

Application: Discovery Charter School

Castner Sara - scastner@rochesterdiscovery.com
Annual Reports

Entry 1 School Info and Cover Page

Completed Nov 23 2020

[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 2019-20 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, 2020)** or you may not be assigned the correct tasks.

BASIC INFORMATION

a. SCHOOL NAME

(Select name from the drop down menu)

DISCOVERY CHARTER SCHOOL 260501861002

a1. Popular School Name

Discovery Charter School

b. CHARTER AUTHORIZER (As of June 30th, 2020)

Please select the correct authorizer as of June 30, 2020 or you may not be assigned the correct tasks.

BOARD OF REGENTS

c. DISTRICT / CSD OF LOCATION

GREECE CSD

d. DATE OF INITIAL CHARTER

12/2010

e. DATE FIRST OPENED FOR INSTRUCTION

8/2011

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 a 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 full-time 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 squarely 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, Spencerport Central School District, West Irondequoit Central School District, and Gates-Chili Central School District.
KDE 10	(No response)

Need additional space for variables

No

h. SCHOOL WEB ADDRESS (URL)

<https://www.rochesterdiscovery.com/>

i. TOTAL MAX APPROVED ENROLLMENT FOR THE 2019-2020 SCHOOL YEAR (exclude Pre-K program enrollment)

280

j. TOTAL STUDENT ENROLLMENT ON JUNE 30, 2020 (exclude Pre-K program enrollment)

274

k. GRADES SERVED IN SCHOOL YEAR 2019-2020 (exclude Pre-K program students)

Check all that apply

Grades Served

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

l1. 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 2020-2021?

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	[REDACTED]	Greece	K-6	no

m1a. Please provide the contact information for Site 1.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Sara Castner	[REDACTED]	[REDACTED]	scastner@rochesterdiscovery.com
Operational Leader	Laurie Corbett	[REDACTED]	[REDACTED]	lorbett@rochesterdiscovery.com
Compliance Contact	Sara Castner	[REDACTED]	[REDACTED]	scastner@rochesterdiscovery.com
Complaint Contact	Sara Castner	[REDACTED]	[REDACTED]	scastner@rochesterdiscovery.com
DASA Coordinator	Rita Nilsson	[REDACTED]	[REDACTED]	rnilsson@rochesterdiscovery.com
Phone Contact for After Hours Emergencies	Sara Castner	[REDACTED]	[REDACTED]	scastner@rochesterdiscovery.com

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, 2020.

Site 1 Certificate of Occupancy (COO)

[Discovery Charter School COO 20-21.pdf](#)

Filename: Discovery Charter School COO 20-21.pdf **Size:** 58.8 kB

Site 1 Fire Inspection Report

[Discovery Charter School Fire Inspection 20-21.pdf](#)

Filename: Discovery Charter School Fire Inspection 20-21.pdf **Size:** 489.9 kB

CHARTER REVISIONS DURING THE 2019-2020 SCHOOL YEAR

n1. Were there any revisions to the school's charter during the 2019-2020 school year? (Please include approved or pending material and non-material charter revisions).

No


PLEASE NOTE CHARTER SCHOOLS WILL NO LONGER SUBMIT FINANCIAL STATEMENTS, ANNUAL BUDGETS, AND RELATED FISCAL DATA VIA THE ANNUAL REPORT. HOWEVER, NYSED BOARD OF REGENTS WOULD LIKE TO KNOW IF YOUR SCHOOL'S BOARD OF TRUSTEES HAS APPROVED A BUDGET FOR THE 2020-2021 FISCAL YEAR.

o. Has your school's Board of Trustee's approved a budget for the 2020-2021 FY?

Yes

ATTESTATION

p. Individual Primarily Responsible for Submitting the Annual Report.

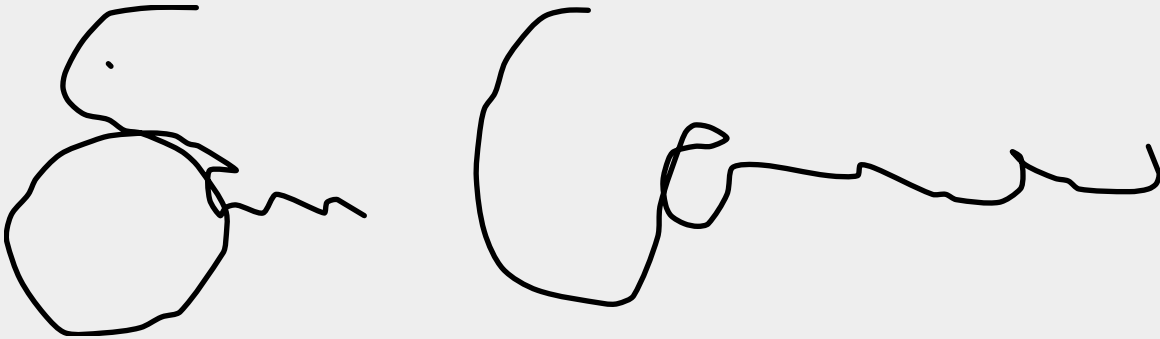
Name	Matthew Bradstreet
Position	Data Coordinator
Phone/Extension	
Email	mbradstreet@rochesterdiscovery.com

p. 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. Check **YES if you 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



Signature, President of the Board of Trustees



Date

Jul 14 2020

Thank you.



Entry 2 NYS School Report Card

Completed Nov 23 2020 Hidden from applicant

Instructions

SUNY-authorized charter schools only

Provide a direct web link to the most recent New York State School Report Card for the charter school (See <https://reportcards.nysed.gov/>) . This report captures school-level enrollment and demographic information, staff qualifications, electronic student records, and attendance rates, as prescribed by New York State statute (8 NYCRR 119.3).

Entry 2 NYS School Report Card Link

NEW YORK STATE REPORT CARD

Provide a direct URL or web link to the most recent New York State School Report Card for the charter school (See <https://reportcards.nysed.gov/>).

(Charter schools completing year one will not yet have a School Report Card or link to one. Please type "URL is not available" in the space provided.)

<https://data.nysed.gov/profile.php?instid=800000070175>

Entry 3 Progress Toward Goals

Completed Dec 4 2020

Instructions

Regents, NYCDOE, and Buffalo BOE-authorized charter schools

For the 2019-2020 school year, any academic or 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".

Entry 3 Progress Toward Goals

PROGRESS TOWARD CHARTER GOALS

Board of Regents-authorized and NYCDOE-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, 2020.

1. ACADEMIC STUDENT PERFORMANCE GOALS

For the 2019-2020 school year, any academic 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”.

2019-20 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	Increase academic performance grade 3-6 by 10% in both math and ELA.	NYS ELA and Math Assessments	Unable to Assess	DCS is currently utilizing internal benchmark assessments to monitor growth and progress towards reaching our academic targets.
Academic Goal 2	For grades K-2 ELA, 75% of students would be proficient readers by the end of the academic	Fountas and Pinnell Running Reading Record Assessment.	Not Met	DCS continues to utilize Fountas and Pinnell Running Reading Records, EL Education Skills Block assessments, and Fry Sight Words assessments. DCS K-2 teachers provide daily

	school year.			guided reading instruction, phonics skills instruction, and interventions based on student need.
Academic Goal 3				
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 response)

2019-2020 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	2019-2020 progress toward attainment of goal Met/Not Met/Unable to Assess During Due to Closure
Academic Goal 11				
Academic Goal 12				
Academic Goal 13				
Academic Goal 14				
Academic Goal 15				
Academic Goal 16				
Academic Goal 17				
Academic Goal 18				
Academic Goal 19				
Academic Goal 20				

3. Do have more academic goals to add?

(No response)

2019-2020 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 Meet	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 21				
Academic Goal 22				
Academic Goal 23				
Academic Goal 24				
Academic Goal 25				
Academic Goal 26				
Academic Goal 27				
Academic Goal 28				
Academic Goal 29				
Academic Goal 30				
Academic Goal 31				
Academic Goal 32				
Academic Goal 33				
Academic Goal 34				
Academic Goal 35				
Academic Goal 36				
Academic Goal 37				
Academic Goal 38				
Academic Goal 39				
Academic Goal 40				

4. ORGANIZATION GOALS

For the 2019-2020 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”.

2019-2020 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	DCS had a goal to improve ENL student population from 3% to 9% during the 2019-2020 school year.	Enrollment reports	Met	We continue to increase our goal percentage until we are meeting or exceeding our district of location.
Org Goal 2	DCS had a goal to retain our SWD population over the academic year.	Enrollment Reports	Met	We continue to increase our goal percentage until we are meeting or exceeding our district of location.
Org Goal 3	DCS had a goal to meet or exceed the number of economically disadvantaged students in comparison to their district of residence.	Enrollment Reports	Met	

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 response)

6. FINANCIAL GOALS

2019-2020 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 19-20 annual budget.	A balanced end of year budget.	Not Met	The budget was not met due to the COVID-19 pandemic. Discovery applied for and secured Paycheck Protection Program loan. We will continue active monitoring of the 20-21 budget through regular finance meetings, board reviews and check-ins.
Financial Goal 2				
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				

7. Do have more financial goals to add?

(No response)

2019-2020 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 6				
Financial Goal 7				
Financial Goal 8				
Financial Goal 9				
Financial Goal 10				

Thank you.

Entry 3 Accountability Plan Progress Reports

Incomplete Hidden from applicant

Instructions

SUNY-Authorized Charter Schools ONLY

SUNY-authorized charter schools must download an [Accountability Plan Progress Report template](#). After completing, schools must upload the document into the by September 15, 2020.

Entry 7 Disclosure of Financial Interest Form

Completed Nov 23 2020

Instructions - Multiple Uploads Permitted

Required of ALL Charter Schools by August 3

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 2019-2020 school year must complete a signed:

- **Regents, NYCDOE, and Buffalo BOE Authorized Schools: [Disclosure of Financial Interest Form](#)**

- **SUNY- Authorized Charter Schools:** [Trustee Financial Disclosure Form](#)

All completed forms must be collected and uploaded in .PDF format for each individual member. If a trustee is not able or available to complete the form by the deadline, the education corporation is responsible for doing so on behalf of the trustee. (Forms completed from past years will not be accepted).

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.

[DCS Financial Disclosure 19-20](#)

Filename: DCS Financial Disclosure 19 20.pdf **Size:** 3.7 MB

Entry 8 BOT Membership Table

Completed Nov 23 2020

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 8 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.

DISCOVERY CHARTER SCHOOL 260501861002

1. 2019-2020 Board Member Information (Enter info for each BOT member)

Trustee Name	Position on the	Committ ee	Voting Member	Number of Terms	Start Date of	End Date of	Board Meetings

	and Email Address	Board	Affiliation s	Per By- Laws (Y/N)	Served	Current Term (MM/DD/ YYYY)	Current Term (MM/DD/ YYYY)	Attended During 2019- 2020
1	Scott Adair [REDACTED]	Treasurer	Executive , Audit/Fin ance	Yes	3	07/01/20 19	07/31/20 22	11
2	Donna Dedee Doyle [REDACTED]	Vice Chair	- Executive , Personnel	Yes	3	07/18/20 18	07/31/20 21	11
3	Sarah Etsler [REDACTED]	Trustee/M ember	Executive , Personnel	Yes	3	07/01/20 18	07/31/20 21	10
4	Lisa M. Lewis [REDACTED]	Trustee/M ember	Audit/Fin ance	Yes	2	07/01/20 17	07/31/20 20	5 or less
5	Robert Stiles [REDACTED]	Secretary	Executive , Governan ce	Yes	2	07/01/20 18	07/31/20 21	12
6	Sara Varhus [REDACTED]	Chair	Executive , Audit/Fin ance, Governan ce	Yes	4	07/01/20 19	07/31/20 22	10
	Christian		Ad Hoc,					

7	Wilkens [REDACTED]	Trustee/Member	Academic Excellence Committee	Yes	1	10/01/2019	07/31/2021	9
8	Tamika Jackson [REDACTED]	Parent Rep		Yes	1	01/01/2019	07/31/2021	9
9								

1a. Are there more than 9 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, 2020	8
b.Total Number of Members Added During 2019-2020	0
c. Total Number of Members who Departed during 2019-2020	0
d.Total Number of members, as set in Bylaws, Resolution or Minutes	8

3. Number of Board meetings held during 2019-2020

12

4. Number of Board meetings scheduled for 2020-2021

13

Thank you.

Entry 9 Board Meeting Minutes

Completed Nov 23 2020

Instructions

Schools must upload a complete set of monthly board meeting minutes (July 2019-June 2020), which should match the number of meetings held during the 2019-2020 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 3, 2020.

[DCS Board Minutes 7-19 to 6-20](#)

Filename: DCS Board Minutes 7 19 to 6 20.pdf **Size:** 2.4 MB

Entry 10 Enrollment & Retention

Completed Nov 23 2020

Instructions for submitting Enrollment and Retention Efforts

ALL charter schools must complete this section. Describe the efforts the charter school has made toward meeting targets in 2018-2019 to attract and retain enrollment of Students with Disabilities (SWDs), English Language Learners/Multilingual Learners (ELLs/MLLs), 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 2019-2020.

Entry 10 Enrollment and Retention of Special Populations

Instructions for Reporting Enrollment and Retention Strategies

Describe the efforts the charter school has made in 2019-2020 toward

meeting targets to attract and retain enrollment of students with disabilities, English language learners/Multilingual learners, 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 2020-2021.

DISCOVERY CHARTER SCHOOL 260501861002

Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2019-2020	Describe Recruitment Plans in 2020-2021
Economically Disadvantaged	A common application (www.goodschoolsroc.org) is used with other charter schools in the area, allowing families to easily apply to Discovery. We also continue to have a sibling preference in our lottery process.	Discovery will attend recruiting events at Rochester area Head Start programs and have posters and brochures located at high traffic areas around the city (RTS, Foodlink, libraries, etc). We will continue to have an admissions preference in 2020-2021.
English Language Learners/Multilingual Learners	Information on Discovery Charter School and its programs is sent to area organizations that support families (Ibero-American Action League, Rochester Refugee Resettlement Network.	Discovery will have posters and brochures located at high traffic areas around the city (RTS, Foodlink, libraries, etc). Discovery is also working with a marketing company to increase our presence on social media, local radio and television. In addition, Discovery is partnering with several local community organizations (Ibero, Islamic League, various refugee resettlement centers). We are also working with a local immigration attorney. All families will have an initial home visit from Discovery staff members. All materials will be translated. Discovery will continue working to hire a diverse staff and is

		developing a family group specific for ENL families. For 2020-2021 we have increased the weighing in our lottery for ENL students x4.
Students with Disabilities	The school will continue to recruit through the Rochester Head Start preschool programs that provide special education services.	Discovery will have posters and brochures located at high traffic areas around the city (RTS, Foodlink, libraries, etc). Discovery is also working with a marketing company to increase our presence on social media, local radio and television. We are also partnering with the Rochester Area Youth Athletic League for students with disabilities, as well as Nazareth College Center for Disabilities Special Olympics Program. In addition, Discovery is working with Rochester parent advocacy groups for students with disabilities as well as partnering with Rochester Area Charter Leaders SWD working Group. All families will have an initial home visit from Discovery staff members. Discovery is developing a family group specific for SWD families.

Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2019-2020	Describe Retention Plans in 2020-2021
Economically Disadvantaged	In collaboration with Education Success Foundation, Discovery offers a Family Navigation program that connects families to supportive community services, helps with academic	Discovery has increased its professional development opportunities for all staff in relation to culturally responsive and trauma-informed instruction.

	<p>decision making, and participates in activities intended to strengthen the bond between families.</p>	<p>We will continue to increase our partnerships with local agencies to support our families' needs.</p>
<p>English Language Learners/Multilingual Learners</p>	<p>Discovery will continue to have an English as a New Language teacher to connect with families and ensure siblings attend DCS. Supplemental instruction will continue. Advertise in local publications and media in languages other than English and conduct open houses with bilingual staff available.</p>	<p>All families will have an initial home visit from Discovery staff members. All materials will be translated. Discovery will continue working to hire a diverse staff and is developing a family group specific for ENL families. We now have two ENL teachers as well as many bilingual staff members. Discovery has also created a student Equity and Access committee. Discovery has increased its professional development opportunities for all staff in relation to culturally responsive and trauma-informed instruction. We will continue to increase our partnerships with local agencies to support our families' needs.</p>
<p>Students with Disabilities</p>	<p>DCS will continue working with school districts served to properly assess and diagnose students that may have disabilities. A 3rd/4th grade integrated co-taught class is being implemented this year to serve students in those grades.</p>	<p>All families will have an initial home visit from Discovery staff members. Discovery has also created a student Equity and Access committee. We are continuing to have a 3rd/4th grade integrated co-taught class and are adding a 1st/2nd integrated co-taught class. Discovery has increased its professional development opportunities for all staff in relation to culturally responsive and trauma-informed instruction. We will continue to increase our partnerships with local agencies to support our families' needs. Modification have been made to the building to accommodate</p>

Entry 12 Percent of Uncertified Teachers

Completed Nov 23 2020

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.

Entry 12 Uncertified Teachers

School Name: DISCOVERY CHARTER SCHOOL 260501861002

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, 2020)	5
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	0
Total Category A: 5 or 30% whichever is less	5.0

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

	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, 2020)	0
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	0
Total Category B: not to exceed 5	0.0

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, 2020)	0
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	0
Total Category C: not to exceed 5	0.0

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	1

CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

	FTE Count
Total Category E	22

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	28



Thank you.

Entry 13 Organization Chart

Completed Nov 23 2020

[Instructions](#)

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

Upload the 2019-2020 **Organization Chart**. The organization chart should include position titles and reporting relationships. Employee names should not appear on the chart.

[Org Chart 19-20](#)

Filename: Org Chart 19 20 z7uQzBs.pdf Size: 199.4 kB

Entry 14 School Calendar

Completed Nov 23 2020

[Instructions for submitting School Calendar](#)

Required of ALL Charter Schools

Given these uncertain and changing times, charter schools may or may not have a school calendar ready to upload by the submission deadline this year of August 3, 2020. If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 3rd submission. Charter schools will be able to upload an updated school calendar into the portal at any time but no later than **September 15, 2020**.

School calendars must meet the [minimum instructional requirements](#) adopted by the Board of Regents in 2018.

Board of Regents-authorized charter schools 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.

[2020-21 approved DCS Family Calendar](#)

Filename: 2020 21 approved DCS Family Calendar.pdf Size: 292.6 kB

Entry 15 Links to Critical Documents on School Website

Completed Nov 23 2020

Instructions

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

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. Most recently filed Annual Report (i.e., 2018-19 Annual Report);
2. Most recent board meeting notice, documents to be discussed at the meeting (if any), and webcast of Board meetings (if held virtually per Governor's Executive Order);
3. Link to New York State School Report Card;
4. Lottery Notice announcing date of lottery;
5. Authorizer-approved DASA Policy;
6. District-wide safety plan and Authorizer-approved Discipline Policy (as per August 29, 2019 [Emergency Response Plan Memo](#));
7. Authorizer-approved FOIL Policy; and
8. Subject matter list of FOIL records.
9. Link to School Reopening Plan

Form for Entry 15 Links to Critical Documents on School Website

School Name: **Discovery Charter School**

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

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. Most Recent Annual Report (i.e., 2018-19)	https://www.rochesterdiscovery.com/about-dcs/annual-report/
2. Most Recent Board Meeting Notice and Related Agenda Item Documents	http://www.rochesterdiscovery.com/about-dcs/finance-committee-board-meetings/
2a. Webcast of Board Meetings (per Governor's Executive Order)	http://www.rochesterdiscovery.com/about-dcs/finance-committee-board-meetings/
3. Link to NYS School Report Card	https://www.rochesterdiscovery.com/nysed-school-report-card/
4. Most Recent Lottery Notice Announcing Lottery	https://www.rochesterdiscovery.com/admissions/
5. Authorizer-Approved DASA Policy	https://www.rochesterdiscovery.com/dasa/
6. District-wide Safety Plan	https://www.rochesterdiscovery.com/health-wellness-and-safety-policy/
6a. Authorizer-Approved Discipline Policy (as per August 29, 2019 Emergency Response Plan Memo)	http://www.rochesterdiscovery.com/wp-content/uploads/Discipline-Policy.pdf
7. Authorizer-Approved FOIL Policy	https://www.rochesterdiscovery.com/foil-policy/
8. Subject matter list of FOIL records	https://www.rochesterdiscovery.com/foil-policy/
9. Link to School Reopening Plan	http://www.rochesterdiscovery.com/dcs-re-opening-plan/

Thank you.



Entry 16 COVID 19 Related Information

Completed Nov 23 2020

Instructions

Required of ALL charter schools

Please provide the number of students attending instruction on the last day instruction was provided

within physical school facilities and the number of students participating in virtual programming on the last day such programming was offered for the 2019-2020 school year.

If applicable, please provide the name and publisher of all end of year assessments provided by grade level as well as the number of participating students. Board of Regents-authorized charter schools are encouraged to refer to Appendix B of the [Remote Monitoring and Oversight Plan Spring 2020](#) remote for best practices regarding end of year assessments in a remote learning environment.

Entry 16 COVID 19 Related Information

School Name: Discovery Charter School

TABLE 1: 2019-2020 Enrollment, Attendance and Participation Between March-June 2020

Please provide the number of students attending instruction on the last day instruction was provided within physical school facilities and the number of students participating in virtual programming on the last day such programming was offered for the 2019-2020 school year.

	Number of students enrolled in school on the last day instruction was provided within physical school facilities	Number of students attending instruction on the last day instruction was provided within physical school facilities	Number of students participating in virtual programming on the last day such programming was offered for the 2019-20 school year
	274	274	274

Table 2: 2019-2020 Assessments and Grade Participation

If applicable, please provide the name and publisher of all end of year assessments provided by grade level as well as the number of participating students. Board of Regents-authorized charter schools are encouraged to refer to Appendix B of the [Remote Monitoring and Oversight Plan Spring 2020](#) remote for best practices regarding end of year assessments in a remote learning environment.

Assess	Grade	Grade	Grade	Grade	Grade	Grade	Grade	Grade	Grade	Grade	Grade	Grade	Grade	Grade	Grade	Number
ess	de	de	de	de 3	de 4	de 5	de 6	de 7	de 8	de 9	de	de	de	de	de	mbe

	me nt Title	K	1	2								10	11	12	r of Parti cipa ting Stud ents
	Fou ntas and Pinn ell Rea ding Ass ess me nt	✓	✓	✓	✓	✓	✓	✓	✗	✗	✗	✗	✗	✗	IXL Mat h Diag nost ic
		✗	✓	✓	✓	✓	✓	✗	✗	✗	✗	✗	✗	✗	
		✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✓	
		✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	
		✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	
		✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	
		✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	
		✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	
		✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	
		✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	
		✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	
		✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	
		✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	
		✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	
		✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	
		✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	

Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name:

SCOTT M. ADAIR

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

DISCOVERY CHARTER SCHOOL

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

TREASURER

2. Are you an employee of any school operated by the education corporation?
 Yes No

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

3. Are you related, by blood or marriage, to any person employed by the school? NO

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

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school? NO

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

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school? NO

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

6. 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 interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house 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-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

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
<p><i>Please write "None" if applicable. Do not leave this space blank.</i></p> <p><i>NONE</i></p>			

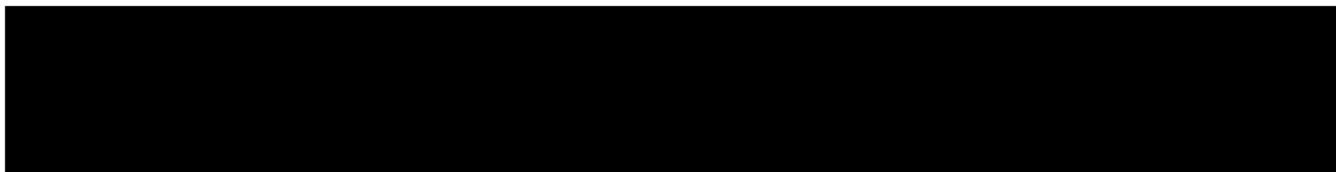
8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **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) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are 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, write "None."

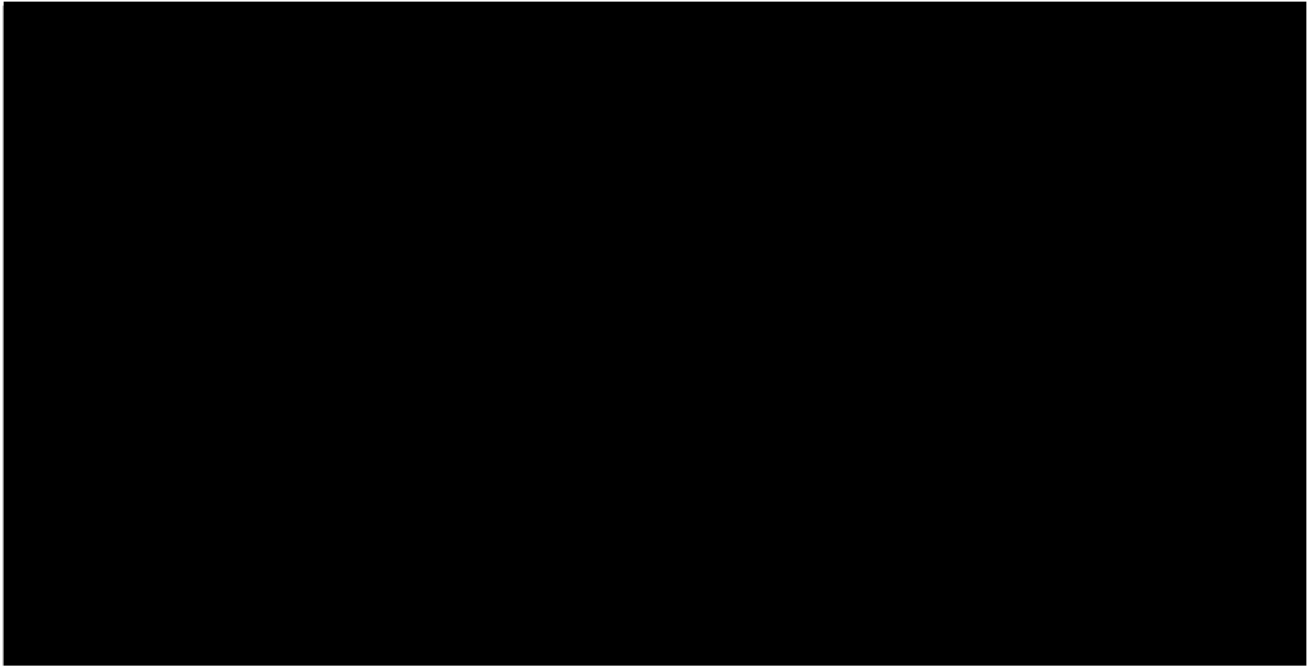
Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
<p><i>Please write NONE if applicable. Do not leave this space blank.</i></p>				

S.H.A.
Signature

7/14/2020
Date

Please note that 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. Personal contact information provided below will be redacted.





Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name: Donna M. Dedee Doyle

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

Discovery Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Vice Chair, Governance Committee, Academic Excellence Committee

2. Are you an employee of any school operated by the education corporation?
Yes **No**

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

3. Are you related, by blood or marriage, to any person employed by the school?
No

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

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school? **No**

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

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school? **No**

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

6. 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 interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house 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-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

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
NONE	NONE		NONE

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8. 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) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are 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, write “None.”

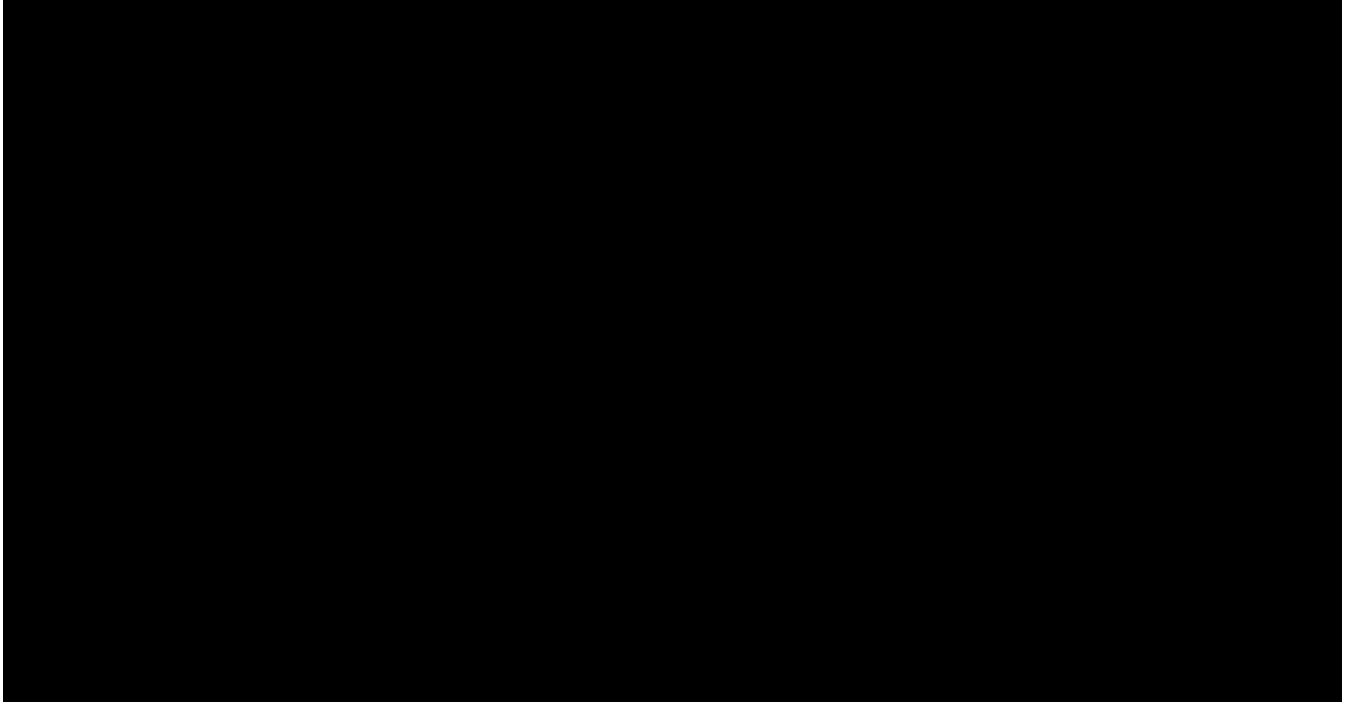
Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
NONE	NONE	NONE	NONE	

Please write "None" if applicable. Do not leave this space blank.

Donna Dedee Doyle per SBV
Signature

July 22, 2020
Date

Please note that 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. Personal contact information provided below will be redacted.



<p style="text-align: center;">Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member</p>
--

Name: Sarah Etsler

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

Discovery Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Chair of Personnel Committee, Executive Committee

2. Are you an employee of any school operated by the education corporation?
Yes X No

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

3. Are you related, by blood or marriage, to any person employed by the school?
No

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

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school? **No**

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

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school? **No**

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

6. 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 interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house 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-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in	Name of person holding interest or engaging in transaction and relationship to you
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Please write “None” if applicable. Do not leave this space blank

		discussion)	
NONE	NONE		NONE

8. 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) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are 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, write "**None.**"

last revised 06/8/2020

Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name:

Tamika Jackson

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

Discovery Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

I hold the parent representative position

2. Are you an employee of any school operated by the education corporation?
 Yes No

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

3. Are you related, by blood or marriage, to any person employed by the school?
No

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

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school? Yes

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

My daughter attends Discovery Charter, I dont believe she benifits in any special way. I am the parent representative and represent all students and families as a community.

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

No

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

6. 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 interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house 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-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

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
<i>Please write</i>	<i>None if applicable.</i>	<i>None</i>	<i>Do not leave this space blank.</i>

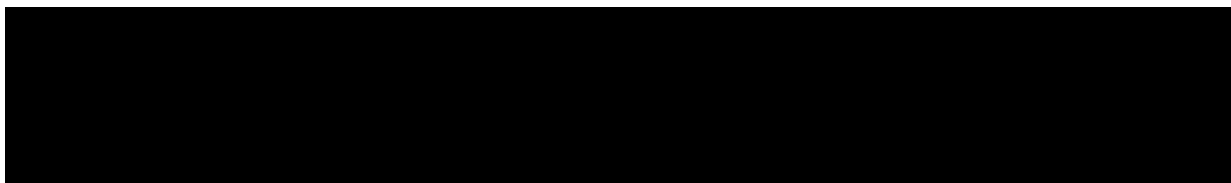
8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **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) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are 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, write “None.”

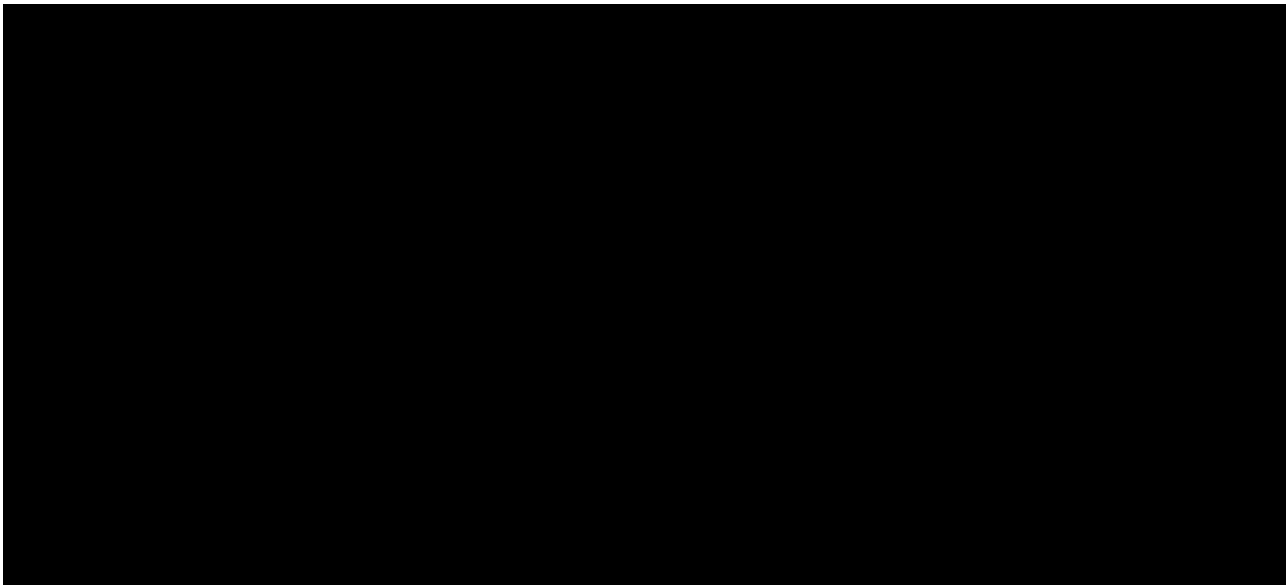
Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
<i>Please write “None” if applicable. Do not leave this space blank.</i> None	None	None	None	None

Tamika Jackson
Signature

6/23/2020
Date

Please note that 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. Personal contact information provided below will be redacted.





Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name: Lisa Lewis

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation): Discovery Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

2. Are you an employee of any school operated by the education corporation?
 Yes No

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

3. Are you related, by blood or marriage, to any person employed by the school?

NO

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

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school? **No**

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

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school? **NO**

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

6. 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 interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house 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-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

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
<p><i>Please write "None" if applicable. Do not leave this space blank.</i></p> <p><i>None</i></p>			

8. 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) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are 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, write "**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
<p><i>Please write "None" if applicable. Do not leave this space blank.</i></p> <p><i>None</i></p>				

7-22-2020

 _____
 Signature Date

Please note that 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. Personal contact information provided below will be redacted.





Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name: ~~R~~ Robert Stiles

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

Discovery Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Board of Trustees member

Secretary of Board

2. Are you an employee of any school operated by the education corporation?
 Yes No

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

3. Are you related, by blood or marriage, to any person employed by the school? *NO*

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

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school? *NO*

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

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school? *NO*

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

6. 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 interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house 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-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

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
<p><i>Please write "None" if applicable. Do not leave this space blank.</i></p> <p style="text-align: center; font-size: 1.5em;">NONE</p>			

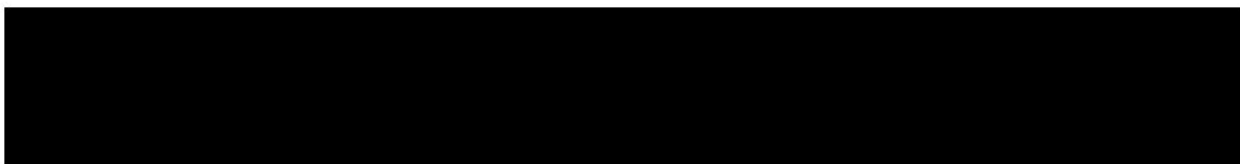
8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **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) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are 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, write "**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
<p><i>Please write "None" if applicable. Do not leave this space blank.</i></p> <p style="font-size: 2em; font-weight: bold; margin: 0;">None</p>				

Robert B. [Signature]
6-24-2020

 Signature Date

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Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name: Sara Varhus

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation): DISCOVERY CHARTER SCHOOL

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative). **CHAIR**

2. Are you an employee of any school operated by the education corporation?
Yes X. **No**

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

3. Are you related, by blood or marriage, to any person employed by the school?
NO

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

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school? **NO**

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

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school? **NO**

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

6. 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 X No

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

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house 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-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

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
	NONE		

8. 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) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are 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, write “**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
NONE				

Sara B. Varhus

June 23, 2020

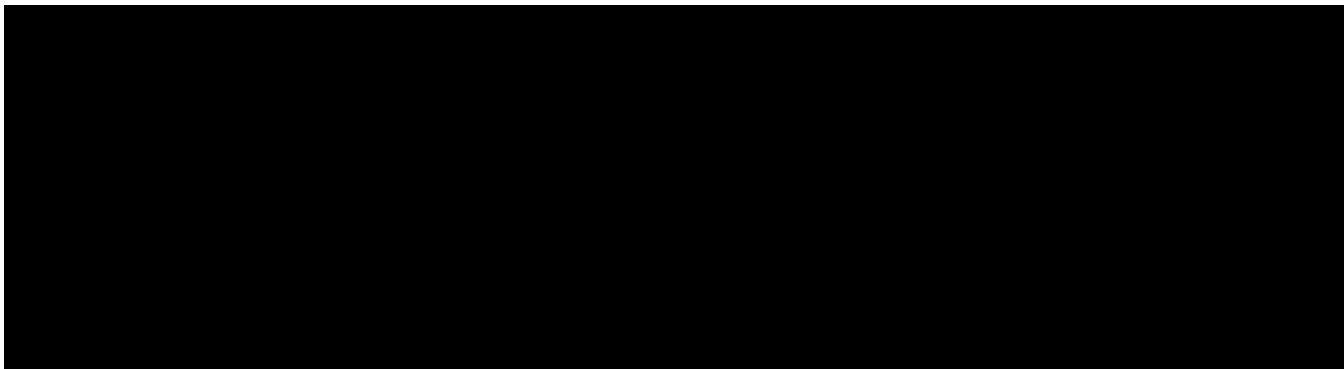
Signature

Date

Please note that 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. Personal contact information provided below will be redacted.

Business Telephone: None

Business Address: None



Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name: Christian P. Wilkens

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation): Discovery Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).
- Current: Board member, Committee Chair, Academic Excellence Committee
 - Upcoming year (2020-21): Vice Chair

2. Are you an employee of any school operated by the education corporation? Yes X No
If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?
If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

No.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?
If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

No.

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?
If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

No.

6. 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 X No

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

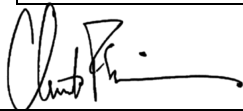
7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

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
None.	<i>Please write "None" if applicable. Do not leave this space blank.</i>		

8. 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) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are 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, write **"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
None.	<i>Please write "None" if applicable. Do not leave this space blank.</i>			

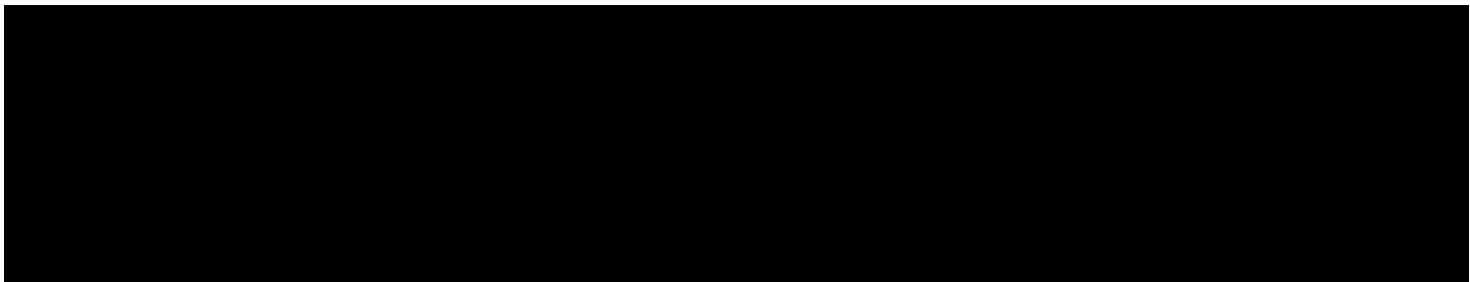


6/26/2020

Signature

Date

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DISCOVERY CHARTER SCHOOL BOARD OF TRUSTEES
MEETING MINUTES

July 19, 2019, 2019; 8:00-9:30 A.M.
16 Lake View Park, Rochester, NY 14613

Trustees Present: *S. Varhus (Chairperson), D. Dedee, Vice Chair, S. Etsler, C. Wilkens, S. Adair (Treasurer) and R. Stiles (Secretary)*

Trustees Excused: *T. Jackson and L. Lewis*

Also Present: *S. Castner (School Director), S. Polowitz (Board Counsel, via telephone)*

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 six was present.*
2. Proof of Public Notice of Meeting
 - a. *Public Notice was provided in the Messenger Post and posted at the school*
3. Conflict of Interest Reminder
 - a. *The Chairperson read the following statement: "The Chair reminds everyone that, if a potential conflict of interest exists concerning a subject under discussion by the Board, you have an obligation to disclose the potential conflict and, if deemed a conflict, recuse yourself and leave the room during any discussion and vote on the subject."*
4. Opportunity for Public Comment
5. Consent Agenda: Approval of Minutes from Previous Meetings (2.21.19 and 6.28.19), Approval of Minutes from Previous Executive Committee Meetings (6.28.19 and 7.11.19) and Resolution #361 (Non-Routine checks over \$5000 for June 2019) *D. Dedee moved and S. Adair seconded a motion to approve the Consent Agenda, which was approved unanimously.*
6. Committee Reports
 - a. Academic Excellence Committee: *No report.*
 - b. Audit & Finance Committee: *S. Adair described the assumptions behind the 2019-2020 budget and the ongoing budget process.*
 - c. Governance Committee: *R. Stiles described the ongoing process to identify potential members of the DCS Board of Trustees.*
 - d. Personnel Committee: *S. Etsler reported that the Personnel Committee recommends that the 2019-2020 budget include a 4% pool for salary increases for returning staff.*
 - e. Executive Committee Report: *C. Wilkens moved and S. Etsler seconded approval of revised Resolution #357, appointing Sara Castner School Director. Approval was unanimous. S. Adair moved and R. Stiles seconded a motion to approve Resolution #358, hiring staff for 2019-202. Approval was unanimous. D. Dedee*

moved and S. Adair seconded a motion to approved Resolution # 360, confirming Executive Committee approval of a contract with The Rensselaerville institute. Approval was unanimous.

7. School Director's Report: *S. Castner reported on the status of hiring staff for the coming year. Staffing is almost complete. D. Dedee moved and R. Stiles seconded a motion to approve Resolution #364, hiring staff for 2019-2020. Approval was unanimous, with C. Wilkens recusing himself to avoid potential conflict of interest.*
8. Annual Report: *D. Dedee moved and C. Wilkens seconded a motion to defer action on the Annual Report to the Exectuive Committee. Approval was unanimous.*
9. Financial Disclosure Forms: *The Chair reminded the trustees that each must provide an updated Financial Disclosure Form, to be submitted with the Annual Report on Agusut 1.*
10. TRI Turnaround Program: *S. Castner described the TRI Turnaround Institute and the priorities and action steps that she has identified as part of the process. The framing statement for the Turnaround at DCS is "Do Better, Be Better, It's a Brand New Day."*
11. Board Committees and Policy Review: *R. Stiles Moved and S. Etsler seconded a motion to approve Resolution #363, establishing committee membership for 2019-2020. Approval was unanimous. It was agreed that the Academic Excellence should become a standing committee of the board; This matter was deferred to the Governance Committee, to develop a by-law revision to this effect. S. Varhus reminded the board that each committee will be responsible for reviewing all relevant school policies and recommending any needed changes no later than the Sept. 20 meeting.*
12. Old Business: *There was no old business.*
13. New Business: *There was no new business.*
14. Adjournment at 10:30 *S. Etsler moved and R. Stiles seconded a motion to adjourn, which was approved unanimously.*

DISCOVERY CHARTER SCHOOL BOARD OF TRUSTEES
MEETING MINUTES

August 30, 2019; 8:00-9:30 A.M.

133 Hoover Drive, Rochester, NY 14613

Trustees Present: *D. Dedee, (Vice Chair), S. Etsler, C. Wilkens, S. Adair (Treasurer) and R. Stiles (Secretary), L. Lewis, T. Jackson*

Trustees Excused: *S. Varhus*

Also Present: *S. Castner (School Director), S. Polowitz (Board Counsel, via telephone), A. Hagen*

1. Call to Order
 - a. *The Vice Chair called the meeting to order at 8:15 a.m. and it was determined that a lawful quorum was present.*
2. Proof of Public Notice of Meeting
 - a. *Public Notice was provided in the Messenger Post and posted at the school*
3. Conflict of Interest Reminder
 - a. *The Chairperson read the following statement: "The Chair reminds everyone that, if a potential conflict of interest exists concerning a subject under discussion by the Board, you have an obligation to disclose the potential conflict and, if deemed a conflict, recuse yourself and leave the room during any discussion and vote on the subject."*
4. Opportunity for Public Comment
5. Consent Agenda: Approval of Minutes from Previous Meeting (7.19.19), Approval of Minutes from Previous Executive Committee Meetings (8.18.19) and Resolution #365 (Non-Routine checks over \$5000 for July 2019) *R. Stiles moved and S. Adair seconded a motion to approve the Consent Agenda, which was approved unanimously.*
6. Committee Reports
 - a. Academic Excellence Committee: *Committee will meet September 16, prior to the next full board meeting to set agenda for coming months.*
 - b. Audit & Finance Committee: *S. Adair described the assumptions behind the 2019-2020 budget and the ongoing budget process. Resolution #359, approving the 2019-2020 budget, was moved by S. Adair, seconded by C. Wilkens, and approved unanimously.*
 - c. Governance Committee:
 - i. *R. Stiles advanced the following motion: To affirm the decision of the Executive Committee to affirm the action of the Executive Committee to accept the CSDC Self Assessment Template for the 2019 DCS Board Self Evaluation. The motion was seconded by L. Lewis and approved unanimously.*

- ii. Resolution #366, *to include the Academic Excellence Committee as a standing committee in the Bylaws, was moved by R. Stiles, seconded by C. Wilkens, and approved unanimously.*
 - d. Personnel Committee: *Discussion regarding salary structure, retention; no action*
 - e. Executive Committee: *No Report.*
- 7. Annual Report: Resolution #367, *approving the 2018-19 Annual Report, was moved by R. Stiles, seconded by S. Adair and approved unanimously.*
- 8. School Director's Report:
 - a. Sara Castner presented the revised *Organization Chart, 2019-2020. Resolution #369, approving the Organization Chart, was moved by R. Stiles seconded by C. Wilkens, and approved unanimously.*
 - b. Sara Castner presented the revised *2019-2020 Employee Handbook. The motion to affirm the action of the Executive Committee to approve the 2019-2020 Employee Handbook was moved by C. Wilkens, seconded by S. Etsler, and approved unanimously.*
 - c. Sara Castner presented the revised *2019-2020 Family Handbook. The motion to affirm the action of the Executive Committee to approve the 2019-2020 Family Handbook was moved by L. Lewis, seconded by R. Stiles, and approved unanimously.*
 - d. Resolution #372, *approving the 2019-2020 contract with Julia Caters was moved by S. Adair, seconded by L. Lewis and approved unanimously.*
 - e. Sara Castner described the changes in the services to be provided by EL in the *2019-2020 academic year. Resolution #373, approving this contract, was moved by C. Wilkens, seconded by L. Lewis, and approved unanimously.*
 - f. Sara Castner presented a calendar of events from which the board should plan *ongoing trustee involvement in activities during the coming school year.*
- 9. TRI Turnaround Program: *S. Castner presented the Implementation Protocols for the TRI School Turnaround Program*
- 10. Academic Progress, 2018-19: *The Board reviewed and discussed the recently released NYS Test Results.*
- 11. Strategic Plan
 - a. Resolution #370, *approving the DCS Strategic Plan, 2019-2021, was moved by S. Adair, seconded by L. Lewis, and approved unanimously.*
 - b. *The Board reviewed the strategic plan action items that are assigned specifically to the board and reviewed a plan to track progress during board meetings.*
- 12. *Approval of Contract with Premier Accounting: Resolution #371 was moved by S. Adair, seconded by T. Jackson, and approved unanimously.*
- 13. *Approval for M&T Credit Card for Sara Castner an Ashley Dame-Marino was moved by L. Lewis, seconded by T. Jackson, and approved unanimously.*
- 14. Old Business:

- a. A Motion to affirm the action of the Executive Committee approving the Schedule of Regular Meetings, 2019-2020, was moved by L. Lewis, seconded by C. Wilkens, and approved unanimously.*
 - b. Review of Policies: The annual review of all DCS policies should be completed by the Sept. 20 meeting of the Board of Trustees.*
15. **New Business:** *There was no new business.*
16. **Adjournment at 10:30** *moved by R. Stiles, seconded by C. Wilkens, with unanimous approval.*

Minutes submitted by D. Dedee

DISCOVERY CHARTER SCHOOL BOARD OF TRUSTEES
MEETING MINUTES

September 20, 2019; 8:00-9:30 A.M.

Discovery Charter School 133 Hoover Drive, Rochester, NY 14613

Trustees Present: *D. Dedee, (Vice Chair), S. Etsler, C. Wilkens, S. Adair (Treasurer) and R. Stiles (Secretary), T. Jackson*

Trustees Excused: *S. Varhus, L. Lewis*

Also Present: *S. Castner (School Director), S. Polowitz (Board Counsel, via telephone)*

1. Call to Order
 - a. *The Vice Chair called the meeting to order at 8:10 a.m., and it was determined that a lawful quorum was present.*
2. Proof of Public Notice of Meeting
 - a. *Public Notice was provided in the Messenger Post and posted at the school*
3. Conflict of Interest Reminder
 - a. *The Chairperson read the following statement: "The Chair reminds everyone that, if a potential conflict of interest exists concerning a subject under discussion by the Board, you have an obligation to disclose the potential conflict and, if deemed a conflict, recuse yourself and leave the room during any discussion and vote on the subject."*
4. Opportunity for Public Comment; *no public comment*
5. Consent Agenda: Approval of Minutes from Previous Meeting (8.30.19), and Resolution #374 (Non-Routine checks over \$5000 for August 2019) *S. Adair moved and C. Wilkins seconded a motion to approve the Consent Agenda, which was approved unanimously.*
6. Committee Reports
 - a. Academic Excellence Committee: *Committee met Monday with leadership team; expressed confidence in staff team; to align academic outcome reporting, committee will review quarterly; next step is to get input from board retreat with TRI, discuss goals for year and review data dashboard; staff has completed benchmarking and will report in October.*
 - b. Audit & Finance Committee: *met with auditors; overall financial statements satisfactory; no management letter comments; in executive session, auditors noted transition in finance consultants as of the end of the audit process and the issues in financial reporting that led to this change.*
 - i. *Financial Statements, Key Financial Indicators, and Check Detail Report: Finance committee has no issues to note in July and August financials, will meet again in Oct. where will review policies as well.*

ii. *S. Adair moved to accept audit report/R. Stiles second; unanimous approval.*

c. **Governance Committee:**

Board prospect V. Clark meeting with R. Stiles and C. Wilkins; Wilkins will tour in October; high potential board member;

d. *Annual Review of Policies relating to Board Operations (Policies 1000-) board survey (will be done); SED financial disclosure report; one-page conflict of interest form; confidentiality form; BY-LAWS review about board absences. Review current by laws; must include Academic Excellence Committee—policy as filed doesn't include, so verbiage must be added. Recommendations for specific policy revisions will be forthcoming.*

e. *Personnel Committee: still in process of reviewing policies; S. Dieter identified changes in law regarding FMLA and other areas which must be incorporated; policy and handbook must match. Recommendations for specific policy revisions will be forthcoming.*

f. *Executive Committee: No Report.*

7. *School Director's Report: Staff leadership team has created a Googledoc with each of goals, indicators, champions; board will be invited to Googledocs and it will be interactive; each board meeting will provide a brief overview; each champion will update progress; provided highlights of goals and discussed process. 100% of teachers using Plan Book. Sarah and Ashley getting to every classroom every day; providing feedback every day for every teacher; reflect on lesson plans and consistent feedback on instruction. TRI was here this week for first full day visit with students in building. Did walkthroughs with Sarah. Discussion of discipline data and policy; last year correlation by month referrals and academic performance; created leadership assembly for 3-6 grade students. 6th graders in Peacemakers program; will create student council for grades 3-6 focusing specifically on academics. Hosting Charter School Leader Forum on 9/26. Director asked what we need as a board; response: high level summaries, highlights, barriers to goals. Evaluation standards are Charter School Standards; need to integrate the goals into the standards; academic achievement, culture, same framework; Academic Excellence Committee helps to distill academic data. Regent visit—talked about inviting W. Norwood and A. Brown for a visit in fall. Enrollment at 296 (full enrollment is 280).*

8. **TRI Turnaround Program:**

a. *S. Castner discussed process for TRI School Turnaround Program*

b. *Annual Review of Policies relating to Students (Policies 4000-) minor items related to dress code; visitor policy; T. Jackson discussed family engagement and her role in interacting with families via Family Group activities.*

9. ESN Service Agreement: Resolution #375: *Discussion about length of contract; there exists a 30-day right to terminate. Board decided to approve subject to further review of technology needs and services. Moved by S. Adair and seconded by C. Wilkins; unanimous approval.*
10. Strategic Plan-*discussion of process occurred earlier in agenda per TRI Board Retreat planning.*
11. Strategic Plan Monthly Progress Report
12. Review of Policies: *Committee Recommendations Due: Sept. 20, 2019; many continue under review.*
13. New Business: *No new business raised.*
14. Motion to Adjourn (Action Required) *S. Adair moved; S. Etsler second; unanimous approval.*
15. Next Meeting: *Friday October 18, 2019; 8:00-9:30 A.M. 2019, 133 Hoover Drive*
16. REMINDER: *SEPT. 30, 2019, 8:00-8:40 AT DCS, SOCIAL GATHERING FOR TRUSTEES AND STAFF.*

Minutes submitted by D. Dedee

DISCOVERY CHARTER SCHOOL BOARD OF TRUSTEES
MEETING MINUTES

October 18, 2019; 8:00-9:30 A.M.

Discovery Charter School 133 Hoover Drive, Rochester, NY 14613

Trustees Present: *S. Varhus (Chair), S. Etsler, S. Adair (Treasurer), R. Stiles (Secretary), L. Lewis, T. Jackson*

Trustees Excused: *D. Dedee, C. Wilkens*

Also Present: *S. Castner (School Director), S. Polowitz (Board Counsel, via telephone) A. Hagen (Operations)*

1. Call to Order
 - a. *The Chair called the meeting to order at 8:10 a.m., and it was determined that a lawful quorum was present.*
2. Proof of Public Notice of Meeting
 - a. *Public Notice was provided in the Messenger Post and posted at the school*
3. Conflict of Interest Reminder
 - a. *The Chairperson read the following statement: "The Chair reminds everyone that, if a potential conflict of interest exists concerning a subject under discussion by the Board, you have an obligation to disclose the potential conflict and, if deemed a conflict, recuse yourself and leave the room during any discussion and vote on the subject."*
4. Opportunity for Public Comment; *no public comment*
5. Consent Agenda: Approval of Minutes from Previous Meeting (9.20.19), and Resolution #376 (Non-Routine checks over \$5000 for September 2019) *S. Adair moved and S. Etsler seconded a motion to approve the Consent Agenda, which was approved unanimously.*
6. Committee Reports
 - a. Academic Excellence Committee: *TRI will be visiting the school on Monday, 10/21; School Director will share visit feedback with committee and report at the November meeting*
 - b. Audit & Finance Committee: *no concerns at this point; revenue and expense reports remain low risk; Adair noted that future agenda item should include communicating with CSO about how NYS Transportation funding might adversely affect charter schools in the future.*
 - i. *Financial Statements, Key Financial Indicators, and Check Detail Report: Finance committee has no issues to note in September financials*
 - ii. *S. Adair noted committee will meet next week to continue policy review.*

7. **School Director's Report:** *Director presented a Strategic Plan Goals Summary & Academic Benchmark Targets for each grade level K-6. Director shared about enrollment, teaching structure and Coaching to support grade level academic targets for the 2019-20 school year. Director shared with the Board current diagnostic data for Q1, for ELA (K-6) and Mathematics (3-6) based on benchmark testing. Goals for each grade level were shared with the Board projecting Q4 data. Director shared both referral and student aggression comparisons for the 2018-19 SY versus the 2019-20 SY to date and shared a decreasing trend for each. Director noted increased SEL support in classrooms, and mindfulness coaching as attributes to the decline in student referrals. The trend will continue to be monitored and reported at future Board meetings. To conclude, the Director reminded the Trustees that monthly walkthroughs will be scheduled by the DCS Operations team and individual trustees beginning in November.*

The Board asked that, in the mid-year report, the Academic Benchmark Data be presented by cohort as well as grade level, and that the grade-level performance on the 2019 NYS Test be noted.

8. **Strategic Plan:**
 - a. *The Monthly Progress Report is available on GoogleDocs. TRI will be visiting the school on Monday, 10/21. Director noted great satisfaction thus far with assigned TRI Coach, Debon Lewis.*
9. **Debrief on Oct. 8 Board Retreat:** *It was noted that Gayle Burnett, Special Projects Guru, from the Rensselaerville Institute, met with the Board at Lake View Park on 10/8 for the Retreat. The Board used small break-out sections to discuss plans to implement DCS's Strategic Plan.*

The CSDC self-assessment that was conducted for Board survey was discussed, focusing on items where there was the greatest disagreement among trustees. While many items are "in progress," given the development of a Strategic Plan and TRI targets, the following items were identified as needing further attention from the board: a strengthened process for evaluating the School Director, streamlined board meeting agendas to allow for more extensive discussion of academics (DONE), a current leadership succession plan for DCS, greater understanding of key changes in curriculum and classroom practices, and appropriate communication with staff and parents. It was decided that the need to clarify roles and expectations between the Board and the School is needed. Director and HR committee will be working on clear job descriptions over the next month.

The second part of the retreat focused on the findings of the October 2018 CSO site visit, especially issues with classroom practices, academic achievement and growth, and recruitment of Students with Disabilities and ENL students. As a result, the board will be proactive in discussions of student achievement and classroom practice (how, why, what,

who, when?), and they will participate in walkthroughs as possible. A question arose as to whether the academic goals as currently stated in the Strategic Plan/TRI Targets align with achievement expectations of the CSO. It was decided that representatives from the NYCS group be invited to the board meeting to discuss this. In addition, Chair will seek further contact with the leadership of Niagara Charter School.

10. New Business: *No new business raised.*
11. Motion to Adjourn (Action Required) *S. Etsler moved; T. Jackson second; unanimous approval.*
12. Next Meeting: *Friday November 15, 2019; 8:00-9:30 A.M. 2019, 133 Hoover Drive*
13. Future Agenda Item: *Celebrate individual teacher accomplishments surrounding student benchmark goals for Math and ELA; Sara E. will present policies for HR revision.*

Minutes submitted by A. Hagen

DISCOVERY CHARTER SCHOOL BOARD OF TRUSTEES
MEETING MINUTES

November 15, 2019; 8:00-9:30 A.M.

Discovery Charter School 133 Hoover Drive, Rochester, NY 14613

Trustees Present: *S. Varhus (Chair), D. Dedee (Vice Chair), R. Stiles (Secretary), S. Etsler, C. Wilkins*

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

Also Present: *S. Castner (School Director), S. Polowitz (Board Counsel, via telephone) A. Hagen (Operations), V. Clark (Guest)*

1. Call to Order
 - a. *The Chair called the meeting to order at 8:55 a.m., and it was determined that a lawful quorum of five was present.*
2. Proof of Public Notice of Meeting
 - a. *Public Notice was provided in the Messenger Post and posted at the school*
3. Conflict of Interest Reminder
 - a. *The Chairperson read the following statement: "The Chair reminds everyone that, if a potential conflict of interest exists concerning a subject under discussion by the Board, you have an obligation to disclose the potential conflict and, if deemed a conflict, recuse yourself and leave the room during any discussion and vote on the subject."*
4. Opportunity for Public Comment; *no public comment*
5. Consent Agenda: Approval of Minutes from Previous Meeting (10.18.19), and Resolution #378 (Non-Routine checks over \$5000 for October 2019) *S. Etsler moved and R. Stiles seconded a motion to approve the Consent Agenda, which was approved unanimously.*
6. Committee Reports
 - a. Executive Committee Report: *none*
 - b. Academic Excellence Committee: *C. Wilkins commended the School Director on presenting such clear data analysis to the Board. It was noted that the new reporting style greatly helps the Academic Excellence Committee ask targeted questions in that the data reporting includes end of year goals (vs) current grade level performance markers. It was also noted that the School Director is dedicating large sums of time to the compilation of data, whereby the Board will be reviewing the TRI contract for deliverables around reporting assemblage.*
 - c. Governance Committee Report: *Revised Board calendar was discussed, with emphasis on changing the timing of the School Director evaluation to the end of October; Trustees reasoned that the evaluation should be after NYS releases*

Grade(s) 3-6 test results. The Personnel Committee will bring forward a revised process and timetable for evaluating the School Director.

- d. **Personnel Committee Report:** *No report.*
 - e. **Audit & Finance Committee:** *S. Adair (excused) had e-mailed the Board that there are no concerns at this point; revenue and expense reports remain low risk; RE: Financial Statements, Key Financial Indicators, and Check Detail Report: Finance committee has no issues to note in October financials*
7. **School Director's Report:**
- a. **Academic Targets:** *Director shared end of Quarter 1 Data with the Board. It was noted that of the three ELA targeted measures (running reading level, text understanding, sight words) Benchmark 1 measured above the Diagnostic, with 71% of kindergarteners being able to identify all letters. The Director indicated that the leadership team will be redesigning RTI groups for K and 1st grade to provide further remedial and enrichment instruction. Second grade houses the largest population of ENL students, so a specialized English as a new Language teacher has been scheduled with increased time with those students to meet expected targets. For Grades 3-6, the DCS Leadership team has created a NYS ELA benchmark assessment that aligns with NYS standards to maintain tracking of grade level goals. The Fountas & Pinnel reading assessments continue to be used to track student reading accuracy, fluency, and comprehension. Trustees noted the strong performance across the board in Grade 5, as well as concerns about Grade 6, and Math achievement in several grades. The Academic Excellence Committee will follow up to clarify with the School Director what the next steps will be to address areas of concern.*

The School Director thanked the Board president for her walkthrough on November 14th and invited additional Board members to do the same on any Thursday of the school year during scheduled Leadership Team classroom observations.

8. **Strategic Plan:**
- a. *TRI visited the school on Monday, 10/21. TRI Coach, Debon Lewis, noted great student engagement and an overall "jovial" school atmosphere during his classroom visits. On Mr. Lewis' next visit, results of the DCS Family Satisfaction survey will be shared, and he will delve into classroom practices to ensure teachers are addressing the needs identified in the School Director's report.*
9. **Action Steps from Board Retreat:** *The Board Chair shared a connection made with Niagara Charter School. It was also communicated that a representative from NYCSA would be invited to a future Board Meeting to help align DCS goals with NYS*

expectations. It was emphasized that every Board member will visit the school once every term.

10. **New Business: DCS Holiday Party, December 5, 2019 4:30-6:00pm**
11. **Motion to Adjourn (Action Required) B. Stiles moved; C. Wilkins second; unanimous approval.**
12. **Next Meeting: Thursday December 5, 2019; 6:15-8:00 P.M. 2019, 133 Hoover Drive**
13. **Future Agenda Item: Cash Balance Policy, School Director Evaluation format, Board Membership and Leadership, Implicit Bias Training**

Minutes submitted by A. Hagen

DISCOVERY CHARTER SCHOOL BOARD OF TRUSTEES
MEETING MINUTES

December 5, 2019; 6:15-7:30 P.M.

Discovery Charter School 133 Hoover Drive, Rochester, NY 14613

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

Trustees Excused: *S. Etsler, L. Lewis*

Also Present: *S. Castner (School Director), S. Polowitz (Board Counsel, via telephone) A. Hagen (Operations)*

1. Call to Order
 - a. *The Chair called the meeting to order at 6:20 p.m., and it was determined that a lawful quorum was present.*
2. Proof of Public Notice of Meeting
 - a. *Public Notice was provided in the Messenger Post and posted at the school*
3. Conflict of Interest Reminder
 - a. *The Chairperson read the following statement: "The Chair reminds everyone that, if a potential conflict of interest exists concerning a subject under discussion by the Board, you have an obligation to disclose the potential conflict and, if deemed a conflict, recuse yourself and leave the room during any discussion and vote on the subject."*
4. Opportunity for Public Comment: *no public comment*
5. Consent Agenda: Approval of Minutes from Previous Meeting (11.15.19), *C. Wilkins moved and D. DeDee seconded a motion to approve the Consent Agenda, which was approved unanimously.*
6. Committee Reports
 - a. Executive Committee Report: *none*
 - b. Academic Excellence Committee: *C. Wilkins noted that the committee met on November 25th. The new instructional team that will be leading 6th grade was discussed at length, as well as the steps involved with revamping ELA intervention for grades 3-6. C. Wilkins shared that on 12/6 the Committee will meet again to review mid quarter data, which will be presented to Trustees at the January meeting. The second quarter review is slated for mid January, date TBD.*
 - c. Governance Committee Report: *R. Stiles noted that the committee's annual review of policies is complete. He also reminded all Trustees that the annual Conflict of Interest form must be signed and returned. The Governance Committee continues the nomination process for new trustee Valerie Clark, and the Board Chair noted that she would be forwarding all associated paperwork to the candidate for the nomination. Another potential Board of Trustees candidate was*

shared, Daniel Dunnigan, who would be scheduling a preliminary visit to DCS in the upcoming week.

- d. **Personnel Committee Report:** *none*
- e. **Audit & Finance Committee:** *S. Adair noted that the Committee will meet on December 17th to conclude policy review. There are no concerns at this point; revenue and expense reports remain low risk. Key Financial Indicators and Check Detail Report: Finance Committee has no new issues to note in November financials.*

7. School Director's Report:

- a. *The School Director, S. Caster, shared with the trustees the current Enrollment Update: Discovery student enrollment is currently 95% poverty, with 86% of students directly certifying for free/reduced price lunch. The School Director shared that the ELA coordinator will be administering the ELA Benchmark on 12/9 for additional data points. S. Castner was very excited to share that DCS's first Behavior Specialist was hired and started on 12/2. The Behavior Specialist will be instrumental in supporting and training the existing SEL team with deescalating student behaviors, push-in student services, and limiting student time spent outside of the classroom. The School Director shared with the Board that the attendance percentage report is at 90.15%, with slight drop attributed to student absences around the Thanksgiving holiday. Future School events include Leadership Team Walkthroughs on 12/5, 12/12, and 12/19, School Winter Holiday breakfast on 12/18, Career Day on 12/19, and School Wide Exhibition and Creative Crew culmination on 12/20. Trustee attendance was encouraged for all upcoming events.*

8. Strategic Plan:

- a. *Board Chair Sara V. reminded the Trustees that they are encouraged to join the Leadership Team's weekly school walk throughs. It is expected that each trustee visit the school at least once every term. The Poverty Simulation training conducted by Encompass was attended, and the feedback great. It was suggested that more faculty and trustees attend the next time it is offered. The Board Retreat is scheduled for February 21st, and it was noted that Gayle from TRI might join again. An agenda will be developed to be distributed to trustees.*

9. Action Steps from Board Retreat: *Development of the format for evaluation of the School Director continues; concurrently, staff are continuing to complete the Survey Monkey Director satisfaction survey that will be considered through evaluation process. New communication with Staff and Parents was discussed. The School has implemented a new digital family newsletter format through Smore, and families are receptive to this new communication tool.*

10. Motion to Adjourn (Action Required) *D. DeDee moved; S. Adair second; unanimous approval.*
11. Next Meeting: *Friday January 17, 2019; 8:00-9:30 A.M. 2020, 133 Hoover Drive*
12. Future Agenda Item: *Cash Balance Policy, School Director Evaluation format, Board Membership and Leadership, Implicit Bias Training, Quarter 2 Data Review, February Board Retreat Agenda*

Minutes submitted by A. Hagen

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

February 21, 2020; 8:00-9:30 A.M.

Discovery Charter School 133 Hoover Drive, Rochester, NY 14613

Trustees Present: *S. Varhus (Chair), D. Dedee (Vice Chair), S. Etsler, S. Adair (Treasurer), R. Stiles (Secretary), L. Lewis, C. Wilkens*

Trustees Excused: *T. Jackson*

Also Present: *S. Polowitz (Board Counsel), S. Castner (School Director, for agenda item #9), Gayle Burnett (TRI Partner, for agenda item #9)*

1. Call to Order
 - a. *The Chair called the meeting to order at 8:00 a.m., and it was determined that a lawful quorum of seven was present.*
2. Proof of Public Notice of Meeting
 - a. *Public Notice was provided in the Messenger Post and posted at the school*
3. Conflict of Interest Reminder
 - a. *The Chairperson read the following statement: "The Chair reminds everyone that, if a potential conflict of interest exists concerning a subject under discussion by the Board, you have an obligation to disclose the potential conflict and, if deemed a conflict, recuse yourself and leave the room during any discussion and vote on the subject."*
4. Opportunity for Public Comment; *no public comment*
5. Consent Agenda: *Approval of the following: Minutes from Previous Meeting (12.5.19), Minutes of Meeting of Executive Committee (1.29.20), Resolution #379 (Non-Routine checks over \$5000 for December 2019, approved by the Executive Committee), Resolution #380 (Non-routine checks over \$5000 for January 2020), Resolution #381 (Hiring recommendations approved by the Executive Committee), Resolution #382 (Hiring Recommendation). Moved by S. Adair, seconded by C. Wilkens, approved unanimously.*
6. Executive Session: *C. Wilkens moved and R. Stiles seconded a motion for the board to go into Executive Session to consider a confidential matter relating to a student.*
7. Motion: *C. Wilkens moved and S. Etsler seconded the following motion: To affirm the decision of Sara Castner, DCS School Director, to suspend the student in question for 8 additional days (February 5-February 14). The motion was approved unanimously.*
8. Motion: *L. Lewis moved and C. Wilkens seconded the following motion: To require that the student's Re-entry Contract (which is now signed by the student and his mother) specify that, if there is a subsequent violation of the DCS Code of Conduct, the student will be subject to expulsion. The Board of Trustees will engage a translator to ensure that the family has this contract in their preferred language. The motion was approved unanimously.*
9. Review of Quarter 2 Data and School Director's Report: *S. Castner presented Q2 academic progress data, which on the whole did not demonstrate progress toward the*

school's 2019-2020 academic goals. Ms. Castner and trustees discussed a number of issues related to these data, including: teaching practices in individual classrooms, the transition in math coordinator and subsequent changes in curriculum and practice that are being implemented, intervention and test prep, and the reliability of the interim assessments that we have been using. The Academic Excellence Committee will discuss these data at its next meeting and present an analytical summary to the board at its march meeting.

10. New Business: *No new business raised.*

11. Adjournment: *The meeting was adjourned at 1:15 pm.*

Minutes submitted by S. Varhus

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

March 27, 2020; 8:00-9:30 A.M.

Due to the COVID-19 School Closure- the Board of Trustees meeting was held remotely using Zoom video conferencing. The meeting information was included in Public Notice as well as on the school's website.

Topic: Discovery Charter School- Board of Trustees Meeting 3.27.20
Time: Mar 27, 2020 08:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us04web.zoom.us/j/771891818?pwd=Zm1wSlY4Q202WTFSYitvSkZiWVk2dz09>

Meeting ID: 771 891 818

Password: 066512

Trustees Present: *S. Varhus (Chair), D. Dedee (Vice Chair), S. Etsler, S. Adair (Treasurer), R. Stiles (Secretary), T. Jackson*

Trustees Excused: *L. Lewis, C. Wilkins*

Also Present: *S. Polowitz (Board Counsel), S. Castner (School Director, for agenda item #9), A. Hagen (DCS Operations)*

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 six was present.*
2. Proof of Public Notice of Meeting
 - a. *Public Notice was provided in the Messenger Post and posted at the school*
3. Conflict of Interest Reminder
 - a. *The Chairperson read the following statement: "The Chair reminds everyone that, if a potential conflict of interest exists concerning a subject under discussion by the Board, you have an obligation to disclose the potential conflict and, if deemed a conflict, recuse yourself and leave the room during any discussion and vote on the subject."*
4. Opportunity for Public Comment; *no public comment*
5. Consent Agenda: *Approval of the following: Minutes from Previous Meeting (2.21.20), Minutes of Meeting of Executive Committee (2.29.20), Resolution #383 (Non-Routine checks over \$5000 for February 2020, approved by the Executive Committee). Moved by S. Adair, seconded by D. Dedee, approved unanimously.*

6. Governance Committee: *R. Stiles presented that the committee continues its recruitment for an additional Board of Trustees member. Two candidates from SUNY Brockport will be presented to the Board for consideration at the next meeting.*
7. Personnel Committee: *S. Etsler shared that the School Director Performance evaluation is complete, and the Board Chair has met with S. Castner to share results. Staffing and pay during COVID-19 closure was discussed, and it agreed that pay should continue for all staff since a continuum of services is being provided for all students.*
8. Finance Committee: *S. Adair reported that the school's budget continues to be on track for revenue and expenses. The scheduling of the annual MMB year end audit was discussed, as it will likely be conducted remotely if COVID-19 school closures extend. The Form 990 prepared by MMB for 2019 was presented to the Board for Approval. Moved by R. Stiles, seconded by S. Adair, approved unanimously. S. Adair advised the School to apply for the Federal Paycheck Protection Program (PPP) during the COVID-19 school closure. School Operations noted that the application would be submitted through M & T Bank right away.*
9. School Director's Report: *S. Castner presented updates at length regarding the school's approach to instruction and social emotional learning support during the COVID-19 closure.*
 - *ELA: every student in grades K-2 are being offered Guided Reading lesson (through zoom) 3 days a week in a small group. S. Castner noted that the teachers track attendance, participation and have a plan to assess in a few weeks to determine impact and possible growth. DCS will be utilizing the same reading assessment used while in the building (F & P). The school receptionist will be in the building one day a week to scan assessment materials to allow for zoom 1:1 assessment situations. DCS will also continue the K-2 assessment for sight words as well as Kindergarten letter ID and letter sound assessment. (Start date for new support will be Monday 4/13)*
 - *Math: every student grades 3-5 will be offered a small group lesson (through zoom) 3 days a week. These groups will focus on review of previous instruction, word problems, as well as fluency. The Leadership team has not solidified the "formal" assessment for these interventions yet however the previously used AIMSWEB assessment maybe utilized. The school will make the plans final by Wednesday, 4/15. The start date for the additional math support will be 4/20.*
 - *Social Emotional Learning (SEL): Daily Office hours with each SEL team member have been established (start date 4/6). The office hours each week will focus on a different area to support emotional health and well-being. This current week's focus was on establishing a routine while not at school. DCS will track attendance data and will continue to work to determine any other additional data points to show the impact of this intervention.*

- **Family Involvement:** *The first virtual Family Association meeting will be held through zoom on 4/14. The School is in the planning phases of a family Q & A / info presentation around home learning with an implementation date the week of 4/20. The first whole school Community circle event will be live 4/5 online.*
- **Instructional Growth:** *Start date week of 4/6 teachers will be expected to submit video lesson scripts prior to filming to receive feedback to ensure the highest quality video lessons. Additionally, after filming teachers will submit video lessons for feedback prior to the posting. This practice will continue through the closure period. Small group zoom lessons have been and will continue to be observed at least 1 time per week to provide instructional feedback. On 4/6 DCS will hold the first full staff school wide remote data meeting. This practice will continue about every 3 weeks if we are in an extended closure period. The Grades K-2 guided reading providers had a professional development and guided planning session to ensure consistent instructional practices to allow for fluid student groups. A more formal professional development plan for teachers is in the works.*
- **Future Planning by Leadership Team:** *The 20-21 School calendar first draft is complete with plans to share with the Board for approval by 4/17. The calendar has an increase in staff professional development days to support stronger instructional practices. The calendar also highlights important DCS Benchmark assessment dates as well as additional family informational events. The leadership team has scheduled assessment program presentations scheduled with iReady, Anet, and Step Reading to make an informed decision for the 20-21 school years assessment plan. The leadership team has interviewed 3 teacher candidates for the 20-21 school year as well as one Teacher Assistant candidate (all through zoom). Teacher candidates have all submitted a video lesson as well as lesson plan for phase 2 of our virtual interview process. The teacher assistant has completed a 2nd interview with members of the instructional staff. The leadership team has looked at current staffing to start the initial planning for our needs for the upcoming school year, with a lense on the importance of having the highest quality instructional staff. S. Castner notes that DCS will ensure we achieve and exceed our academic targets. The instructional coaching team is also in the planning phases to update and modify the 20-21 coaching plan to address areas we learned needed more attention based on this year's implementation first draft is due to be presented on May 1st by the coaching team. We are also in the early phases of our 20-21 instructional schedule.*

10. **Progress on Strategic Plan and Results of Board Self Evaluation:** *S. Varhus will follow up with individual committees to ensure progress on these items.*

11. *Executive Session: S. Etsler moved and T. Jackson seconded a motion for the board to go into Executive Session to discuss the School Director's Evaluation. The motion was approved unanimously.*
12. *L. Lewis moved and C. Wilkens seconded a motion to approve the 2019-2020 School Director's Performance Evaluation Template as presented by the Chair of the Board.*
13. *Adjournment: R. Stiles moved and S. Etsler seconded a motion to adjourn; the motion carried unanimously at 9:30 am.*
14. *New Business: No new business raised.*
15. *Adjournment: The meeting was adjourned at 9:35 am.*

Minutes submitted by A. Hagen and S. Varhus

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

April 17, 2020; 8:00-9:30 A.M.

Due to the COVID-19 School Closure- the Board of Trustees meeting was held remotely using Zoom video conferencing. The meeting information was included in Public Notice as well as on the school's website.

Topic: **Discovery Charter School- Board of Trustees Meeting 4.17.20**

Time: Apr 17, 2020 08:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us04web.zoom.us/j/71566799458?pwd=dGZ6QTJaeElmY01ocHUxS3lPRjFYdz09>

Meeting ID: 715 6679 9458

Password: 9tkAHZ

Trustees Present: *S. Varhus (Chair), D. Dedee (Vice Chair), S. Adair (Treasurer), R. Stiles (Secretary), T. Jackson*

Trustees Excused: *L. Lewis, S. Etsler*

Also Present: *S. Polowitz (Board Counsel), S. Castner (School Director, for agenda item #9), A. Hagen (DCS Operations)*

1. Call to Order
 - a. *The Chair called the meeting to order at 8:01 a.m., and it was determined that a lawful quorum of five was present.*
2. Proof of Public Notice of Meeting
 - a. *Public Notice was provided in the Messenger Post and posted at the school*
3. Conflict of Interest Reminder
 - a. *The Chairperson read the following statement: "The Chair reminds everyone that, if a potential conflict of interest exists concerning a subject under discussion by the Board, you have an obligation to disclose the potential conflict and, if deemed a conflict, recuse yourself and leave the room during any discussion and vote on the subject."*
4. Opportunity for Public Comment; *no public comment*
5. Consent Agenda: *Approval of the following: Minutes from Previous Meeting (3.27.20), Resolution #384 (Non-Routine checks over \$5000 for March 2020, approved by the Executive Committee). Moved by C. Wilkins, seconded by S. Adair, approved unanimously.*

6. Governance Committee: *R. Stiles presented that the committee continues its recruitment for an additional Board of Trustees member. R. Stiles interviewed a candidate from SUNY Brockport, Lisa Montenaro, and gave his recommendation to the Trustees to initiate the formal process through NYS. It was shared that L.Montenaro is heading into retirement at the close of this school year, will have increased time to spend on Board responsibilities. R. Stiles described the candidate as being able to bring a “wealth of current educational standards knowledge to the Board” and noted that L. Montenaro will be attending Board meetings in the interim to participate as decisions are finalized. R. Stiles also noted that another candidate, Gary Schindler, will be interviewed within the week. Additional notes of the meetings with each candidate will be presented to the Board for consideration at the next meeting.*
7. Academic Excellence Committee: *C. Wilkins shared that he and the School Director had a call to review the focus on a Science curriculum for the upcoming school year. Next year NYS testing will include Science for the 5th grade students, so materials to support lab equipment for Discovery are being discussed. Mr. Jon Cortina, a current ¼ ICOT Teacher will be leading the Science program for Discovery, and he will be drafting a Science supply list this week to propose needed supplies in conjunction with upcoming Budget meetings.*
8. Finance Committee: *S. Adair reported that the school’s budget continues to be on track for revenue and expenses. He also noted that he had a meeting with Discovery Operations staff and outside CPA consultant Anne Culver, to go over the Budget draft for the upcoming School Year. S. Adair had previously advised the School to apply for the Federal Paycheck Protection Program (PPP) during the COVID-19 school closure- and School Operations Team noted that the application was approved for the sum of \$643,300. Board counsel, S. Polowitz, recommended that the school contact the landlord about the possibility of rent abatement during the COVID-19 school closure. Board Chair S. Varhus agreed to contact the landlord on behalf of the school.*
9. School Director’s Report: *S. Castner presented updates at length regarding the school’s approach to instruction and social emotional learning support during the COVID-19 closure- and was very happy to note that attendance across the grade levels for daily Crew meetings and guided focus groups is strong. S. Castner also shared that the school is exploring different assessment tools for the upcoming school year (Anet/iReady/NWEA/Step/Illuminate) and will be able to speak to the advantages and drawbacks to each platform at the next meeting. The Leadership Team at the School has added Benchmark Testing dates to the 2020-21 School Year Calendar, to emphasize the importance of student attendance. S. Castner also discussed how the new school calendar will allow for an increase in Staff Professional Development Days by having them start three weeks earlier than Students in August.*
10. Progress on Strategic Plan and Results of Board Self Evaluation: *S. Varhus will follow up with individual committees to ensure progress on these items.*
11. Adjournment: *C. Wilkins moved and S. Varhus seconded a motion to adjourn; the motion carried unanimously at 9:25 am.*

12. New Business: *No new business raised.*

13. Adjournment: *The meeting was adjourned at 9:25 am.*

Minutes submitted by A. Hagen and S. Varhus

DISCOVERY CHARTER SCHOOL BOARD OF TRUSTEES
MEETING MINUTES
May 15, 2020; 8:00-9:30 A.M.

Due to the COVID-19 School Closure- the Board of Trustees meeting was held remotely using Zoom video conferencing. The meeting information was included in Public Notice as well as on the school's website.

Topic: **Discovery Charter School- Board of Trustees Meeting 5.15.20**
Time: May 15, 2020 08:00 AM Eastern Time (US and Canada)

Join Zoom Meeting
<https://us04web.zoom.us/j/77620775557?pwd=K3NDdFJBdko4Z0N6d0FqNEFITW1Tdz09>

Meeting ID: 776 2077 5557
Password: Dragons

Trustees Present: *S. Varhus (Chair), D. Dedee (Vice Chair), S. Adair (Treasurer), R. Stiles (Secretary), T. Jackson, C. Wilkins, L. Lewis, S. Etsler*

Trustees Excused: *all present*

Also Present: *S. Polowitz (Board Counsel), S. Castner (School Director, for agenda item #9), A. Hagen (DCS Operations), L. Montenaro (Board candidate), J. Thatcher (NY Charter Schools Association), A. Baker (NY Charter Schools Association), Y. Bennett (NY Charter Schools Association)*

1. Call to Order
 - a. *The Chair called the meeting to order at 8:09 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 Messenger Post and posted at the school*
3. Conflict of Interest Reminder
 - a. *The Chairperson read the following statement: "The Chair reminds everyone that, if a potential conflict of interest exists concerning a subject under discussion by the Board, you have an obligation to disclose the potential conflict and, if deemed a conflict, recuse yourself and leave the room during any discussion and vote on the subject."*
4. Opportunity for Public Comment; *no public comment*
5. Consent Agenda: *Approval of the following: Minutes from Previous Meeting (3.27.20), Resolution #387 (affirming the 4/20/20 action of the Executive Committee to approve*

the 20-21 Academic Calendar and the 20-21 Calendar for Parents . Moved by C. Wilkins, seconded by S. Etsler, approved unanimously.

6. *Update on NYSED Expectations for Charter Schools: Yomika Bennett, Ashara Baker and Jon Thatcher from the New York Charter School Association*
 - a. *A. Baker discussed how New York Charter School Association is continuing to host weekly statewide calls for school leaders on Tuesdays at 4:00- to go over all matters concerning the COVID-19 closures, and offering a platform for school leaders across the state to share resources. It was noted that a major goal of the Charter School Association is to monitor the political climate for Charters, with a focus on winning for equal resources and funding.*
 - b. *J. Thatcher, Director of Community School Engagement and Advocacy, discussed how New York Charter School Association supports a strong collaboration between all charter schools across the state. He also emphasized that the Board needs to stay abreast of State Ed policies, as they are continually changing in the light of COVID-19 closures. He also spoke to the importance of transparent reporting by charter schools, especially in communications to authorizers (Board Of Regents). It was recommended that the Trustees reach out directly to local Regents representatives Brown/Norwood to establish open communication and dialogue. It was also noted that both local Regents are of a pro-charter mindset, so it could be a valuable resource to the school.*
 - c. *Executive Director, Yomika Bennett highlighted that the school should anticipate changes in ESSA reporting in the near future, and that changing guidelines would be communicated to all School Leaders as they become available. It was noted how local a local Charter School (Genesee) was recently granted a 3 year charter- and at renewal David Frank from CSO emphasized the increasing importance of Benchmarks 1 and 9 in the charter renewal process.*
7. *Governance Committee: R. Stiles presented that the committee continues its recruitment for additional Board of Trustees members. R. Stiles welcomed the candidate from SUNY Brockport, Lisa Montenaro, to the meeting and noted the onboarding process for her continues. R. Stiles also noted that another candidate, Gary Schindler, was found to have a conflict of interest at the school- but he will be joining a committee to continue involvement.*
8. *Academic Excellence Committee: C. Wilkins shared that he and the School Director had a call to review end of year report card process for students. It was determined that grades would not be awarded through Distance Learning- rather a narrative will be developed by teachers discussing individual growth and struggles in concluding the year. Individual family conferences will be scheduled via Zoom to capture end of year conferences. It was shared that the next Academic Excellence Committee meeting is scheduled for 5.26.20, and the outcome will be shared at the 5.29.20 meeting.*
9. *Finance Committee: S. Adair reported that the school's budget continues to be on track for revenue and expenses. He also noted that budget development with the School and CPA is underway. S. Adair shared that he intends to forward a Draft Budget to all Trustees to*

review before the 5.29.20. As the 2020-21 budget currently stands in draft form, there is a 365K projected deficit. S. Adair reminded the Board that this does not include the 640K PPP loan, as we are uncertain whether this will turn into a grant, however noted the positive impact will off-set deficit in total. S. Adair noted the meeting scheduled for the Trustees on 5.29.20 should in part serve as a formal budget review- with the plan being to adopt a final version at the June Board of Trustees Meeting. S. Adair also shared that we are heading into the 2020-21 school year with an assumption of a 5% reduction in revenue funding- which also raised the budgeted deficit for the upcoming year.

10. *School Director's Report: S. Castner shared that the school has a virtual 'Family Info Night' planned for the evening of May 20th- to share updates on the Continuity of Learning Plan for DCS. S. Castner reminded the trustees that while onsite, the central expectation was to maintain a 96% attendance goal- the goal during distance learning has been modified to a 75% attendance goal. Attendance and participation are being tracked by classroom/intervention/SEL/and special area teachers, and reported to the Leadership Team for state tracking requirements. S. Castner shared that there is an upcoming virtual family Bingo night planned for family engagement, and there is a "Lunch with Leaders" Zoom advertised as a way to encourage casual conversation between the school community and leadership. Creative Crew also continues virtually- on a voluntary basis for students. Future items include the creation of 'welcome videos' for students in grades 1-6- to accompany classroom assignments that will be mailed out for the 2020-21 school year. S. Castner closed in sharing that the school was honored to be presented with "The Above and Beyond Award" by the New York Charter School Association and was 1 of only 10 schools awarded the honor across the country. Press releases showcasing the award were sent to all area media outlets.*
10. *Progress on Strategic Plan and Results of Board Self Evaluation: S. Varhus will follow up with individual committees to ensure progress on these items.*
11. *Adjournment: D. DeDee moved and C. Wilkins seconded a motion to adjourn; the motion carried unanimously at 9:25 am.*
12. *New Business: S. Varhus will be drafting a letter of thanks to staff and families on behalf of the Board, for everyone's efforts to support students through the quick transition to distance learning.*
13. *Adjournment: The meeting was adjourned at 9:25 am.*

Minutes submitted by A. Hagen

DISCOVERY CHARTER SCHOOL BOARD OF TRUSTEES
MEETING MINUTES
May 29, 2020; 8:00-9:30 A.M.

Due to the COVID-19 School Closure- the Board of Trustees meeting was held remotely using Zoom video conferencing. The meeting information was included in Public Notice as well as on the school's website.

Topic: **Discovery Charter School- Board of Trustees Meeting 5.29.20 Special Meeting**
Time: May 29, 2020 08:00 AM Eastern Time (US and Canada)

Join Zoom Meeting
<https://us04web.zoom.us/j/78728259571?pwd=Sk5oZmsyM08rcXltcy9ScDdUczJpUT09>

Meeting ID: 787 2825 9571
Password: Dragons

Trustees Present: *S. Varhus (Chair), D. Dedee (Vice Chair), S. Adair (Treasurer), R. Stiles (Secretary), T. Jackson, C. Wilkins, S. Etsler*

Trustees Excused: *L. Lewis*

Also Present: *S. Polowitz (Board Counsel), S. Castner (School Director), A. Hagen (DCS Operations), L. Montenaro (Board 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 Messenger Post and posted at the school*
3. Conflict of Interest Reminder
 - a. *The Chairperson read the following statement: "The Chair reminds everyone that, if a potential conflict of interest exists concerning a subject under discussion by the Board, you have an obligation to disclose the potential conflict and, if deemed a conflict, recuse yourself and leave the room during any discussion and vote on the subject."*
4. Opportunity for Public Comment; *no public comment*
5. Consent Agenda: *Will be presented for approval at regular meeting on 6.19.20*
6. Executive Committee: *no new business*
7. Governance Committee: *no new business*

8. Academic Excellence Committee: *C. Wilkins shared that he and the School Director and Instructional Leadership Team (ILT) have been exploring Benchmark data collection programs over the last several months. Mr. Bradstreet (DCS Data Coordinator) presented the Academic Excellence Committee with 6 possible platforms for the upcoming school year. The consensus was that the school will wait on purchasing an external suite at this time, and instead use funds towards a Math/ELA/Science curriculum overhaul. It was shared that the school will be creating a shared assessment calendar, and the assessments will be created in-house. The in-house assessments will be created in a manner that mirrors NYS assessments and will still use Common Core standards rather than the Next Gen standards in transition. It was also noted, how 5th and 6th grades will be shifting towards departmentalization for the 2020-21 School Year; teachers will be instructional masters on a specific subject matter, and students will rotate classes much like a middle school model of instruction.*
9. Personnel Committee: *S. Etsler shared with the Trustees, that a meeting has been scheduled for Monday, 6.1.20, with School Director Castner and ESF Legal Counsel S. Dieter, to construct an official furlough policy for staff, in the case that re-opening is delayed in the Fall due to COVID-19.*
10. Finance Committee: *S. Adair reported that the school's budget continues to be on track. S. Adair had sent all Trustees the proposed budget for the 2020-21 School Year to review. This second Draft shows a further budgeted decrease in expenditures, and with proposed deficit- Adair noted that Trustees can expect the Fund Balance to shift from 365K to 186K for the 2020-21 School Year. Adair reminds the Trustees that the current proposed budget does not include the money the school received from the PPP Loan as funds available. Three ongoing items before final budget adoption include (1) working on decreasing the TRI contract, (2) negotiations for decrease in lease agreement obligations due to school closures, (3) School Director preparing Budget Versions "B" and "C" to reflect either a reduction in State Aid. or a directive of opening at limited student capacities. Scenarios will be discussed at June Trustees meeting, at which time it is also expected that Final Budget proposal can be adopted.*
11. School Director's Report: *S. Castner reminded the Trustees that this afternoon there is scheduled a Focus Group with CSO and Board Members. S. Castner also shared that Trustee C. Wilkins sat on a 2nd Grade ELA Love Zoom lesson, and he commented that the Zoom very much had the feel of "being in school". C. Wilkins was very impressed by the organization and presentation of new learning the 2nd grade students, and also noted great satisfaction the level of engagement he was able to observe by the students. S. Castner shared her excitement that projected reporting shows a doubling of the school's ENL population, and the school will have staffed 5 bilingual teachers for the 2020-21 school year to accommodate. SWD numbers remain consistent, with no increase or decrease at present. S. Castner shared that one of the goals of the School's Leadership team has been to monitor gaps in standards that are a direct result of COVID-19 closures. S. Castner also shared that SWD population has 100% participation in Live Zoom lessons, and this can be attributed*

to individual Intervention Teachers constant communication with Families, as well as a very involved Special Education Coordinator, K. Jacobson- who has weekly calls and check-ins with all SWD families. Speech groups continue to be offered to all DCS students virtually. S. Castner shared that by the June meeting- she will have prepared two hybrid models for the upcoming school year. One that reflects 50% student re-entry at a time, the second that shows 50% virtual learning at a time.

10. *Progress on Strategic Plan and Results of Board Self Evaluation: S. Varhus will follow up with individual committees to ensure progress on these items and will report at June meeting.*
11. *Adjournment: S. Etsler moved and C. Wilkins seconded a motion to adjourn; the motion carried unanimously at 9:42 am.*
12. *New Business: no new business*
13. *Adjournment: The meeting was adjourned at 9:42 am.*

Minutes submitted by A. Hagen

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

June 19, 2020; 8:00-9:30 A.M.

Due to the COVID-19 School Closure- the Board of Trustees meeting was held remotely using Zoom video conferencing. The meeting information was included in Public Notice as well as on the school's website.

Topic: Discovery Charter School- Board of Trustees Meeting 6.19.20

Time: June 19, 2020 08:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us04web.zoom.us/j/77424741866?pwd=MFRjRmh3MVFOMDBsNEIRNGd6OStNUT09>

Meeting ID: 774 2474 1866

Passcode: Discovery

Trustees Present: *S. Varhus (Chair), D. Dedee (Vice Chair), S. Adair (Treasurer), R. Stiles (Secretary), T. Jackson, C. Wilkins, S. Estler, L. Lewis*

Trustees Excused: *L. Lewis*

Also Present: *S. Polowitz (Board Counsel), S. Castner (School Director), A. Hagen (DCS Operations), L. Montenaro (Board candidate), F. Dicks (Dean), L. MacKay (Equity Committee), K. Snyder (Admin Intern)*

1. Call to Order
 - a. *The Chair called the meeting to order at 8:11 a.m., and it was determined that a lawful quorum of seven was present. (S. Estler present for audio, not video-- therefore not counted towards quorum)*
2. Proof of Public Notice of Meeting
 - a. *Public Notice was provided in the Messenger Post and posted at the school*
3. Conflict of Interest Reminder
 - a. *The Chairperson read the following statement: "The Chair reminds everyone that, if a potential conflict of interest exists concerning a subject under discussion by the Board, you have an obligation to disclose the potential conflict and, if deemed a conflict, recuse yourself and leave the room during any discussion and vote on the subject."*
4. Opportunity for Public Comment; *no public comment*

5. Consent Agenda: *Approval of the following: Minutes from Previous Meetings (5.15.20), and (5.29.20 special meeting). Moved by S. Adair, seconded by C. Wilkins, approved unanimously.*
6. Equity and Access Committee: *Board Chair S. Varhus welcomed three members from the DCS Equity and Access Committee (F. Dicks, L. MacKay, K. Snyder) to present the work that is being done at the school. L. MacKay opened by sharing that the Committee strives to build a more equitable staff community. The Committee shared that they will be providing Professional Development opportunities for all staff. The team discussed new protocols for DCS, sharing that 'Equity Ambassadors' will be assigned to address and discuss any staff concerns surrounding equity at the School. C. Wilkins posed the question "Where do you see challenges? How can the Board help?" The committee commented that they will be able to answer these questions soon. A recent staff survey was distributed to collect current feelings around staff equity at DCS. The committee shared that preliminary surveys have shown that issues with virtual learning have brought to light equity concerns among staff. In the future the committee would also like to include a student version of an Equity and Access Committee and aims to raise activism among the student population as well. The Committee closed by sharing that the main goal is to create empowerment for all at DCS. The Chair thanked the Committee for their important work.*
7. Executive Committee: *no new business*
8. Governance Committee: *R. Stiles shared with the Board, that he and S. Varhus recently met with Daan Braveman of Nazareth College, to see if he would be interested in joining the Discovery Board of Trustees. D. Braveman is soon retiring as President of Nazareth College, and seemed favorable to continuing Board work with our school. R. Stiles shared that he would revisit the discussion with Mr. Braveman in the next few weeks after his retirement with the college is official. Board Chair moved to approve Lisa Montenaro as a Board Member. Motion (Resolution #389) to nominate Lisa Montenaro was made by R. Stiles, and seconded by S. Adair, and approved unanimously. The Chair noted that the resolution and motion to appoint is subject to CSO approval and is optimistic that L. Montenaro will be fully appointed by July 2020.*
9. Academic Excellence Committee: *C. Wilkins shared that Discovery will be heading into renewal looking hard at Benchmark #1, student academic achievement. C. Wilkins shared with the Trustees that data must be submitted to the State by October 14th, 2020- and will include data from both Spring 2020 and Fall 2020. At present, during distance/virtual learning, it was shared that the school has collected data for 70% of students in grades 3-6. For ELA, the school is compiling F & P data, and for Math, the school is compiling IXL. C. Wilkins shared that these platforms would provide the best estimate of proficiency levels for State Reporting. C. Wilkins also noted that the Leadership Team plans to adjust curriculum for the Fall, with plans to utilize Engage NY modules for Math, and EL Expeditionary Learning curriculum as a supplement with Achievement First for ELA. The Coaches recognized the need to increased writing practice moving into the Fall and believe that the addition of Achievement First will allow for this. Also in discussion are the plans*

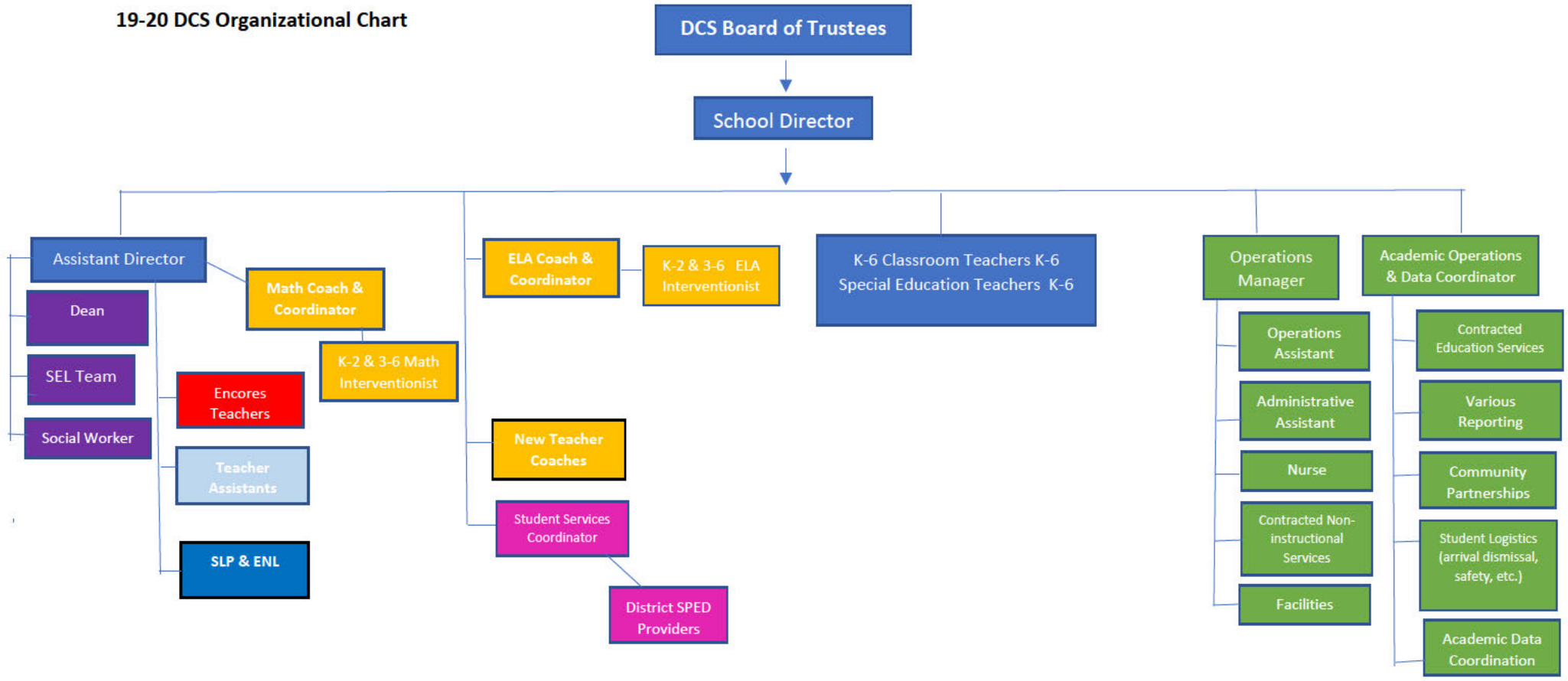
- for a Hybrid Model of academic structure, if students are mandated to stagger their return to school in the Fall after the COVID-19 closures. C. Wilkins shared that the committee is working diligently to ensure three plans are developed and ready for face-to-face learning, Hybrid learning, and full distance learning. Discovery is also hosting a virtual distance learning summer program for Grades K-6. The program is scheduled to be 4 weeks long, and 4 days a week (Monday- Thursday), twenty hours a week. The goal of the summer program is to have students at a mastery of standards for their ending grade. All instruction is Live, and attendance is mandatory for those students enrolling.*
10. *Personnel Committee: S. Etsler shared with the Trustees that a new Leadership Succession Plan has been created for Discovery, with Kara Snyder (Administrative Intern) named in succession for School Director. In her current role, it was shared that K. Snyder will head up academic improvement, culture & climate, family and community engagement, and operational management at Discovery.*
 11. *Finance Committee: S. Adair reported that the school's budget continues to be on track. S. Adair shared that though the Budget for the 2020-21 school year has been approved by the Trustees for submission, we can expect to have to revise it a number of times as the state budget is revised. The Chair presented resolution #388, to approve the 2020-21 Budget, with a note that as it stands, there is a \$158K deficit projected. S. Adair reminded the Trustees that the deficit would be covered in full by forgiveness of the PPP Loan obtained by the school. Motion to approve the 2020-21 School Budget (Resolution #388) was made by S. Adair, seconded by C. Wilkins, and approved unanimously. S. Polowitz, Board Counsel, reminded the Trustees, that the resolution as written comes with the express understanding that the Budget is subject to revision with future changes to the State budget.*
 12. *School Director's Report: S. Castner shared with the Trustees instruction expectations and goals for the Fall. S. Castner shared goals as including the establishment of Model Classrooms, consistent lesson plan templates used by teachers, a three week August Professional Development retreat for all staff before students start, standards created based on data, creating a culture of "urgency" within Discovery, 2020-21 Teams Planning, and a streamlined assessment calendar. S. Castner turned the presentation over to K. Snyder (Administrative Intern), who shared proposed changes to the 2020-21 Family Handbook. Changes included incorporating the School's updated Mission Statement, the school's changed relationship with EL, including the Dragon Care pledge with SEL, including the School's Habits of Scholarship, and updating the Health Overview with new guidance from NYSED and CDC. Another change proposed, is that any snow day will become a distance learning day, and a behavior suspension can now include a remote learning consideration to alleviate missed learning. Motion to approve the 2020-21 Family Handbook was made by S. Adair, seconded by D. DeDee, and unanimously approved. S. Castner closed by sharing with Trustees that a new Executive Order by the State of NY, has suspended all Teacher evaluations during the closure. S. Castner noted that in lieu of the formal year end evaluations, she is planning informal Zoom meetings with each staff member to determine*

focus areas and goals for the upcoming School Year. An updated organizational chart was presented to the Trustees, with the position of Assistant Director removed. Motion to approve the 2020-21 Organizational Chart as presented was made by L. Lewis, seconded by R. Stiles, and unanimously approved. In closing, the school director noted that the major factor that will impact a reopening plan for Discovery is the availability of RCSD transportation services.

10. *Progress on Strategic Plan and Results of Board Self Evaluation: S. Varhus shared progress on these items: weekly walk-throughs at the School, implicit bias training (in process), developing an understanding and use of school data, and a commitment by the Trustees to visit other Charter Schools that approach a 75% proficiency.*
11. *Bidding Farewell to Trustees D. DeDee and S. Estler: Sara Varhus moved that the Board offer a vote of thanks to Donna Dedee, who has been a Trustee since 2012, and Sarah Etsler, who has been a Trustee since 2014, for their faithful service to Discovery Charter School. The Chair thanked Trustees DeDee and Estler on their combined many years of service and dedication to the Board. The Chair presented a Motion of Appreciation to the Trustees moved by L. Lewis, seconded by R. Stiles, and unanimously approved by acclamation.*
12. *Adjournment: R. Stiles moved and S. Adair seconded a motion to adjourn; the motion carried unanimously at 9:33 am.*
13. *New Business: no new business*
14. *Adjournment: The meeting was adjourned at 9:37 am.*

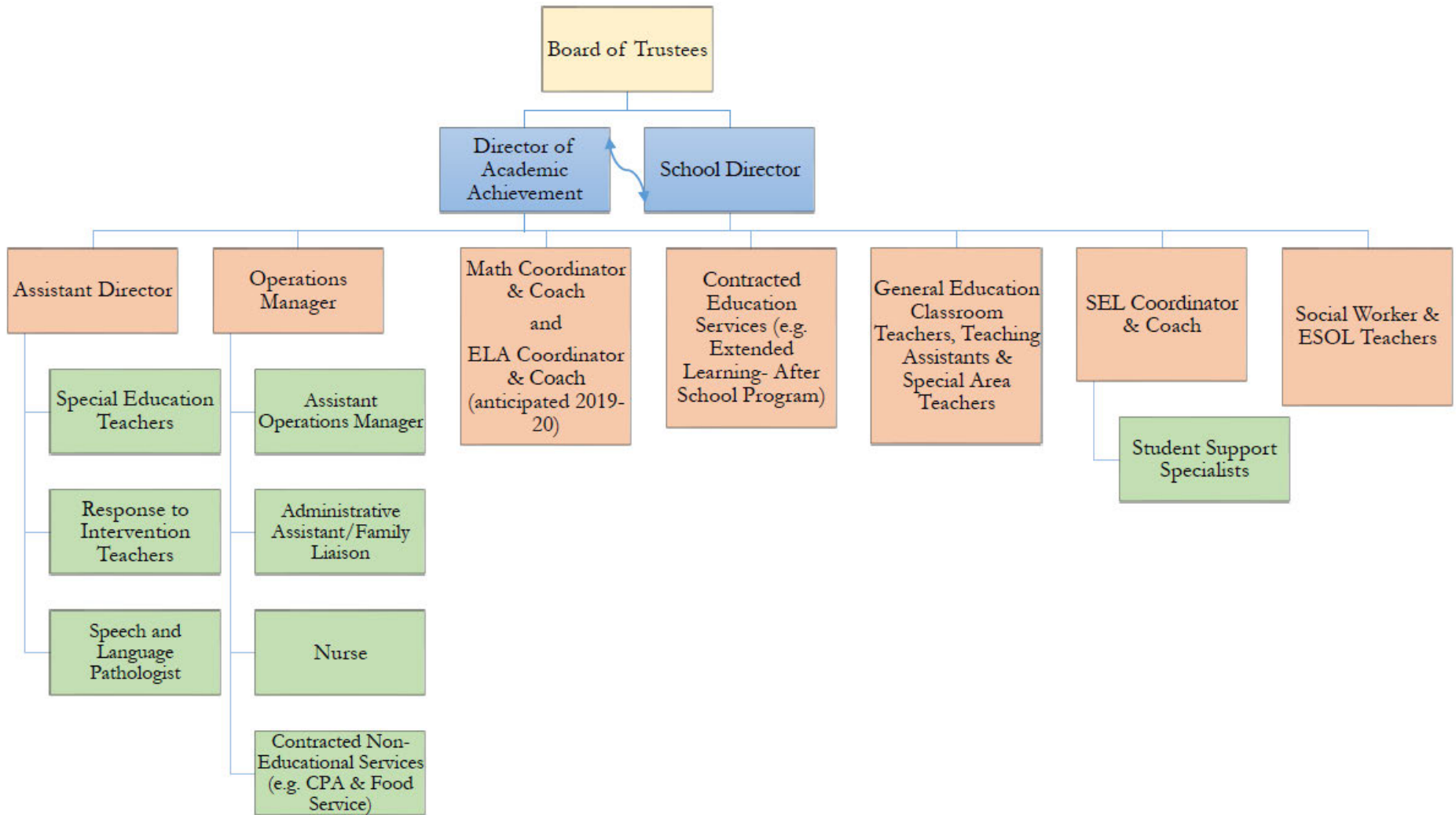
Minutes submitted by A. Hagen

19-20 DCS Organizational Chart



**All Subject to change based on data and need*

18-19 DCS Organization Chart



2020-2021 Discovery Charter School	
August 17-September 4: Staff Retreat	
September 7: Labor Day Holiday (No School)	
September 8: Conference Day (No School) [Staff PD]	
September 9: First Day for Students	
October 9: Conference Day (No School) [Staff PD]	
October 12: Columbus Day Holiday (No School)	
October 20-22: ELA Benchmarks 2-6	
October 27-29: Math Benchmarks K-6	
November 3: Conference Day (No School) [Data Dive]	
November 11: Veteran's Day Holiday (No School)	
November 24: Parent Teacher Conferences (Half-Day)	
November 25-27: Thanksgiving Recess (No School)	
December 8-10: ELA Benchmarks 1-6	
December 15-17: Math Benchmarks K-6	
December 24-January 1: Winter Recess (No School)	
January 18: Dr. Martin Luther King Holiday (No School)	
February 15-19: President's Recess (No School)	
March 16-18: ELA Benchmarks K-6	
March 23-25: Math Benchmarks K-6	
March 29-April 2: Spring Recess (No School)	
April 20-22: NYS Math Test (3 rd -6 th)	
April 30: Conference Day (No School) [Data Dive]	
May 4-6: NYS ELA Test (3 rd -6 th)	
May 31: Memorial Day Holiday (No School)	
June 25: Last Day for Students (Half-Day)	
Phone Number: (585) 342-4032	
Hours: 9:00-4:10 (Half Days 9:00-11:30)	
www.rochesterdiscovery.com	
Q1: 9.9-11.10; Q2: 11.11-1.22 Q3: 1.23-4.9; Q4: 4.10-6.25	

JULY 2020						
S	M	T	W	T	F	S
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AUGUST 2020						
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30	31					

SEPTEMBER 2020						
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27	28	29	30			

OCTOBER 2020						
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NOVEMBER 2020						
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22	23	24	25	26	27	28
29	30					

DECEMBER 2020						
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13	14	15	16	17	18	19
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JANUARY 2021						
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FEBRUARY 2021						
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28						

MARCH 2021						
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28	29	30	31			

APRIL 2021						
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25	26	27	28	29	30	1

MAY 2021						
S	M	T	W	T	F	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
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30	31					

JUNE 2021						
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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			

181 student days (1,152 hours and 50 min. of instruction) + 19 additional staff development days

■ First and Last day for Students
 ■ Holiday Recess
 ■ NYS Exams
■ DCS Benchmarks
 ■ Half-Day for Students
 ■ Conference Day (no students)

Subject to change based on the COVID Crisis – if any changes are needed, we will communicate to all as soon as changes are known.

Part I: General Information and Fire/Life Safety History

Inspection Date 07/15/2020

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 # *

585-334-8010

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: 112,000

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	9/26/2019	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	9/30/2019	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	10/8/2019	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	10/10/2019	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	10/11/2019	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	10/29/2019	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7	10/30/2019	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	12/5/2019	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9		<input type="checkbox"/>	<input type="checkbox"/>
10		<input type="checkbox"/>	<input type="checkbox"/>
11		<input type="checkbox"/>	<input type="checkbox"/>
12		<input type="checkbox"/>	<input type="checkbox"/>

c. If the required number of fire and emergency drills were not held during this reporting cycle, please describe the reason:

Executive Order for distance learning began 3/13/2020.

d. on the next page, please provide dates of the required monthly EMERGENCY EVACUATION DRILLS

EMERGENCY EVACUATION DRILLS

Per NYS Fire Code; Section 405, Table 405.2

Required, monthly, for all occupants of Group E (Educational) buildings

NOTE: Some drills reported below may coincide with dates reported in 8 (b) above

d. provide dates of the required monthly EMERGENCY EVACUATION DRILLS

	dates of drills	comments
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		

e. If the required monthly evacuation drills were not held during the previous 12 months, provide reason:

f. Average time to evacuate facility was: 2 minutes 18 seconds

g. 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**

h. 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** N/A

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: Non-Conformance Reporting Sheets

PART II - A

Item	Non-Conf	Date Corrected	Date Reinspected
01A-2	<input type="checkbox"/>		
01B-1	<input type="checkbox"/>		
01C-1	<input type="checkbox"/>		
01D-1	<input type="checkbox"/>		
01E-1	<input type="checkbox"/>		
02A-2	<input type="checkbox"/>		
02B-1	<input type="checkbox"/>		
02C-3	<input type="checkbox"/>		
02D-1	<input type="checkbox"/>		
02E-2	<input type="checkbox"/>		
02F-3	<input type="checkbox"/>		
02G-2	<input type="checkbox"/>		
03A-3	<input type="checkbox"/>		
03B-1	<input type="checkbox"/>		
04A-2	<input type="checkbox"/>		
04B-2	<input type="checkbox"/>		
04C-1	<input type="checkbox"/>		
05A-3	<input type="checkbox"/>		
05B-2	<input type="checkbox"/>		
05C-2	<input type="checkbox"/>		
06A-1	<input type="checkbox"/>		
06B-1	<input type="checkbox"/>		
06C-1	<input type="checkbox"/>		
06D-2	<input type="checkbox"/>		
06E-3	<input type="checkbox"/>		
06F-1	<input type="checkbox"/>		
06G-1	<input type="checkbox"/>		
06H-2	<input type="checkbox"/>		
07A-3	<input type="checkbox"/>		
07B-2	<input type="checkbox"/>		
07C-2	<input type="checkbox"/>		

PART II - B

Item	Non-Conf	Date Corrected	Date Reinspected
08A-2	C		
08B-2	C		
08C-2	C		
08D-2	C		
08E-2	C		
09A-2	C		
09B-2	C		
09C-1	A		
09D-1	C		
09F-2	A		
09G-2	C		
10A-2	C		
10B-2	C		
10C-1	C		
10D-1	C		
11A-2	C		
11B-1	C		
11C-2	C		
11D-2	C		
11E-1	C		
12A-1	C		
12B-3	C		
12C-2	C		
12D-2	C		
12E-1	C		
12F-1	C		
12G-1	C		
12H-1	C		
12I-1	C		
12J-1	A		
12K-1	C		
12L-1	C		
12M-1	C		
12N-1	C		
12O-2	C		

PART II - B

Item	Non-Conf	Date Corrected	Date Reinspected
13A-2	<input type="checkbox"/>		
13B-2	<input type="checkbox"/>		
14A-2	<input type="checkbox"/>		
14B-2	<input type="checkbox"/>		
14C-2	<input type="checkbox"/>		
14D-1	<input type="checkbox"/>		
14E-1	<input checked="" type="checkbox"/>		
15A-2	<input type="checkbox"/>		
15B-1	<input type="checkbox"/>		
15C-2	<input type="checkbox"/>		
15D-2	<input type="checkbox"/>		
15E-1	<input type="checkbox"/>		
16A-2	<input type="checkbox"/>		
16B-2	<input type="checkbox"/>		
16C-2	<input type="checkbox"/>		
16D-2	<input type="checkbox"/>		
17A-3	<input type="checkbox"/>		
17B-2	<input type="checkbox"/>		
17C-2	<input type="checkbox"/>		
17D-2	<input type="checkbox"/>		
17E-1	<input type="checkbox"/>		
17F-3	<input type="checkbox"/>		
17G-1	<input type="checkbox"/>		
17H-2	<input type="checkbox"/>		
17I-2	<input type="checkbox"/>		
17J-1	<input type="checkbox"/>		
17K-1	<input type="checkbox"/>		
17L-1	<input type="checkbox"/>		
18A-2	<input type="checkbox"/>		
18B-2	<input type="checkbox"/>		
18C-2	<input type="checkbox"/>		
18D-2	<input type="checkbox"/>		
19A-3	<input type="checkbox"/>		
19B-2	<input type="checkbox"/>		
19C-1	<input type="checkbox"/>		

Part II: Non-Conformance Reporting Sheets

PART II - B

Item	Non-Conf	Date Corrected	Date Reinspected
19D-1	<input type="checkbox"/>		
19E-1	<input type="checkbox"/>		
19F-1	<input type="checkbox"/>		
19G-1	<input type="checkbox"/>		
19H-2	<input type="checkbox"/>		
20A-1	<input type="checkbox"/>		
20B-1	<input type="checkbox"/>		
20C-1	<input type="checkbox"/>		
21A-3	<input type="checkbox"/>		
22A-3	<input type="checkbox"/>		
22B-3	<input type="checkbox"/>		
22C-3	<input type="checkbox"/>		
23A-1	<input type="checkbox"/>		
23B-1	<input type="checkbox"/>		
23C-1	<input type="checkbox"/>		
23D-2	<input type="checkbox"/>		
24A-3	<input type="checkbox"/>		
25A-1	<input type="checkbox"/>		
25B-1	<input type="checkbox"/>		
25C-1	<input type="checkbox"/>		
26A-3	<input type="checkbox"/>		

If any additional nonconformances are observed, check item 26A-3 and list the specific code sections here:

Inspector

Confirm that the inspector has been provided with a copy of the previous year's school fire safety inspection report:

YES

NO

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 M. Forsyth

Telephone #: 

Title: Asst. Fire Marshal

Certification #: 

(as designated by the NYS Department of State)

Email: cforsyth@greenport.gov

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 _____

Part II: Public School Fire and Building Safety Non-Conformance Report Sheet

School District _____
 Facility # _____

Building Name _____

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									
02A-2					09B-2					14D-1					20A-1				
02B-1					09C-1	1	7/28	7/28		14E-1	1				20B-1				
02C-3					09D-1					15A-2					20C-1				
02D-1					09F-2	1	7/28	7/28		15B-1					21A-3				
02E-2					09G-2					15C-2					22A-3				
02F-3					10A-2					15D-2					22B-3				
02G-2					10B-2					15E-1					22C-3				
					10C-1					16A-2					23A-1				
03A-3					10D-1					16B-2					23B-1				
03B-1										16C-2					23C-1				
					11A-2					16D-2					23D-2				
04A-2					11B-1					17A-3					24A-3				
04B-2					11C-2					17B-2					25A-1				
04C-1					11D-2					17C-2					25B-1				
					11E-1					17D-2					25C-1				
05A-3										17E-1									
05B-2					12A-1					17F-3									
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	1	7/28	7/28		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									

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 _____

All schools complete Section 8 only if the building has electrically-operated folding partitions.

Initial Inspection:
 Fire Safety Inspector: Name Christopher M. Forsyth
 Date 27 July 2020

Registry # 0717-0224 (26E-4)

Final Inspection (if required):
 Fire Safety Inspector: Name _____
 Date _____

Registry # _____ (26F-4)

2019-20 DCS Emergency Drill Log

<p>Date: 9/26/19 2:00</p> <p>K: CH, NP, & HS 1: RT & EE 2: EH & AD/BD 3: CL & CD 3/4: JC/TK 4: CL & LM 5: LM/EC & KF/MJ 6: EM & YG PE: KC/JB VA: AL PA: MS</p> <p>Students Unaccounted For: 5 in intervention group</p> <p>Time: 2:55 out 4:46 all accounted for</p> <p>Notes: No alarms, first drill with area of refuge</p>	<p>Date: 9/30/19 2:25</p> <p>K: CH, NP, & HS 1: RT & EE 2: EH & AD/BD 3: CL & CD 3/4: JC/TK 4: CL & LM 5: LM/EC & KF/MJ 6: EM & YG PE: KC/JB VA: AL PA: MS</p> <p>Students Unaccounted For:</p>	<p>Date: 10/8/19 9:45</p> <p>K: CH, NP, & HS 1: RT & EE 2: EH & AD/BD 3: CL & CD 3/4: JC/TK 4: CL & LM 5: LM/EC & KF/MJ 6: EM & YG PE: KC/JB VA: AL PA: MS</p> <p>Students Unaccounted For:</p>	<p>Date: 10/10/19 2:25</p> <p>K: CH, NP, & HS 1: RT & EE 2: EH & AD/BD 3: CL & CD 3/4: JC/TK 4: CL & LM 5: LM/EC & KF/MJ 6: EM & YG PE: KC/JB VA: AL PA: MS</p> <p>Students Unaccounted For:</p>	<p>Date: 10/11/19 12:15</p> <p>K: CH, NP, & HS 1: RT & EE 2: EH & AD/BD 3: CL & CD 3/4: JC/TK 4: CL & LM 5: LM/EC & KF/MJ 6: EM & YG PE: KC/JB VA: AL PA: MS</p> <p>Students Unaccounted For:</p>	<p>Date: 10/29/19 1:55</p> <p>K: CH, NP, & HS 1: RT & EE 2: EH & AD/BD 3: CL & CD 3/4: JC/TK 4: CL & LM 5: LM/EC & KF/MJ 6: EM & YG PE: KC/JB VA: AL PA: MS</p> <p>Students Unaccounted For:</p>	<p>Date: 10/30/19 2:30</p> <p>K: CH, NP, & HS 1: RT & EE 2: EH & AD/BD 3: CL & CD 3/4: JC/TK 4: CL & LM 5: LM/EC & KF/MJ 6: EM & YG PE: KC/JB VA: AL PA: MS</p> <p>Students Unaccounted For:</p>
<p>Date: 12/5/19 10:15</p> <p>K: CH, NP, & HS 1: RT & EE 2: EH & AD/BD 3: CL & CD 3/4: JC/TK 4: CL & LM 5: LM/EC & KF/MJ 6: EM & YG PE: KC/JB VA: AL PA: MS</p> <p>Students Unaccounted For:</p>	<p>Date: 12/5/19 10:15</p> <p>K: CH, NP, & HS 1: RT & EE 2: EH & AD/BD 3: CL & CD 3/4: JC/TK 4: CL & LM 5: LM/EC & KF/MJ 6: EM & YG PE: KC/JB VA: AL PA: MS</p> <p>Students Unaccounted For:</p>	<p>Date: 12/5/19 10:15</p> <p>K: CH, NP, & HS 1: RT & EE 2: EH & AD/BD 3: CL & CD 3/4: JC/TK 4: CL & LM 5: LM/EC & KF/MJ 6: EM & YG PE: KC/JB VA: AL PA: MS</p> <p>Students Unaccounted For:</p>	<p>Date: 12/5/19 10:15</p> <p>K: CH, NP, & HS 1: RT & EE 2: EH & AD/BD 3: CL & CD 3/4: JC/TK 4: CL & LM 5: LM/EC & KF/MJ 6: EM & YG PE: KC/JB VA: AL PA: MS</p> <p>Students Unaccounted For:</p>	<p>Date: 12/5/19 10:15</p> <p>K: CH, NP, & HS 1: RT & EE 2: EH & AD/BD 3: CL & CD 3/4: JC/TK 4: CL & LM 5: LM/EC & KF/MJ 6: EM & YG PE: KC/JB VA: AL PA: MS</p> <p>Students Unaccounted For:</p>	<p>Date: 12/5/19 10:15</p> <p>K: CH, NP, & HS 1: RT & EE 2: EH & AD/BD 3: CL & CD 3/4: JC/TK 4: CL & LM 5: LM/EC & KF/MJ 6: EM & YG PE: KC/JB VA: AL PA: MS</p> <p>Students Unaccounted For:</p>	<p>Date: 12/5/19 10:15</p> <p>K: CH, NP, & HS 1: RT & EE 2: EH & AD/BD 3: CL & CD 3/4: JC/TK 4: CL & LM 5: LM/EC & KF/MJ 6: EM & YG PE: KC/JB VA: AL PA: MS</p> <p>Students Unaccounted For:</p>



CERTIFICATE OF OCCUPANCY

VALID FOR FACILITY:

DISCOVERY CHARTER SCHOOL
133 HOOVER DRIVE
ROCHESTER, NEW YORK 14615

DISTRICT:

DISCOVERY CHARTER SCHOOL
SARA CASTNER
133 HOOVER DR
ROCHESTER, NEW YORK 14615

Building ID: 260501861002

Issuance Date: August 03, 2020
Effective Date: August 01, 2020
Expiration Date: August 01, 2021

OBTAIN FIRE SAFETY REPORT FROM DISTRICT OFFICE

THIS CERTIFICATE VOIDS ANY PREVIOUSLY ISSUED