i. L. Lewis shared that the committee will meet directly after the Board of Trustees Meeting today.
  - ii. Scheduled for discussion at the meeting will be Paid Family Leave and the process for evaluating the School Director.
- e. Audit & Finance Committee Report:
- i. S. Adair in knowing that he would be absent from the Trustees meeting, e-mailed a description of the annual closing audit meeting with the external auditors Mengel, Metzger & Barr.
  - ii. Highlight of the Financial Statements was the fact that Discovery's PPP Loan was forgiven during this fiscal year and thus was recognized as revenue in the 2020-2021 fiscal year. This was the primary driver in the \$816K surplus last year.
  - iii. Discovery ended the year with Net Assets (Equity) without donor restrictions (meaning can be spent without restrictions) of \$632K. This is exactly what the Finance Committee had spent explaining to the Charter School Office during the renewal application process.
  - iv. The Auditors expressed an "Unmodified" opinion on Discovery's financial statements which is the best we can get. The Audit is a pass/fail grading system and Discovery passed.
  - v. No significant changes to our accounting policies this past year. No significant changes to the footnotes to our financial statements.
  - vi. The Auditors had no findings regarding the financial statements of the transactions that they tested during this past year. This is a great thing from the Board's perspective. The leadership of the School should be applauded for this.

vii. S. Adiar took the time to congratulate and thank all those involved: S. Castner, L. Corbett, A. Hagen and A. Culver.

f. Ad Hoc Committee on Diversity, Equity & Inclusion:

i. No meeting this month, but it was shared that L. Lewis and T. Jackson are finalizing the schedule for an approach to Board training.

g. Parent Representative Report: *No Report*

## 7. School Director Report

- i. S. Castner shared that the school hours needed to be changed at the last minute due to the RCSD bus driver shortage.
- ii. Wayne Kittelberger, head of RCSD transportation, came to meet with the S. Castner in person to discuss the change.
- iii. The hours of the school needed to be changed from M-F 8:30am-2:30pm- to the new hours of M/T/R/F 9:00am-4:10pm and W 9:00am-12:15pm.
- iv. It was made clear by the District that if Discovery did not accept these new hours, the students would not have transportation for the school year.
- v. The district also delayed the start of available transportation by one day to design new bus routes, so the first day of school for Students will be moved to Thursday, September 9<sup>th</sup>.
- vi. The Leadership Team came in over the Labor Day weekend to call each family to communicate this change in hours and start date.
- vii. The change in hours also propelled the need to contract an ESN bus for early dismissal on Wednesdays for Greece students, as the Greece district could not accommodate the early dismissal day
- viii. M. Bradstreet will continue to track staff vaccination and weekly testing- and will share data with the Trustees at each meeting.

8. Resolution #435: Confirmation of 2021-2022 IT Contract (*Deferred to next meeting on the recommendation of Legal Counsel S. Polowitz regarding current language*)

9. Discovery Policy Review: New Process through Google docs

- i. M. Bradstreet has uploaded all current policies into a Google doc to streamline the review process
- ii. All Trustees will be given access and permission to edit and add suggestions in a manner that changes are tracked.
- iii. The policies have been organized by sub-committee for the review process.

10. **Old Business:** *none*

11. **New Business:** *none*

12. **Adjournment:** The meeting was adjourned at 8:41 am. (Moved by R. Stiles, seconded by L.Lewis, approved unanimously)

Next Meetings: *Special Meeting Friday, October 1, 2021*

Future Agenda Items: *Approval of 2021-22 IT Contract*

Minutes submitted by A. Hagen

**DISCOVERY CHARTER SCHOOL BOARD OF TRUSTEES**  
**SPECIAL MEETING MINUTES**  
**October 1, 2021; 8:00-9:00 A.M.**  
**133 Hoover Drive, Rochester, New York 14615**

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

Topic: **Discovery Charter School- Board of Trustees Special Meeting (DCS Covid Vaccination Policy)**  
**10.1.21**

Time: Oct 1, 2021 08:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us04web.zoom.us/j/75326970512?pwd=b213VkZHem5RMlQ0NHdNb1dtbFN2dz09>

Meeting ID: 753 2697 0512

Passcode: Discovery

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

**Trustees Excused:** T. Jackson

**Also Present:** S. Castner (School Director), A. Hagen (Operations), K. Snyder (Administrative Intern), S. Polowitz (Legal Counsel), M. Bradstreet (Data Coordinator), S. Fazali (Trustee Candidate)

**1. Call to Order**

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

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

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

**3. Conflict of Interest Reminder**

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

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

**5. DCS COVID Vaccine Requirements for Staff**

- a. At the previous Special Board meeting (08.27.21) the Board had drafted two options for the to consider to decide on vaccination requirements for Staff.

i. **OPTION #1** Vaccine Requirements for Staff: Vaccine with Testing Option

Discovery Charter School will require weekly COVID-19 testing for all staff who are not fully vaccinated for the start of the 2021-22 school year. Proof of vaccination needs to be provided to Matt Bradstreet by Thursday, 8/26 by 4:00. The week of September 6th will be the first required time to get tested for all unvaccinated staff. Monroe County sites offer free testing. All other testing sites may require a fee. Testing will need to take place outside of school hours. Results need to be reported by Matt Bradstreet weekly.

If NYS implements a vaccine mandate, Discovery Charter School will follow and require all employees to be fully vaccinated or have an approved medical/religious exemption by the date outlined by the NYS.

Anyone who has an exemption will be required to test weekly.

Masks and temperature checks are required daily regardless of vaccination status or presentation of symptoms.

ii. **OPTION #2** Vaccine Requirement for Staff with Exemptions only for Documented Sincerely Held Religious Belief or Medical Issues

The DCS Board of Trustees accepts as its highest responsibility the learning and welfare of our school's 280 children. We also recognize the care and dedication that the DCS staff have always shown for our children's education and well-being. Now, given that our students cannot be vaccinated against COVID and the FDA has approved the Pfizer vaccine, we will implement all of the measures proven to reduce the spread of the virus and to mitigate the severity of COVID infections: masks, health monitoring, social distancing, cleaning and ventilation, COVID testing, and vaccination. These efforts will also support the continuity of our students' education.

DC will require all employees by September 30 to be fully vaccinated or have an approved medical/religious exemption. Anyone who has an approved exemption will be required to test weekly.

Between September 6 and September 30, Discovery Charter School will require weekly COVID-19 testing for all staff who are not fully vaccinated for the start of the 2021-22 school year.

- Proof of vaccination needs to be provided to Matt Bradstreet by Thursday, 8/26 by 4:00.
- Monroe County sites offer free testing. All other testing sites may require a fee. Testing will need to take place outside of school hours. Results need to be reported by Matt Bradstreet weekly.

Masks and temperature checks are required daily regardless of vaccination status or presentation of symptoms.

- b. The Board had Voted on 8.27.21, and decided by majority, that at this time Discovery Charter School would follow Option #1, *Vaccine with Testing Option*, **with the added requirement that testing for the unvaccinated will be done twice per week**. It was determined that the vote for Option #1 be time limited, and a Special Meeting will be planned for October 1<sup>st</sup> to reconvene on the decision.

The language of the policy to be distributed to DCs will be as follows:

***The DCS Board of Trustees accepts as its highest responsibility the learning and welfare of our school's 280 children. We also recognize the care and dedication that the DCS staff have always shown for our children's education and well-being. Given that our students cannot be vaccinated against COVID and the FDA has approved the Pfizer vaccine, we believe that we should implement all of the measures proven to reduce the spread of the virus and to mitigate the severity of COVID infections including: masks, health monitoring, social distancing, cleaning and COVID testing, and vaccination, etc.***

***Proof of vaccination needs to be provided to Matt Bradstreet by Thursday, 8/26 by 4:00. For staff who are not fully vaccinated by the start of the 2021-22 school year, Discovery Charter School will require twice weekly (every four days), lab based COVID-19 testing.***

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***The first test results must be reported within 72 hours of the beginning of the school year (September 6), and every four days thereafter.***

***Masks and temperature checks are required daily regardless of vaccination status or presentation of symptoms.***

***For staff who choose to be vaccinated now, DCS will provide additional PTO for getting the shot and, if necessary, recovering from the side effects of the vaccine.***

***This policy will remain in force through October 1. At the end of September, the Board of Trustees will consider a vaccination requirement for staff, with lawfully approved exemptions. (In that event, there may continue to be a testing requirement for those who have an exemption.)***

***If NYS implements a vaccine mandate before October 1, Discovery Charter School will adopt any additional requirements in that mandate, including the requirement that all employees be fully vaccinated or have a lawfully approved exemption in accordance with the NYS mandate.***

#### **6. Revisiting Vaccination Policy for Staff at this Special Meeting: Discussion (10.1.21)**

- a. M. Bradstreet began by leading a discussion on how things are currently going at the school.
- b. M. Bradstreet shared that Discovery is sending home, on average, 3-5 students/day that are exhibiting *any* Covid-symptoms.
- c. Since the start of the year 3 staff have tested positive for Covid. M. Bradstreet noted that of the 3 staff that tested positive, 2 were vaccinated, and 1 was not.
- d. M. Bradstreet shared that the School Nurse is doing a tremendous job of communicating with families when students have to be picked up from school and tested before returning.
- e. The school does have an established quarantine area where students may be separated if they are exhibiting symptoms.
- f. Discovery continues to follow all guidance from the Monroe County Department of Health.

- g. S. Castner (School Director) noted that there are 12 current Faculty who are unvaccinated. She shared that during individual conversations with each, she is certain that 10 will leave Discovery if the Trustees require a vaccination mandate versus weekly testing.
- h. S. Castner noted that based on conversations with local charter schools, she believes that Discovery is doing far more in terms of controllable precautions.
- i. S. Castner noted small pods, few student transitions, student lunch in classrooms, increasing social distancing from the 3-foot requirement to 6-foot when students remove masks to eat.
- j. S. Castner noted frustration in getting transportation departments to enforce masking on the bus, as students are regularly seen arriving to school without one.
- k. S. Castner's (School Director) recommendation continues to be to wait for State Guidance before pushing a vaccination mandate on staff. Currently Discovery is meeting all state guidance requirements with weekly staff PCR testing of the unvaccinated, with the added rapid test provided by the MCDOH at the School.
- l. S. Castner shared that Rochester Prep lost 20% of its teachers after imposing a vaccination mandate- and she fears a similar outcome would be seen at Discovery with a mandate. Since the local Districts are actively hiring she shared that Teachers at this time could easily find alternate employment.
- m. S. Adair supported the views of S. Castner, by stating he has a difficult time supporting a mandate with no long term studies on the vaccine. S. Adair also confirmed that RTS is not currently mandating that their drivers be vaccinated.
- n. E. Stubbs shared that she continues to be a proponent of individual choice when it comes to the vaccine.
- o. S. Varhus noted that recent news has indicated that it might be as early as November that a vaccine gains FDA approval for students under 12, in which case staff requirements will have to be reevaluated anyway.
- p. L. Lewis says her organization, Catholic Family Centers of Rochester, won't mandate for their staff until the State mandates- and shares that she understands the different opinions around the vaccine.
- q. C. Wilkins strongly voiced his recommendation for the Trustees to move forward with the mandate, sharing that he believes the longer the delay, the greater risk there is for students and staff. We cannot say that we are doing everything possible to keep our kids safe if we do not mandate vaccination for staff.
- r. D. Braveman shared that there is medical evidence showing the vaccine to be effective. D. Braveman does support not changing the current policy, if the tracking does in fact show the unvaccinated getting tested twice a week.
- s. A. Slakes shared that it is her recommendation to continue current policy for now, and wait for State guidance for schools.
- t. R. Stiles questioned how much we would really be improving the safety of students by mandating at this time?
- u. S. Varhus (Board Chair) inquired whether it would be possible to require new staff be vaccinated. A discussion of the Trustees determined that it would be prudent to keep all policies the same for all staff.
  - i. C. Wilkins made a formal motion to the Trustees that a vaccine be mandated immediately for all staff and for the Trustees to vote in favor.
    - 1. L. Montanaro- seconded

2. D. Braveman- opposed
  3. A. Slakes- opposed
  4. R. Stiles- opposed
  5. L. Lewis- opposed
  6. S. Varhus- opposed
  - ii. The Trustees voted in favor of continuing current policy- S. Varhus Moved, D. Braveman seconded; unanimously approved.
  - iii. A proposal was made to revisit the current policy at each regularly scheduled Board Meeting, the next being November 19th.
7. Old Business: *none*
8. New Business: *none*
9. **Adjournment:** D. Braveman moved, and R. Stiles seconded a motion to adjourn; the motion carried unanimously at 9:58 am.

Next Meetings: *Friday, October 15, 2021*

Minutes submitted by A. Hagen



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

**October 15, 2021; 8:15-9:30 A.M.**

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

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

**Topic: Discovery Charter School- Board of Trustees Meeting 10.15.21**

**Time: October 15, 2021 08:00 AM Eastern Time (US and Canada)**

Join Zoom Meeting

<https://us04web.zoom.us/j/77031951612?pwd=L3A4cnBuY2tTZURvZmFxVGQwVWJhQT09>

Meeting ID: 770 3195 1612

Passcode: Discovery

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

**Trustees Excused:** none

**Also Present:** S. Castner (School Director), A. Hagen (Operations), K. Snyder, S. Polowitz (Legal Counsel), S. Fazali (Trustee Candidate), C. Diaz (ELA Instructional Coach), J. Schultz (Math Coach), M. Bradstreet (Data Coordinator),

**1. Call to Order**

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

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

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

**3. Conflict of Interest Reminder**

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

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

5. **Consent Agenda:** Approve Minutes from Previous Meeting (9.17.21), and Special Meeting (10.01.21); **Resolution #442** Checks Over \$5000; Moved by S. Adair, seconded by S. Varhus, approved unanimously.

## 6. Committee Reports

- a. Executive Committee: Met in preparation of Special Meeting: to revisit Discovery's vaccination policy for staff- with full Board discussion held 10.01.21.
- b. Academic Excellence Committee: *No report. Noted that the next meeting will follow up with the Instructional Leadership Team regarding the new ELA curriculum, as well as a review of current instructional practices. Committee members will be polled to schedule regular monthly meeting time availability.*
- c. Governance Committee Report:
  - i. Trustee A. Slakes shared with the committee that she will be working as a substitute teacher in RCSD; the committee agreed it is not a conflict of interest to her Trustee position
  - ii. R. Stiles noted that the Committee is moving forward with the process of seeking CSO approval for S. Fazali to be approved as a voting Trustee- the motion will be made later in this meeting.
- d. Personnel Committee Report:
  - i. L. Lewis shared that the committee will meet next on Friday, October 22<sup>nd</sup> @ 10:00am.
- e. Audit & Finance Committee Report:
  - i. S. Adair shared that the committee met yesterday to discuss P&L and balance sheet and looking at stimulus funding.
  - ii. Trustee A. Slakes was on the call and S. Adair commended her for bringing a new set of eyes to the review process, as well as valuable commentary.
  - iii. The Committee discussed the increased hours select staff are working to accommodate the district's transportation shortages; it was proposed that for the 30 faculty who work the additional 90 minutes on Monday, Tuesday, Thursday, and Friday for the Dragon Power Hour afterschool program- they receive \$37.50 per day/number of days each quarter. The proposal was made to compensate teachers quarterly based on daily attendance reports.
  - iv. It was recommended by the Finance Committee that the process move forward, and a joint meeting between the Finance Committee and Personnel Committee be scheduled for final stipend approval.
- f. Ad Hoc Committee on Diversity, Equity & Inclusion:
  - i. L. Lewis shared the video "Race for the \$100"
  - ii. The Trustees all agreed that the video shared a very powerful message
  - iii. L. Lewis asked the Trustees to share their thoughts to begin a candid discussion about DE&I.
    1. R. Stiles noted that the video was a further reinforcement of what we already know; and helps further understand that racial disparities can contribute to economic

differences. He noted the people in the video who had what could be called “advantages” were taking all the steps towards the \$100. R. Stiles also noted that when the facilitator in the video had the “forward steppers” look behind them- it was very clear the disparities that cause others to never reach the finish line.

2. R. Stiles reminded everyone that Discovery Charter School was founded on the basis of promoting equity in our community.
- iv. S. Varhus posed a question to the group, “What is our purpose?”. There are many factors in the lives of our students that we cannot control (configuration of families, economic status, English as a second language etc.) “What are we doing to promote equity via other means?”
- v. L. Lewis shared her thoughts that inequality is not just between races, it is between income and wealth too.
- vi. T. Jackson said that the Trustees should find more ways to provide resources to students through the school- the winter coat program, fresh fruit and vegetable program, Back-Pack program etc. are all steps in the right direction, but the sentiment was made that we should always be trying to do more.
- vii. S. Varhus asked the School Director to share what support services Discovery currently provides. S. Castner shared that we had two new positions created this year, A Community Outreach Specialist as well as a Family Outreach Specialist- to expand the school’s support services.
- viii. L. Lewis inquired what the school may be doing to support emotional well being for the students after the pandemic- and perhaps this would be an area for the Trustees to consider additional hires.
- ix. S. Adair noted that one of the outcomes of the pandemic was that it has enabled educators to become much closer to families, via Zoom videos into students’ homes. S. Adair asked the School Director, from a budgetary perspective, what does DCS need to be successful? He emphasized to the Trustees that it will fall on the Board to execute any follow-up plans and next steps.
- x. D. Braveman really urged the Trustees to seriously consider the transition to a Community School Model, as logistically that model will most fully provide families with the supports being discussed.
- xi. S. Varhus advised that the next step would be to invite a representative to a future Board Meeting who is knowledgeable on the Community School Model to provide more information for the Trustees to consider for future planning.

g. Parent Representative Report: *No Report*

## **7. Nomination of Sareer Fazili to Board of Trustees**

- a. 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, and having reviewed the application in its entirety, has made a motion to select Mr. Sareer Fazili as a member to its Board of Trustees, with a term

expiring on the date of the July 2024 Annual Meeting of Discovery Charter School, pending approval by NYSED. The resolution approving Mr. Fazili is adopted upon NYSED's approval.

- b. **Resolution #440:** Approval of nomination of Sareer Fazili as a member to Discovery's Board of Trustees; Moved by R. Stiles, seconded by T. Jackson, approved unanimously.
- c. **Resolution #441:** The Discovery Charter School Board of Trustees approves a membership of 11 trustees, effective upon the approval of the nomination of Mr. Sareer Fazili by the NYS Department of Education; Moved by R. Stiles, seconded by L. Lewis, approved unanimously.

8. **School Director Report**

- i. S. Castner shared current enrollment for K-6 is at 278, with special needs populations shared:

SWD 20-21	SWD 21-22	ENL 20-21	ENL 21-22
14.2%	18.5%	14%	13.5%

(i) **S. Castner shared building Glows:**

- Students are ready to learn, minimal distractions, 4 total referrals since the beginning of school,
- Student work has improved in terms of showing their work,
- Students are engaged with Iready and seem to enjoy the program,
- Concrete plan for special programming (Icot rooms),
- ELA New Curriculum: Module weekly assessments show steady progress of skills

(ii) **S. Castner shared building Grows:**

- K-1 deficient- current second graders only had half a year- there have been social challenges working together, being in line, social norms etc,
- Iready assessments are computerized which is a new skill for students,
- Teachers are overwhelmed with new curriculum, new Iready, being generally overwhelmed with being back full time, the grind of returning to in person all day.

(iii) Next month- S. Castner shared that ILT will have walkthrough data based on our consistencies

9. **Discovery Policy Review: New Process through Google docs**

- i. M. Bradstreet has uploaded all current polices into a Google doc to streamline the review process
- ii. All Trustees will be given access and permission to edit and add suggestions in a manner that changes are tracked.
- iii. The policies have been organized by sub-committee for the review process.
- iv. Review by sub-committees in process

10. **Old Business:** none

11. **New Business:** none

12. **Adjournment:** The meeting was adjourned at 9:44 am. (Moved by R. Stiles, seconded by S. Adair, approved unanimously)

Next Meetings: *Friday, November 19, 2021*

Minutes submitted by A. Hagen

**DISCOVERY CHARTER SCHOOL BOARD OF TRUSTEES**  
**SPECIAL MEETING MINUTES**  
**October 29, 2021; 8:00-9:00 A.M.**  
**133 Hoover Drive, Rochester, New York 14615**

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

Topic: **Discovery Charter School- Board of Trustees Special Meeting (Transportation Issues) 10.29.21**  
Time: Oct 29, 2021 08:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us04web.zoom.us/j/72613297175?pwd=ejlyTG9WbFdUd083V1ljMUVUTFZFdz09>

Meeting ID: 726 1329 7175  
Passcode: Discovery

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

**Trustees Excused:** none

**Also Present:** S. Castner (School Director), A. Hagen (Operations), K. Snyder (Administrative Intern), S. Polowitz (Legal Counsel), M. Bradstreet (Data Coordinator), S. Fazali (Trustee Candidate), Anna Hall (Northeast Charter Schools Network), Ashara Baker (Northeast Charter Schools Network), Kirsten Barclay (Farash Foundation), Dr. Kymberly Cruz (Renaissance Academy Charter School CEO), Dr. Deasure Matthew (RCSD), Nan Westervelt (Board Chair Renaissance Academy Charter School)

**1. Call to Order**

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

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

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

**3. Conflict of Interest Reminder**

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

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

**5. Motion to move to Executive Session**

- a. S. Adair moved, and L. Lewis seconded a motion to move into Executive Session; the motion carried unanimously at 8:07 am.

**6. Motion to exit Executive Session**

- a. L. Lewis moved, and D. Braveman seconded a motion to exit Executive Session; the motion carried unanimously at 9:00 am.

7. Old Business: *none*

8. New Business: *none*

9. **Adjournment:** C. Wilkins moved, and S. Adair seconded a motion to adjourn; the motion carried unanimously at 9:03 am.

Next Meetings: *Friday, November 19, 2021*

Minutes submitted by A. Hagen

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

November 19, 2021; 8:15-9:30 A.M.  
133 Hoover Drive, Rochester, New York 14615

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

Topic: **Discovery Charter School- Board of Trustees Meeting 11.19.21**  
Time: November 19, 2021 08:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us04web.zoom.us/j/76231347664?pwd=Y0prRWp2K2MrTlVqN25yaG9EZ2IKQT09>

Meeting ID: 762 3134 7664  
Passcode: Discovery

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

**Trustees Excused:** L. Lewis (Vice Chair), S. Fazili,

**Also Present:** S. Castner (School Director), K. Snyder (Assistant School Director), S. Polowitz (Legal Counsel), E. Meeker (Community School Guest Speaker)

**1. Call to Order**

- a. The Chair called the meeting to order at 8:05 a.m., and it was determined that a lawful quorum of nine was present.

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

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

**3. Conflict of Interest Reminder**

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

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

- 5. Consent Agenda:** Approve Minutes for Special Meeting (10.29.21); **Resolution #444** Confirming 11.1.21 action of the Executive Committee (Minutes of Executive Committee 11.1.21 and Minutes of 10.15.21 Meeting) Moved by C. Wilkens, seconded by R. Stiles approved unanimously.



## 6. Community School Model overview

- a. Guest Speaker Elizabeth Meeker from CCSI (Coordinated Care Services, Inc.) was welcomed to the meeting by the Board Chair and by Trustee D. Braveman.
- b. Elizabeth Meeker started her presentation by answering the question, “What is a Community School?” A community school is a place and a set of partnerships between the school and other community resources. When fully implemented, *the school becomes the hub of the neighborhood and the access point to services* that are tailored specifically to meet child, parent, family, and community needs.
- c. The belief is that by seamlessly and strategically integrating strong academics with housing, health, and other community supports- student learning improves, families become stronger, and communities become healthier more desirable places to live and learn.
- d. It was emphasized that a Community School is a way of thinking with core elements that include:
  - i. Rigorous instruction and high expectations
  - ii. Aligned extended learning time
  - iii. Parent and Family engagement
  - iv. Health and Mental Health Services
  - v. Social Services
  - vi. Early Childhood Education
  - vii. Youth Development
- e. The position of Community Schools Coordinator is instrumental in partnering with the Principal to coordinate all the non-academic components to the Community School initiative
- f. Two local schools using the Community School Model: School #17 and School #33
- g. The Trustees were urged to reach out with any questions after the presentation by contacting: Elizabeth Meeker, PsyD, Vice President, Consulting Services at [emeeker@ccsi.org](mailto:emeeker@ccsi.org).

## 7. Executive Session to Review Complaint

- a. A. Slakes moved, and S. Adair seconded a motion to move into Executive Session; the motion carried unanimously at 8:40 am.
- b. D. Braveman moved and E. Stubbs seconded a motion to move out of Executive Session; the motion carried unanimously at 9:25.

8. **Resolution #447 (Response to Employee Complaint):** D. Braveman moved, and S. Adair second, motion carried unanimously.

## 9. Committee Reports

- a. Executive Committee: *Deferred to 12.23 Meeting*
- b. Academic Excellence Committee: *Deferred to 12.23 Meeting* (Minutes of 11.15.21 meeting shared with Trustees)
- c. Governance Committee Report: *Deferred to 12.23 Meeting* (Minutes of 10.15.21 meeting shared with Trustees)
- d. Personnel Committee Report: *Deferred to 12.23 Meeting*

- e. Audit & Finance Committee Report: *Deferred to 12.23 Meeting*
- f. Ad Hoc Committee on Diversity, Equity & Inclusion: *Deferred to 12.23 Meeting*
- g. Parent Representative Report: *Deferred to 12.23 Meeting*

#### 10. ESN IT Services Agreement

- a. **Resolution #443** The Board of Trustees confirms approval of the 2021-2022 Service Agreement with Education Success Network, at a cost of \$90,922..
- b. Moved by S. Adair seconded by T. Jackson, approved unanimously.

#### 11. Legal Services

- a. **Resolution #445** The Board of Trustees confirms agreement with the Engagement Letter with the Coppola Firm, establishing \$250 as the flat hourly rate for the services of Mr. Polowitz and other attorneys in the Coppola Firm.
- b. Moved by D. Braveman, seconded by C. Wilkens, approved unanimously.

#### 12. Dragon Power Hour (After School Program from 3:00-4:30pm)

- a. **Resolution #446** The Board of Trustees approves a daily rate of \$37.50 for individual Dragon Power Hour employees and a daily rate of \$42.00 for the Dragon Power Hour Leader for the 2021-2022 academic year .
- b. Moved by R. Stiles seconded by D. Braveman, approved unanimously.

#### 13. School Director Report: *No Report*

#### 14. Discovery Policy Review: New Process through Google docs

- i. M. Bradstreet has uploaded all current polices into a Google doc to streamline the review process
- ii. All Trustees will be given access and permission to edit and add suggestions in a manner that changes are tracked.
- iii. The policies have been organized by sub-committee for the review process.
- iv. Review by sub-committees continues to be in process

15. **Old Business:** E. Stubbs asked for an update on the transportation proposal currently before the RCSD Board of Education. S. Varhus reviewed steps taken to date: the letter from the DCs Board to RCSD Board of Education and State Monitor Jallow has been sent; DCS parents have been encouraged to write letters as well, and to speak at upcoming BoE meetings. Ebony Stubbs has spoken at a BoE meeting, and she reported that it will be important to increase the presence of charter scholl parents at these meetings.

16. **New Business:** *none*

17. **Adjournment:** The meeting was adjourned at 9:35. (Moved by T. Jackson seconded by R. Stiles, approved unanimously)

Next Meetings: Friday, December 17, 2021

Minutes submitted by A. Hagen

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

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

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

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

Join Zoom Meeting

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

Meeting ID: 786 8653 8388

Passcode: Discovery

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

**Trustees Excused:** A. Slakes (Secretary)

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

**1. Call to Order**

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

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

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

**3. Conflict of Interest Reminder**

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

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

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

## 6. Committee Reports

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

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

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

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

g. Parent Representative Report:

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

**7. School Director Report:**

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

2020-2021 State Test Performance Data

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

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

1. **ELA:**

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

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

Progress Monitoring: Biweekly assessment, HMH assessments

2. **Math:**

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

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

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

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

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

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

Next Meetings: *Friday, January 21, 2022*

Minutes submitted by A. Hagen

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

January 21, 2021; 8:15-9:30 A.M.  
133 Hoover Drive, Rochester, New York 14615

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

Topic: **Discovery Charter School- Board of Trustees Meeting 1.21.22**  
Time: January 21, 2022 08:00 AM Eastern Time (US and Canada)

Join Zoom Meeting  
[https://us04web.zoom.us/j/78504709153?pwd=2UnWtlF7JyX5RR9Sup\\_XIrtjIH2z46.1](https://us04web.zoom.us/j/78504709153?pwd=2UnWtlF7JyX5RR9Sup_XIrtjIH2z46.1)

Meeting ID: 785 0470 9153

Passcode: Discovery

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

**Trustees Excused:** L. Lewis (Vice Chair), E. Stubbs

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

**1. Call to Order**

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

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

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

**3. Conflict of Interest Reminder**

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

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

5. **Consent Agenda:** Approve Minutes for December Meeting (12.17.21); Moved by D. Braveman, seconded by L. Montanaro, approved unanimously.



## 6. Committee Reports

- a. Executive Committee: *(no report)*
- b. Academic Excellence Committee:
  - i. C. Wilkins shared that there is no new report, but all Committee members have been instructed to visit a live class at the school in lieu of a meeting
  - ii. Updates will be shared with Trustees in February after January testing and classroom visits have been completed
- c. Governance Committee Report:
  - i. R. Stiles expressed a need to amend the school's current complaint/grievance policy, so any complaint in the first instance would go straight to the Board of Trustees.
  - ii. Policy revision will be moved to the February meeting; in the interim, a specific Board Chair e-mail will be created for contact.
- d. Personnel Committee Report: *(no report)*
- e. Audit & Finance Committee Report: *(no report, next meeting scheduled for Thursday, 1/27)*
- f. Ad Hoc Committee on Diversity, Equity & Inclusion: *(no report)*
- g. Parent Representative Report: *(no report)*

## 7. School Director Report:

- a. S. Castner shared that 2022 Staff and Family Surveys went out with the onset of a new year.
  - i. Staff “shares” from the survey
    - 1. Salaries do not keep up with inflation, cost of food etc- lower paid employees do not feel they earn a living wage.
    - 2. Teaching during a pandemic is exhausting- fear of being ill
    - 3. Stress of daily staff “out” list- Covid quarantines etc.
    - 4. Grateful for the over staffing
    - 5. Students are behind, there are pressures to improve instruction and make up lost time, but we are still in Covid flux.
    - 6. Do you ever feel burn out: 45.5% yes, 45.5% sometimes, 9% no
  - ii. Family “feedback” from the survey
    - 1. My child is safe at school: 96% agree or strongly agree
    - 2. Family culture is embraced: 96% agree or strongly agree
    - 3. Effective Communication: 92% agree or strongly agree
    - 4. Staff Addresses Concerns: 90% agree or strongly agree
    - 5. Provides suggestions and resources for home: 86% agree or strongly agree
    - 6. Adequate academic progress: 93% agree or strongly agree
    - 7. Effective instruction: 97% agree or strongly agree
    - 8. Adequate family engagement opportunities: 85% agree or strongly agree

- b. Average daily attendance in person 60-70% (past years 93-96%) all due to Covid/quarantine guidelines
  - i. Average attendance during DCS' remote period (Jan 4 – Jan 14) 87%
  - ii. Attendance concerns are the largest for Kindergarten
  - iii. Challenges with Staffing: On Jan 18- 15 staff members were not onsite due to quarantine for themselves or family (21% of staff)
  - iv. Current Enrollment: 282
- c. SEL Updates
  - i. Grant written for SEL curriculum- process is underway (DCS Wellness coordinator is providing oversight)
  - ii. New Student Programming: Peacemakers program, Safety Patrol, HUGS, Mentoring program
  - iii. Total behavior referrals: 26 (August- January)- down significantly. S. Castner attributes the drop to smaller class sizing, lower teacher:student ration, and limited transitions during the school day
- d. New hire approvals:
  - i. Gabrielle Santiago (Building Substitute) replacement
  - ii. Khaleef Patton (Grade 2 TA) academic need
  - iii. Krystal Archie (Grade 2) maternity leave
  - iv. Emily Cook (Intervention Feb. 1st) replacement
  - v. Jenna Matthews (Grade 1 teacher) replacement
  - vi. John Coley (5th Grade TA) replacement
  - vii. Gilbert Diaz (Cafeteria) replacement
  - viii. Katiria Velez (Cafeteria) replacement
  - Hiring **Resolution #450**; Moved by A. Slakes, seconded by S. Fazili, approved unanimously.

## 8. HERO Policy

- a. Pursuant to the HERO Act, every New York employer must implement an Airborne Infectious Disease Exposure Prevention Policy and Plan compliance with HERO Act standards because of COVID-19
- b. The purpose of this policy and plan is to protect employees against exposure and disease during an airborne infectious disease outbreak. This plan will go into effect anytime an airborne infectious disease is designated by the New York State Commissioner of Health as a highly contagious communicable disease that presents a serious risk of harm to the public health. This policy and plan are subject to any additional or greater requirements arising from a declaration of a state emergency due to any airborne infectious disease, as well as any applicable federal standards.
- c. The Plan designates supervisory employees and how they will enforce compliance, minimum controls during an outbreak, disinfection methods and schedules, infection response, training, and policy revision process.
- d. HERO policy **Resolution #451**; Moved by D. Braveman, seconded by R. Stiles, approved unanimously.

9. Executive Session: *postponed until next meeting*

10. **Old Business:** *none*

11. **New Business:** *none*

12. **Adjournment:** The meeting was adjourned at 9:13. (Moved by R. Stiles, seconded by S. Adair, approved unanimously)

Next Meetings: *Friday, February 18, 2022*

Minutes submitted by A. Hagen

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

February 18, 2022; 8:15-9:30 A.M.  
133 Hoover Drive, Rochester, New York 14615

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

Topic: **Discovery Charter School- Board of Trustees Meeting 2.18.22**  
Time: February 18, 2022 08:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

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

Meeting ID: 742 1534 6390

Passcode: Discovery

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

**Trustees Excused:** T. Jackson, C. Wilkins

**Also Present:** S. Castner (School Director), K. Snyder (Assistant School Director), S. Polowitz (Legal Counsel), Justin Schultz (Math Coordinator), Ciomarda Diaz (ELA Coordinator)

**1. Call to Order**

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

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

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

**3. Conflict of Interest Reminder**

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

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

5. **Consent Agenda:** Approve Minutes for January Meeting (1.21.22); Moved by S. Adair, seconded by L. Montanaro, approved unanimously.

6. **Motion to move into Executive Session:** Moved by R. Stiles, seconded by D. Braveman, approved unanimously at 8:09am.

**Motion to exit Executive Session and return to the Regular meeting:** Moved by R. Stiles, seconded by L. Lewis, approved unanimously at 8:29am.

**Bylaw Revision** The School's Complaint Policy is being revised to align with current requirements of Article 56 of the New York education law to send complaints to the Board Chair rather than the School Director, which has been updated in the School's Bylaws. **Resolution #450:** Moved by S. Adair, seconded by R. Stiles, approved unanimously at 8:29am.

## 7. Committee Reports

- a. Executive Committee: *(no report)*
- b. Academic Excellence Committee: *(no report- but data will be shared in Director Report later in meeting)*
- c. Governance Committee Report: *(no report)*
- d. Personnel Committee Report: *(no report, but will be scheduling a joint meeting with Finance Committee 3.10.22)*
- e. Audit & Finance Committee Report:
  - i. S. Adair shared that it was a great Finance meeting last Tuesday.
  - ii. Action item: get moving on 2022-2023 Draft Budget
    1. Will need to look at revenue to see whether a summer program can be added
    2. At the joint meeting with Personnel Committee, there are three agenda items that will be discussed: teacher stipends for extended leave coverage, health insurance plan comparisons, and NYSTRS/NYSLERS retirement benefits in upcoming budget cycle.
    3. S. Adair wants to touch base with each of the committee chairs during the budget creation process to make sure that suggested needs for the school from the different committees may be considered.
    4. State Auditors are currently in the building from the Comptroller's office- one thing they are taking a hard look at is IT security. They are also scheduling individual interviews with School Director, Operations positions, S. Adair and S. Varhus
    5. S. Adair noted that all Trustees have been provided a copy of the Federal 990 prepared by Mengel Metzger Barr.
      - a. Motion to approve the Federal 990 with year ending June 30, 2021; Moved by A. Slakes, seconded by L. Montanaro, approved unanimously.
- f. Ad Hoc Committee on Diversity, Equity & Inclusion: *(no report)*

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

**8. School Director Report:**

- a. S. Castner shared that enrollment is back up to 280- and full.
- b. There is a team dedicated to recruitment, before the placement lottery on April 5<sup>th</sup>
  - i. Recruitment seems even more important this year as three additional charter schools will be opening in the area, two of which are elementary schools.
- c. Student attendance has improved tremendously over the last month
- d. S. Castner thanked the Board for the sponsored holiday lunch for the staff from Chipotle, everyone enjoyed it a great deal.
- e. Math Coach, J. Schultz, was invited to share Math Data with Trustees
  - i. Comparisons from Math Diagnostic 1 in September 2021 was compared with Math Diagnostic 2 in January 2022
  - ii. Making great gains in bringing students to early, mid, or above grade level standards
  - iii. Math BM2 for the Whole School: 51% are proficient, 26% are approaching, and 23% are below
  - iv. We have begun small group tutoring in the evening to work independently with students in the approaching/below categories
  - v. Diagnostic 2 and Internal Benchmark 2, show a similar alignment with student performance. J. Schultz shared that he was pleased to see this correlation- as it is a great indication of NYS testing performance
  - vi. S. Castner shared that she feels the most confidence in the predictive nature of this data set than she has in years past
  - vii. J. Schultz shared that the teaching staff is very passionate about getting the students prepared and plan to use their limited instructional time in meaningful ways
  - viii. Grades 3-6 have begun practice tests to increase testing stamina
    - 1. For the NYS Math Test, Day 1 will be 30 multiple choice questions; Day 2 will be 8 multiple choice and 6 open ended questions
- f. ELA Coach, Ciomarda Diaz, was invited to share ELA Data with Trustees
  - i. Comparisons from ELA Diagnostic 1 in September 2021 was compared with ELA Diagnostic 2 in January 2022
  - ii. Making great gains in bringing students to early, mid, or above grade level standards
  - iii. Looking specifically at students who are right below grade level standards to address that gap
  - iv. Internal data (iReady & Rigby) is what is being submitted to Charter School Office- and we are very pleased with student results
  - v. This is the most promising data that we have seen for student performance at Discovery
  - vi. We continue to work on foundational concepts in Kindergarten- this cohort of students never had a Pre-school experience due to Covid
  - vii. More interventions are being added for students falling in any approaching or below grade level categories

**9. Old Business:** *none*

**10. New Business:** *none*

11. **Adjournment:** The meeting was adjourned at 9:48am. (Moved by R. Stiles, seconded by D. Braveman, approved unanimously)

*Next Meetings: Friday, March 18, 2022*

Minutes submitted by A. Hagen

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

March 18, 2022; 8:15-9:30 A.M.  
133 Hoover Drive, Rochester, New York 14615

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

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

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

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

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

Join Zoom Meeting

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

Meeting ID: 783 1204 5078

Passcode: Discovery

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

**Trustees Excused:** R. Stiles

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

**1. Call to Order**

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

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

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

**3. Conflict of Interest Reminder**

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

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

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



## 6. Committee Reports

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

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

**7. School Director Report:**

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

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

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

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

Next Meetings: Friday, April 15, 2022

Minutes submitted by A. Hagen

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

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

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

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

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

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

**Topic: Discovery Charter School- Board of Trustees Meeting 4.15.22**

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

Join Zoom Meeting

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

Meeting ID: 783 1204 5078

Passcode: Discovery

**Trustees Present:** S. Varhus (Chair), S. Adair (Treasurer), L. Montanaro, C. Wilkins, D. Braveman, R. Stiles

**Trustees Excused:** L. Lewis (Vice Chair), A. Slakes (Secretary), S. Fazili, E. Stubbs, T. Jackson

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

**1. Call to Order**

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

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

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

**3. Conflict of Interest Reminder**

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

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

- 5. Consent Agenda:** Approve Minutes for March Meeting (3.18.22); **Resolution #452** Checks over \$5,000; Moved by D. Braveman, seconded by S. Adair, approved unanimously.

**6. Committee Reports**

- a. Executive Committee: *(no report)*
  
- b. Academic Excellence Committee:
  - i. C. Wilkins gave a reminder to all Trustees that school walk-throughs should occur over the next month
  - ii. There is continues interest in new math curriculum for the 2022-23 school year; cost would be student workbooks to supplement the existing i-Ready modules
  
- c. Governance Committee Report:
  - i. R. Stiles reminded Trustees that the Board self-evaluation survey has been e-mailed, and responses are requested within the week.
  - ii. The survey is all multiple choice and will be used to improve Board functioning.
  
- d. Personnel Committee Report:
  - i. The School Director evaluation process is currently under revision, and a discussion will continue in Executive Session.
  - ii. **Resolution #453** To amend the School Director Evaluation Template and Process to specify that discussion of the draft performance review of the School Director will occur in Executive Session of the Board of Trustees; Moved by C. Wilkins, seconded by L. Montanaro, approved unanimously.
  - iii. **Resolution #454** Effective starting the 2021-22 academic year (to be retroactive to start of the 21-22 school year) any employee transferred from a 10.5 month position to a 12 month position may carry over the maximum number of 10.5 month employee PTO days (max bank of 30 days) to the new 12 month position PTO bank not to exceed the 12 month max bank of 88 total PTO days; Moved by D. Braveman, seconded by R. Stiles, approved unanimously.
  
- e. Audit & Finance Committee Report:
  - i. S. Adair shared that the balance sheet looks fine with above 500K currently in the bank.
  - ii. High-cost aid payment is anticipated to come in late in the year
  - iii. Discovery will be recognizing a portion of stimulus funding before the close of the 2021-22 Fiscal Year as well.
  - iv. Budget for the 2022-23 is in process and will be presented to Trustees at the May meeting.
  - v. Student enrollment is currently at 285.
  - vi. The Operations Team is exploring applying for ERC (Employee Retention Credit). The school did not previously qualify, as the tax credit required proof of lost income- but the stipulations may have changed. S. Adair will update Trustees as new criteria are explored.

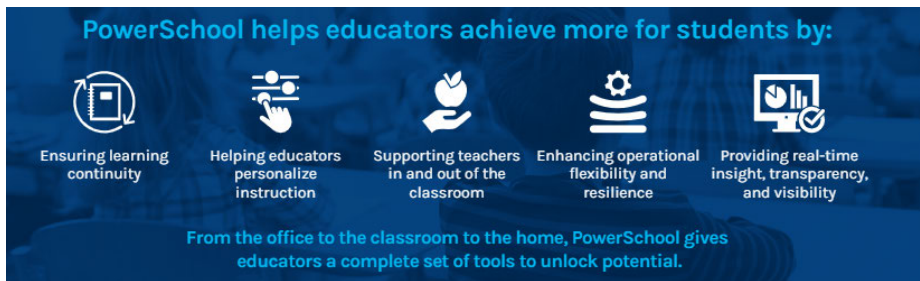
- f. Ad Hoc Committee on Diversity, Equity & Inclusion: *(no report)*
  - i. Minutes from the meeting on 3.21.22 were shared
  - ii. Next Meeting is scheduled for 4.19.22
- g. Parent Representative Report: *(no report)*

**7. School Director Report:**

- a. NYS ELA test has been completed.
  - i. S. Castner feels students were very prepared and is confident that the scoring results will show that.
  - ii. S. Castner shared with the Trustees that official scores can be expected by early August.
  - iii. S. Castner noted that more students opted out than in the past.
  - iv. The plan is to send CSO and Susan Gibbons a weekly e-mail leading up to their visit at the end of May.
  - v. Plan for individual Board Committees to be an expert of each Benchmark with CSO focus groups
    - 1. Board Strategic Plan is now structured around the Benchmarks.
    - 2. Director Evaluation is now structured around the Benchmarks.
    - 3. S. Varhus recently did a school walkthrough with the rubric and was very impressed with her observations of classrooms and teaching practices.
      - a. The other Board members are invited and encouraged to come in for a walk-through, the CSO rubric is what the Instructional Leadership Team utilizes in preparing for the visit.

**8. Powerschool (new student information system)**

- a. Discovery is looking to discontinue service with School Tool student information manager and begin service with Power School Student Information system. Power School is the current SIS software used by RCSD and many of the surrounding districts.



b.

Product Description	Quantity	Unit	Extended Price
<b>Price Term: 1-APR-2022 - 31-MAR-2023</b>			
<b>License and Subscription Fees</b>			
Schoolology LMS Subscription	200.00	Students	USD 3,200.00
Schoolology Text Help	200.00	Students	USD 100.00
Schoolology Content Subscription Professional Learning	1.00	Per Person	USD 1,500.00
PowerSchool SIS Hosted Subscription	300.00	Students	USD 3,000.00
PowerSchool SIS Hosting SSL Certificate	1.00	Each	USD 600.00
PD+ Subscription	300.00	Students	USD 1,875.00
PowerPack - Subscription (Road)	300.00	Students	USD 2,000.00
License and Subscription Total:			<b>USD 12,625.00</b>
<b>Professional Services and Setup Fees</b>			
Schoolology Text Help Deployment	1.00	Each	USD 0.00
Schoolology LMS Implementation - Standard	0.00	Each	USD 5,800.00
PowerSchool SIS Deployment - Standard	1.00	Each	USD 11,840.00
PowerPack Implementation	1.00	Each	USD 2,100.00
Professional Services and Setup Fee Total:			<b>USD 19,740.00</b>
<b>Training Services</b>			
Schoolology Remote Professional Development	8.00	Hours	USD 2,400.00
SIS Per Person Per Day Training/Certification Renote	0.00	Each	USD 3,150.00
Training Services Total:			<b>USD 5,550.00</b>
<b>Price Total</b>			
Initial Term		1-APR-2022 - 31-MAR-2023	
Payment Total		<b>USD 37,915.00</b>	

c.

- d. Startup Cost with transfer of historical archived files: \$19,740

Annual Ongoing Fees as of 1-APR-2023 - Fees subject to an annual uplift, which will be reflected on renewal quote

Schoology LMS Subscription	300.00	Students	USD 3,500.00
Schoology Text Help	300.00	Students	USD 150.00
Schoology Content Subscription Professional Learning	1.00	Per Person	USD 1,500.00
PowerSchool SIS Hosted Subscription	300.00	Students	USD 3,500.00
PowerSchool SIS Hosting SSL Certificate	1.00	Each	USD 400.00
PD+ Subscription	300.00	Students	USD 1,575.00
PowerPack: Subscription SaaS	300.00	Students	USD 2,000.00

Annual Ongoing Fees Total: USD 12,625.00

- e.
- f. Estimate of Annual Cost thereafter: \$12,625
- g. S. Castner presented reasons for SIS transition: Power School offers seamless integration with monthly data transfers to the state, the platform allows parent sign in to access report cards and attendance records, there is a robo-call feature for school closures/emergencies, the platform includes Schoology for Teacher Professional Development.
  - i. Motion to adopt Power School as Discovery’s new SIS; moved by D. Braveman, seconded by R. Stiles, approved unanimously.

9. **Summer Program:**

- a. Grant application with Farash has been completed.
- b. Program planning is in the works.
  - i. The summer program will run for three weeks, from July 18-August 5<sup>th</sup>- and the hope is to have 100 students in grades K-2.
  - ii. For the first time, the program will include a focus on incoming K families.

10. **Old Business:** none

11. **New Business:** none

12. **Adjournment:** The meeting was adjourned at 9:19am. (Moved by R. Stiles, seconded by C. Wilkins, approved unanimously)

Next Meetings: Friday, June 17, 2022

Minutes submitted by A. Hagen

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

**May 20, 2022; 8:15-9:30 A.M.**

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

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

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

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

**Topic: Discovery Charter School- Board of Trustees Meeting 5.20.22**

**Time: May 20, 2022 08:00 AM Eastern Time (US and Canada)**

Join Zoom Meeting

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

Meeting ID: 783 1204 5078

Passcode: Discovery

**Trustees Present:** S. Adair (Treasurer), D. Braveman, R. Stiles, A. Slakes (Secretary), S. Fazili, E. Stubbs, T. Jackson

**Trustees Excused:** S. Varhus (Chair), L. Lewis (Vice Chair), L. Montanaro, C. Wilkins

**Also Present:** S. Castner (School Director), K. Snyder (Assistant School Director), A. Hagen (Operations), S. Polowitz (Legal Counsel), J. Schultz (Math Coordinator)

**1. Call to Order**

- a. The Chair called the meeting to order at 8:07 a.m., and it was determined that a lawful quorum of seven was present.

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

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

**3. Conflict of Interest Reminder**

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

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

5. **Consent Agenda:** Approve Minutes for March Meeting (4.15.22); Moved by D. Braveman, seconded by R. Stiles, approved unanimously.

## 6. 2022-2023 School Calendar

- a. **Resolution 456:** Approval of the Discovery Charter School 2022-2023 Academic and Family calendar; Moved by S. Fazili, seconded by R. Stiles, approved unanimously.

## 7. Committee Reports

- a. Executive Committee: *(no report)*
- b. Academic Excellence Committee: (no report)
  - i. Minutes of last meeting (5.16.22) provided with Board Meeting materials
- c. Governance Committee Report:
  - i. Policies reviewed: 1100, 1110, 1200, 1310, 1500, 1600
  - ii. Revisions recommended: 1300, 1400; **Resolution 455:** Revision of Policies on Conflict of interest and Open Meetings; Moved by S. Fazili, seconded by D. Braveman, approved unanimously.
- d. Personnel Committee Report: *(no report)*
- e. Audit & Finance Committee Report:
  - i. S. Adair shared that the 2022-23 is not yet ready for Board approval, as Finance Committee and Personnel Committee are still deciding together on a proposed salary increase for staff.
  - ii. The recommendation by the School Director is a 5% increase for staff to account for cost of living increases.
  - iii. S. Adair shared that the school Operations team will be attending meetings with State Ed, to get a better idea of timeline to draw pre-approved stimulus funds.
- f. Ad Hoc Committee on Diversity, Equity & Inclusion: *(no report)*
- g. Parent Representative Report: *(no report)*

## 8. School Director Report:

- a. NYS MATH test has been completed.
  - i. J. Schultz (Math Coordinator) shared that he is predicting that all grades hit their scoring target for the State tests, with the exception of 5<sup>th</sup> grade for Math and 3<sup>rd</sup> grade for ELA.
  - ii. The Academic coaches are feeling very positive coming out of state testing this year- and noted that the stamina and composure of the students during testing weeks should be commended.
- b. S. Castner shared that for next school year, the plan will be to utilize iReady to access Math curriculum, as the Engage NY which is currently utilized by Discovery will no longer be recognized by NYSED.



- i.* iReady aligns with NextGen standards and aligns with the school's current benchmark targets.
- c.* S. Castner shared that the school is currently applying for an AmeriCore grant, which would provide the salary for an employee designated for Community School work.
- d.* S. Castner shared that the school has also applied for a Primary Project grant- which would support a student led play program. This would be a supplement to the school's current Social Emotional Learning team- which aims to prevent disruptive behaviors in the classroom.

**9. CSO Mid-Term Site Visit**

- a.* The site visit is scheduled for next week- Thursday and Friday May 26 and May 27<sup>th</sup>
- b.* C. Wilkins did a walk-through of the school and commented that the school tone felt wonderful, engaged, and happy
- c.* S. Castner reminded the Trustees that they have a Focus Group Scheduled with the CSO on Friday, May 27<sup>th</sup> @8:00am via Zoom.

**10. Old Business:** *none*

**11. New Business:** *none*

**12. Adjournment:** The meeting was adjourned at 9:09am. (Moved by R. Stiles, seconded by S. Fazili, approved unanimously)

Next Meetings: *Friday, June 17, 2022*

Minutes submitted by A. Hagen

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

**June 17, 2022; 8:30-9:30 A.M.**

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

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

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

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

**Topic: Discovery Charter School- Board of Trustees Meeting 6.17.22**

**Time: June 17, 2022 08:00 AM Eastern Time (US and Canada)**

Join Zoom Meeting

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

Meeting ID: 783 1204 5078

Passcode: Discovery

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

**Trustees Excused:** A. Slakes (Secretary)

**Also Present:** S. Castner (School Director), K. Snyder (Assistant School Director), A. Hagen (Operations), S. Polowitz (Legal Counsel), A. Davis (DCS Community Outreach Coordinator), T. Edmonds (Community School TACS), N. Koschman (Community School TACS).

**1. Call to Order**

- a. The Chair called the meeting to order at 8:15 a.m., and it was determined that a lawful quorum of eight was present.

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

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

**3. Conflict of Interest Reminder**

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

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

5. **Consent Agenda:** Approve Minutes for May Meeting (5.20.22); Moved by S. Varhus, seconded by R. Stiles, approved unanimously. Approve **Resolution #455** Checks over \$5,000 for May 2022; Moved by S. Adair, seconded by C. Wilkins, approved unanimously.

6. **2022-2023 School Budget**

a. **Resolution #454:** Approval of the Discovery Charter School 2022-2023 Annual Budget; Moved by S. Adair, seconded by S. Varhus, approved unanimously.

7. **Committee Reports** (*Deferred until June meeting to allow time for presentation by Community School TACS guest speakers*)

a. Executive Committee: (*no report*)

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

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

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

e. Audit & Finance Committee Report: (*no report*)

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

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

8. **DCS Community Outreach and Family Engagement**

a. The Vice Chair welcomes Adrienne Davis, DCS Community Outreach Coordinator to share current initiatives being implemented at the school.

i. A. Davis shared that that there has been more of a focus on diversity, equity and inclusion at monthly Family Association meetings.

ii. There is a continued partnership with the Islamic Center of Rochester to continue recruitment efforts for ENL students

iii. A. Davis shared that she partners with R. Gause, the schools Family Outreach Specialist to coordinate home visits and deliver food and student supplies as deemed necessary by the School Social Worker.

iv. A. Davis shared that one of the challenges currently faced by the school in implementing a Community School model is that the school is located in Greece, while 85% of the student population resides within the Rochester City School district.

1. DCS is challenging the staff to provide support services to families- and serving as the hub of the community, while overcoming barriers of distance from the students residence.

2. A. Davis hoped a partnership with Community Schools TACS would help with this hurdle.

## 9. New York State Community Schools Technical Assistance Centers Presentation

- a. The Vice Chair welcomed Tara Edmonds and Nicky Koschman from Community School TAC's to share about their program and services
  - i. Purpose of Community School TACS: To provide all school districts in New York State and their CBO/County partners with a coordinated system of high quality technical assistance, professional development activities, and tools designed to help establish and effectively operate Community Schools that positively impact the outcomes of students, families, school staff and communities.
  - ii. Structure: There are three NYSED Community Schools TACS:  
Central/Western – Binghamton University  
Eastern - Rockland 21C  
NYC – Fordham University.
  - iii. Services of the CS TACS are FREE.
  - iv. Services that can be offered by Community Schools TACS:
    1. Conduct outreach, foster networking, and help build capacity
    2. Conduct virtual regional events and webinars (registration on website)
    3. Provide virtual targeted technical assistance which can be ongoing
    4. Facilitate Communities of Practice
    5. Disseminate best practices
    6. Maintain a statewide website: [nyscommunityschools.org](http://nyscommunityschools.org); monthly newsletter
    7. Operate technical assistance phone hotlines
  - v. Using schools as hubs, community schools bring educators, families, and community partners together to offer a range of opportunities, supports, and services to children, youth as well as their families and communities.
  - vi. Community Schools engage families and communities as assets in the lives of the youth.
  - vii. Outcomes:
    1. Families are active partners in their child's education.
    2. Schools have the capacity to meet the educational, mental health, and health needs of students through fully aligned and integrated programs and services.
    3. Students graduate on time and are college and career ready.
    4. Schools are the hub of the community with stakeholders from across sectors as full partners.

### 1. School Director Report:

2. Old Business: *none*

3. New Business: *none*

4. **Adjournment:** The meeting was adjourned at 9:42am. (Moved by R. Stiles, seconded by S. Fazili, approved unanimously)

Next Meetings: Friday, August 19, 2022

Minutes submitted by A. Hagen

**DISCOVERY CHARTER SCHOOL**

**ROCHESTER, NEW YORK**

**SCHEDULES REQUIRED BY GOVERNMENT  
AUDITING STANDARDS AND THE UNIFORM  
GUIDANCE**

**AND**

**INDEPENDENT AUDITOR'S REPORTS**

**JUNE 30, 2022**

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INDEPENDENT AUDITOR’S REPORT ON INTERNAL CONTROL OVER  
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED  
ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE  
WITH *GOVERNMENT AUDITING STANDARDS*

Board of Trustees  
Discovery Charter School

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the consolidated financial statements of Discovery Charter School, which comprise the consolidated statement of financial position as of June 30, 2022 and the related consolidated statements of activities and changes in net assets, functional expenses, and cash flows for the year then ended and the related notes to the consolidated financial statements and have issued our report thereon dated October 13, 2022.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the consolidated financial statements, we considered Discovery Charter School’s internal control over financial reporting (internal control) as a basis for designing procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the consolidated financial statements, but not for the purpose of expressing an opinion on the effectiveness of Discovery Charter School’s internal control. Accordingly, we do not express an opinion on the effectiveness of Discovery Charter School’s internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity’s financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.



### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Discovery Charter School's consolidated financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the consolidated financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **Purpose of This Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Mengel, Metzger, Baw & Co. LLP*

Rochester, New York  
October 13, 2022

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM;  
REPORT ON INTERNAL CONTROL OVER COMPLIANCE; AND REPORT ON THE SCHEDULE OF  
EXPENDITURES OF FEDERAL AWARDS IN ACCORDANCE WITH THE UNIFORM GUIDANCE

Board of Trustees  
Discovery Charter School

**Report on Compliance for Each Major Federal Program**

***Opinion on Each Major Federal Program***

We have audited Discovery Charter School's compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of Discovery Charter School's major federal programs for the year ended June 30, 2022. Discovery Charter School's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, Discovery Charter School complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2022.

***Basis for Opinion on Each Major Federal Program***

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*); and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of Discovery Charter School and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of Discovery Charter School's compliance with the compliance requirements referred to above.

### ***Responsibilities of Management for Compliance***

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules and provisions of contracts or grant agreements applicable to Discovery Charter School's federal programs.

### ***Auditor's Responsibilities for the Audit of Compliance***

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on Discovery Charter School's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material, if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about Discovery Charter School's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding Discovery Charter School's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of Discovery Charter School's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of Discovery Charter School's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

### **Report on Internal Control Over Compliance**

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

### **Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance**

We have audited the consolidated financial statements of Discovery Charter School as of and for the year ended June 30, 2022, and have issued our report thereon dated October 13, 2022, which contained an unmodified opinion on those consolidated financial statements. Our audit was performed for the purpose of forming an opinion on the consolidated financial statements as a whole. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the consolidated financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the consolidated financial statements. The information has been subjected to the auditing procedures applied in the audit of the consolidated financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the consolidated financial statements or to the consolidated financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the consolidated financial statements as a whole.

*Mengel, Metzger, Baw & Co. LLP*

Rochester, New York  
October 13, 2022

DISCOVERY CHARTER SCHOOL

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

YEAR ENDED JUNE 30, 2022

	<u>Federal AL Number</u>	<u>Pass-through Grantor's Number</u>	<u>Total Federal Expenditures</u>
U.S. Department of Education:			
<u>Passed through New York State Education Department:</u>			
Title I - Grants to Local Educational Agencies	84.010	0021	\$ 169,897
Title IIA - Supporting Effective Instruction State Grant	84.367	0147	23,962
Title IV- Student Support and Academic Enrichment Program	84.424	0204	13,106
<u>Education Stabilization Funds -</u>			
ESSER II - Elementary and Secondary School Emergency Relief Fund	84.425D	5891	320,939
ARP ESSER - American Rescue Plan-Elementary and Secondary School Emergency Relief	84.425U	5880	<u>427,216</u>
<i>Total Education Stabilization Funds</i>			<u>748,155</u>
TOTAL DEPARTMENT OF EDUCATION			<u>955,120</u>
U.S. Department of Agriculture:			
<u>Passed through New York State Education Department:</u>			
<i>Child Nutrition Cluster</i>			
School Breakfast Program	10.553	260501861002	99,168
National School Lunch Program	10.555	260501861002	201,687
Fresh Fruit and Vegetable Program	10.582	260501861002	24,892
Emergency Operational Cost - COVID	10.555	260501861002	50,588
Supply Chain Assistance - COVID	10.555	260501861002	10,196
<i>Total Child Nutrition Cluster</i>			<u>386,531</u>
State Pandemic Electronic Benefit Transfer (P-EBT) Administrative Cost Grant	10.649	260501861002	<u>601</u>
TOTAL DEPARTMENT OF AGRICULTURE			<u>387,132</u>
TOTAL ALL PROGRAMS			<u>\$ 1,342,252</u>

DISCOVERY CHARTER SCHOOL

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS, Cont'd

YEAR ENDED JUNE 30, 2022

NOTE A: BASIS OF PRESENTATION

The above schedule of expenditures of federal awards includes the federal grant activity of Discovery Charter School and is presented on the accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the basic financial statements.

NOTE B: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following, as applicable, the cost principles contained in Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

Discovery Charter School has elected not to use the 10 percent de minimis indirect cost rate allowed under the Uniform Guidance.

DISCOVERY CHARTER SCHOOL

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

YEAR ENDED JUNE 30, 2022

SUMMARY OF AUDITOR'S RESULTS

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Financial Statements

Type of auditor's report issued: Unmodified

Internal control over financial reporting:

- Material weakness (es) identified? \_\_\_\_\_ yes   x   no
- Significant deficiency(ies) identified that are not considered to be material weaknesses? \_\_\_\_\_ yes   x   none reported

Noncompliance material to financial statements noted? \_\_\_\_\_ yes   x   no

Federal Awards

Internal control over major programs:

- Material weakness (es) identified? \_\_\_\_\_ yes   x   no
- Significant deficiency(ies) identified that are not considered to be material weaknesses? \_\_\_\_\_ yes   x   none reported

Type of auditor's report issued on compliance for major programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)? \_\_\_\_\_ yes   x   no

Identification of major program:

*AL Number:*

84.425D & 84.425U

*Name of Federal Program or Cluster:*

ESSER II & ARP ESSER

Dollar threshold used to distinguish between type A and type B programs:

\$750,000

Auditee qualified as low-risk auditee? \_\_\_\_\_ yes   x   no

DISCOVERY CHARTER SCHOOL

SCHEDULE OF FINDINGS AND QUESTIONED COSTS, Cont'd

YEAR ENDED JUNE 30, 2022

FINDINGS – FINANCIAL STATEMENT AUDIT

- NONE

FINDINGS AND QUESTIONED COSTS – MAJOR FEDERAL AWARD PROGRAMS AUDIT

- NONE

SCHEDULE OF PRIOR YEAR FINDINGS AND QUESTIONED COSTS

- NONE



**DISCOVERY CHARTER SCHOOL**

**AND**

**FRIENDS OF DISCOVERY CHARTER SCHOOL, INC.**

**REPORT TO THE BOARD OF TRUSTEES**

**JUNE 30, 2022**

October 13, 2022

The Board of Trustees  
Discovery Charter School and  
Friends of Discovery Charter School, Inc.

We have audited the consolidated financial statements of Discovery Charter School and Friends of Discovery Charter School, Inc. (the “Organization”) as of and for the year ended June 30, 2022, and have issued our report thereon dated October 13, 2022. Professional standards require that we advise you of the following matters relating to our audit.

### **Our Responsibility in Relation to the Consolidated Financial Statement Audit**

As communicated in our engagement letter dated June 1, 2022, our responsibility, as described by professional standards, is to form and express an opinion about whether the consolidated financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in conformity with accounting principles generally accepted in the United States of America. Our audit of the consolidated financial statements does not relieve you or management of its respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the consolidated financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Organization’s internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of the Organization solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

### **Planned Scope and Timing of the Audit**

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

### **Compliance with all Ethics Requirements Regarding Independence**

The engagement team, others in our firm, as appropriate and our firm have complied with all relevant ethical requirements regarding independence. Safeguards in place to eliminate or reduce threats to independence to an acceptable level include a skilled, knowledgeable and experienced School Director who reviews the draft consolidated financial statements prior to issuance and accepts responsibility for them.

## **Significant Risks Identified**

We have identified the following significant risks:

- Management override
- Improper revenue recognition
- Improper allocation of expenses to grants
- Misappropriation of assets

Professional auditing standards require that we identify and assess risks and design and perform our audit procedures to assess those risks. The identification of a risk does not mean that it has occurred, but rather it has the potential to impact the financial statements.

## **Qualitative Aspects of the Organization's Significant Accounting Practices**

### *Significant Accounting Policies*

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by the Organization is included in Note A to the consolidated financial statements. As described in Note A to the financial statements, during the year, the Organization adopted new guidance for gifts-in-kind (ASU 2020-07). No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

### *Significant Accounting Estimates*

Accounting estimates are an integral part of the consolidated financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the consolidated financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments.

The most sensitive accounting estimates affecting the consolidated financial statements were the collectability of grants receivable as well as the allocation of costs for the statement of functional expenses. We evaluated the key factors and assumptions used to develop the estimates and determined that they are reasonable in relation to the basic consolidated financial statements taken as a whole.

### *Consolidated Financial Statement Disclosures*

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the Organization's consolidated financial statements relate to revenue and support recognition, which is referred to in the notes of the consolidated financial statements.

## **Significant Difficulties Encountered during the Audit**

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

## **Uncorrected and Corrected Misstatements**

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the consolidated financial statements as a whole. There were no significant corrected misstatements or no uncorrected misstatements identified during our audit.

## **Disagreements with Management**

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the Organization's consolidated financial statements or the auditor's report. No such disagreements arose during the course of the audit.

## **Representations Requested from Management**

We have requested certain written representations from management, which are included in the management representation letter.

## **Management's Consultations with Other Accountants**

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

## **Other Significant Matters, Findings or Issues**

In the normal course of our professional association with the Organization, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, business conditions affecting the Organization, and business plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as the Organization's auditors.

## **Other Matters**

With respect to the supplementary information accompanying the consolidated financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with auditing standards generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the consolidated financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the consolidated financial statements or to the consolidated financial statements themselves.

\* \* \* \* \*

Should you desire further information concerning these matters, Kate VanBramer would be happy to meet with you at your convenience.

This report is intended solely for the information and use of the Finance Committee, Board of Trustees and management of Discovery Charter School and Friends of Discovery Charter School, Inc. and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

*Mengel, Metzger, Barr & Co. LLP*

MENGEL, METZGER, BARR & CO. LLP

**DISCOVERY CHARTER SCHOOL**

**AND**

**FRIENDS OF DISCOVERY CHARTER SCHOOL, INC.**

**REPORT TO THE BOARD OF TRUSTEES**

**JUNE 30, 2022**

October 13, 2022

The Board of Trustees  
Discovery Charter School and  
Friends of Discovery Charter School, Inc.

We have audited the consolidated financial statements of Discovery Charter School and Friends of Discovery Charter School, Inc. (the “Organization”) as of and for the year ended June 30, 2022, and have issued our report thereon dated October 13, 2022. Professional standards require that we advise you of the following matters relating to our audit.

### **Our Responsibility in Relation to the Consolidated Financial Statement Audit**

As communicated in our engagement letter dated June 1, 2022, our responsibility, as described by professional standards, is to form and express an opinion about whether the consolidated financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in conformity with accounting principles generally accepted in the United States of America. Our audit of the consolidated financial statements does not relieve you or management of its respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the consolidated financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Organization’s internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of the Organization solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

### **Planned Scope and Timing of the Audit**

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

### **Compliance with all Ethics Requirements Regarding Independence**

The engagement team, others in our firm, as appropriate and our firm have complied with all relevant ethical requirements regarding independence. Safeguards in place to eliminate or reduce threats to independence to an acceptable level include a skilled, knowledgeable and experienced School Director who reviews the draft consolidated financial statements prior to issuance and accepts responsibility for them.

## **Significant Risks Identified**

We have identified the following significant risks:

- Management override
- Improper revenue recognition
- Improper allocation of expenses to grants
- Misappropriation of assets

Professional auditing standards require that we identify and assess risks and design and perform our audit procedures to assess those risks. The identification of a risk does not mean that it has occurred, but rather it has the potential to impact the financial statements.

## **Qualitative Aspects of the Organization's Significant Accounting Practices**

### *Significant Accounting Policies*

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by the Organization is included in Note A to the consolidated financial statements. As described in Note A to the financial statements, during the year, the Organization adopted new guidance for gifts-in-kind (ASU 2020-07). No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

### *Significant Accounting Estimates*

Accounting estimates are an integral part of the consolidated financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the consolidated financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments.

The most sensitive accounting estimates affecting the consolidated financial statements were the collectability of grants receivable as well as the allocation of costs for the statement of functional expenses. We evaluated the key factors and assumptions used to develop the estimates and determined that they are reasonable in relation to the basic consolidated financial statements taken as a whole.

### *Consolidated Financial Statement Disclosures*

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the Organization's consolidated financial statements relate to revenue and support recognition, which is referred to in the notes of the consolidated financial statements.

## **Significant Difficulties Encountered during the Audit**

We encountered no significant difficulties in dealing with management relating to the performance of the audit.



## **Uncorrected and Corrected Misstatements**

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the consolidated financial statements as a whole. There were no significant corrected misstatements or no uncorrected misstatements identified during our audit.

## **Disagreements with Management**

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the Organization's consolidated financial statements or the auditor's report. No such disagreements arose during the course of the audit.

## **Representations Requested from Management**

We have requested certain written representations from management, which are included in the management representation letter.

## **Management's Consultations with Other Accountants**

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

## **Other Significant Matters, Findings or Issues**

In the normal course of our professional association with the Organization, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, business conditions affecting the Organization, and business plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as the Organization's auditors.

## **Other Matters**

With respect to the supplementary information accompanying the consolidated financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with auditing standards generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the consolidated financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the consolidated financial statements or to the consolidated financial statements themselves.

\* \* \* \* \*

Should you desire further information concerning these matters, Kate VanBramer would be happy to meet with you at your convenience.

This report is intended solely for the information and use of the Finance Committee, Board of Trustees and management of Discovery Charter School and Friends of Discovery Charter School, Inc. and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

*Mengel, Metzger, Barr & Co. LLP*

MENGEL, METZGER, BARR & CO. LLP

**DISCOVERY CHARTER SCHOOL**

**ROCHESTER, NEW YORK**

**AUDITED CONSOLIDATED FINANCIAL STATEMENTS**

**OTHER CONSOLIDATING FINANCIAL INFORMATION**

**AND**

**INDEPENDENT AUDITOR'S REPORTS**

**JUNE 30, 2022**

**(With Comparative Totals for 2021)**

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## INDEPENDENT AUDITOR'S REPORT

Board of Trustees  
Discovery Charter School

### **Report on the Consolidated Financial Statements**

#### **Opinion**

We have audited the consolidated financial statements of Discovery Charter School, which comprise the consolidated statement of financial position as of June 30, 2022, and the related consolidated statements of activities and changes in net assets, functional expenses, and cash flows for the year then ended, and the related notes to the consolidated financial statements.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of Discovery Charter School as of June 30, 2022, and the changes in their net assets and their cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### **Basis for Opinion**

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Discovery Charter School, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

#### **Responsibilities of Management for the Financial Statements**

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Discovery Charter School's ability to continue as a going concern for one year after the date that the consolidated financial statements are available to be issued.

### **Auditor's Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the consolidated financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the consolidated financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Discovery Charter School's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the consolidated financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Discovery Charter School's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

### **Report on Summarized Comparative Financial Information**

We have previously audited Discovery Charter School's June 30, 2021 consolidated financial statements, and we expressed an unmodified audit opinion on those consolidated audited financial statements in our report dated September 16, 2021. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2021 is consistent, in all material respects, with the consolidated audited financial statements from which it has been derived.

*Mengel, Metzger, Baw & Co. LLP*

Rochester, New York  
October 13, 2022

DISCOVERY CHARTER SCHOOL  
CONSOLIDATED STATEMENT OF FINANCIAL POSITION  
JUNE 30, 2022  
(With Comparative Totals for 2021)

	June 30,	
<u>ASSETS</u>	2022	2021
<u>CURRENT ASSETS</u>		
Cash	\$ 17,887	\$ 692,977
Grants and other receivables	455,124	104,847
Prepaid expenses	34,462	-
TOTAL CURRENT ASSETS	507,473	797,824
<u>PROPERTY AND EQUIPMENT</u> , net	314,230	343,029
<u>OTHER ASSET</u> - cash in escrow	100,000	100,000
TOTAL ASSETS	\$ 921,703	\$ 1,240,853
<u>LIABILITIES AND NET ASSETS</u>		
<u>CURRENT LIABILITIES</u>		
Accounts payable and accrued expenses	\$ 177,604	\$ 164,364
Accrued payroll and benefits	300,300	250,325
TOTAL CURRENT LIABILITIES	477,904	414,689
<u>OTHER LIABILITIES</u>		
Deferred lease liability	10,627	-
TOTAL LIABILITIES	488,531	414,689
<u>NET ASSETS</u>		
Without donor restrictions	160,979	632,095
With donor restrictions	272,193	194,069
TOTAL NET ASSETS	433,172	826,164
TOTAL LIABILITIES AND NET ASSETS	\$ 921,703	\$ 1,240,853

The accompanying notes are an integral part of the consolidated financial statements.

DISCOVERY CHARTER SCHOOL

CONSOLIDATED STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS

YEAR ENDED JUNE 30, 2022  
(With Comparative Totals for 2021)

	Year ended June 30,			2021
	2022		Total	
	Without donor restrictions	With donor restrictions		
Operating revenue and support:				
Public school districts:				
Per pupil allocation income	\$ 3,827,208	\$ -	\$ 3,827,208	\$ 3,952,754
District textbooks in-kind	16,427	-	16,427	16,310
Students with disabilities	180,345	-	180,345	265,265
Total revenue from public school districts	<u>4,023,980</u>	-	<u>4,023,980</u>	<u>4,234,329</u>
Paycheck Protection Program loan forgiveness	-	-	-	643,300
Federal and State grants	1,128,278	262,193	1,390,471	377,388
Private grants	5,485	-	5,485	6,651
Net assets released from donor restriction	184,069	(184,069)	-	-
Total other revenue and support	<u>1,317,832</u>	<u>78,124</u>	<u>1,395,956</u>	<u>1,027,339</u>
TOTAL OPERATING REVENUE AND SUPPORT	5,341,812	78,124	5,419,936	5,261,668
Expenses:				
Program services:				
Regular education	3,827,907	-	3,827,907	3,122,243
Special education	1,052,774	-	1,052,774	774,035
Supporting services:				
Management and general	932,248	-	932,248	548,697
TOTAL EXPENSES	<u>5,812,928</u>	<u>-</u>	<u>5,812,928</u>	<u>4,444,974</u>
CHANGE IN NET ASSETS	(471,116)	78,124	(392,992)	816,694
Net assets at beginning of year	<u>632,095</u>	<u>194,069</u>	<u>826,164</u>	<u>9,470</u>
NET ASSETS AT END OF YEAR	<u>\$ 160,979</u>	<u>\$ 272,193</u>	<u>\$ 433,172</u>	<u>\$ 826,164</u>

The accompanying notes are an integral part of the consolidated financial statements.



DISCOVERY CHARTER SCHOOL

CONSOLIDATED STATEMENT OF FUNCTIONAL EXPENSES

YEAR ENDED JUNE 30, 2022  
(With Comparative Totals for 2021)

	No. of positions		Year ended June 30,					2021
			2022			Supporting Services		
	June 30,		Regular education	Special education	Sub-total	Management and general	Total	Total
	2022	2021						
Personnel service costs:								
Administrative staff	10	8	\$ 186,912	\$ 213,031	\$ 399,943	\$ 261,201	\$ 661,144	\$ 587,182
Instructional personnel	53	46	1,858,600	585,641	2,444,241	-	2,444,241	2,041,097
Non-instructional personnel	<u>12</u>	<u>2</u>	-	-	-	331,474	331,474	9,995
Total salaries and wages	75	56	2,045,512	798,672	2,844,184	592,675	3,436,859	2,638,274
Payroll taxes and employee benefits			389,062	152,641	541,703	73,995	615,698	478,823
Retirement			157,089	58,055	215,144	10,322	225,466	192,875
Legal service			-	-	-	29,586	29,586	13,944
Accounting/ auditing services			-	-	-	23,311	23,311	24,592
Other purchased/ professional/ consulting services			102,243	461	102,704	26,728	129,432	162,101
Building and land rent/ lease/ facility finance interest			325,239	-	325,239	36,138	361,377	440,398
Repairs & maintenance			120,091	-	120,091	19,209	139,300	3,860
Insurance			29,901	-	29,901	9,966	39,867	32,699
Utilities			63,714	-	63,714	22,736	86,450	57,359
Supplies/ materials			78,662	19,667	98,329	-	98,329	71,586
Equipment/ furnishings			16,198	-	16,198	4,050	20,248	7,339
Staff development			7,688	2,563	10,251	-	10,251	818
Marketing/ recruitment			-	-	-	7,992	7,992	6,182
Technology			59,399	-	59,399	14,850	74,249	47,638
Food service			308,930	-	308,930	-	308,930	102,235
Student services			26,846	4,425	31,271	-	31,271	-
Office expense			11,372	1,765	13,137	28,137	41,274	24,557
Depreciation and amortization			72,012	11,079	83,090	27,697	110,787	99,926
In-kind expenses			13,142	3,285	16,427	-	16,427	16,310
Other			807	161	968	4,856	5,824	23,458
			<u>\$ 3,827,907</u>	<u>\$ 1,052,774</u>	<u>\$ 4,880,680</u>	<u>\$ 932,248</u>	<u>\$ 5,812,928</u>	<u>\$ 4,444,974</u>

The accompanying notes are an integral part of the consolidated financial statements.

DISCOVERY CHARTER SCHOOL

CONSOLIDATED STATEMENT OF CASH FLOWS

YEAR ENDED JUNE 30, 2022  
(With Comparative Totals for 2021)

	<u>Year ended June 30,</u>	
	<u>2022</u>	<u>2021</u>
<u>CASH FLOWS - OPERATING ACTIVITIES</u>		
Change in net assets	\$ (392,992)	\$ 816,694
Adjustments to reconcile change in net assets to net cash (used for) provided from operating activities:		
Depreciation and amortization	110,787	99,926
Forgiveness of Paycheck Protection Program note payable	-	(643,300)
Changes in certain assets and liabilities affecting operations:		
Grants and other receivables	(350,277)	159,684
Prepaid expenses	(34,462)	52,381
Accounts payable and accrued expenses	13,240	36,153
Accrued payroll and benefits	49,975	(145,534)
Deferred lease liability	10,627	(6,509)
NET CASH (USED FOR) PROVIDED FROM OPERATING ACTIVITIES	<u>(593,102)</u>	<u>369,495</u>
<u>CASH FLOWS - INVESTING ACTIVITIES</u>		
Purchases of property and equipment	<u>(81,988)</u>	<u>(240,274)</u>
NET CASH USED FOR INVESTING ACTIVITIES	<u>(81,988)</u>	<u>(240,274)</u>
NET (DECREASE) INCREASE IN CASH AND RESTRICTED CASH	(675,090)	129,221
Cash and restricted cash at beginning of year	<u>792,977</u>	<u>663,756</u>
CASH AND RESTRICTED CASH AT END OF YEAR	<u>\$ 117,887</u>	<u>\$ 792,977</u>
Reconciliation of cash reported within the consolidated statement of financial position that sum to the total amounts shown in the consolidated statements of cash flows:		
Cash	\$ 17,887	\$ 692,977
Cash in escrow	<u>100,000</u>	<u>100,000</u>
Total cash and restricted cash showing in the consolidated statements of cash flow	<u>\$ 117,887</u>	<u>\$ 792,977</u>

The accompanying notes are an integral part of the consolidated financial statements.

## DISCOVERY CHARTER SCHOOL

### NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

JUNE 30, 2022

(With Comparative Totals for 2021)

#### NOTE A: THE ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

##### Basis of presentation and principles of consolidation

The accompanying consolidated financial statements include the accounts of Discovery Charter School (the "School") and Friends of Discovery Charter School, Inc. ("Friends"), (collectively referred to as the "Organization"). The Organizations are presenting consolidated financial statements because they have a common Board of Trustees and economic interest. All intercompany balances and transactions have been eliminated in the accompanying consolidated financial statements.

##### The Organization

The School is an educational corporation that operates as a charter school in Rochester, New York. On December 14, 2010 (School's date of inception), the Board of Regents of the University of the State of New York granted the School a provisional charter valid for a term of five years and renewable upon expiration. During 2016, the School's charter was renewed for a three-year term which expired in June 2019. During 2019, the School's charter was renewed for a two-year term which expired in June 2021. During 2021, the School's charter was renewed for a three-year term which expires in June 2024. The School was established to prepare students to meet the challenges of a rapidly changing world, providing elementary school children real skills for the real world through an interdisciplinary program that integrates literacy, language arts, mathematics, social studies, visual arts and science.

Friends was organized under the laws of the State of New York on February 9, 2006 (Friends' date of inception) as a not-for-profit corporation under subparagraph (a)(5) of Section 102 of the Not-For-Profit Corporation Law as Friends of Community Charter School of Rochester, Inc. Friends was formed to provide funding and administrative assistance to promote the application for a charter school, to provide ongoing financial and volunteer support for such school and to engage in any and all activities reasonably related to such purpose. In 2009, this Organization changed its name to Friends of Discovery Charter School, Inc.

##### Basis of accounting

The accompanying financial statements have been prepared in accordance with accounting principles generally accepted in the United States of America.

##### Financial statement presentation

The Organization reports information regarding its financial position and activities according to two classes of net assets – net assets without donor restrictions and net assets with donor restrictions.

Net Assets Without Donor Restrictions: Represents all resources over which the Board of Trustees has discretionary control to use in carrying on the Organization's operations in accordance with the guidelines established for the Organization. The Board may designate portions of the current net assets without donor restrictions for specific purposes, projects or investment.

##### Net Assets With Donor Restrictions

Net assets subject to donor (or certain grantor) imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both.

DISCOVERY CHARTER SCHOOL

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2022

(With Comparative Totals for 2021)

NOTE A: THE ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Cont'd

Revenue and support recognition

Revenue from Exchange Transactions: The Organization recognizes revenue in accordance with Financial Accounting Standards Board (FASB) Accounting Standards Update (ASU) 2014-09, Revenue from Contracts with Customers, as amended. ASU 2014-09 applies to exchange transactions with customers that are bound by contracts or similar arrangements and establishes a performance obligation approach to revenue recognition.

The Organization records substantially all revenue over time as follows:

Public school district revenue

The School recognizes revenue as educational programming is provided to students throughout the year. The School earns public school district revenue based on the approved per pupil tuition rate of the public school district in which the pupil resides. The amount received each year from the resident district is the product of the approved per pupil tuition rate and the full-time equivalent student enrollment of the School. Each NYS school district has a fixed per pupil tuition rate which is calculated annually by NYSED in accordance with NYS Education Law. Amounts are billed in advance every other month and payments are typically received in six installments during the year. At the end of each school year, a reconciliation of actual enrollment to billed enrollment is performed and any additional amounts due or excess funds received are agreed upon between the School and the district(s) and are paid or recouped. Additional funding is available for students requiring special education services. The amount of additional funding is dependent upon the length of time and types of services provided by the School to each student, subject to a maximum amount based upon a set rate for each district as calculated by NYSED.

The following table summarizes contract balances at their respective consolidated statement of financial position dates:

	June 30,		
	2022	2021	2020
Grants and other receivables	\$ 4,594	\$ 13,977	\$ 198,786
Accounts payable and accrued expenses	\$ 25,815	\$ -	\$ -

Contributions

The Organization recognizes contributions when cash, securities or other assets, an unconditional promise to give, or a notification of a beneficial interest is received. Conditional promises to give, that is, those with a measurable performance or other barrier, and a right of return, are not recognized until the conditions on which they depend have been substantially met.

Contributions and unconditional promises to give are recorded as revenue in the appropriate class of net assets depending on the existence of any donor restrictions. A contribution that is received and expended in the same period for a specific purpose is classified as revenue without donor restrictions.

DISCOVERY CHARTER SCHOOL

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2022

(With Comparative Totals for 2021)

NOTE A: THE ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Cont'd

Contributions are recorded as restricted support if they are received with donor stipulations that limit the use of the donated assets. When a donor restriction expires, that is, when a stipulated purpose restriction is accomplished, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the consolidated statement of activities and changes in net assets as net assets released from restrictions.

Grant revenue

Some of the School's revenue is derived from cost-reimbursable federal and state contracts and grants, which are conditioned upon certain performance requirements and/or the incurrence of allowable qualifying expenses. Amounts received are recognized as revenue when the School has incurred expenditures in compliance with specific contract or grant provisions. Certain grants are subject to audit and retroactive adjustments by its funders. Any changes resulting from these audits are recognized in the year they become known. Qualifying expenditures that have been incurred but are yet to be reimbursed are reported as grants receivable in the accompanying consolidated statement of financial position. The Charter School received cost-reimbursement grants of approximately \$1,160,600 and \$135,200 that have not been recognized at June 30, 2022 and 2021, respectively, because qualifying expenditures had not yet been incurred.

Cash

Cash balances are maintained at financial institutions located in New York State and are insured by the FDIC up to \$250,000 at each institution. In the normal course of business, the cash account balances at any given time may exceed insured limits. However, the Organization has not experienced any losses in such accounts and does not believe it is exposed to significant risk in cash.

Cash in escrow

The School maintains cash in an escrow account in accordance with the terms of its charter agreement. The amount in escrow was \$100,000 at both June 30, 2022 and 2021.

Grants and other receivables

Grants and other receivables are stated at the amount management expects to collect from outstanding balances. Management provides for probable uncollectible amounts based on its assessment of the current status of individual receivables from grants, agencies and others. Balances that are still outstanding after management has used reasonable collection efforts are written off against the allowance for doubtful accounts. There was no allowance for doubtful accounts at June 30, 2022 and 2021.

Property and equipment

Property and equipment are recorded at cost. Depreciation and amortization are computed using the straight-line method on a basis considered adequate to depreciate the assets over their estimated useful lives, which range from two to ten years.

DISCOVERY CHARTER SCHOOL

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2022

(With Comparative Totals for 2021)

NOTE A: THE ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Cont'd

Deferred lease liability

The School leases its facility. The lease contains pre-determined fixed escalations of the base rent. In accordance with GAAP, the School recognizes the related rent expense on a straight-line basis over the lease term and records the difference between the recognized rental expense and the amounts payable under the lease as a deferred lease liability.

Tax exempt status

The School and Friends are tax-exempt organizations under section 501(c)(3) of the Internal Revenue Code and applicable state regulations and, accordingly, are exempt from federal and state taxes on income.

The Organization files Form 990 tax returns in the U.S. federal jurisdiction and New York State. The tax returns for the years ended June 30, 2019 through June 30, 2022 are still subject to potential audit by the IRS and New York State. Management of the Organization believes it has no material uncertain tax positions and, accordingly it will not recognize any liability for unrecognized tax benefits.

Marketing costs

The Organization expenses marketing costs as incurred. Total marketing and recruiting costs approximated \$8,000 and \$6,200 for the years ended June 30, 2022 and 2021, respectively.

Contributed goods and services

The School receives contributed services from volunteers to develop its academic program and to serve on the Board of Trustees. These services are not valued in the financial statements because they do not require "specialized skills" and would typically not be purchased if they were not contributed. The School received some donated transportation and special education services from the local school district. The School was unable to determine a value for these services.

The School received contributed goods that were valued at approximately \$16,400 and \$16,300, which are included in the accompanying consolidated statement of activities and changes in net assets for the year ended June 30, 2022 and 2021, respectively.

In-kind contributions

Gifts and donations other than cash are recorded at fair market value at the date of contribution.

Use of estimates in the preparation of consolidated financial statements

The preparation of consolidated financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the consolidated financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

DISCOVERY CHARTER SCHOOL

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2022

(With Comparative Totals for 2021)

NOTE A: THE ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Cont'd

Adoption of new accounting standard – gifts-in-kind

In September 2020, the FASB issued a new accounting update to improve transparency in the reporting of contributed nonfinancial assets, also known as gifts-in-kind. The update requires not-for-profit entities to present contributed nonfinancial assets separately on the statement of activities, apart from contributions of cash and other financial assets. In addition, the update requires not-for-profit entities to disclose in the notes to the financial statements a breakout of the different types of gifts-in-kinds recognized, any donor restrictions associated with the gift, the valuation technique(s) used to arrive at the fair value measure, whether or not the gift-in-kind was monetized, and any policies on monetization. The update is effective for fiscal years beginning after June 15, 2021 and is being applied on a retrospective basis. The Organization adopted this standard during the year ended June 30, 2022. See Note N.

New accounting pronouncements - leases

In February 2016, the FASB issued a new standard related to leases to increase transparency and comparability among entities by requiring the recognition of right-of-use (“ROU”) assets and lease liabilities on the consolidated statement of financial position. Most prominent among the changes in the standard is the recognition of ROU assets and lease liabilities by lessees for those leases classified as operating leases under current U.S. GAAP. For nonpublic entities, the FASB voted on May 20, 2020, to extend the guidance in this new standard to be effective for fiscal years beginning after December 15, 2021, and interim periods within fiscal years beginning after December 15, 2022. The Organization is currently evaluating the provisions of this standard to determine the impact the new standard will have on the Organization’s financial position or results of operations.

Comparatives for the year ended June 30, 2021

The consolidated financial statements include certain prior year summarized comparative information in total but not by net asset class or functional classification. Such information does not include sufficient detail to constitute a presentation in conformity with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with the Organization’s consolidated financial statements for the year ended June 30, 2021, from which the summarized information was derived.

Subsequent events

The Organization has conducted an evaluation of potential subsequent events occurring after the statement of financial position date through October 13, 2022, which is the date the financial statements are available to be issued. No subsequent events requiring disclosure were noted.

DISCOVERY CHARTER SCHOOL

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2022

(With Comparative Totals for 2021)

NOTE B: LIQUIDITY AND AVAILABILITY

The Organization regularly monitors liquidity required to meet its operating needs and other contractual commitments. The Organization's main source of liquidity is its cash accounts.

For purposes of analyzing resources available to meet general expenditures over a 12-month period, the Organization considers all expenditures related to its ongoing activities of teaching, and public service as well as the conduct of services undertaken to support those activities to be general expenditures.

In addition to financial assets available to meet general expenditures over the next 12 months, the Organization operates with a balanced budget and anticipates collecting sufficient revenue to cover general expenditures not covered by donor-restricted resources. Refer to the statement of cash flows which identifies the sources and uses of the Organization's cash.

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of the consolidated statement of financial position date, comprise the following:

	June 30,	
	<u>2022</u>	<u>2021</u>
Cash	\$ 17,887	\$ 692,977
Grants and other receivables	<u>455,124</u>	<u>104,847</u>
	<u>\$ 473,011</u>	<u>\$ 797,824</u>
Less:		
Amounts unavailable for general expenditure within one year, due to:		
Restricted by donors with purpose restriction	<u>272,193</u>	<u>194,069</u>
Total financial assets available to management for general expenditures within one year	<u>\$ 200,818</u>	<u>\$ 603,755</u>

The Organization has a line of credit with maximum borrowings of \$400,000 which they could draw upon in the event of unanticipated liquidity needs. At June 30, 2022 and 2021, no amount was outstanding on this line.



DISCOVERY CHARTER SCHOOL

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2022

(With Comparative Totals for 2021)

NOTE C: SCHOOL FACILITY

In July 2013, the School entered into a facility lease for its current location through June 30, 2019. Effective July 1, 2019, the School renewed their lease with an expiration date of June 30, 2021. The School renewed their lease for their current location effective July 1, 2021 with an expiration date of June 30, 2024. Renewal options are available through June 30, 2056. Rent is based each year on the number of square feet used by the School. The square footage rate for the space was \$8.10 and \$10.32 for the fiscal years ended June 30, 2022 and 2021, respectively. The square footage rate for the renewed lease agreement for the space is \$8.34 and \$8.59 for the fiscal years ending June 30, 2023, and 2024, respectively. Rent expense incurred under this lease for the years ended June 30, 2022 and 2021 was approximately \$361,000 and \$440,000, respectively.

The approximate future minimum payments on this agreement based on the current square footage usage is as follows:

<u>Year ending June 30,</u>	<u>Amount</u>
2023	\$ 361,000
2024	<u>372,000</u>
	<u>\$ 733,000</u>

NOTE D: PROPERTY AND EQUIPMENT

Property and equipment consists of the following:

	<u>June 30,</u>	
	<u>2022</u>	<u>2021</u>
Classroom/playground equipment	\$ 110,206	\$ 91,687
Office equipment	12,201	18,304
Computer equipment	462,857	707,822
Food service equipment	6,708	13,356
Leasehold improvements	<u>276,492</u>	<u>276,492</u>
	868,464	1,107,661
Less accumulated depreciation and amortization	<u>554,234</u>	<u>764,632</u>
	<u>\$ 314,230</u>	<u>\$ 343,029</u>

DISCOVERY CHARTER SCHOOL

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2022

(With Comparative Totals for 2021)

NOTE E: NET ASSETS (DEFICIENCY)

Net assets (deficiency) without donor restrictions are as follows:

	<u>June 30,</u>	
	<u>2022</u>	<u>2021</u>
Undesignated (deficiency) net assets	\$ (153,251)	\$ 289,066
Invested in property and equipment	<u>314,230</u>	<u>343,029</u>
	<u>\$ 160,979</u>	<u>\$ 632,095</u>

Net assets with donor restrictions consisted of the following:

	<u>June 30,</u>	
	<u>2022</u>	<u>2021</u>
Child Nutrition Program	\$ 258,427	\$ 181,129
Fresh Fruit and Veggies Program	1,713	-
Board Development Training	2,053	2,940
After School Program	<u>10,000</u>	<u>10,000</u>
	<u>\$ 272,193</u>	<u>\$ 194,069</u>

NOTE F: OPERATING LEASES

The Organization leases office equipment under non-cancelable lease agreements expiring at various dates through June 2024. The approximate future minimum payments on these agreements are as follows:

<u>Year ending June 30,</u>	<u>Amount</u>
2023	\$ 8,904
2024	<u>8,162</u>
	<u>\$ 17,066</u>

NOTE G: LINE OF CREDIT

The School has available \$400,000 of a line of credit with a bank, with interest at prime plus 1.5% (an effective rate of 6.25% at June 30, 2022). There were no borrowings outstanding on this line at June 30, 2022 or 2021.

DISCOVERY CHARTER SCHOOL

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2022

(With Comparative Totals for 2021)

NOTE H: RETIREMENT PLANS

The Organization participates in the New York State Teachers' Retirement System (NYSTRS). This System is a cost sharing multiple employer public employee retirement system. The System offers a wide range of plans and benefits which are related to years of service and final average salary, vesting of retirement benefits, death and disability.

The New York State Teachers' Retirement Board administers NYSTRS. The System provides benefits to plan members and beneficiaries as authorized by the Education Law and the Retirement and Social Security Law of the State of New York. NYSTRS issues a publicly available financial report that contains financial statements and required supplementary information for the System. The report may be obtained by writing to NYSTRS, 10 Corporate Woods, Albany, NY 12211-2395.

The System is noncontributory for the employee, except for those who joined the System after July 27, 1976 and before January 1, 2010 with less than ten years membership, who contribute 3% of their salary. Those joining on or after January 1, 2010 are required to contribute 3.5% of their annual salary for their entire career. Pursuant to Article 11 of the Education Law, the New York State Teachers' Retirement Board establishes rates annually for NYSTRS.

The Organization is required to contribute at an actuarially determined rate, currently 9.80% of the annual covered payroll for the fiscal year ended June 30, 2022. The rate applicable to the year ended June 30, 2021 was 9.53%. The Organization's contributions made to the system was equal to 100% of the contributions required for each year. The required contributions for the current year and preceding year was:

2022	\$ 225,466
2021	192,875

Effective July 2012, the School established an Employee Retirement 403(b) Plan for all employees. The School may make a discretionary contribution to the Plan. There were no discretionary contributions made by the School for the years ended June 30, 2022 and 2021.

NOTE I: CONTINGENCY

Certain grants and contracts may be subject to audit by funding sources. Such audits might result in disallowance of costs submitted for reimbursement by the Organization. Management is of the opinion that such disallowances, if any, will not have a material effect on the accompanying consolidated financial statements. Accordingly, no amounts have been provided in the accompanying consolidated financial statements for such potential claims.

DISCOVERY CHARTER SCHOOL

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2022

(With Comparative Totals for 2021)

NOTE J: CONCENTRATIONS

At June 30, 2022 and 2021 approximately 100% of grants and other receivables are due from the New York State Department of Education relating to certain grants.

The School's primary source of funding is obtained from the New York State Department of Education and is reported as public school district income in the accompanying statement of activities and changes in net assets. This funding is based on the home district of each pupil and is received from various districts. The total per pupil allocation income for the years ended June 30, 2022 and 2021 was \$4,007,553 and 4,218,019, respectively. This is approximately 77% and 80% of total operating revenue and support for the years ended June 30, 2022 and 2021, respectively. The per-pupil rate is set annually by the State based on the school district in which the School's students are located.

NOTE K: COMMITMENTS

The School has a yearly services agreement with a not-for-profit organization to provide administrative management, human resources and information technology support. This expense amounted to approximately \$90,900 and \$87,300 for the years ended June 30, 2022 and 2021, respectively.

In July 2019, the School entered into a contract with an Institute to participate in their School Turnaround Program. The program is a three-year agreement that commences in July 2019 and extends through June 2022 for a total cost of \$195,000.

NOTE L: FUNCTIONAL EXPENSES

The consolidated financial statements report certain categories of expenses that are attributed to more than one program or supporting function. Therefore, expenses require allocation on a reasonable basis that is consistently applied. All expenses that are allocated to more than one program or supporting function are allocated on the basis of estimates of time and effort.

NOTE M: COVID-19

On January 30, 2020, the World Health Organization ("WHO") announced a global health emergency because of a new strain of coronavirus (the "COVID-19 outbreak") and the risks to the international community as the virus spreads globally beyond its point of origin. In March 2020, the WHO classified the COVID-19 outbreak as a pandemic, based on the rapid increase in exposure globally. The full impact of the COVID-19 outbreak continues to evolve as of the date of this report. As such, it is uncertain as to the full magnitude that the pandemic will have on the Organization's financial condition, liquidity, and future results of operations. Management is actively monitoring the global situation on its financial condition, liquidity, operations, suppliers, industry, and workforce. Given the daily evolution of the COVID-19 outbreak and the global responses to curb its spread, the Organization is not able to estimate the effects of the COVID-19 outbreak on its results of operations, financial condition, or liquidity for fiscal year 2023.

DISCOVERY CHARTER SCHOOL

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2022

(With Comparative Totals for 2021)

NOTE M: COVID-19, Cont'd

In response to the COVID-19 outbreak, in April 2020 the Organization applied for and was approved by a bank for a loan of \$643,300 through the Paycheck Protection Program established by the Small Business Administration. The loan had a maturity of 2 years and an interest rate of 1%. The loan had the potential for forgiveness provided certain requirements are met by the Organization. The loan was funded on April 17, 2020. In March 2021, the Small Business Administration approved the forgiveness of the loan and all accrued interest, which is reported in other revenue and support on the accompanying consolidated statement of activities and changes in net assets.

In response to the COVID-19 outbreak, the Federal Government passed several COVID relief acts which include funding for elementary and secondary education. The Elementary and Secondary School Emergency Relief Fund (ESSER Fund) was established to award grants to state and local educational agencies. The School has recognized approximately \$748,200 and \$33,200 of revenue relative to ESSER grants during the years ended June 30, 2022 and 2021. The Organization had \$1,144,345 of ESSER grants still available through September 30, 2024; as of June 30, 2022.

NOTE N: GIFTS IN-KIND

The School received donated text books of approximately \$16,400 and \$16,300. There were no associated donor restrictions with the contributions. The goods were valued at cost indicated by the donor.

The following table outlines the breakout of the programs that benefited from the gifts-in-kind:

<u>Program or Supporting Service</u>	<u>June 30,</u>	
	<u>2022</u>	<u>2021</u>
Regular education	\$ 13,142	\$ 13,048
Special education	3,285	3,262
	<u>\$ 16,427</u>	<u>\$ 16,310</u>

**DISCOVERY CHARTER SCHOOL**

**OTHER CONSOLIDATING FINANCIAL INFORMATION**

INDEPENDENT AUDITOR'S REPORT ON CONSOLIDATING FINANCIAL INFORMATION

Board of Trustees  
Discovery Charter School

We have audited the consolidated financial statements of Discovery Charter School as of and for the year ended June 30, 2022 and we have issued our report thereon dated October 13, 2022, which contained an unmodified opinion on those consolidated financial statements. Our audit was conducted for the purpose of forming an opinion on the consolidated financial statements as a whole.

The 2022 consolidating financial information hereinafter is presented for purposes of additional analysis and is not a required part of the consolidated financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the consolidated financial statements. The information has been subjected to the auditing procedures applied in the audit of the consolidated financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the consolidated financial statements or to the consolidated financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the consolidated financial statements for the year ended June 30, 2022, as a whole.

*Mengel, Metzger, Baw & Co. LLP*

Rochester, New York  
October 13, 2022

DISCOVERY CHARTER SCHOOL

CONSOLIDATING STATEMENT OF FINANCIAL POSITION

JUNE 30, 2022

<u>ASSETS</u>	<u>Discovery Charter School</u>	<u>Friends of Discovery Charter School, Inc.</u>	<u>Eliminations</u>	<u>Total</u>
<u>CURRENT ASSETS</u>				
Cash	\$ 7,796	\$ 10,091	\$ -	\$ 17,887
Grants and other receivables	455,124	-	-	455,124
Prepaid expenses	<u>34,462</u>	<u>-</u>	<u>-</u>	<u>34,462</u>
TOTAL CURRENT ASSETS	497,382	10,091	-	507,473
<u>PROPERTY AND EQUIPMENT, net</u>	314,230	-	-	314,230
<u>OTHER ASSET - cash in escrow</u>	<u>100,000</u>	<u>-</u>	<u>-</u>	<u>100,000</u>
TOTAL ASSETS	<u>\$ 911,612</u>	<u>\$ 10,091</u>	<u>\$ -</u>	<u>\$ 921,703</u>
<u>LIABILITIES AND NET ASSETS</u>				
<u>CURRENT LIABILITIES</u>				
Accounts payable and accrued expenses	\$ 177,604	\$ -	\$ -	\$ 177,604
Accrued payroll and benefits	<u>300,300</u>	<u>-</u>	<u>-</u>	<u>300,300</u>
TOTAL CURRENT LIABILITIES	477,904	-	-	477,904
<u>TOTAL LIABILITIES</u>				
Deferred lease liability	<u>10,627</u>	<u>-</u>	<u>-</u>	<u>10,627</u>
TOTAL LIABILITIES	488,531	-	-	488,531
<u>NET ASSETS</u>				
Without donor restrictions	160,888	91	-	160,979
With donor restrictions	<u>262,193</u>	<u>10,000</u>	<u>-</u>	<u>272,193</u>
TOTAL NET ASSETS	<u>423,081</u>	<u>10,091</u>	<u>-</u>	<u>433,172</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 911,612</u>	<u>\$ 10,091</u>	<u>\$ -</u>	<u>\$ 921,703</u>



DISCOVERY CHARTER SCHOOL

CONSOLIDATING STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS

YEAR ENDED JUNE 30, 2022

	<u>Discovery Charter School</u>	<u>Friends of Discovery Charter School, Inc.</u>	<u>Eliminations</u>	<u>Total</u>
Operating revenue and support:				
Public school districts:				
Per pupil allocation income	\$ 3,827,208	\$ -	\$ -	\$ 3,827,208
District textbooks in-kind	16,427	-	-	16,427
Students with disabilities	<u>180,345</u>	<u>-</u>	<u>-</u>	<u>180,345</u>
Total revenue from public school districts	4,023,980	-	-	4,023,980
Federal and State grants	1,390,471	-	-	1,390,471
Private grants	<u>5,485</u>	<u>-</u>	<u>-</u>	<u>5,485</u>
Total other revenue and support	<u>1,395,956</u>	<u>-</u>	<u>-</u>	<u>1,395,956</u>
 TOTAL OPERATING REVENUE AND SUPPORT	 5,419,936	 -	 -	 5,419,936
Expenses:				
Program services:				
Regular education	3,827,907	-	-	3,827,907
Special education	1,052,774	-	-	1,052,774
Supporting services:				
Management and general	<u>932,248</u>	<u>-</u>	<u>-</u>	<u>932,248</u>
TOTAL EXPENSES	<u>5,812,928</u>	<u>-</u>	<u>-</u>	<u>5,812,928</u>
 CHANGE IN NET ASSETS	 (392,992)	 -	 -	 (392,992)
Net assets at beginning of year	<u>816,073</u>	<u>10,091</u>	<u>-</u>	<u>826,164</u>
NET ASSETS AT END OF YEAR	<u>\$ 423,081</u>	<u>\$ 10,091</u>	<u>\$ -</u>	<u>\$ 433,172</u>

**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

Lisa Montanaro

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**Name of Charter School Education Corporation:**

Lisa Montanaro

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1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

N/A

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes  No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

**None**

<b>Date(s)</b>	<b>Nature of financial interest / transaction</b>	<b>Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)</b>	<b>Name of person holding interest or engaging in transaction and relationship to you</b>

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

None

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

Tamika Jackson

---

**Name of Charter School Education Corporation:**

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1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

*Parent Representative*

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes  No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

None

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you



7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

None

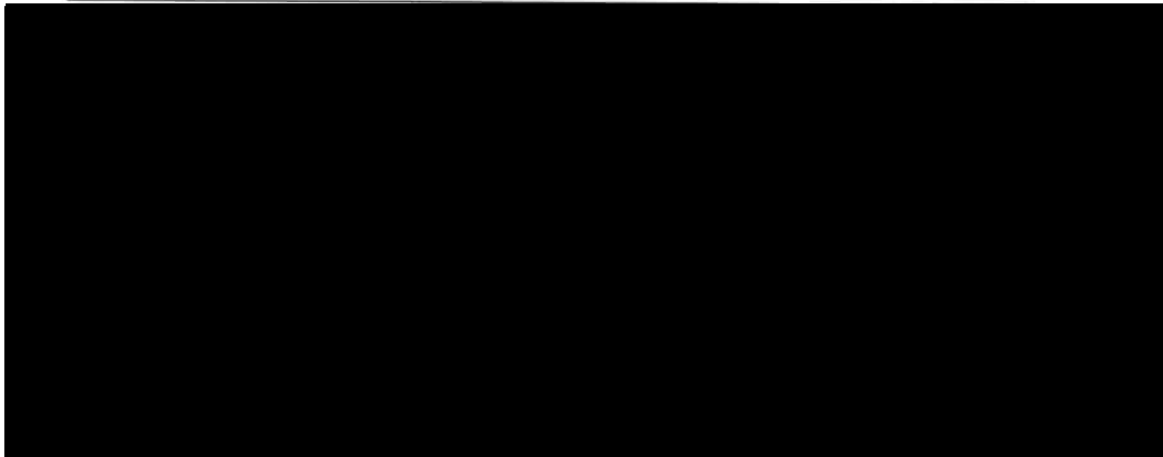
Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest


*This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.*

**Business Telephone:**

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**Business Address:**



  
Tamika Jackson (Jul 27, 2022 10:36 EDT)

7/27/22

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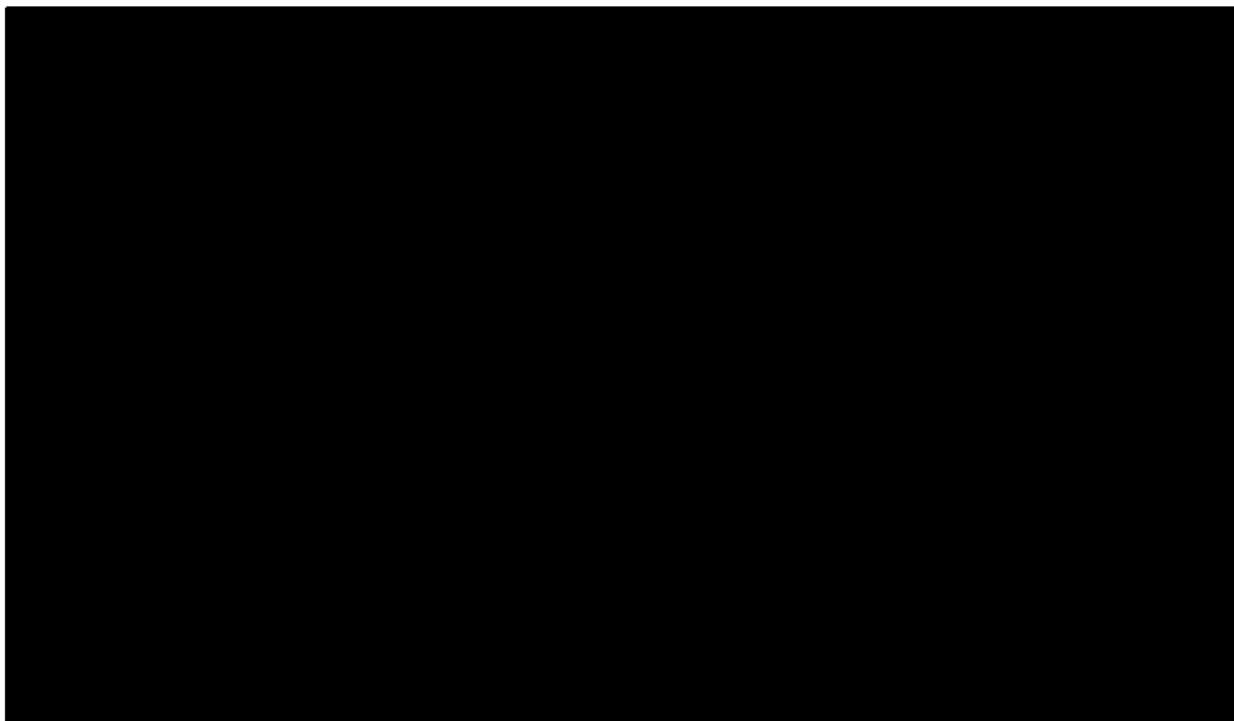
**Signature**

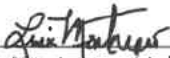
**Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

*This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.*



  
\_\_\_\_\_  
Lisa Montanaro (Jul 29, 2022 13:14 EDT)

July 29, 2022

**Signature**

**Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

*last revised 04/2022*

**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

Scott M Adair

---

**Name of Charter School Education Corporation:**

Discovery Charter School

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Board Member and Treasurer

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes  No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

**None**

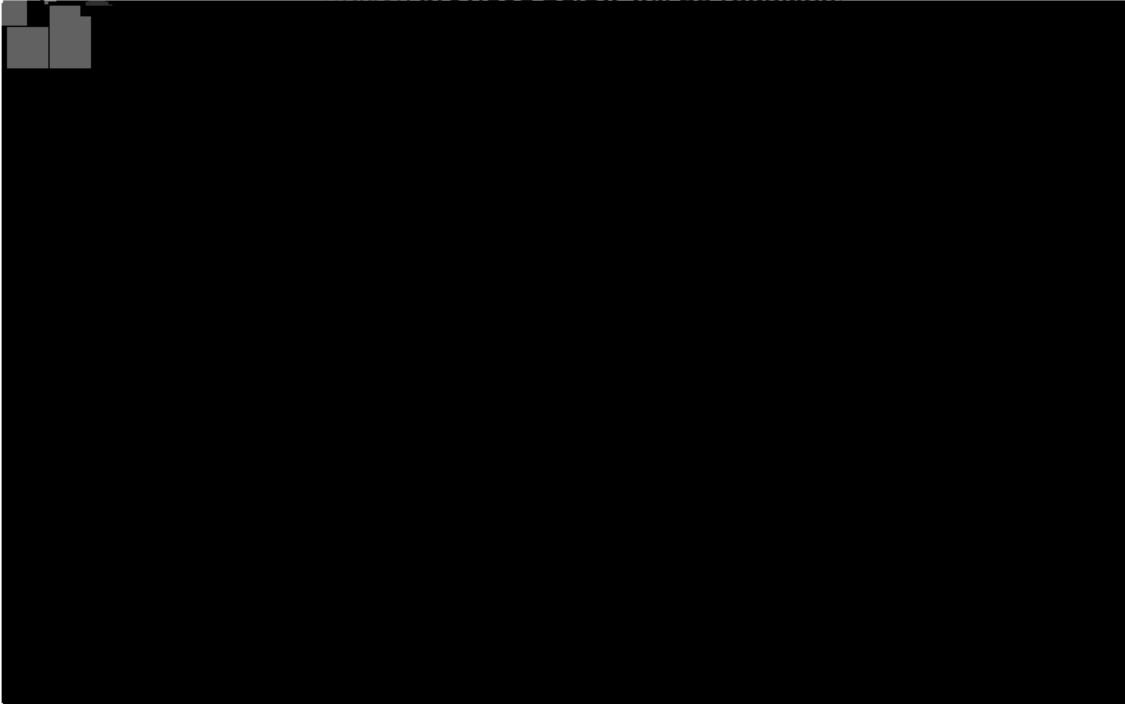
<b>Date(s)</b>	<b>Nature of financial interest / transaction</b>	<b>Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)</b>	<b>Name of person holding interest or engaging in transaction and relationship to you</b>

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

None

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

*This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.*



*S. M. Adair*

Signature

*7/27/2022*

Date

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

*last revised 04/2022*



**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

Daan Braveman

---

**Name of Charter School Education Corporation:**

Daan Braveman

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Board member

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes  No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

**None**

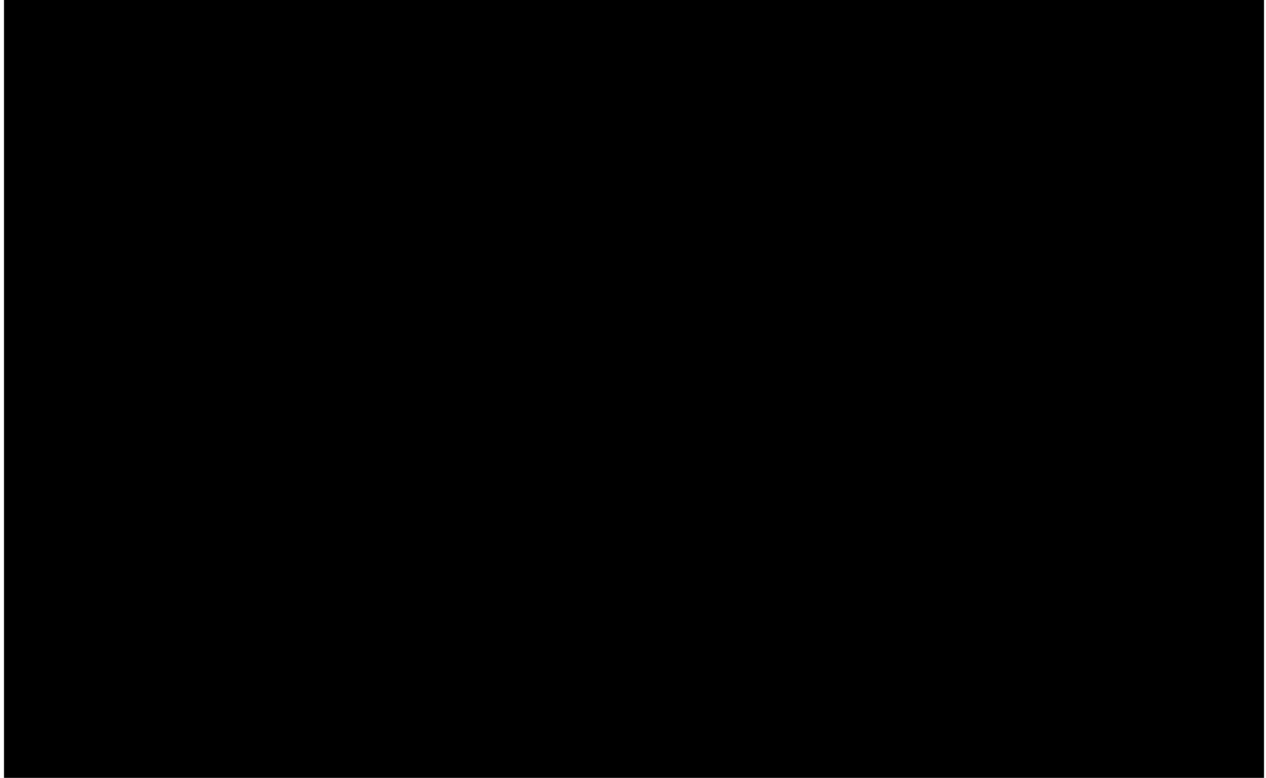
<b>Date(s)</b>	<b>Nature of financial interest / transaction</b>	<b>Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)</b>	<b>Name of person holding interest or engaging in transaction and relationship to you</b>

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

**None**

<b>Organization conducting business with the school(s)</b>	<b>Nature of business conducted</b>	<b>Approximate value of the business conducted</b>	<b>Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest</b>	<b>Steps taken to avoid conflict of interest</b>

*This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.*



*Daan Braveman*

Daan Braveman (Jul 18, 2022 11:35 EDT)

7.18.22

**Signature**

**Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

*last revised 04/2022*

**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

Sareer A. Fazili

---

**Name of Charter School Education Corporation:**

Sareer Fazili

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Board of Trustees

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes  No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

**None**

<b>Date(s)</b>	<b>Nature of financial interest / transaction</b>	<b>Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)</b>	<b>Name of person holding interest or engaging in transaction and relationship to you</b>

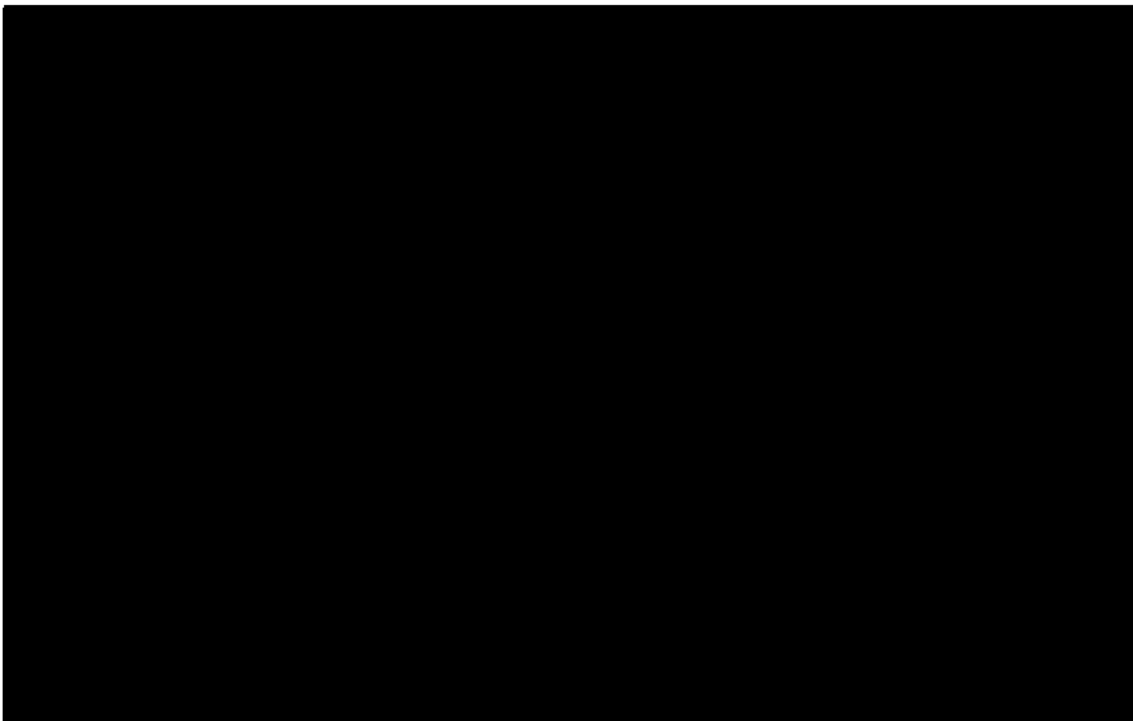


7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

**None**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

*This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.*



*Sareer A. Fazili*

7/26/2022

---

**Signature**

**Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

*last revised 04/2022*

**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

Lisa Lewis

---

**Name of Charter School Education Corporation:**

Lisa Michelle Lewis

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).  
Trustee, Vice Chair

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes  No

If Yes, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes  No

If Yes, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

**None**

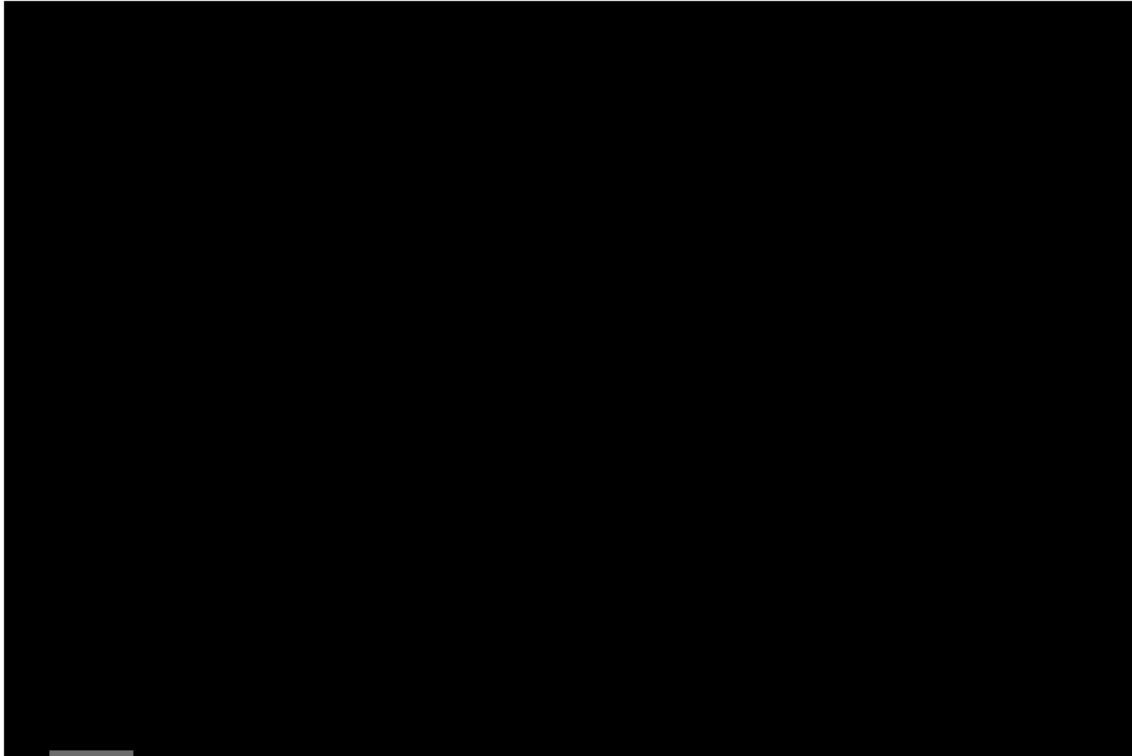
<b>Date(s)</b>	<b>Nature of financial interest / transaction</b>	<b>Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)</b>	<b>Name of person holding interest or engaging in transaction and relationship to you</b>

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

None

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

*This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.*



 7/18/2022

---

**Signature** **Date**

Acceptable signature formats include:

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*last revised 04/2022*

**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

Amy Slakes

---

**Name of Charter School Education Corporation:**

Discovery Charter School

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1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Secretary

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.



4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes  No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

**None**

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

None

<b>Organization conducting business with the school(s)</b>	<b>Nature of business conducted</b>	<b>Approximate value of the business conducted</b>	<b>Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest</b>	<b>Steps taken to avoid conflict of interest</b>

*This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.*

**Business Telephone:**

---

**Business Address:**



*Amy Slakes*  
Amy Slakes (Jul 20, 2022 08:42 EDT)

7/20/2022

---

**Signature**

**Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

*last revised 04/2022*

**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

Robert Stiles

---

**Name of Charter School Education Corporation:**

Robeert Stiles

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).  
Board Member, Member of Governance and Personnel Committees.

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes  No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

**None**

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

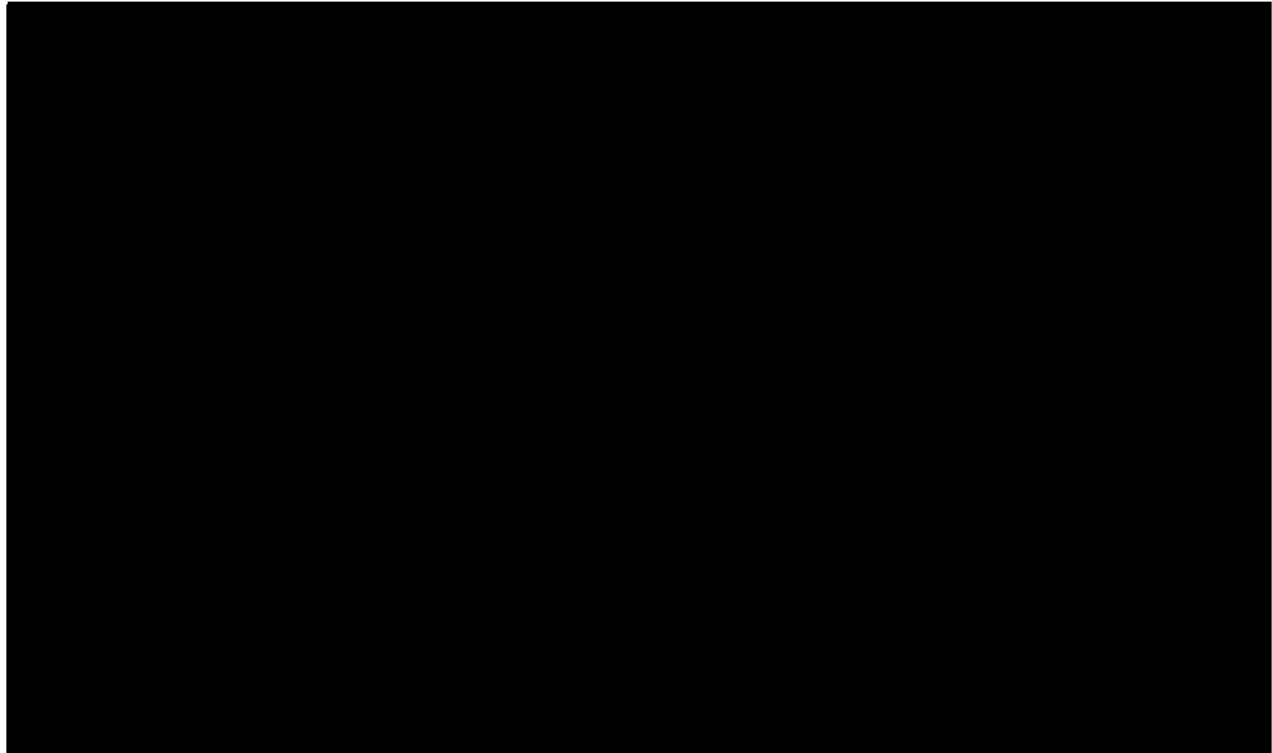
7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

None

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest



*This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.*



*Robert B Stiles*  
Robert B Stiles (Jul 19, 2022 16:43 EDT)

7/19/2022

**Signature**

**Date**

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- Print form, manually sign, scan to PDF

*last revised 04/2022*

**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

Ebony Stubbs

---

**Name of Charter School Education Corporation:**

Ebony Stubbs

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Parent Rep

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes  No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

**None**

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

**None**

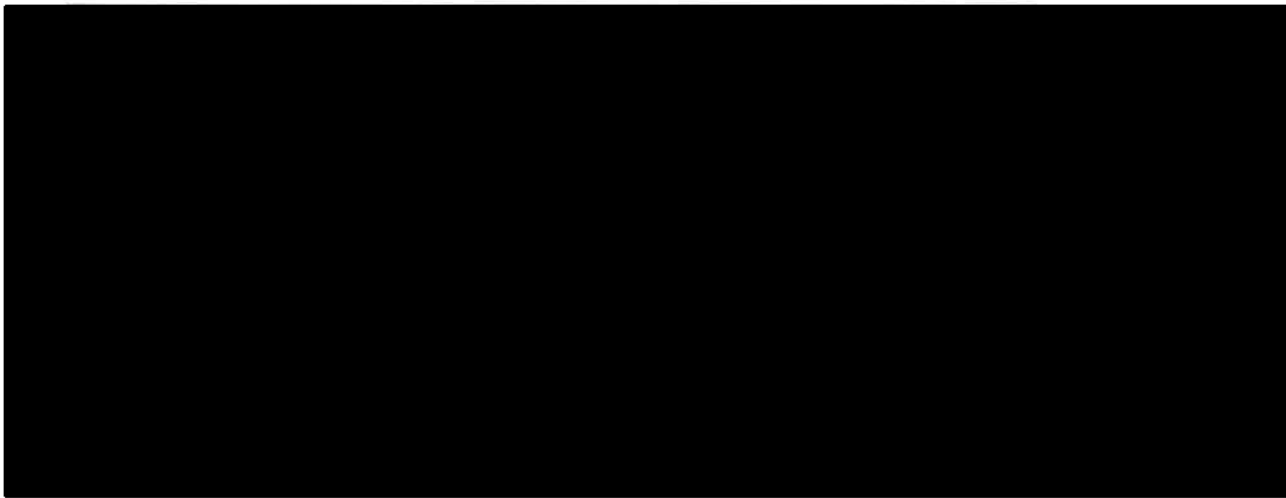
<b>Organization conducting business with the school(s)</b>	<b>Nature of business conducted</b>	<b>Approximate value of the business conducted</b>	<b>Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest</b>	<b>Steps taken to avoid conflict of interest</b>

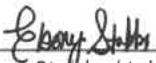
*This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.*

**Business Telephone:**

\_\_\_\_\_

**Business Address:**



  
Ebony Stubbs (Jul 25, 2022 16:16 EDT)

**Signature**

**Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

*last revised 04/2022*

**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

Sara B. Varhus

---

**Name of Charter School Education Corporation:**

Discovery Charter School

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Chair, Board of Trustees

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes  No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

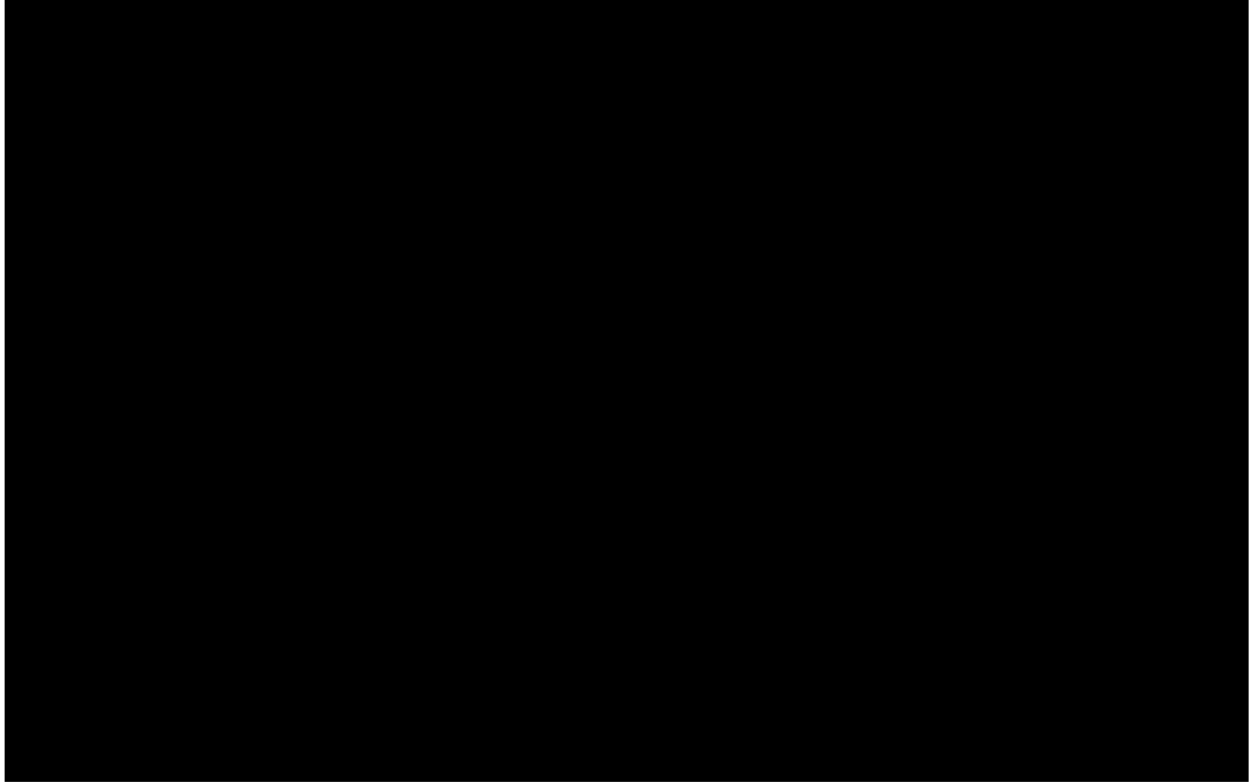


7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

**None**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

*This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.*



*Sara B. Varhus*

SARA B. VARHUS (Jun 28, 2022 10:34 EDT)

June 28, 2022

**Signature**

**Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

*last revised 04/2022*

**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

Christian P. Wilkens

---

**Name of Charter School Education Corporation:**

Discovery Charter School

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1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Board

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes  No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

**None**

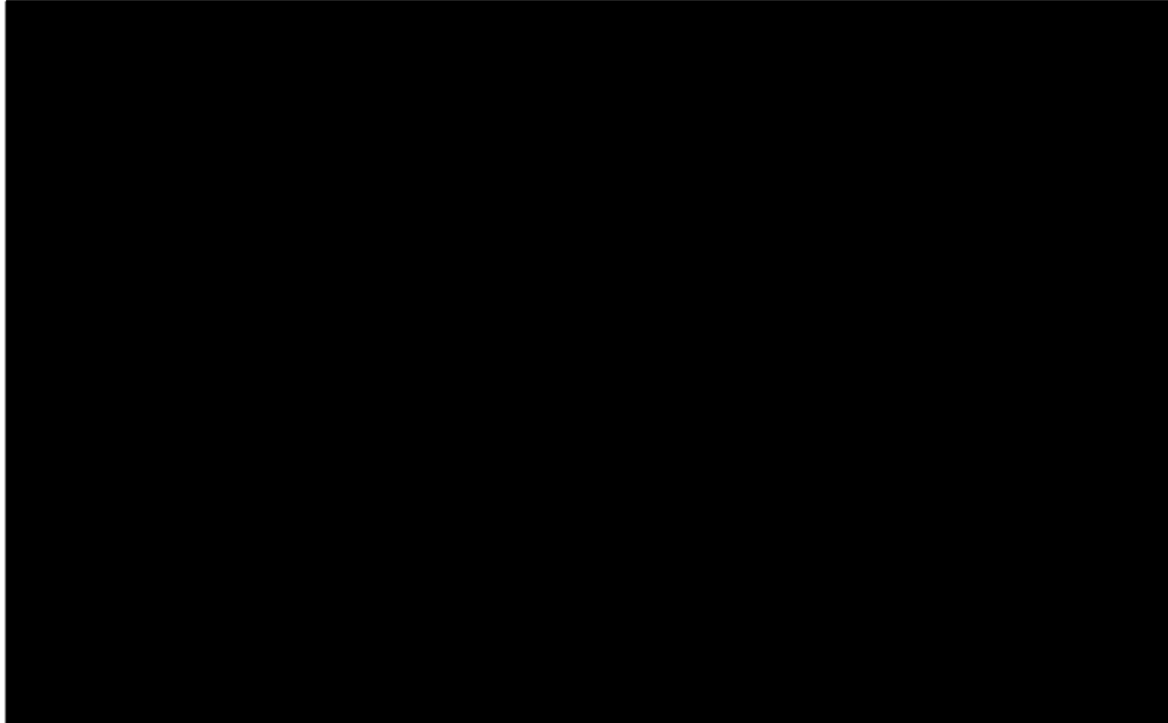
Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

**None**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

*This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.*



*Christian P. Wilkens*

Christian P. Wilkens (Jul 25, 2022 15:12 EDT)

7/25/2022

**Signature**

**Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

*last revised 04/2022*

Entry 4c

1 – uploaded

2 – uploaded

3 – We did not have a CSP Agreed Upon Procedure Report

4 – uploaded

5 – We did not require a corrective action plan, therefore we do not have one to upload.



# New York State Education Department

## Request for Proposals to Establish Charter Schools Authorized by the Board of Regents

### 2022-2023 Budget & Cash Flow Template

#### General Instructions and Notes for New Application Budgets and Cash Flows Templates

1	Complete ALL SIX columns in <b>BLUE</b>
2	Enter information into the <b>GRAY</b> cells
3	Cells containing <b>RED</b> triangles in the upper right corner in columns B through G contain guidance on that particular item
4	School district per-pupil tuition information is located on the State Aid website at <a href="https://stateaid.nysed.gov/charter/">https://stateaid.nysed.gov/charter/</a> . Rows may be inserted in the worksheet to accommodate additional districts if necessary.
5	The Assumptions column should be completed for all revenue and expense items unless the item is self-explanatory. Where applicable, please reference the page number or section in the application narrative that indicates the assumption being made. For instance, student enrollment would reference the applicable page number in Section I, C of the application narrative.

<Enter School Name Here>

PROJECTED BUDGET FOR 2022-2023

Assumptions

July 1, 2022 to June 30, 2023

DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable

Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Total Revenue	5,117,453	460,258	-	-	-	5,577,711
Total Expenses	4,162,362	1,044,183	-	-	695,524	5,902,069
Net Income	955,091	(583,925)	-	-	(695,524)	(324,358)
Actual Student Enrollment	278	15				
Total Paid Student Enrollment	-	-				

PROGRAM SERVICES SUPPORT SERVICES

REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
-------------------	-------------------	-------	-------------	----------------------	-------

REVENUE

REVENUES FROM STATE SOURCES

Per Pupil Revenue	CY Per Pupil Rate
Greece Central School District	\$12,553.00
Rochester City School District	\$14,216.00
Gates-Chili	\$13,189.00
East Ironquoint	\$13,549.00
All other average	\$13,000.00

401,656	-	-	-	-	401,656
3,511,352	-	-	-	-	3,511,352
39,567	-	-	-	-	39,567
40,647	-	-	-	-	40,647
106,778	-	-	-	-	106,778
4,100,000	-	-	-	-	4,100,000

Special Education Revenue	-	200,000	-	-	-	200,000
Grants						
Stimulus	630,000	-	-	-	-	630,000
Other	-	-	-	-	-	-
Other State Revenue	16,800	-	-	-	-	16,800

TOTAL REVENUE FROM STATE SOURCES

4,746,800	200,000	-	-	-	4,946,800
-----------	---------	---	---	---	-----------

REVENUE FROM FEDERAL FUNDING

IDEA Special Needs	-	37,358	-	-	-	37,358
Title I	-	186,000	-	-	-	186,000
Title Funding - Other	-	36,900	-	-	-	36,900
School Food Service (Free Lunch)	334,668	-	-	-	-	334,668
Grants						
Charter School Program (CSP) Planning & Implementation	-	-	-	-	-	-
Other	-	-	-	-	-	-
Other Federal Revenue	-	-	-	-	-	-

TOTAL REVENUE FROM FEDERAL SOURCES

334,668	260,258	-	-	-	594,926
---------	---------	---	---	---	---------

LOCAL and OTHER REVENUE

Contributions and Donations, Fundraising	-	-	-	-	-	-
Erate Reimbursement	18,298	-	-	-	-	18,298
Interest Income, Earnings on Investments,	-	-	-	-	-	-
NYC-DYCD (Department of Youth and Community Developmt.)	-	-	-	-	-	-
Food Service (Income from meals)	-	-	-	-	-	-
Text Book	17,687	-	-	-	-	17,687
Other Local Revenue	-	-	-	-	-	-

TOTAL REVENUE FROM LOCAL and OTHER SOURCES

35,985	-	-	-	-	35,985
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TOTAL REVENUE

5,117,453	460,258	-	-	-	5,577,711
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EXPENSES

ADMINISTRATIVE STAFF PERSONNEL COSTS

	No. of Positions	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Executive Management	1.00	45,000	25,000	-	-	65,000	135,000
Instructional Management	1.00	35,000	15,000	-	-	35,000	85,000
Deans, Directors & Coordinators	5.00	200,000	50,000	-	-	80,000	330,000
CFO / Director of Finance	1.00	-	-	-	-	85,000	85,000
Operation / Business Manager	-	-	-	-	-	-	-
Administrative Staff	2.00	15,000	10,000	-	-	45,000	70,000
<b>TOTAL ADMINISTRATIVE STAFF</b>	<b>10</b>	<b>295,000</b>	<b>100,000</b>	<b>-</b>	<b>-</b>	<b>310,000</b>	<b>705,000</b>

INSTRUCTIONAL PERSONNEL COSTS

Teachers - Regular	16.00	1,062,061	-	-	-	-	1,062,061
Teachers - SPED	9.00	-	461,757	-	-	-	461,757
Substitute Teachers	3.00	85,000	29,000	-	-	-	114,000
Teaching Assistants	8.00	184,000	70,000	-	-	-	254,000
Specialty Teachers	9.00	282,000	30,000	-	-	-	312,000

List exact titles and staff FTE's ( Full time equivalent)

School Director 1.0  
Asst School Director 1.0  
Coordinator all 1.0 FTE each  
Finance & HR Manager 1.0  
Admin Asst, Attendance Coordinator both 1.0 FTE  
PE 2.5 FTE, Visual Arts 1.0 FTE. Performing Arts 1.0, Instrumental and Voice Coach 1.0, ENL Teacher 1.0



<Enter School Name Here>

PROJECTED BUDGET FOR 2022-2023

Assumptions

July 1, 2022 to June 30, 2023

DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable

Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Total Revenue	5,117,453	460,258	-	-	-	5,577,711
Total Expenses	4,162,362	1,044,183	-	-	695,524	5,902,069
Net Income	955,091	(583,925)	-	-	(695,524)	(324,358)
Actual Student Enrollment	278	15	-	-	-	-
Total Paid Student Enrollment	-	-	-	-	-	-

PROGRAM SERVICES

SUPPORT SERVICES

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
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Aides	-	-	-	-	-	-
Therapists & Counselors	1.00	33,500	21,000	-	-	54,500
Other	-	-	-	-	-	-
<b>TOTAL INSTRUCTIONAL</b>	<b>46</b>	<b>1,646,561</b>	<b>611,757</b>	<b>-</b>	<b>-</b>	<b>2,258,318</b>

NON-INSTRUCTIONAL PERSONNEL COSTS

Nurse	-	-	-	-	-	-
Librarian	-	-	-	-	-	-
Custodian	-	-	-	-	-	-
Security	-	-	-	-	-	-
Other	9.00	180,000	70,000	-	20,000	270,000
<b>TOTAL NON-INSTRUCTIONAL</b>	<b>9</b>	<b>180,000</b>	<b>70,000</b>	<b>-</b>	<b>20,000</b>	<b>270,000</b>

SUBTOTAL PERSONNEL SERVICE COSTS

<b>65</b>	<b>2,121,561</b>	<b>781,757</b>	<b>-</b>	<b>-</b>	<b>330,000</b>	<b>3,233,318</b>
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PAYROLL TAXES AND BENEFITS

Payroll Taxes	162,300	59,800	-	-	25,245	247,345
Fringe / Employee Benefits	393,130	79,000	-	-	18,000	490,130
Retirement / Pension	200,000	57,826	-	-	24,500	282,326
<b>TOTAL PAYROLL TAXES AND BENEFITS</b>	<b>755,430</b>	<b>196,626</b>	<b>-</b>	<b>-</b>	<b>67,745</b>	<b>1,019,801</b>

TOTAL PERSONNEL SERVICE COSTS

<b>2,876,991</b>	<b>978,383</b>	<b>-</b>	<b>-</b>	<b>397,745</b>	<b>4,253,119</b>
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CONTRACTED SERVICES

Accounting / Audit	-	-	-	-	34,000	34,000
Legal	-	-	-	-	20,000	20,000
Management Company Fee	-	-	-	-	-	-
Nurse Services	-	-	-	-	-	-
Food Service / School Lunch	315,000	-	-	-	-	315,000
Payroll Services	-	-	-	-	4,500	4,500
Special Ed Services	-	-	-	-	-	-
Titlement Services (i.e. Title I)	-	-	-	-	-	-
Other Purchased / Professional / Consulting	150,000	25,000	-	-	47,000	222,000
<b>TOTAL CONTRACTED SERVICES</b>	<b>465,000</b>	<b>25,000</b>	<b>-</b>	<b>-</b>	<b>105,500</b>	<b>595,500</b>

SCHOOL OPERATIONS

Board Expenses	-	-	-	-	850	850
Classroom / Teaching Supplies & Materials	32,000	4,000	-	-	-	36,000
Special Ed Supplies & Materials	-	3,500	-	-	-	3,500
Textbooks / Workbooks	35,000	5,000	-	-	-	40,000
Supplies & Materials other	-	-	-	-	-	-
Equipment / Furniture	32,000	-	-	-	8,000	40,000
Telephone	-	-	-	-	17,500	17,500
Technology	75,000	10,000	-	-	15,000	100,000
Student Testing & Assessment	6,000	500	-	-	-	6,500
Field Trips	-	-	-	-	-	-
Transportation (student)	10,000	-	-	-	-	10,000
Student Services - other	3,500	500	-	-	-	4,000
Office Expense	5,000	1,000	-	-	34,000	40,000
Staff Development	12,500	1,500	-	-	1,000	15,000
Staff Recruitment	4,000	400	-	-	100	4,500
Student Recruitment / Marketing	4,000	500	-	-	-	4,500
School Meals / Lunch	3,500	500	-	-	-	4,000
Travel (Staff)	3,000	500	-	-	500	4,000
Fundraising	-	-	-	-	-	-
Other	8,000	2,100	-	-	10,000	20,100

Social Worker 1.0

SEL Specialist, Behavior Specialist 1.0, Community Outreach Coordinator 1.0, Family Support Specialist 1.0, Wellness Coordinator 1.0, Primary Project Coordinato.1.0r, 2 Food Service at 05 FTE each

<Enter School Name Here>

PROJECTED BUDGET FOR 2022-2023							Assumptions
July 1, 2022 to June 30, 2023							DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable
Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.							
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
Total Revenue	5,117,453	460,258	-	-	-	5,577,711	
Total Expenses	4,162,362	1,044,183	-	-	695,524	5,902,069	
Net Income	955,091	(583,925)	-	-	(695,524)	(324,358)	
Actual Student Enrollment	278	15					
Total Paid Student Enrollment	-	-					
PROGRAM SERVICES				SUPPORT SERVICES			
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
<b>TOTAL SCHOOL OPERATIONS</b>	233,500	30,000	-	-	86,950	350,450	
<b>FACILITY OPERATION &amp; MAINTENANCE</b>							
Insurance	40,000	-	-	-	12,000	52,000	
Janitorial	99,000	-	-	-	11,000	110,000	
Building and Land Rent / Lease	321,671	-	-	-	40,329	362,000	
Repairs & Maintenance	2,000	-	-	-	2,000	4,000	
Equipment / Furniture	8,000	-	-	-	2,000	10,000	
Security	-	-	-	-	-	-	
Utilities	46,000	-	-	-	11,000	57,000	
<b>TOTAL FACILITY OPERATION &amp; MAINTENANCE</b>	516,671	-	-	-	78,329	595,000	
DEPRECIATION & AMORTIZATION	70,200	10,800	-	-	27,000	108,000	
DISSOLUTION ESCROW & RESERVES / CONTIGENCY	-	-	-	-	-	-	placed under Cash Flow Adjustment in the renewal application.
<b>TOTAL EXPENSES</b>	4,162,362	1,044,183	-	-	695,524	5,902,069	
<b>NET INCOME</b>	955,091	(583,925)	-	-	(695,524)	(324,358)	
<b>ENROLLMENT - *School Districts Are Linked To Above Entries*</b>							
	REGULAR EDUCATION	SPECIAL EDUCATION	TOTAL ENROLLED				
Greece Central School District	29	3	32				
Rochester City School District	235	12	247				
Gates-Chili	3		3				
East Irondequoit	3		3				
All other districts	8		8				
<b>TOTAL ENROLLMENT</b>	278	15	293				
<b>REVENUE PER PUPIL</b>	18,408	30,684	-				
<b>EXPENSES PER PUPIL</b>	14,973	69,612	-				



**PUBLIC SCHOOL FIRE AND BUILDING SAFETY REPORT**

**(THIS REPORT IS TO BE SUBMITTED ELECTRONICALLY – DO NOT MAIL THIS REPORT)**

All buildings which are owned, operated, or leased by public school districts, Boards of Cooperative Educational Services (BOCES), and nonpublic schools must be inspected annually for compliance with applicable sections of 8NYCRR155 Regulations of the Commissioner of Education and for compliance with the 2020 Building Code of New York State, 2020 Fire Code of New York State and the 2020 Property Maintenance Code of New York State.

**BEDS CODE #**

2	6	0	5	0	1	8	6	1	0	0	2								
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**District/School Name**

D	r	s	c	o	v	e	r	y		C	h	a	r	t	e	r		S	c	h	o	o	l
---	---	---	---	---	---	---	---	---	--	---	---	---	---	---	---	---	--	---	---	---	---	---	---

**Facility/Building Name**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**Street Address (NO PO Box Numbers)**

1	3	3		H	o	o	v	e	r		D	r	i	v	e								
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**City/Town/Village**

**Zip Code**

R	o	c	h	e	s	t	e	r		N	y					1	4	6	1	5		
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**INSTRUCTIONS**

- Read the "Manual for Public School Facility - Fire and Building Safety Inspections" prior to inspecting the facility and complete a separate report for each facility.
- Part I: General Information. School officials must complete this section annually.
- Part II: This section to be completed by the inspector and non-conformances recorded on page 4, Fire Safety Non-Conformance Reporting Sheet.
- Part II-A Regulations of the Commissioner 155.7: This section must be completed for student occupied buildings only. (Questions 1-7, Nonconformance Reporting Sheet) Do not complete this section for school buildings located in the cities of Buffalo, Syracuse, Rochester, and Yonkers.
- Part II-B Regulations of the Commissioner 155.25: This part to be completed for all buildings with electrically operated partitions. (Question 8, Non-Conformance Reporting Sheet) 2020 Fire Code of New York State and the 2020 Property Maintenance Code of New York State. This part to be completed for all buildings. (Questions 9-26, Non-Conformance Reporting Sheet).
- Part III Certifications. To be completed by persons as indicated.
- A copy of this form must be kept on file at the school for three years and must be available for public review.
- Posting of Certificate of Occupancy: Any temporary, qualified, or annual Certificate of Occupancy must be posted in public view in a prominent location within this facility.

## Part I: General Information and Fire/Life Safety History

---

Inspection Date

**Note : Please insert the date the actual inspection took place.**

*The Inspection Date cannot be earlier than 45 days before the Due Date.*

---

### 1. Please indicate the primary use of this facility:

- INSTRUCTIONAL
- ADMINISTRATIVE
- BUS MAINTENANCE
- BUS STORAGE ONLY
- LEASED FACILITY OFF SCHOOL GROUNDS
- MAINTENANCE
- OTHER

Please Specify:

- PUBLIC LIBRARY
- STORAGE
- VACANT

2. Is there a fire sprinkler system in this facility?  YES  NO

If 'yes', is the sprinkler alarm connected with the building alarm?  YES  NO

3. Is there a fire hydrant system for facility protection?  YES  NO

If 'yes', indicate ownership of system (select one):

- Public owned
- School owned
- Other

Please Specify:

4. Indicate the ownership of this facility

- Leased
- Owned

a. If the building is not District Owned, provide the name and address of Landlord or Building Owner:

Name \*

Education Success Foundation

Address \*

4 Lakeview Park

Rochester NY 14613

Telephone # \*

585-563-3033

5. Does the District lease the building or spaces within the building to others?  YES  NO

a. If yes, indicate the tenant(s):

Name \*

Address \*

Telephone # \*

6. What is the current gross square footage of this facility?

nearest whole ten feet



7. If this Facility is vacant, skip the remaining questions and go to Section #2 Non-Conformance and report any non-conformances for Items #25A-1 through #26A-3

**8. FIRE AND EMERGENCY DRILLS**

If this facility is used for instruction, complete (a) - (g); otherwise go to question 9.

- a. Per Section 807, paragraph 2 of the State Education Law entitled Fire and Emergency Drills, a copy of Section 807 has been printed and distributed as guidance to teaching staff?  YES  NO
- b. Provide dates of twelve fire and emergency drills required by Section 807 of Education Law held between September 1 and June 30 of the previous school year:  YES  NO

**FIRE & EMERGENCY DRILLS**

**NOTE** Eight (8) are required between September 1, and December 31  
Eight (8) drills are required to be evacuation drills Four (4) drills are required to be lockdown drills

	Date	Evacuation	Lockdown
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

c. If the required number of fire and emergency drills were not held during this reporting cycle, please describe the reason:

.....



8d. Average time to evacuate facility was:  minutes  seconds

8e. Arson and fire prevention instruction was provided in accordance with section 808 of the Education Law (revised 9/1/05) which requires every school in New York State to provide a minimum of 45 minutes of instruction in arson, fire prevention, injury prevention, and life safety for each month school is in session.  YES  NO

8f. Employee fire prevention, evacuation, and fire safety training was provided, and records maintained, in accordance with Section F406 of the NYS Fire Code  YES  NO

9. If the fire alarm system was activated, was the fire department immediately notified?  YES  NO

10. Have there been any fires in this facility since the last annual fire inspection report?  YES  NO

a. If 'yes', indicate: Number of fires  Number of injuries  Total cost of property damage

**Part II: Public School Fire and Building Safety Non-Conformance Report Sheet**

School District \_\_\_\_\_  
 Facility # \_\_\_\_\_

Building Name Discovery Charter School

Part II-A (to be completed for public schools only - except "Big 4")					Part II-B					Part II-B					Part II-B				
Item #	Non-Conformance	Date Corrected	Date Reinspected		Item #	Non-Conformance	Date Corrected	Date Reinspected		Item #	Non-Conformance	Date Corrected	Date Reinspected		Item #	Non-Conformance	Date Corrected	Date Reinspected	
01A-2					08A-2					13A-2					19E-1				
01B-1					08B-2					13B-2					19F-1				
01C-1					08C-2										19G-1				
01D-1					08D-2					14A-2					19H-2				
01E-1					08E-2					14B-2									
					09A-2					14C-2					20A-1				
02A-2					09B-2					14D-1					20B-1				
02B-1					09C-1					14E-1	5/9/22	5/16/22	5/23/22		20C-1				
02C-3					09D-1					15A-2					21A-3				
02D-1					09F-2					15B-1					22A-3				
02E-2					09G-2					15C-2					22B-3				
02F-3					10A-2					15D-2					22C-3				
02G-2					10B-2					15E-1					23A-1				
					10C-1					16A-2	5/1/22	5/16/22	5/23/22		23B-1				
03A-3					10D-1					16B-2					23C-1				
03B-1	5/9/22	5/16/22	5/23/22							16C-2					23D-2				
					11A-2					16D-2					24A-3				
04A-2					11B-1					17A-3					25A-1				
04B-2					11C-2					17B-2					25B-1				
04C-1					11D-2					17C-2					25C-1				
					11E-1					17D-2									
05A-3										17E-1					26A-3				
05B-2					12A-1					17F-3					If any additional non-conformances are observed, check item 26A-3 and list the Code section below.  Inspector The inspector has been provided with a copy of the previous year's school fire safety report:  Yes _____ No _____				
05C-2					12B-3					17G-1									
					12C-2					17H-2									
06A-1					12D-2					17I-2									
06B-1					12E-1					17J-1									
06C-1					12F-1					17K-1									
06D-2					12G-1					17L-1									
06E-3					12H-1					18A-2									
06F-1					12I-1					18B-2									
06G-1					12J-1	5/9/22	5/16/22	5/23/22		18C-2									
06H-2					12K-1					18D-2									
					12L-1					19A-3									
07A-3					12M-1					19B-2									
07B-2					12N-1					19C-1									
07C-2					12O-2					19D-1									

All schools complete Section 8 only if the building has electrically-operated folding partitions.

**Initial Inspection:**  
 Fire Safety Inspector: \_\_\_\_\_ Name Christopher Forsyth  
 Date 5/9/2022

Registry # 0717-0224 (26E-4)

**Final Inspection (if required):**  
 Fire Safety Inspector: \_\_\_\_\_ Name Christopher Forsyth  
 Date 5/24/2022

Registry # 0717-0224 (26F-4)

## Part III: Public School Certifications

### Section III-A. Fire Inspector

The individual noted below inspected this building and the information in this Fire Safety Report represents, to the best of their knowledge and belief, an accurate description of the building and conditions they observed. The individual that performed this inspection has maintained their certification requirements pursuant to Title 19 Part 1208

Name: Christopher Forsyth

Telephone # \_\_\_\_\_

Title: Asst. Fire Marshal

Certification \_\_\_\_\_

Email: cforsyth@greeceny.gov

(as designated by the NYS Department of State)

### Section III-B. Building Administrator or Designee

*Please provide the name and contact information of the person responsible for monitoring this inspection (whomever accompanied the inspector; provided access to all spaces; and made available any records and/or required documentation requested by the inspector)*

The individual identified below certifies that this building inspection was conducted on this date \_\_\_\_\_ and can confirm the specific locations of any non-conformances (provide inspection date) identified within this report.

Name: \_\_\_\_\_

Telephone #: (\_\_\_\_) \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Signature \_\_\_\_\_

### Section III-C. School Superintendent

I hereby submit this fire inspection report on behalf of the Board of Education and certify that:

1. Public notice of report availability has been published, and that
2. Any nonconformances noted as corrected on the *Public School Fire Safety Non-Conformance Report Sheet* portion of this report were corrected on the date indicated, and that
3. Violations which are not corrected immediately shall be corrected within a period of time approved by the Commissioner.

Name: \_\_\_\_\_

Telephone #: (\_\_\_\_) \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Signature \_\_\_\_\_



**2022-2023 School Year**

August 15-September 2: Staff Retreat
September 5: Labor Day Holiday (No School)
September 6: Conference Day (No School) [Staff PD]
<b>September 7: First Day for Students</b>
October 10: Columbus Day Holiday (No School)
November 8: Staff Development (No School)
November 11: Veteran's Day Holiday (No School)
November 18: Early Dismissal for Students
November 23-25: Thanksgiving Recess (No School)
December 9: Early Dismissal for Students
December 26-January 2: Winter Recess (No School)
January 16: MLK Holiday (No School)
February 3: Staff Development (No School)
February 20-24: President's Recess (No School)
March 3: Early Dismissal for Students
April 3-April 7: Spring Recess (No School)
April 19-20: NYS ELA Test (3 <sup>rd</sup> -6 <sup>th</sup> )
May 1: Staff Development (No School)
May 2-3: NYS Math Test (3 <sup>rd</sup> -6 <sup>th</sup> )
May 15: Early Dismissal for Students
May 29: Memorial Day Holiday (No School)
June 19: Juneteenth Observance (No School)
<b>June 22: Last Day for Students</b>

**184 Student Days + 16 Additional Staff Days**

**School Hours: 7:30am-2:30pm**

[www.rochesterdiscovery.com](http://www.rochesterdiscovery.com)

Quarter 1: 9.7-11.10; Quarter 2: 11.14-1.27  
 Quarter 3: 1.28-4.14; Quarter 4: 4.17-6.23  
*Emergency Make-Up Days: June 26-27*

JULY 2022						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER 2022						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
<del>23</del> 30	<del>24</del> 31	25	26	27	28	29

JANUARY 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
<del>23</del> 30	24	25	26	27	28	29

AUGUST 2022						
S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

NOVEMBER 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

FEBRUARY 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

MAY 2023						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER 2022						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

DECEMBER 2022						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

MARCH 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE 2023						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

<b>15 Instructional Days</b>	<b>22 Instructional Days</b>	<b>15 Instructional Days</b>
First and Last Day for Students	Holiday Recess	NYS Exams
Federal/State Holiday	Early Dismissal for Students	Staff Development Day (No Students)

University of the  
Education



State of New York  
Department

## CERTIFICATE OF OCCUPANCY

**VALID FOR FACILITY:**

DISCOVERY CHARTER SCHOOL  
133 HOOVER DRIVE  
ROCHESTER, NEW YORK 14615

**Building ID:** 260501861002


**DISTRICT:**

DISCOVERY CHARTER SCHOOL  
SARA CASTNER  
133 HOOVER DR  
ROCHESTER, NEW YORK 14615

**Issuance Date:** July 11, 2022

**Effective Date:** June 01, 2022

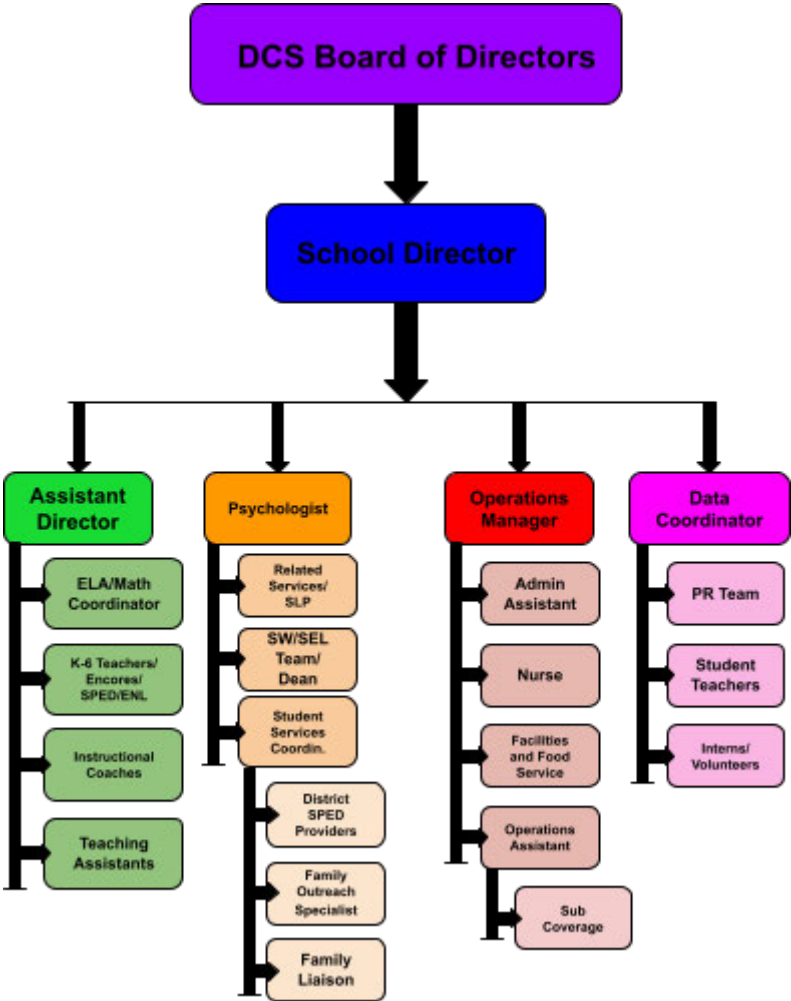
**Expiration Date:** June 01, 2023

  
Commissioner of Education

OBTAIN FIRE SAFETY REPORT FROM DISTRICT OFFICE

THIS CERTIFICATE VOIDS ANY PREVIOUSLY ISSUED





\*Subject to change based on data and need

# Organizational Chart Narrative

## 2021-22 Priorities & Champions

School Director	Assistant Director	Math Coordinator	ELA Coordinator	Mentors/Coaches	Data Coordinator	Student Services Coordinator	School Psychologist
Instructional Leader	Instructional Leader	Scope & Sequence K-6	Harcourt implementation	Support curriculum implementation at assigned grade levels	NYS Reporting	SPED Services	BM 3 Committee
Daily observation & feedback	Daily observation & feedback	Pacing	Scope & Sequence K-6	Instructional modeling/ Co-teaching	Monthly Board Mtg. PPT	RtI	Coordinate SEL Team
Weekly walkthrough	Weekly walkthrough	Instructional Consistencies	Pacing	Instructional modeling/ Co-teaching	NYS testing coordination	Student teaching coordination	Staff Professional Development
Co-Facilitate Weekly ILT mtg	Co-Facilitate Weekly ILT mtg	iReady	Instructional Consistencies	Daily lesson observation and feedback	Emergency Drills/ Safety	BM 9 Committee	Supervisory Duties as noted on org chart
Participate in Bi-weekly SEL team mtg.	Participate in Bi-weekly SEL team mtg.	Coordinate all Math interim assessments	iReady	New Teacher Meetings/TA instructional PDs	Participate in Bi-weekly SEL team mtg.	Kindergarten orientation	
Bi-weekly CSO communication	Staff Supervision	Bi-weekly GLTM	Coordinate all ELA interim assessments	Targeted Coaching		Participate in weekly ILT mtg.	
Staff Supervision	Participate Family Nights	Participate in weekly ILT mtg.	Bi-weekly GLTM			Participate in Bi-weekly SEL team mtg.	
Participate Family Nights		Qtr. Data Mtg	Participate in weekly ILT mtg.	*Coordinate Multicultural Night			
		*Coordinate Family Math Night	Qtr. Data Mtg				
			*Coordinate Family ELA Night				

Classroom Teacher K-6	Teacher Assistant/ Apprentice Teacher	SLP	ENL Team	Encores Team Promotional Team 6th Grade Advisor
Meet instructional targets  Planning & Prep  Participate in either Math or ELA family night  6th grade teachers: 6th grade graduation  K teachers: K moving up ceremony, K Orientation	Family Engagement  Meet instructional targets  Participate in either math or ela family night	Kindergarten orientation  New student screening K-3  Support ICOT classrooms K-6  Provide staff PD	BM 9 Committee  Develop schedule ensuring all instructional minutes are covered  Translation support, Family tours  Multicultural Night	Website updates  GSR updates  Social Media  Family Engagement  Coordinate 6 go 7 placement support  6th grade graduation  Open House

SEL Team/ Behavior Specialist	Wellness Coordinator	Family Outreach Specialist	DE&I/ Community Outreach Coordinator	Social Worker	Dean of Students	Psychologist
BM 3 Committee  Participate in Bi-weekly SEL team mtg.  Participate in Family wellness night	SEL Team Participation  SEL curriculum implementation  Wellness opportunities for staff  *Coordinate Family wellness night	BM 3 Committee  Family Engagement  Participate in Family Association  Participate in Family wellness night  Career Day  School Choice Fair  Attendance Calls  Recruitment  Participate in Bi-weekly SEL team mtg  Support DE&I initiatives	BM 3 Committee  Community Outreach  Participate in family nights  Career Day  Community resource list  DE&I PDs at staff meeting  Staff Equity Committee  Student Equity Committee support  Board DE&I Liaison	DASA Coordinator  McKinney Vento Coordinator  Participate in Bi-weekly SEL team mtg.  Participate in Family wellness night	Discipline  TCI-S staff trainer  BM 3 Committee  Participate in Family wellness night  Facilitate Bi-weekly SEL team mtg.  Participate in weekly ILT mtg.	



Operations Manager	Assistant Operations Manager	Administrative Assistant
<p>Responsible for all operational non-program aspects of the school:</p> <p>Payroll Administration</p> <p>Bi-weekly reporting, yearly compensation letters &amp; reasonable assurance letters</p> <p>Accounts payable/budget/staff reimbursement</p> <p>Accounts receivable</p> <p>School District invoicing and reconciliations</p> <p>Finance Administration (Quickbooks, Banking, PPP loan)</p> <p>Monthly finance committee meetings, MMB Mid-term &amp; yearly audit</p> <p>Child nutrition reporting</p> <p>Direct Certification for poverty % (Level 1 Certified)</p> <p>Student Information Systems</p> <p>School Tool scheduling and Maintenance</p> <p>Enrollment/Lottery (Good Schools Roe)</p> <p>Human Resource Administration (On-Boarding new Employees, NYSTRS, Excels, MetLife, 403B, HSA, Maternity Leave &amp; Disability, Workers Comp Audit)</p> <p>Student Transportation for all districts- Entry and Exit reporting to each district</p> <p>Support Data coordinator with Level 0&amp; Level 1 NYS reporting</p> <p>Oversee Nursing Service</p> <p>Oversee Food Service (Monroe County Health Permit &amp; Certifications)</p> <p>Facility contact (Certificate of Occupancy through State &amp; Local Inspections)</p>	<p>Supports all non-program aspects of the school as directed by operations manager:</p> <p>Purchasing for entire school (Amazon &amp; Credit Card Reconciliation, supply budget tracking)</p> <p>PTO Tracking and sub coverage</p> <p>Staff travel arrangements</p> <p>Clerical board support (Meeting set up, board minutes, policy tracking) Textbook ordering and tracking</p> <p>Website Maintenance</p> <p>Kindergarten Orientation</p> <p>Support MMB audit</p> <p>Support Child Nutrition (Meal Logs)</p> <p>Direct Certification for poverty % (Level 1 Certified)</p> <p>Support student information system (School Tool scheduling and maintenance)</p> <p>Support Enrollment Lottery (Good Schools Roe)</p> <p>Support Human Resource Administration (External job postings, NYSTRS reconciliation)</p> <p>Support NYS reporting (ePMF)</p> <p>Maintain Teach Account</p>	<p>Interface with school community visitors</p> <p>Monitor and ID visitors using the raptor system</p> <p>Answer incoming calls to the school</p> <p>Maintain School Tool attendance</p> <p>Daily Attendance and tardy calls</p> <p>Track and file bus suspensions</p> <p>Manage and distribute mail upon delivery</p> <p>Support teachers with copying, laminating and printing</p> <p>Behavior support calls</p> <p>Maintain student files</p>