

Application: Discovery Charter School

Castner Sara - scastner@rochesterdiscovery.com
2022-2023 Annual Report

Summary

ID: 0000000152
Last submitted: Oct 31 2023 01:57 PM (EDT)
Labels: Board of Regents

Entry 1 School Info and Cover Page

Completed - Jul 31 2023

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 the [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 2022-2023 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, 2023)** or you may not be assigned the correct tasks.

BASIC INFORMATION

a. SCHOOL NAME

(Select name from the drop down menu)

DISCOVERY CHARTER SCHOOL 800000070175

a1. Popular School Name

Discovery Charter School

b. CHARTER AUTHORIZER (As of June 30th, 2023)

Please select the correct authorizer as of June 30, 2023 or you may not be assigned the correct tasks.

BOARD OF REGENTS

c. School Unionized

Is your charter school unionized?

No

d. DISTRICT / CSD OF LOCATION

GREECE CSD

e. Date of Approved Initial Charter

Dec 1 2010

f. Date School First Opened for Instruction

Aug 1 2011

g. Approved School Mission and Key Design Elements

(Regents, NYCDOE and Buffalo BOE authorized schools only)

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.

h. School Website Address

www.rochesterdiscovery.com

i. Total Approved Charter Enrollment for 2022-2023 School Year

280

j. Total Enrollment on June 30, 2023 - excluding Pre-K program enrollment

272

k. Grades Served

Grades served during the 2022-2023 school year (exclude Pre-K program students):

Use the CTRL button to select multiple grades to accurately capture every grade level served.

Responses Selected:

k
1
2
3
4
5
6

I. Charter Management Organization

Do you have a [Charter Management Organization](#)?

No

FACILITIES INFORMATION

m. FACILITIES

Will the school maintain or operate multiple sites in 2023-2024?

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

m1a. Please provide the contact information for Site 1.

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Sara Castner	School Director	585-342-4032	██████████	scastner@rochesterdiscovery.com
Operational Leader	Anne Culver	Finance/HR Manager	585-342-4032	██████████	aculver@rochesterdiscovery.com
Compliance Contact	Sara Castner	School Director	585-342-4032	██████████	scastner@rochesterdiscovery.com
Complaint Contact	Sara Castner	School Director	585-342-4032	██████████	scastner@rochesterdiscovery.com
DASA Coordinator	Rita Nilsson	Social Worker	585-342-4032	██████████	nilsson@rochesterdiscovery.com
Phone Contact for After Hours Emergencies	Sara Castner	School Director	585-342-4032	██████████	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, 2023.

- **Fire inspection certificates must be updated annually. For the upcoming school year 2023-2024, submit a current fire inspection certificate.**
- **If the fire inspection certificate is dated after the August 1, 2022 submission of the Annual Report, please submit the new certificate with the Annual Report entries due on November 1, 2023.**

Site 1 Certificate of Occupancy (COO)

[Certificate of Occupancy.pdf](#)

Filename: Certificate of Occupancy.pdf **Size:** 151.3 kB

Site 1 Fire Inspection Report

This is required, marked optional for administrative purposes.

[Fire Inspection Report.pdf](#)

Filename: Fire Inspection Report.pdf **Size:** 404.2 kB

n. List of owned, rented, leased facilities not used to educate students

Separate by semi-colon (;)

none

CHARTER REVISIONS DURING THE 2022-2023 SCHOOL YEAR

o. Were there any revisions to the school's charter during the 2022-2023 school year? (Please include approved or pending material and non-material charter revisions).

Please note, listing the revisions here does not constitute a request. Schools are advised to seek revision requests through their authorizer directly.

Yes

o2. Summary of Charter Revisions

	Category (Select Best Description)	Specific Revision (150 word limit)	Date Approved by BOT (if applicable)	Date Approved by Authorizer (if applicable)
1	Change in Maximum Approved Enrollment	Increase enrollment from 280 to 300	11/18/2022	4/17/2023
2	Change in mission, vision or philosophy	Revised Mission Statement	11/18/2022	2/13/2023
3	Other	Revise Key Design Elements	11/18/2022	2/13/2023
4				
5				

More revisions to add?

No

ATTESTATIONS

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

Name	Sara Castner
Position	School Director
Phone/Extension	585-342-4032-140
Email	scastner@rochesterdiscovery.com

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

Responses Selected:

Yes

As outlined in ENTRY 10:

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

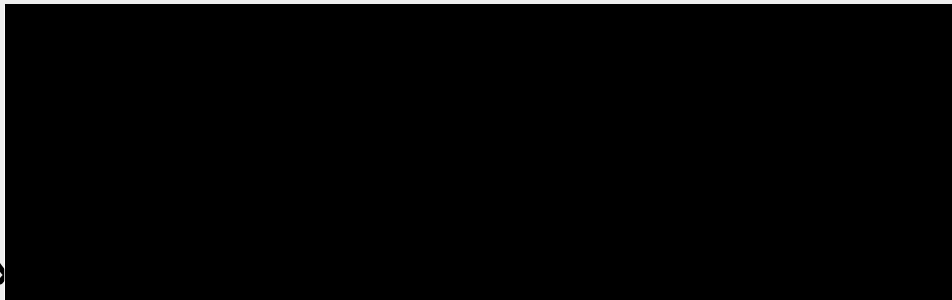
Responses Selected:

Yes

Signature, Head of Charter School



Signature, President of the Board of Trustees



Date

Jul 17 2023



Thank you.

Entry 2 Links to Critical Documents on School Website

Completed - Jul 31 2023

[Instructions](#)

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

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

1. Current Annual Report (i.e., 2021-2022 Annual Report);[\[1\]](#)
2. Board meeting notices, agendas and documents;
3. New York State School Report Card;
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy **(For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)**;
5. District-wide safety plan, not a building level safety plan (as per the September 2021 [Emergency Response Plan Memo](#));
6. Authorizer-approved FOIL Policy; and
7. Subject matter list of FOIL records. (Example: See [NYSED Subject Matter List](#))

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

Form for Entry 2 Links to Critical Documents on School Website

School Name: **Discovery Charter School**

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

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

[New York State Report Card](#)

[Emergency Response Plan Memo](#)

[NYSED Subject Matter List](#)

	Link to Documents
1. Current Annual Report (i.e., 2022-2023 Annual Report)	http://www.rochesterdiscovery.com/about-dcs/annual-report/
2. Board meeting notices, agendas and documents	http://www.rochesterdiscovery.com/about-dcs/board-of-trustees-meeting-minutes/
3. New York State School Report Card	http://www.rochesterdiscovery.com/nysed-school-report-card/
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	http://www.rochesterdiscovery.com/dasa/
5. District-wide safety plan, not a building level safety plan (as per the September 2021 Emergency Response Plan Memo	http://www.rochesterdiscovery.com/dcs-safety-plan/
6. Authorizer-approved FOIL Policy	http://www.rochesterdiscovery.com/foil-policy/
7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List)	http://www.rochesterdiscovery.com/foil-policy/

Thank you.



Entry 3 Progress Toward Goals

Completed - Oct 26 2023

Instructions

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

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters no later than **November 1, 2023**.

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

Entry 3 Progress Toward Goals

PROGRESS TOWARD CHARTER GOALS

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

Complete the tables provided. List each goal and measure as contained in the school's currently approved charter, and indicate whether the school has met or not met the goal. Please provide information for all goals no later than November 1, 2023.

1. ACADEMIC STUDENT PERFORMANCE GOALS

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

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters no later than **November 1, 2023**.

2022-2023 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	75% of students K-2 will read on grade level by the end of the year.	Rigby Reading Assessment	Met	
Academic Goal 2	40-50% of 3rd grade students will pass the ELA state test and 45-55% will pass the Math state test.	NYS ELA and Math Assessments	Met	
Academic Goal 3	50-65% of 4th grade students will pass the ELA state test and 45-60% will pass the Math state test.	NYS ELA and Math Assessments	Met	
Academic Goal 4	50-60% of 5th grade students will pass the ELA state test and 40-55% will pass the Math state test.	NYS ELA and Math Assessments	Not Met	We met the goal for Math but not for ELA. We have implemented a new ELA Spiral Review Protocol (30 minutes of additional ELA instruction daily).
Academic Goal 5	50-70% of 6th grade students will pass the ELA state test and 40-50% will pass the Math state test.	NYS ELA and Math Assessments	Met	
Academic Goal 6				

Academic Goal 7				
Academic Goal 8				
Academic Goal 9				
Academic Goal 10				

2. Do have more academic goals to add?

No

4. ORGANIZATION GOALS

For the 2022-2023 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”.

2022-2023 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	Improve average daily attendance from 87% to 95%.	Daily attendance records	Not Met	We did not meet, however we were approaching with improvement to 91% We will continue the implementation of an attendance coordinator to monitor daily attendance. We also are going to implement quarterly perfect attendance celebrations.
Org Goal 2	100% of Discovery Families will attend at least one family event during the school year.	Conference/Meeting/ family event attendance.	Met	
Org Goal 3	Implementation of consistent Instructional Leadership Team walkthroughs.	Walkthrough Rubric/ILT notes	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

6. FINANCIAL GOALS

2022-2023 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	The finance committee, in consultation with the school director, will develop a plan to align expenditures with revenue projections 2022-2025.	5-year budget approved by the Board of Trustees.	Met	
Financial Goal 2				
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				

7. Do have more financial goals to add?

No

Thank you.

Entry 3 Accountability Plan Progress Reports

Incomplete - Hidden from applicant

Instructions

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

SUNY-authorized charter schools must download an Accountability Plan Progress Report template at [Accountability Plan Progress Report](#). After completing, SUNY-authorized charter schools must upload the document into the Annual Report Portal, **and** into the SUNY Epicenter document management system by September 15, 2023.

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

Entry 4 - Audited Financial Statements

Completed - Oct 26 2023

Required of ALL Charter Schools

ALL SUNY-authorized charter schools must upload the financial statements and related documents in PDF format into the [Annual Report Portal](#) and into the SUNY Epicenter document management system no later than **November 1, 2023**. **SUNY-authorized charter schools** are asked to ensure that security features such as password protection are turned off.

ALL Regents, NYCDOE, and Buffalo BOE-authorized charter schools must upload final, audited financial statements to the [Annual Report Portal](#) no later than **November 1, 2023**. Upload the independent auditor's report, any advisory and/or management letter, and the internal controls report as one submission, combined into a PDF file, ensuring that security features such as password protections are removed from all school uploaded documents.

PLEASE NOTE: This task appears as visible and optional task in the online portal until August 1 2023 but will be identified as a required task thereafter and due on November 1, 2023. This is a required task, and it is marked optional for administrative purposes only.

Discovery Audit 22-23

Filename: Discovery_Audit_22-23.pdf Size: 1.4 MB

Entry 4a – Audited Financial Report Template (SUNY)

Incomplete - Hidden from applicant

Instructions - SUNY-Authorized Charter Schools ONLY

SUNY-authorized schools must download the Excel spreadsheet entitled “Audited Financial Statement Template” at <http://www.newyorkcharters.org/fiscal/>. After completing, schools must upload the document into the [Annual Report Portal](#) and into the SUNY Epicenter document management system no later than **November 1, 2023**.

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

Entry 4b – Audited Financial Report Template (BOR/NYC/BOE)

Completed - Oct 23 2023

Instructions - Regents-Authorized Charter Schools ONLY

Regents-authorized schools must download and complete the Excel spreadsheet entitled “Audited Financial Report Template” from the online portal or the [2022-2023 Annual Reports](#) webpage. Upload the completed file in Excel format and submit by **November 1, 2023**.

Please complete one spreadsheet at the Education Corporation level and submit the same spreadsheet for each of the schools.

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

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

audited-financial-report-template-nysed

Filename: audited-financial-report-template-nysed.xlsx Size: 72.3 kB

Entry 4c – Additional Financial Documents

Completed - Oct 26 2023

Regents, NYCDOE and Buffalo BOE authorized schools must upload financial documents and submit by **November 1, 2023**. The items listed below should be uploaded, with an explanation if not applicable or available. For example, a “federal Single Audit was not required because the school did not expend federal funds of more than the \$750,000 Threshold.”

1. Advisory and/or Management letter

2. Federal Single Audit
3. Agreed-Upon Procedure Report
4. Evidence of Required Escrow Account for each school^[1]
5. Corrective Action Plan for Audit Findings and Management Letter Recommendations

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

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

2023

Filename: 2023.09.30_Escrow_Stmt.pdf Size: 97.2 kB

Entry 4c

Filename: Entry_4c_GcCJ8Vh.docx Size: 12.4 kB

DISCOVERY CHARTER SCHOOL - 06

Filename: DISCOVERY_CHARTER_SCHOOL_-_06.30.2_PDwIEL3.pdf Size: 363.4 kB

DISCOVERY CHARTER SCHOOL AND FRIENDS OF DISCOVERY CHARTER SCHOOL, INC

Filename: DISCOVERY_CHARTER_SCHOOL_AND_FRIEN_wmURKXD.pdf Size: 308.7 kB

Entry 4d - Financial Contact Information

Completed - Oct 26 2023

Regents, NYCDOE, and Buffalo BOE authorized schools should enter financial contact information directly into the form within the portal by **November 1, 2023**.

Form for "Financial Contact Information"

1. School Based Fiscal Contact Information

	School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone
	Anne Culver	aculver@rochesterdiscovery.com	585-342-4032

2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
	Kate VanBramer	kvanbramer@mmb-co.com	585-423-1860	11

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

	Firm Name	Contact Person	Mailing Address	Email	Phone	Years With Firm

Entry 5 – Fiscal Year 2023-2024 Budget

Completed - Oct 30 2023

SUNY-authorized charter schools should download the [2023-2024 Budget and Quarterly Report Template and the 2023-2024 Budget Narrative Questionnaire](#) from the SUNY website and upload the completed templates into the Annual Report Portal and into the Epicenter document management system. **Due November 1, 2023.**

Regents, NYCDOE, and Buffalo BOE authorized charter schools should upload a copy of the school's FY22 Budget using the [2023-2024 Budget Template](#) into the Annual Report Portal or from the Annual Report website. **Due November 1, 2023.**

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

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

[updated-2023-2024-ar-budget-template](#)

Filename: updated-2023-2024-ar-budget-templ_Q3yAAAp.xlsx Size: 37.4 kB

Entry 6 – Board of Trustees Disclosure of Financial Interest Form

Completed - Jul 31 2023

Required of ALL Charter Schools

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 2022-2023 school year must complete and sign a Trustee [Disclosure of Financial Interest Form](#) is due on August 1, 2023. Acceptable signature formats include:

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

All completed forms must be collected and uploaded in .PDF format for each individual member. **The education corporation is responsible for ensuring that each member who served on the board during the 2022-2023 school year completes the form.**

Charter schools **must** submit the latest version of the form. 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 Trustee Disclosure of Financial Interest Form, trustees must disclose information relevant to any of the schools served by the governing education corporation.

[Discovery Board Disclosure of Financial Interest](#)

Filename: Discovery_Board_Disclosure_of_Fina_LSAdK9m.pdf Size: 1.8 MB

Entry 7 BOT Membership Table

Completed - Jul 31, 2023

Instructions

Required of ALL charter schools

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

Entry 7 BOT Table

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

Authorizer:

Who is the authorizer of your charter school?

Board of Regents

1. 2022-2023 Board Member Information (Enter info for each BOT member)

	Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Completed Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2022-2023
1	Sara Varhus	[REDACTED]	Chair	Exec. Comm. Governance Comm. Audit and Finance Comm.	Yes	4	07/01/2022	07/01/2025	12
2	Lisa Lewis	[REDACTED]	Vice Chair	Exec. Comm. Human Resources Comm. Diversity, Equity, and Inclusion Comm.	Yes	3	07/01/2023	07/01/2026	10
3	Scott Adair	[REDACTED]	Treasurer	Executive Comm. Audit and Finance Comm.	Yes	3	07/01/2022	07/01/2025	11
4	Daan Braveman	[REDACTED]	Trustee/Member	Governance Comm. Diversity, Equity, and	Yes	1	07/01/2023	07/01/2026	11

				Inclusion Comm.					
5	Robert Stiles	██████████ ██████████ ██████████	Trustee/ Member	Governance Comm. Human Resources Comm.	Yes	2	07/01/2021	07/01/2024	12
6	Sareer Fazili	██████████ ██████████ ██████████	Secretary	Exec. Comm. Audit and Finance Comm.	Yes		10/01/2021	07/01/2024	9
7	Ebony Stubbs	██████████ ██████████ ██████████	Parent Rep	Human Resources Comm. Diversity, Equity, and Inclusion Comm.	Yes	1	04/1/2021	06/06/2023	8
8	Tamika Jackson	██████████ ██████████ ██████████ ██████████	Trustee/ Member	Academic Excellence Comm. Diversity, Equity, and Inclusion Comm.	Yes	1	07/01/2021	10/24/2022	5 or less
9	Amy Slakes	██████████ ██████████ ██████████	Trustee/ Member	Academic Excellence	Yes		05/01/2021	08/04/2022	5 or less

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

Yes

1b. Board Member Information

	Trustee Email Address	Position on the Board	Committee Affiliation s	Voting Member Per By- Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/ YYYY)	End Date of Current Term (MM/DD/ YYYY)	Board Meetings Attended During 2022- 2023
10	Christian Wilkins [REDACTED]	Trustee/ Member	Exec. Comm. Academi c Excellen ce Governance	Yes	1	07/01/20 21	07/01/20 24	6
11	Marisol Galarza- Ruiz [REDACTED]	Trustee/ Member		Yes		12/01/20 22	07/01/20 25	6
12								
13								
14								
15								

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

No

2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

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

a. Total Number of BOT Members on June 30, 2023	8
b.Total Number of Members Added During 2022-2023	1
c. Total Number of Members who Departed during 2022-2023	3
d.Total Number of members, as set in Bylaws, Resolution or Minutes	10

3. Number of Board meetings held during 2022-2023

12

4. Number of Board meetings scheduled for 2023-2024

12

Total number of Voting Members on June 30, 2023:

8

Total number of Voting Members added during the 2022-2023 school year:

1

Total number of Voting Members who departed during the 2022-2023 school year:

3

Total Maximum Number of Voting members in 2022-2023, as set by the board in bylaws, resolution, or minutes:

10

Total number of Non-Voting Members on June 30, 2023:

0

Total number of Non-Voting Members added during the 2022-2023 school year:

0

Total number of Non-Voting Members who departed during the 2022-2023 school year:

0

Total Maximum Number of Non-Voting members in 2022-2023, as set by the board in bylaws, resolution or minutes:

0

Board members attending 8 or fewer meetings during 2022-2023

5

Thank you.

Entry 8 Board Meeting Minutes

Completed - Jul 31 2023

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

Schools must upload a complete set of monthly board meeting minutes (July 2022-June 2023), which should match the number of meetings held during the 2022-2023 school year, as indicated in the above table. The minutes provided must be the final version approved by the school's Board of Trustees and may be uploaded individually or as one single combined file. Board meeting minutes must be submitted by **August 1, 2023**.

Discovery Board of Trustee Minutes 22-23

Filename: Discovery_Board_of_Trustee_Minutes_22-23.pdf Size: 1.3 MB

Entry 9 Enrollment & Retention

Completed - Jul 31 2023

Instructions for submitting Enrollment and Retention Efforts

Required of ALL Charter Schools

Describe the good faith efforts the charter school has made in 2022-2023 toward meeting targets to attract and retain the enrollment of Students with Disabilities (SWDs), English Language Learners (ELLs), and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2023-2024.

*SUNY-authorized charter schools

The education corporation must include a plan for the charter to meet or exceed enrollment and retention targets established by the SUNY Trustees for students with disabilities, ELLs, and students who are eligible to participate in the FRPL program. See the [enrollment and retention target calculator](#) to find specific targets.

Entry 9 Enrollment and Retention of Special Populations

Good Faith Efforts to Meet Recruitment Targets (Attract)

	Describe Recruitment Efforts in 2022-2023	Describe Recruitment Plans in 2023-2024
Economically Disadvantaged	Weighted lottery (x2), expansive Social Emotional Learning team as well as a wide range of tier 2 and 3 interventions, frequent updates on website and social media on events happening in the school	Weighted lottery (x2), expansive Social Emotional Learning team as well as a wide range of tier 2 and 3 interventions, frequent updates on website and social media on events happening in the school, strategic UPK recruitment made in Head Start Programs within the city of Rochester.
English Language Learners	Weighted Lottery (x4), increase in non-native speakers of English on staff who can serve current students and families, prioritize maintaining and building relationships with outreach programs, optional school tour, DCS has worked to recognize and celebrate cultural events for schoolwide and classroom instruction	Family/Community building events 2 times a year, DCS has worked to recognize and celebrate cultural events for schoolwide and classroom instruction
Students with Disabilities	DCS employs their own special education teachers and offers a wide continuum of services, Weighted lottery (x4), optional school tour	Family/Community building events 2 times a year, DCS will hold quarterly family information sessions/workshops related to the special education process

Good Faith Efforts To Meet Enrollment Retention Targets

	Describe Retention Efforts in 2022-2023	Describe Retention Plans in 2023-2024
Economically Disadvantaged	Weighted lottery (x2), expansive Social Emotional Learning team as well as a wide range of tier 2 and 3 interventions, frequent updates on website and social media on events happening in the school	Weighted lottery (x2), expansive Social Emotional Learning team as well as a wide range of tier 2 and 3 interventions, frequent updates on website and social media on events happening in the school, strategic UPK recruitment made in Head Start Programs within the city of Rochester.
English Language Learners	Weighted Lottery (x4), increase in non-native speakers of English on staff who can serve current students and families, prioritize maintaining and building relationships with outreach programs, optional school tour, DCS has worked to recognize and celebrate cultural events for schoolwide and classroom instruction	Family/Community building events 2 times a year, DCS has worked to recognize and celebrate cultural events for schoolwide and classroom instruction
Students with Disabilities	DCS employs their own special education teachers and offers a wide continuum of services, Weighted lottery (x4), optional school tour	Family/Community building events 2 times a year, DCS will hold quarterly family information sessions/workshops related to the special education process

Entry 10 – Teacher and Administrator Attrition

Completed - Jul 31 2023

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

A. TEACH System – Employee Clearance

Required of ALL Charter Schools

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

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

1. Emergency Conditional Clearances

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

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

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

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

B. Emergency Conditional Clearances

Emergency Conditional Clearances

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

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

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

Attestation

Responses Selected:

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

Entry 11 Percent of Uncertified Teachers

Completed - Jul 31 2023

Instructions

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

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

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

Entry 11 Uncertified Teachers

School Name:

Instructions for Reporting Percent of Uncertified Teachers

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

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

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

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, 2023)	3
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2023)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2023)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2023)	2
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. Mathematics	0
ii. Science	0
iii. Computer Science	0
iv. Technology	0
v. Career and Technical Education	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, 2023)	0
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2023)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2023)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2023)	0
Total Category C: not to exceed 5	0.0

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

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

	FTE Count
Total	5

CATEGORY D: TOTAL FTE COUNT OF UNCATEGORIZED, UNCERTIFIED TEACHERS

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

	FTE Count
Total Category D	0

CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

	FTE Count
Total Category E	29

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	34

Thank you.



Entry 12 Organization Chart

Completed - Jul 31, 2023

[Instructions](#)

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

Upload the 2022-2023 **Organization Chart**. The organization chart should be a graphic representation (A list will not be accepted.) and should include position titles and reporting (hierarchical) relationships. Employee names should **not** appear on the chart.

[DCS Organizational Chart 2021-2024 \(chart only\)](#)

Filename: _DCS_Organizational_Chart_2021-202_jukAV1h.pdf Size: 88.6 kB

Entry 13 School Calendar

Completed - Jul 31 2023

[Instructions for submitting School Calendar](#)

Required of ALL Charter Schools

If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 1, 2023 submission. Charter schools must upload a final school calendar into the portal and may do so at any time but no later than **September 15, 2023**.

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

Board of Regents-authorized charter schools also are required to submit school calendars that clearly indicate the start and end date of the instructional year AND the number of instructional hours and/or instructional days for each month (also used to align to schools with extended days/years referenced in their mission statements/key design elements). See an example of a calendar showing the requested information. Schools **must** use a calendar format and ensure there is a monthly tally of instructional days.

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

[23-24 Approved Calendar](#)

Filename: 23-24_Approved_Calendar.pdf Size: 167.4 kB

Entry 14 Staff Roster

Completed - Jul 31 2023

[INSTRUCTIONS](#)

Required of Regents and NYCDOE-authorized Charter Schools ONLY

Please click on the MS Excel [Faculty/Staff Roster Template](#) and provide the following information for **ANY and ALL** instructional and non-instructional employees (all faculty and staff employed by the school during the 2022-2023 school year).

Use of the 2022-2023 Annual Report Faculty/Staff Roster Template is required. Each of the data elements, with the exception of the Notes, are required, and use of the drop-down options, when provided, is also required.

Reminders: Please use the Notes section provided to add any additional information as deemed necessary. Failure to adhere to the guidelines and validations in the Faculty/Staff Roster Template will result in a resubmission of a fully corrected roster.

Here is the complete list of data elements in the roster template and an explanation of what information is required to correctly complete this task.

Roster Data Elements	Explanations
Authorizer NOTE: MUST BE DONE FIRST	Select your school's authorizer from the drop-down list first , before completing the roster.
School Name and Institution ID	Select your school's name from the drop-down list .
Faculty/Staff First Name	Enter the first name of the Faculty/Staff person.
Faculty/Staff Last Name	Enter the last name of the Faculty/Staff person.

TEACH ID	Enter the 7 digit TEACH ID for the Faculty/Staff person.
Role in School	Select the best choice of role of the Faculty/Staff person from the drop-down list .
CPR/AED Certification Status	Select the appropriate choice from the drop-down list .
Hire Date	Enter the date that the Faculty/Staff person was hired.
Start Date	Enter the date that the Faculty/Staff person actually began employment in this school.
Total Years' Experience in this Role	Enter Total Years of Experience that the Faculty/Staff person has in their current role.
Total Years at this School	Enter the Total Years that the Faculty/Staff person has been employed in this school.
Out-of-Certification Justification	Select the appropriate choice from the drop-down list .
Subject Taught	Select the appropriate choice from the drop-down list .
Notes	Optional

[faculty-staff-roster-template-2023 \(2\)](#)

Filename: faculty-staff-roster-template-202_7ji4yLy.xlsx Size: 24.0 kB

Optional Additional Documents to Upload (BOR)

Incomplete

DISCOVERY CHARTER SCHOOL

ROCHESTER, NEW YORK

AUDITED CONSOLIDATED FINANCIAL STATEMENTS

OTHER CONSOLIDATING FINANCIAL INFORMATION

AND

INDEPENDENT AUDITOR'S REPORTS

JUNE 30, 2023

(With Comparative Totals for 2022)



BUSINESS
ADVISORS
AND CPAS

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BUSINESS
ADVISORS
AND CPAS

INDEPENDENT AUDITOR'S REPORT

Board of Trustees
Discovery Charter School

Report on the Audit of the Consolidated Financial Statements

Opinion

We have audited the consolidated financial statements of Discovery Charter School, which comprise the consolidated statement of financial position as of June 30, 2023, and the related consolidated statements of activities and changes in net assets, functional expenses, and cash flows for the year then ended, and the related notes to the consolidated financial statements.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of Discovery Charter School as of June 30, 2023, and the changes in their net assets and their cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

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

Change in Accounting Principle

As discussed in Note A to the consolidated financial statements, in 2023, the entity adopted new accounting guidance related to accounting for leases. Our opinion is not modified with respect to this matter.

Responsibilities of Management for the Financial Statements

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

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

Auditor's Responsibilities for the Audit of the Consolidated Financial Statements

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

In performing an audit in accordance with GAAS, we:

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

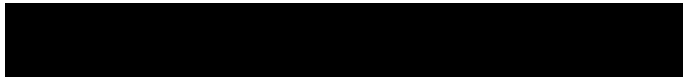
We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Report on Summarized Comparative Financial Information

We have previously audited Discovery Charter School's June 30, 2022 consolidated financial statements, and we expressed an unmodified audit opinion on those consolidated audited financial statements in our report dated October 13, 2022. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2022 is consistent, in all material respects, with the consolidated audited financial statements from which it has been derived.

Other Report Required by Government Auditing Standards

In accordance with Government Auditing Standards, we have also issued our report dated October 19, 2023 on our consideration of the Discovery Charter School's internal control over financial reporting and on our tests of its compliance with certain provision of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards in considering Discovery Charter School's internal control over financial reporting and compliance.



Rochester, New York
October 19, 2023

DISCOVERY CHARTER SCHOOL
CONSOLIDATED STATEMENT OF FINANCIAL POSITION
JUNE 30, 2023
(With Comparative Totals for 2022)

	June 30,	
<u>ASSETS</u>	2023	2022
<u>CURRENT ASSETS</u>		
Cash	\$ 577,308	\$ 17,887
Grants and other receivables	344,516	455,124
Employee Retention Credit receivable, net	322,592	-
Prepaid expenses	-	34,462
TOTAL CURRENT ASSETS	1,244,416	507,473
<u>PROPERTY AND EQUIPMENT, net</u>	221,762	314,230
<u>OTHER ASSETS</u>		
Cash in escrow	100,000	100,000
Right of use asset	356,583	-
	456,583	100,000
TOTAL ASSETS	\$ 1,922,761	\$ 921,703
<u>LIABILITIES AND NET ASSETS</u>		
<u>CURRENT LIABILITIES</u>		
Accounts payable and accrued expenses	\$ 243,269	\$ 177,604
Accrued payroll and benefits	307,887	300,300
Current portion of lease liability	367,316	-
TOTAL CURRENT LIABILITIES	918,472	477,904
<u>OTHER LIABILITIES</u>		
Deferred lease liability	-	10,627
TOTAL LIABILITIES	918,472	488,531
<u>NET ASSETS</u>		
Without donor restrictions	697,523	160,979
With donor restrictions	306,766	272,193
TOTAL NET ASSETS	1,004,289	433,172
TOTAL LIABILITIES AND NET ASSETS	\$ 1,922,761	\$ 921,703

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

DISCOVERY CHARTER SCHOOL

CONSOLIDATED STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS

YEAR ENDED JUNE 30, 2023
(With Comparative Totals for 2022)

	Year ended June 30,			2022
	2023		Total	
	Without donor restrictions	With donor restrictions		
Operating revenue and support:				
Public school districts:				
Per pupil allocation income	\$ 3,852,718	\$ -	\$ 3,852,718	\$ 3,827,208
District textbooks in-kind	16,310	-	16,310	16,427
Students with disabilities	176,895	-	176,895	180,345
Total revenue from public school districts	<u>4,045,923</u>	<u>-</u>	<u>4,045,923</u>	<u>4,023,980</u>
Federal and State grants	1,325,711	296,766	1,622,477	1,390,471
Private grants	25,769	-	25,769	5,485
Employee retention credit, net	322,592	-	322,592	-
Uniform income	835	-	835	-
Loss on disposal of property and equipment	(324)	-	(324)	-
Net assets released from donor restriction	<u>262,193</u>	<u>(262,193)</u>	<u>-</u>	<u>-</u>
Total other revenue and support	<u>1,936,776</u>	<u>34,573</u>	<u>1,971,349</u>	<u>1,395,956</u>
TOTAL OPERATING REVENUE AND SUPPORT	5,982,699	34,573	6,017,272	5,419,936
Expenses:				
Program services:				
Regular education	3,741,241	-	3,741,241	3,827,907
Special education	814,165	-	814,165	1,052,774
Supporting services:				
Management and general	<u>890,749</u>	<u>-</u>	<u>890,749</u>	<u>932,248</u>
TOTAL EXPENSES	<u>5,446,155</u>	<u>-</u>	<u>5,446,155</u>	<u>5,812,928</u>
CHANGE IN NET ASSETS	536,544	34,573	571,117	(392,992)
Net assets at beginning of year	<u>160,979</u>	<u>272,193</u>	<u>433,172</u>	<u>826,164</u>
NET ASSETS AT END OF YEAR	<u>\$ 697,523</u>	<u>\$ 306,766</u>	<u>\$ 1,004,289</u>	<u>\$ 433,172</u>

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

DISCOVERY CHARTER SCHOOL

CONSOLIDATED STATEMENT OF FUNCTIONAL EXPENSES

YEAR ENDED JUNE 30, 2023
(With Comparative Totals for 2022)

	No. of positions		Year ended June 30,					2022
			2023			Supporting Services		
	June 30,		Regular education	Special education	Sub-total	Management and general	Total	Total
	2023	2022						
Personnel service costs:								
Administrative staff	8	10	\$ 198,521	\$ 193,461	\$ 391,982	\$ 257,139	\$ 649,121	\$ 661,144
Instructional personnel	50	53	1,735,040	422,594	2,157,634	-	2,157,634	2,444,241
Non-instructional personnel	<u>8</u>	<u>12</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>295,479</u>	<u>331,474</u>
Total salaries and wages	66	75	1,933,561	616,055	2,549,616	552,618	3,102,234	3,436,859
Payroll taxes and employee benefits			365,418	109,081	474,499	70,902	545,401	615,698
Retirement			175,730	45,120	220,850	16,622	237,472	225,466
Legal service			-	-	295,479	21,348	21,348	29,586
Accounting/ auditing services			-	-	-	32,809	32,809	23,311
Other purchased/ professional/ consulting services			91,577	-	91,577	45,352	136,929	129,432
Building and land rent/ lease/ facility finance interest			-	-	325,240	36,138	361,378	361,377
Repairs & maintenance			142,789	-	142,789	17,643	160,432	139,300
Insurance			325,240	33,937	-	11,313	45,250	39,867
Utilities			59,179	-	59,179	19,838	79,017	86,450
Supplies/ materials			51,176	12,354	63,530	-	63,530	98,329
Equipment/ furnishings			17,464	-	17,464	4,366	21,830	20,248
Staff development			15,441	5,146	20,587	-	20,587	10,251
Marketing/ recruitment			-	-	-	10,873	10,873	7,992
Technology			32,508	-	32,508	8,131	40,639	74,249
Food service			333,793	-	333,793	-	333,793	308,930
Student services			58,686	10,159	68,845	-	68,845	24,644
Office expense			13,615	1,637	15,252	13,342	28,594	41,274
Depreciation and amortization			70,308	10,817	81,125	27,041	108,166	110,787
In-kind expenses			13,048	3,262	16,310	-	16,310	16,427
Other			7,771	-	8,305	2,413	10,718	-
			<u>\$ 3,741,241</u>	<u>\$ -</u>	<u>\$ 4,555,406</u>	<u>\$ -</u>	<u>\$ 5,446,155</u>	<u>\$ 5,812,928</u>

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

534
814,165

890,749

12,451

DISCOVERY CHARTER SCHOOL

CONSOLIDATED STATEMENT OF CASH FLOWS

YEAR ENDED JUNE 30, 2023
(With Comparative Totals for 2022)

	<u>Year ended June 30,</u>	
	<u>2023</u>	<u>2022</u>
<u>CASH FLOWS - OPERATING ACTIVITIES</u>		
Change in net assets	\$ 571,117	\$ (392,992)
Adjustments to reconcile change in net assets to net cash provided from (used for) operating activities:		
Depreciation and amortization	108,166	110,787
Loss on disposal of property and equipment	324	-
Changes in certain assets and liabilities affecting operations:		
Grants and other receivables	110,608	(350,277)
Employee retention credit receivable	(322,592)	-
Prepaid expenses	34,462	(34,462)
Accounts payable and accrued expenses	65,665	13,240
Accrued payroll and benefits	7,587	49,975
Lease liability, net of right-of-use asset	106	10,627
NET CASH PROVIDED FROM (USED FOR) OPERATING ACTIVITIES	<u>575,443</u>	<u>(593,102)</u>
<u>CASH FLOWS - INVESTING ACTIVITIES</u>		
Purchases of property and equipment	<u>(16,022)</u>	<u>(81,988)</u>
NET CASH USED FOR INVESTING ACTIVITIES	<u>(16,022)</u>	<u>(81,988)</u>
NET INCREASE (DECREASE) IN CASH AND RESTRICTED CASH	559,421	(675,090)
Cash and restricted cash at beginning of year	<u>117,887</u>	<u>792,977</u>
CASH AND RESTRICTED CASH AT END OF YEAR	<u>\$ 677,308</u>	<u>\$ 117,887</u>
Reconciliation of cash reported within the consolidated statement of financial position that sum to the total amounts shown in the consolidated statements of cash flows:		
Cash	\$ 577,308	\$ 17,887
Cash in escrow	<u>100,000</u>	<u>100,000</u>
Total cash and restricted cash showing in the consolidated statements of cash flows	<u>\$ 677,308</u>	<u>\$ 117,887</u>

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

DISCOVERY CHARTER SCHOOL

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

JUNE 30, 2023

(With Comparative Totals for 2022)

NOTE A: THE ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation and principles of consolidation

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

The Organization

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

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

Basis of accounting

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

Financial statement presentation

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

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

Net Assets With Donor Restrictions

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

DISCOVERY CHARTER SCHOOL

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2023

(With Comparative Totals for 2022)

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

Revenue and support recognition

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

The Organization records substantially all revenue over time as follows:

Public school district revenue

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

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

	June 30,		
	2023	2022	2021
Grants and other receivables	\$ 81,071	\$ 4,594	\$ 13,977
Accounts payable and accrued expenses	\$ -	\$ 25,815	\$ -

Contributions

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

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

DISCOVERY CHARTER SCHOOL

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2023

(With Comparative Totals for 2022)

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

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

Grant revenue

Some of the School's revenue is derived from cost-reimbursable federal and state contracts and grants, which are conditioned upon certain performance requirements and/or the incurrence of allowable qualifying expenses. Amounts received are recognized as revenue when the School has incurred expenditures in compliance with specific contract or grant provisions. Certain grants are subject to audit and retroactive adjustments by its funders. Any changes resulting from these audits are recognized in the year they become known. Qualifying expenditures that have been incurred but are yet to be reimbursed are reported as grants receivable in the accompanying consolidated statement of financial position. The Charter School received cost-reimbursement grants of approximately \$402,000 and \$1,160,600 that have not been recognized at June 30, 2023 and 2022, respectively, because qualifying expenditures had not yet been incurred.

Cash

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

Cash in escrow

The School maintains cash in an escrow account in accordance with the terms of its charter agreement. The amount in escrow was \$100,000 at both June 30, 2023 and 2022.

Grants and other receivables

Grants and other receivables are stated at the amount management expects to collect from outstanding balances. Management provides for probable uncollectible amounts based on its assessment of the current status of individual receivables from grants, agencies and others. Balances that are still outstanding after management has used reasonable collection efforts are written off against the allowance for doubtful accounts. There was no allowance for doubtful accounts at June 30, 2023 and 2022.

Property and equipment

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

DISCOVERY CHARTER SCHOOL

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2023

(With Comparative Totals for 2022)

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

Deferred lease liability

The School leases its facility. The lease contains pre-determined fixed escalations of the base rent. In accordance with GAAP, the School recognizes the related rent expense on a straight-line basis over the lease term and records the difference between the recognized rental expense and the amounts payable under the lease as a deferred lease liability at June 30, 2022.

Tax exempt status

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

The Organization files Form 990 tax returns in the U.S. federal jurisdiction and New York State. The tax returns for the years ended June 30, 2020 through June 30, 2023 are still subject to potential audit by the IRS and New York State. Management of the Organization believes it has no material uncertain tax positions and, accordingly it will not recognize any liability for unrecognized tax benefits.

Marketing costs

The Organization expenses marketing costs as incurred. Total marketing and recruiting costs approximated \$10,900 and \$8,000 for the years ended June 30, 2023 and 2022, respectively.

Contributed goods and services

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

The School received contributed goods that were valued at approximately \$16,300 and \$16,400, which are included in the accompanying consolidated statement of activities and changes in net assets for the years ended June 30, 2023 and 2022, respectively.

In-kind contributions

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

Use of estimates in the preparation of consolidated financial statements

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

DISCOVERY CHARTER SCHOOL

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2023

(With Comparative Totals for 2022)

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

Leases

The Organization leases office space and determines if an arrangement is a lease at inception. Operating leases are included in operating lease right-of-use (ROU) assets and other current liabilities on the accompanying consolidated statement of financial position.

ROU assets represent the Organization's right to use an underlying asset for the lease term and lease liabilities represent the obligation to make lease payments arising from the lease. Operating lease ROU assets and liabilities are recognized at commencement date based on the present value of lease payments over the lease term. As most of the leases do not provide an implicit rate, the Organization uses a risk-free rate based on the information available at commencement date in determining the present value of lease payments. The operating lease ROU asset also includes any lease payments made and excludes lease incentives. The lease terms may include options to extend or terminate the lease when it is reasonably certain that the Organization will exercise that option. Lease expense for operating lease payments is recognized on a straight-line basis over the lease term.

The Organization's lease agreements do not contain any material residual value guarantees or material restrictive covenants.

In evaluating contracts to determine if they qualify as a lease, the Organization considers factors such as if the Organization has obtained substantially all of the rights to the underlying asset through exclusivity, if the Organization can direct the use of the asset by making decisions about how and for what purpose the asset will be used and if the lessor has substantive substitution rights. This evaluation may require significant judgment.

Adoption of new accounting standard - leases

In February 2016, the FASB issued a new standard related to leases to increase transparency and comparability among entities by requiring the recognition of ROU assets and lease liabilities on the consolidated statement of financial position. Most prominent among the changes in the standard is the recognition of ROU assets and lease liabilities by lessees for those leases classified as operating leases under current U.S. GAAP. For nonpublic entities, the FASB voted on May 20, 2020, to extend the guidance in this new standard to be effective for fiscal years beginning after December 15, 2021, and interim periods within fiscal years beginning after December 15, 2022. The Organization adopted ASC 842 with the date of initial application of July 1, 2022.

The Organization recognized and measured leases existing at July 1, 2022 (the beginning of the period of adoption) through a cumulative effect adjustment, with certain practical expedients available. Lease disclosures for the year ended June 30, 2022 are made under prior lease guidance in FASB ASC 840.

As part of the adoption of ASC 842, the Organization elected practical expedients to account for the existing capital leases and operating leases as finance leases and operating leases, respectively, under the new guidance, without reassessing (a) whether the contracts contain leases under the new standard; (b) whether classification of capital leases or operating leases would be different in accordance with the new guidance; or (c) whether the unamortized initial direct costs before transition adjustments would have met the definition of initial direct costs in the new guidance at lease commencement.

DISCOVERY CHARTER SCHOOL

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2023

(With Comparative Totals for 2022)

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

As a result of the adoption of the new lease accounting guidance, the Organization recognized on July 1, 2022 an operating lease liability of \$713,660, which represents the present value of the remaining operating lease payments of \$733,382, discounted using the Organization's incremental borrowing rate of 2.84%, and a right-of-use asset of \$713,660.

The standard had a material impact on the accompanying consolidated statement of financial position, but did not have an impact on the consolidated statement of activities and changes in net assets, nor consolidated statements of cash flows. The most significant impact was the recognition of ROU assets and lease liabilities for operating leases.

New accounting pronouncement - credit losses

In June 2016 the FASB issued ASU 2016-13, "Financial Instruments – Credit Losses (Topic 326): Measurement of Credit Losses on Financial Instruments" (ASU 2016-13), which requires entities to use a new impairment model referred to as the current expected credit losses (CECL) model rather than incurred losses. The new standard affects accounting for loans, accounts (trade) receivable, held-to-maturity debt securities, and other financial assets included in the scope. For non-public entities, the new standard is effective for fiscal years beginning after December 15, 2022, including interim periods within those fiscal years. The Organization is currently evaluating the provisions of this standard to determine the impact the new standard will have on the Organization's financial position or results of operations.

Comparatives for the year ended June 30, 2022

The consolidated financial statements include certain prior year summarized comparative information in total but not by net asset class or functional classification. Such information does not include sufficient detail to constitute a presentation in conformity with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with the Organization's consolidated financial statements for the year ended June 30, 2022, from which the summarized information was derived.

Subsequent events

The Organization has conducted an evaluation of potential subsequent events occurring after the statement of financial position date through October 19, 2023, which is the date the financial statements are available to be issued. See Note N.

DISCOVERY CHARTER SCHOOL

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2023

(With Comparative Totals for 2022)

NOTE B: LIQUIDITY AND AVAILABILITY

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

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

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

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

	<u>June 30,</u>	
	<u>2023</u>	<u>2022</u>
Cash	\$ 577,308	\$ 17,887
Grants and other receivables	344,516	455,124
Employee Retention Credit receivable, net	<u>322,592</u>	<u>-</u>
	1,244,416	473,011
Less:		
Amounts unavailable for general expenditure within one year, due to:		
Restricted by donors with purpose restriction	<u>306,766</u>	<u>272,193</u>
Total financial assets available to management for general expenditures within one year	<u>\$ 937,650</u>	<u>\$ 200,818</u>

The Organization has a line of credit with maximum borrowings of \$400,000 which they could draw upon in the event of unanticipated liquidity needs. At June 30, 2023 and 2022, no amount was outstanding on this line.

NOTE C: SCHOOL FACILITY LEASE

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

DISCOVERY CHARTER SCHOOL

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2023

(With Comparative Totals for 2022)

NOTE C: SCHOOL FACILITY LEASE, Cont'd

The Company has an operating lease for building space. The lease has a remaining lease term of 1 year.

A summary of operating lease right-of-use assets and liabilities at June 30, 2023 are as follows:

	<u>Balance Sheet Classification</u>	
<u>Assets</u>		
Other assets	Right-of-use asset	<u>\$ 356,583</u>
<u>Liabilities</u>		
Current liabilities	Current portion of lease liability	<u>\$ 367,316</u>

The components of lease expense were as follows:

Operating lease cost:	<u>\$ 361,378</u>
-----------------------	-------------------

As of June 30, 2023, minimum payments due for lease liabilities for the following succeeding year is as follows:

2024	\$ 372,110
Less: Interest	<u>(4,794)</u>
Present value of lease liabilities	<u>\$ 367,316</u>

Supplemental information:

Cash paid for amounts included in the measurement of lease liabilities:	
Operating cash flows paid for operating leases	\$ 361,272
Right-of-use assets obtained in exchange for new lease liabilities (non-cash):	
Operating leases	\$ 713,660
Weighted-average remaining lease term:	
Operating leases	1 year
Weighted-average discount rate:	
Operating leases	2.84%

DISCOVERY CHARTER SCHOOL

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2023

(With Comparative Totals for 2022)

NOTE D: PROPERTY AND EQUIPMENT

Property and equipment consists of the following:

	<u>June 30,</u>	
	<u>2023</u>	<u>2022</u>
Classroom/playground equipment	\$ 110,206	\$ 110,206
Office equipment	12,201	12,201
Computer equipment	461,428	462,857
Food service equipment	6,708	6,708
Leasehold improvements	<u>276,492</u>	<u>276,492</u>
	867,035	868,464
Less accumulated depreciation and amortization	<u>645,273</u>	<u>554,234</u>
	<u>\$ 221,762</u>	<u>\$ 314,230</u>

NOTE E: NET ASSETS (DEFICIENCY)

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

	<u>June 30,</u>	
	<u>2023</u>	<u>2022</u>
Undesignated net assets (deficiency)	\$ 475,761	\$ (153,251)
Invested in property and equipment	<u>221,762</u>	<u>314,230</u>
	<u>\$ 697,523</u>	<u>\$ 160,979</u>

Net assets with donor restrictions consisted of the following:

	<u>June 30,</u>	
	<u>2023</u>	<u>2022</u>
Child Nutrition Program	\$ 293,289	\$ 258,427
Fresh Fruit and Veggies Program	782	1,713
Board Development Training	2,695	2,053
After School Program	<u>10,000</u>	<u>10,000</u>
	<u>\$ 306,766</u>	<u>\$ 272,193</u>

DISCOVERY CHARTER SCHOOL

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2023

(With Comparative Totals for 2022)

NOTE F: LINE OF CREDIT

The School has available \$400,000 of a line of credit with a bank, with interest at prime plus 1.5% (an effective rate of 9.75% at June 30, 2023). There were no borrowings outstanding on this line at June 30, 2023 or 2022.

NOTE G: RETIREMENT PLANS

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

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

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

The Organization is required to contribute at an actuarially determined rate, currently 10.29% of the annual covered payroll for the fiscal year ended June 30, 2023. The rate applicable to the year ended June 30, 2022 was 9.80%. The Organization's contributions made to the system was equal to 100% of the contributions required for each year. The required contributions for the current year and preceding year was:

2023	\$ 237,472
2022	225,466

Effective July 2012, the School established an Employee Retirement 403(b) Plan for all employees. The School may make a discretionary contribution to the Plan. There were no discretionary contributions made by the School for the years ended June 30, 2023 and 2022.

DISCOVERY CHARTER SCHOOL

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2023

(With Comparative Totals for 2022)

NOTE H: CONTINGENCY

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

NOTE I: CONCENTRATIONS

At June 30, 2023 and 2022 approximately 96% and 100% of grants and other receivables are due from the New York State Department of Education relating to certain grants at June 30, 2023 and 2022, respectively.

The School's primary source of funding is obtained from the New York State Department of Education and is reported as public school district income in the accompanying consolidated statement of activities and changes in net assets. This funding is based on the home district of each pupil and is received from various districts. The total per pupil allocation income for the years ended June 30, 2023 and 2022 was \$4,029,613 and 4,007,553, respectively. This is approximately 66% and 78% of total operating revenue and support for the years ended June 30, 2023 and 2022, respectively. The per-pupil rate is set annually by the State based on the school district in which the School's students are located.

NOTE J: COMMITMENTS

The School has a yearly services agreement with a not-for-profit organization to provide administrative management, human resources and information technology support. This expense amounted to approximately \$96,400 and \$90,900 for the years ended June 30, 2023 and 2022, respectively.

In July 2019, the School entered into a contract with an Institute to participate in their School Turnaround Program. The program is a three-year agreement that commenced in July 2019 and extended through June 2022 for a total cost of \$195,000. This contract was not renewed.

NOTE K: FUNCTIONAL EXPENSES

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

NOTE L: ACCOUNTING IMPACT OF COVID-19 OUTBREAK

In response to the COVID-19 outbreak, the Federal Government passed several COVID relief acts which include funding for elementary and secondary education. The Elementary and Secondary School Emergency Relief Fund (ESSER Fund) was established to award grants to state and local educational agencies. The School has recognized approximately \$898,000 and \$748,200 of revenue relative to ESSER grants during the years ended June 30, 2023 and 2022. The Organization had \$379,315 of ESSER grants still available through September 30, 2024; as of June 30, 2023.

DISCOVERY CHARTER SCHOOL

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2023

(With Comparative Totals for 2022)

NOTE M: GIFTS IN-KIND

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

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

<u>Program or Supporting Service</u>	<u>June 30,</u>	
	<u>2023</u>	<u>2022</u>
Regular education	\$ 13,048	\$ 13,142
Special education	<u>3,262</u>	<u>3,285</u>
	<u>\$ 16,310</u>	<u>\$ 16,427</u>

NOTE N: EMPLOYEE RETENTION CREDIT

In March, 2020, the CARES Act was enacted. Under the CARES Act, the Employee Retention Credit (“ERC”), a refundable wage-related tax credit, was made available to eligible employers. The Organization recognized a net benefit of approximately \$323,000 recorded as other revenue related to this credit during the year ended June 30, 2023. Fees incurred were approximately \$95,500. This net benefit is included as a receivable at June 30, 2023. The Organization received payment in full in July 2023.

NOTE O: RENEWAL PROCESS

The School is currently in the process of renewing its charter as granted by The New York State Board of Regents. The Charter currently expires June 30, 2024. The renewal process includes review by New York State Department of Education (NYSED) of various operational and governance aspects, including fiscal health and internal controls, board governance, and academic performance. The School is in the process of submitting its application for renewal. Upon review of the application and results, the NYSED will determine if the charter school be renewed and if so, for how long. Successful charter renewals can range from one to five years. At this time, management of the School expects the charter to be renewed.

DISCOVERY CHARTER SCHOOL

OTHER CONSOLIDATING FINANCIAL INFORMATION

INDEPENDENT AUDITOR'S REPORT ON CONSOLIDATING FINANCIAL INFORMATION

Board of Trustees
Discovery Charter School

We have audited the consolidated financial statements of Discovery Charter School as of and for the year ended June 30, 2023 and we have issued our report thereon dated October 19, 2023, which contained an unmodified opinion on those consolidated financial statements. Our audit was conducted for the purpose of forming an opinion on the consolidated financial statements as a whole.

The 2023 consolidating financial information hereinafter is presented for purposes of additional analysis and is not a required part of the consolidated financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the consolidated financial statements. The information has been subjected to the auditing procedures applied in the audit of the consolidated financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the consolidated financial statements or to the consolidated financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the consolidated financial statements for the year ended June 30, 2023, as a whole.



Rochester, New York
October 19, 2023

DISCOVERY CHARTER SCHOOL

CONSOLIDATING STATEMENT OF FINANCIAL POSITION

JUNE 30, 2023

<u>ASSETS</u>	<u>Discovery Charter School</u>	<u>Friends of Discovery Charter School, Inc.</u>	<u>Eliminations</u>	<u>Total</u>
<u>CURRENT ASSETS</u>				
Cash	\$ 567,217	\$ 10,091	\$ -	\$ 577,308
Grants and other receivables	344,516	-	-	344,516
Employee retention credit receivable, net	322,592	-	-	322,592
Prepaid expenses	-	-	-	-
TOTAL CURRENT ASSETS	<u>1,234,325</u>	<u>10,091</u>	<u>-</u>	<u>1,244,416</u>
<u>PROPERTY AND EQUIPMENT, net</u>	221,762	-	-	221,762
<u>OTHER ASSETS</u>				
Cash in escrow	100,000	-	-	100,000
Right-of-use asset	356,583	-	-	356,583
TOTAL ASSETS	<u>\$ 1,912,670</u>	<u>\$ 10,091</u>	<u>\$ -</u>	<u>\$ 1,922,761</u>
<u>LIABILITIES AND NET</u>				
<u>ASSETS</u>				
<u>CURRENT LIABILITIES</u>				
Accounts payable and accrued expenses	\$ 243,269	\$ -	\$ -	\$ 243,269
Accrued payroll and benefits	307,887	-	-	307,887
Current portion of lease liability	367,316	-	-	367,316
TOTAL CURRENT LIABILITIES	<u>918,472</u>	<u>-</u>	<u>-</u>	<u>918,472</u>
<u>NET ASSETS</u>				
Without donor restrictions	697,432	91	-	697,523
With donor restrictions	296,766	10,000	-	306,766
TOTAL NET ASSETS	<u>994,198</u>	<u>10,091</u>	<u>-</u>	<u>1,004,289</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 1,912,670</u>	<u>\$ 10,091</u>	<u>\$ -</u>	<u>\$ 1,922,761</u>

DISCOVERY CHARTER SCHOOL

CONSOLIDATING STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS

YEAR ENDED JUNE 30, 2023

	Discovery Charter School	Friends of Discovery Charter School, Inc.	Eliminations	Total
Operating revenue and support:				
Public school districts:				
Per pupil allocation income	\$ 3,852,718	\$ -	\$ -	\$ 3,852,718
District textbooks in-kind	16,310	-	-	16,310
Students with disabilities	<u>176,895</u>	<u>-</u>	<u>-</u>	<u>176,895</u>
Total revenue from public school districts	4,045,923	-	-	4,045,923
Federal and State grants	1,622,477	-	-	1,622,477
Private grants	25,769	-	-	25,769
Employee Retention Credit, net	322,592	-	-	322,592
Uniform income	835	-	-	835
Loss on disposal of property and equipment	<u>(324)</u>	<u>-</u>	<u>-</u>	<u>(324)</u>
Total other revenue and support	<u>1,971,349</u>	<u>-</u>	<u>-</u>	<u>1,971,349</u>
 TOTAL OPERATING REVENUE AND SUPPORT	 6,017,272	 -	 -	 6,017,272
Expenses:				
Program services:				
Regular education	3,741,241	-	-	3,741,241
Special education	814,165	-	-	814,165
Supporting services:				
Management and general	<u>890,749</u>	<u>-</u>	<u>-</u>	<u>890,749</u>
TOTAL EXPENSES	<u>5,446,155</u>	<u>-</u>	<u>-</u>	<u>5,446,155</u>
 CHANGE IN NET ASSETS	 571,117	 -	 -	 571,117
Net assets at beginning of year	<u>423,081</u>	<u>10,091</u>	<u>-</u>	<u>433,172</u>
NET ASSETS AT END OF YEAR	<u>\$ 994,198</u>	<u>\$ 10,091</u>	<u>\$ -</u>	<u>\$ 1,004,289</u>

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

REPORT TO THE BOARD OF TRUSTEES

JUNE 30, 2023



BUSINESS
ADVISORS
AND CPAS



BUSINESS
ADVISORS
AND CPAS

October 19, 2023

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

We have audited the consolidated financial statements of Discovery Charter School and Friends of Discovery Charter School, Inc. (the "Organization") as of and for the year ended June 30, 2023, and have issued our report thereon dated October 19, 2023. Professional standards require that we advise you of the following matters relating to our audit.

Our Responsibility in Relation to the Consolidated Financial Statement Audit

As communicated in our engagement letter dated May 30, 2023, our responsibility, as described by professional standards, is to form and express an opinion about whether the consolidated financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in conformity with accounting principles generally accepted in the United States of America. Our audit of the consolidated financial statements does not relieve you or management of its respective responsibilities.

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

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

We did not identify any deficiencies in internal control that we consider to be material weaknesses.

Planned Scope and Timing of the Audit

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

- 1 -

Compliance with all Ethics Requirements Regarding Independence

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

Significant Risks Identified

We have identified the following significant risks:

- Management override
- Improper revenue recognition
- Improper allocation of expenses to grants
- Misappropriation of assets
- Improper implementation of ASC 842 lease standard

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

Qualitative Aspects of the Organization's Significant Accounting Practices

Significant Accounting Policies

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by the Organization is included in Note A to the consolidated financial statements. As described in Note A to the financial statements, during the year, the Organization adopted new guidance for leases (ASC 842). No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Significant Accounting Estimates

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

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

Consolidated Financial Statement Disclosures

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

Significant Difficulties Encountered during the Audit

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

Uncorrected and Corrected Misstatements

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

Disagreements with Management

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

Representations Requested from Management

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

Management's Consultations with Other Accountants

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

Other Significant Matters, Findings or Issues

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

Other Matters

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

* * * * *

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

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

Very truly yours,



MENGEL, METZGER, BARR & CO. LLP



FOR INQUIRIES CALL: HENRIETTA
(585) 427-2906

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DISCOVERY CHARTER SCHOOL
ESCROW ACCOUNT
133 HOOVER DR
ROCHESTER NY 14615

ACCOUNT TYPE	
M&T TAILORED BUSINESS CHECKING	

ACCOUNT NUMBER	STATEMENT PERIOD
9853850593	09/01/23 - 09/30/23

BEGINNING BALANCE	\$100,000.00
DEPOSITS & CREDITS	0.00
LESS CHECKS & DEBITS	0.00
LESS SERVICE CHARGES	0.00
ENDING BALANCE	\$100,000.00

ACCOUNT ACTIVITY

POSTING DATE	TRANSACTION DESCRIPTION	DEPOSITS & OTHER CREDITS (+)	WITHDRAWALS & OTHER DEBITS (-)	DAILY BALANCE
09/01/2023	BEGINNING BALANCE			\$100,000.00
	NUMBER OF DEPOSITS/CHECKS PAID	0	0	

HOW TO BALANCE YOUR M&T BANK ACCOUNT

TO BALANCE YOUR ACCOUNT WITH THIS STATEMENT COMPLETE STEPS 1, 2, & 3.

STEP 1 Place a checkmark (✓) beside each item listed on this statement which has a corresponding entry in your register.
Also place a checkmark next to the item in your register.

STEP 2 Add to your register:
(a) Any deposits and other credits shown on this statement which you have not already entered.
(b) Any interest this statement shows credited to your account.

STEP 3 Subtract from your register:
(a) Any checks or other withdrawals shown on this statement which you did not enter into your register.
(b) Any automatic loan payments or ATM or other electronic debits shown on this statement which you have not already subtracted.
(c) Any service charges shown on this statement which you have not already subtracted.

TO DETERMINE THE CURRENT BALANCE IN YOUR ACCOUNT:

STEP 4 List any outstanding checks or debits written in your register, but not yet appearing on your statement.

OUTSTANDING CHECKS AND OTHER DEBITS	
NUMBER	AMOUNT
1	\$
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
SUBTOTAL OF COLUMN 1	\$

OUTSTANDING CHECKS AND OTHER DEBITS	
NUMBER	AMOUNT
13	\$
14	
15	
16	
17	
18	
19	
20	
21	
22	
SUBTOTAL OF COLUMN 2	
SUBTOTAL OF COLUMN 1 +	
TOTAL OUTSTANDING CHECKS AND DEBITS	\$

STEP 5 Enter on this line the **Ending Balance** shown in the summary on the front of this statement.

\$	
----	--

STEP 6 Enter the total of any deposits or other credits shown on your register which are not shown on this statement.

\$	
----	--

STEP 7 Enter the total of **STEPS 5 & 6**.

\$	
----	--

STEP 8 Enter **TOTAL OUTSTANDING CHECKS & DEBITS** (from **STEP 4**).

\$	
----	--

STEP 9 Subtract **STEP 8** from **STEP 7** and enter the difference here.

\$	
----	--

This amount should be your current account balance.

If you have questions, think your statement is incorrect, or for information regarding Treasury Management Services, please contact your M&T Relationship Manager or the Commercial Service Team at 1-800-724-2240, Monday through Friday, 8am - 6pm ET.



DISCOVERY CHARTER SCHOOL

ROCHESTER, NEW YORK

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

AND

INDEPENDENT AUDITOR'S REPORTS

JUNE 30, 2023



BUSINESS
ADVISORS
AND CPAS

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BUSINESS
ADVISORS
AND CPAS

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

Board of Trustees
Discovery Charter School

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the consolidated financial statements of Discovery Charter School, which comprise the consolidated statement of financial position as of June 30, 2023 and the related consolidated statements of activities and changes in net assets, functional expenses, and cash flows for the year then ended and the related notes to the consolidated financial statements and have issued our report thereon dated October 19, 2023.

Internal Control Over Financial Reporting

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

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

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

Compliance and Other Matters

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

Purpose of This Report

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



Rochester, New York
October 19, 2023



BUSINESS
ADVISORS
AND CPAS

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

Board of Trustees
Discovery Charter School

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited Discovery Charter School’s compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of Discovery Charter School’s major federal programs for the year ended June 30, 2023. Discovery Charter School’s major federal programs are identified in the summary of auditor’s results section of the accompanying schedule of findings and questioned costs.

In our opinion, Discovery Charter School complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2023.

Basis for Opinion on Each Major Federal Program

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

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

Responsibilities of Management for Compliance

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

Auditor's Responsibilities for the Audit of Compliance

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

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

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

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

Report on Internal Control Over Compliance

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

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

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

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

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

We have audited the consolidated financial statements of Discovery Charter School as of and for the year ended June 30, 2023, and have issued our report thereon dated October 19, 2023, which contained an unmodified opinion on those consolidated financial statements. Our audit was performed for the purpose of forming an opinion on the consolidated financial statements as a whole. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the consolidated financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the consolidated financial statements. The information has been subjected to the auditing procedures applied in the audit of the consolidated financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the consolidated financial statements or to the consolidated financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the consolidated financial statements as a whole.



Rochester, New York
October 19, 2023

DISCOVERY CHARTER SCHOOL

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

YEAR ENDED JUNE 30, 2023

	<u>Federal AL Number</u>	<u>Pass-through Grantor's Number</u>	<u>Total Federal Expenditures</u>
U.S. Department of Education:			
<u>Passed through New York State Education Department:</u>			
Title I - Grants to Local Educational Agencies	84.010	0021	\$ 234,663
Title IIA - Supporting Effective Instruction State Grant	84.367	0147	30,252
Title IV- Student Support and Academic Enrichment Program	84.424	0204	17,182
COVID-19 Charter School Program	84.282		43,350
<u>Education Stabilization Funds -</u>			
ESSER I - Elementary and Secondary School Emergency Relief Fund	84.425D	5890	132,939
ESSER II - Elementary and Secondary School Emergency Relief Fund	84.425D	5891	261,820
ARP ESSER - American Rescue Plan-Elementary and Secondary School Emergency Relief	84.425U	5880	503,210
<i>Total Education Stabilization Funds</i>			<u>897,969</u>
TOTAL DEPARTMENT OF EDUCATION			<u>1,223,416</u>
 U.S. Department of Agriculture:			
<u>Passed through New York State Education Department:</u>			
<i>Child Nutrition Cluster</i>			
School Breakfast Program	10.553	260501861002	113,215
National School Lunch Program	10.555	260501861002	200,870
Fresh Fruit and Vegetable Program	10.582	260501861002	19,412
Summer Food Service Program for Children	10.559	260501861002	6,970
Supply Chain Assistance - COVID	10.555	260501861002	17,346
<i>Total Child Nutrition Cluster</i>			<u>357,813</u>
State Pandemic Electronic Benefit Transfer (P-EBT)			
Administrative Cost Grant	10.649	260501861002	628
TOTAL DEPARTMENT OF AGRICULTURE			<u>358,441</u>
 TOTAL ALL PROGRAMS			<u>\$ 1,581,857</u>

DISCOVERY CHARTER SCHOOL

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS, Cont'd

YEAR ENDED JUNE 30, 2023

NOTE A: BASIS OF PRESENTATION

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

NOTE B: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

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

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

DISCOVERY CHARTER SCHOOL

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

YEAR ENDED JUNE 30, 2023

SUMMARY OF AUDITOR'S RESULTS

Financial Statements

Type of auditor's report issued: Unmodified

Internal control over financial reporting:

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

Noncompliance material to financial statements noted? _____ yes x no

Federal Awards

Internal control over major programs:

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

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

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

Identification of major program:

AL Number:

84.425D & 84.425U

Name of Federal Program or Cluster:

ESSER I, ESSER II & ARP ESSER

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

 \$750,000

Auditee qualified as low-risk auditee? _____ yes x no

DISCOVERY CHARTER SCHOOL

SCHEDULE OF FINDINGS AND QUESTIONED COSTS, Cont'd

YEAR ENDED JUNE 30, 2023

FINDINGS – FINANCIAL STATEMENT AUDIT

- NONE

FINDINGS AND QUESTIONED COSTS – MAJOR FEDERAL AWARD PROGRAMS AUDIT

- NONE

SCHEDULE OF PRIOR YEAR FINDINGS AND QUESTIONED COSTS

- NONE

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

REPORT TO THE BOARD OF TRUSTEES

JUNE 30, 2023





BUSINESS
ADVISORS
AND CPAS

October 19, 2023

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

We have audited the consolidated financial statements of Discovery Charter School and Friends of Discovery Charter School, Inc. (the “Organization”) as of and for the year ended June 30, 2023, and have issued our report thereon dated October 19, 2023. Professional standards require that we advise you of the following matters relating to our audit.

Our Responsibility in Relation to the Consolidated Financial Statement Audit

As communicated in our engagement letter dated May 30, 2023, our responsibility, as described by professional standards, is to form and express an opinion about whether the consolidated financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in conformity with accounting principles generally accepted in the United States of America. Our audit of the consolidated financial statements does not relieve you or management of its respective responsibilities.

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

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

We did not identify any deficiencies in internal control that we consider to be material weaknesses.

Planned Scope and Timing of the Audit

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

Compliance with all Ethics Requirements Regarding Independence

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

Significant Risks Identified

We have identified the following significant risks:

- Management override
- Improper revenue recognition
- Improper allocation of expenses to grants
- Misappropriation of assets
- Improper implementation of ASC 842 lease standard

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

Qualitative Aspects of the Organization's Significant Accounting Practices

Significant Accounting Policies

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by the Organization is included in Note A to the consolidated financial statements. As described in Note A to the financial statements, during the year, the Organization adopted new guidance for leases (ASC 842). No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Significant Accounting Estimates

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

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

Consolidated Financial Statement Disclosures

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

Significant Difficulties Encountered during the Audit

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

Uncorrected and Corrected Misstatements

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

Disagreements with Management

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

Representations Requested from Management

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

Management's Consultations with Other Accountants

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

Other Significant Matters, Findings or Issues

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

Other Matters


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

* * * * *

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

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

Very truly yours,

A black rectangular redaction box covers the signature of the auditor. The signature is illegible due to the redaction.

MENGEL, METZGER, BARR & CO. LLP

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

Trustee Name:

Scott M. Adair

Name of Charter School Education Corporation:

Discovery Charter School

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

Board of Trustees

Treasurer

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

None

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

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

None

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.

Business Telephone:

[REDACTED]

Business Address:

E-mail Address:

[REDACTED]

Home Telephone:

[REDACTED]

Home Address:

[REDACTED]

07182023

Signature

Date

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

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

Trustee Name:

Tamika Jackson

Name of Charter School Education Corporation:

Discovery Charter School

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

Parent Representative and Academic Committee

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

None

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

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

None

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

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Business Telephone:

Business Address:

E-mail Address:

Home Telephone:

Home Address:

7/17/2023

Signature

Date

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

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

Trustee Name:

Daan Braveman

Name of Charter School Education Corporation:

Discovery Charter School

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

None

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

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

None

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

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Business Telephone:

[REDACTED]

Business Address:

E-mail Address:

[REDACTED]

Home Telephone:

[REDACTED]

Home Address:

[REDACTED]

[REDACTED]

7.10.23

Signature

Date

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

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

Trustee Name:

Christian P Wilkens

Name of Charter School Education Corporation:

Discovery Charter School

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

Member, Board and Governance Committee

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

None

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

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

None

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

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Business Telephone:

[REDACTED]

Business Address:

[REDACTED]

E-mail Address:

[REDACTED]

Home Telephone:

Home Address:

[REDACTED]

7/7/2023

Signature

Date

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- Print form, manually sign, scan to PDF

last revised 04/2022

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

Trustee Name:

Marisol Galarza-Ruiz

Name of Charter School Education Corporation:

Discovery Charter School

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

None

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

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

None

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.

Business Telephone:

[Redacted]

Business Address:

[Redacted]

E-mail Address:

[Redacted]

Home Telephone:

[Redacted]

Home Address:

[Redacted]

DocuSigned by:
[Redacted]

07/05/2023

Signature

Date

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

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

Trustee Name:

Robert Stiles

Name of Charter School Education Corporation:

Discovery Charter School

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

Board Member, Governance Committee Member

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

None

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

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

None

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

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Business Telephone:

Business Address:

E-mail Address:

Home Telephone:

[REDACTED]

Home Address:

[REDACTED]

[REDACTED]

July 4, 2023

Signature

Date

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

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

Trustee Name:

Lisa Lewis

Name of Charter School Education Corporation:

Discover Charter School

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

None

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

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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

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Business Telephone:

[REDACTED]

Business Address:

[REDACTED]

E-mail Address:

[REDACTED]

Home Telephone:

[REDACTED]

Home Address:

[REDACTED]

[REDACTED]

7-3-2023

Signature

Date

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

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

Trustee Name:

Sareer A. Fazili

Name of Charter School Education Corporation:

Discovery Charter School

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

None

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

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

None

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.

Business Telephone:

Business Address:

E-mail Address:

Home Telephone:

Home Address:



Signature **Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

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

Trustee Name:

Sara Varhus

Name of Charter School Education Corporation:

Discovery Charter School

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

None

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

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

None

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.

Business Telephone:

None

Business Address:

None

E-mail Address:

[Redacted]

Home Telephone:

[Redacted]

Home Address:

[Redacted]

[Redacted Signature]

6-30-23

Signature

Date

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

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

Trustee Name:

Ebony Stubbs

Name of Charter School Education Corporation:

Discovery Charter School

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

Parent Representative

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

None

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

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

None

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.

Business Telephone:

Business Address:

E-mail Address:

Home Telephone:

Home Address:



7/22/23

973F06E69D06467...
Signature

Date

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

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

Trustee Name:

Amy Slakes

Name of Charter School Education Corporation:

Discovery Charter School

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

Secretary

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

None

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

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

None

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.

Business Telephone:

Business Address:

E-mail Address:

[REDACTED]

Home Telephone:

Home Address:

DocuSigned by:
[REDACTED]

07/25/2023

Signature

Date

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

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

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

133 Hoover Drive, Rochester, New York 14615

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

Remote Attendance for Public Meeting Option: Zoom Link

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

Topic: Discovery Charter School- Board of Trustees Meeting 6.17.22

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

Join Zoom Meeting

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

Meeting ID: 783 1204 5078

Passcode: Discovery

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

Trustees Excused: A. Slakes (Secretary), C. Wilkens

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

1. Call to Order

- a. The Chair called the meeting to order at 8:00 a.m., and it was determined that a lawful quorum of eight was present.

2. Proof of Public Notice of Meeting

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

3. Conflict of Interest Reminder

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

4. Opportunity for Public Comment: no public comment

- 5. Consent Agenda:** Approve Minutes for June Meeting (6.17.22); Affirmation of 6.28.22 Action of the Executive Committee: Approval of Bylaw Revisions (**Resolution 457**); Affirmation of 6.28.22 Action of the Executive Committee: New COVID Policy (**Resolution 458**); Affirmation of 6.28.22 Action of the Executive Committee: Data Security Policy (**Resolution 459**); Affirmation of 6.28.22 Action of the

Executive Committee: Updated Family Handbook (**Resolution 460**); Affirmation of 6.28.22 Action of the Executive Committee: Updated Staff Handbook (**Resolution 461**); Affirmation of ____ Action of the Executive Committee: Updated District Wide School Safety Plan (**Resolution 462**); Approval of Board of Trustees Committees, 2022-2023 (**Resolution 463**); Approval of Checks over \$5000 (**Resolution 465**).
Moved by ; seconded by

6. Committee Reports

- a. Executive Committee: Minutes of 6.17.22 and 7.11.22 Meetings provided.
- b. Academic Excellence Committee: *(no report)*
- c. Governance Committee Report: *(no report)*
- d. Personnel Committee Report: *(no report)*
- e. Audit & Finance Committee Report: *(no report)*
- f. Ad Hoc Committee on Diversity, Equity & Inclusion: *(no report)*
- g. Parent Representative Report: *(no report)*

7. Succession Plan: Deferred to July Meeting

8. School Director Report:

1. **Old Business:** *none*

2. **New Business:** *none*

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

Next Meetings: Friday, August 19, 2022

Minutes submitted by A. Hagen

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

August 26, 2022; 8:00-10:00 A.M.

133 Hoover Drive, Rochester, New York 14615

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

Remote Attendance for Public Meeting Option: Zoom Link

The meeting information was included in Public Notice as well as posted at the school and the Greece Public Library:

Topic: Discovery Charter School- Board of Trustees Meeting 8.26.22

Time: August 26, 2022 08:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

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

Meeting ID: 864 5066 3136

Passcode: Discovery

Trustees Present: S. Varhus (Board Chair), S. Adair (Treasurer), D. Braveman, R. Stiles, C. Wilkens, S. Fazili, E. Stubbs,

Trustees Excused: T. Jackson, L. Lewis (Vice Chair)

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

1. Call to Order

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

2. Proof of Public Notice of Meeting

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

3. Conflict of Interest Reminder

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

conflict, recuse yourself and leave the room during any discussion and vote on the subject.”

4. **Opportunity for Public Comment:** no public comment
5. **Consent Agenda:** Approve Minutes for June Meeting (7.15.22); Approval of Checks over \$5000 (**Resolution 466**). Moved by R. Stiles; seconded by S. Adair; approved unanimously.
6. **Committee Reports**
 - a. Executive Committee: Minutes of 8.4.22 Meeting provided.
 - b. Academic Excellence Committee: *(no report)*
 - c. Governance Committee Report: Resignation of Amy Slakes 8.4.22, election of S. Fazili as Secretary of the Board of Trustees (**Resolution #473**) moved by D. Braveman, seconded by R. Stiles.
 - d. Personnel Committee Report: *(no report)*
 - e. Audit & Finance Committee Report: *(no report)*
 - f. Ad Hoc Committee on Diversity, Equity & Inclusion: *(no report)*
 - g. Parent Representative Report: *(no report)*
7. **Reorganization of Operations:** Following the discussion of the multi-year budget at the July meeting, the School Director has studied the efficiency of staffing at the school. As a result, two teacher positions have been left open, and two classroom assistants will not be rehired. In addition, with the agreement of the Executive Committee, the positions of Operations Manager and Operaitons Assistant have been eliminated and replaced with the single position of Finance and HRT Manager. Ratification of 8.4.22 Action of the Executive Committee: Organizational Change **Resolution # 467**. Moved by C. Wilkens, seconded by S. Adair; Ratification of 8.4.22 Action of the Executive Committee: Hiring of Finance and HR Manager **Resolution #468** Moved by S. Adair, seconded by C. Wilkens.
8. 2022-2023 Organizational Chart **Resolution #469** Moved by D. Braveman, seconded by C. Wilkins.
9. Succession Plan **Resolution #470** Moved to September Meeting
10. Schedule of Board of Trustees Meetings, 2022-2023. **Resolution #471** Moved by R. Stiles, seconded by C. Wilkins with amendment to change start time from 8:30 to 8:00.
11. Board of Trustee Membership. **Resolution #472** Moved to September Meeting

12. Strategic Planning: **Resolution #474: 2022-2023 Action Plan** Moved by C. Wilkins, seconded by D. Braveman.

13. **School Director Report:** Sara Castner shared that the school is fully enrolled with students (280) for the upcoming school year. Discovery staff have been giving tours to families recently and when we find out a student will not be returning, that spot is filled quickly. The school is also fully staffed and staff are completing the second week of the back-to-school retreat. We are waiting for state test scores to be released publicly. Discovery has heard of two new applications for elementary charter schools and will need to continue efforts to recruit based on more competition for students. Board members will be visiting the school in September to meet with staff to discuss engagement, what is going well, culture, branding, etc.

14. **Old Business:** *none*

15. **New Business:** *none*

16. **Adjournment:** The meeting was adjourned at 8:51 Moved by D. Braveman, seconded by C. Wilkins.

Minutes submitted by M. Bradstreet

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

October 7, 2022; 8:00 A.M.

133 Hoover Drive, Rochester, New York 14615

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

Remote Attendance for Public Meeting Option: Zoom Link

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

Topic: Discovery Charter School- Board of Trustees Meeting 10.7.22

Time: October 7, 2022 08:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

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

Meeting ID: 864 5066 3136

Passcode: Discovery

Trustees Present: S. Varhus (Board Chair), L. Lewis (Vice Chair) S. Adair (Treasurer), D. Braveman, R. Stiles, C. Wilkens, S. Fazili,

Trustees Excused: T. Jackson, E. Stubbs

Also Present: S. Castner (School Director), M. Bradstreet (Data Coordinator)

Participating Remotely: S. Polowitz (Legal Counsel)

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 *Democrat and Chronicle*, posted at the school and on the school website

3. Conflict of Interest Reminder

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

conflict, recuse yourself and leave the room during any discussion and vote on the subject.”

4. **Opportunity for Public Comment:** no public comment
5. **Consent Agenda:** Approve Minutes for August Meeting (8.19.22) moved by D. Braveman, seconded by C. Wilkins, and approved unanimously.
6. **Committee Reports**
 - a. Executive Committee: *(no report)*
 - b. Academic Excellence Committee: *(no report)*
 - c. Governance Committee Report: The committee is working to fill a vacant seat and welcome any suggestions from the rest of the board and administration. They will be meeting with other organizations to see if anyone is interested in joining. The committee will meet again at the end of October.
 - d. Personnel Committee Report: *(no report)*
 - e. Audit & Finance Committee Report: *(no report)*
 - f. Ad Hoc Committee on Diversity, Equity & Inclusion: *(no report)*
 - g. Parent Representative Report: *(no report)*
7. Remote attendance at Meetings of Board of Trustees: *(Action Required)* **Resolution #472-** language was added “including but not limited to” moved by D. Braveman, seconded by L. Lewis, approved unanimously.
8. Planning: Follow up on Discussions with DCS Staff and Students: The board and administration are working on identifying the school’s identity, considering asking families and students what they would say, why this is their school of choice. When visiting the school and meeting with staff and students, board members observed staff being invested, committed, meeting students where they are and doing whatever it takes to help them achieve.
9. School Director Report: School is fully staffed and the administration feels confident about the people hired. The school is fully enrolled with students, the only charter school in Rochester that is fully enrolled. The director feels that this is due to families being more informed about charter schools and being selective to which they apply. Test scores have been unembargoed but there is no comparative data from other schools yet. The Instructional Leadership Team is setting targets for achievement this year, looking at individual students and their assessment data.

10. Succession Plan (*Action Required*) **Resolution #470** The plan was changed slightly due to change in staffing and some language was taken out. Approved after the edits, Moved by D. Braveman, seconded by R. Stiles, unanimously approved.

11. **Old Business:** *none*

12. **New Business:** *none*

13. **Adjournment:** The meeting was adjourned at 9:35- Moved by D. Braveman, seconded by C. Wilkins.

Next Regular Meetings: *Friday, Oct. 21, 2022*

Minutes submitted by M. Bradstreet

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

November 18, 2022; 8:00 A.M.

133 Hoover Drive, Rochester, New York 14615

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

Remote Attendance for Public Meeting Option: Zoom Link

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

Topic: Discovery Charter School- Board of Trustees Meeting 11.18.22

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

Join Zoom Meeting

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

Meeting ID: 864 5066 3136

Passcode: Discovery

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

Trustee Participating Remotely: E. Stubbs

Trustees Excused: C. Wilkens

Also Present: S. Castner (School Director), K. Snyder (Assistant Director), A. Culver (Finance/HR Manager) M. Bradstreet (Data Coordinator)

Participating Remotely: S. Polowitz (Legal Counsel), J. Stanberry (Admin Intern)

1. Call to Order

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

2. Proof of Public Notice of Meeting

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

3. Conflict of Interest Reminder

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

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

5. **Consent Agenda:** Approve Minutes for Meeting of 10.7.2022; Affirmation of Executive Committee Action (11.14.2022) re: New Hires (*Action Required*): **Resolution #475**; Approval; of New Hires (*Action Required*): **Resolution #477**. Moved by S. Adair, seconded by D. Braveman, Approved unanimously.

6. **Committee Reports**

- a. Executive Committee: *Minutes of 11.14.2022 Meeting distributed with Board Materials*
 - b. Academic Excellence Committee: *Met to approve targets for 2022-2023; targets will be set in ranges rather than actual numbers.*
 - c. Governance Committee Report: *(no report)*
 - d. Personnel Committee Report: *(no report)*
 - e. Audit & Finance Committee Report: *Board Treasurer reported on current cash levels and fund balance.*
 - f. Ad Hoc Committee on Diversity, Equity & Inclusion: *(no report)*
 - g. Parent Representative Report: *(no report)*
7. School Director Report: NYS Test Results, 2022-2023 Academic targets. It was shared that Discovery outperformed most of the local charter schools in both ELA and Math, as well as outperforming Greece and Rochester City School District. The academic target ranges for K-6 were shared. 2022-23 academic targets were moved by D. Braveman, seconded by R. Stiles, unanimously approved.
8. Charter Revisions: (*Action Required*): **Resolutions #478** (Increase Enrollment) Moved by D. Bravemann, seconded by R. Stiles, unanimously approved; **#479** (Revise Mission Statement) Moved by L. Lewis, seconded by S. Adair, unanimously Approved; **and #480** (Revise Key Design Elements) Moved by S. Adair, seconded by D. Braveman, unanimously Approved.
9. Execution Session moved by R. Stiles, seconded by L. Lewis, unanimously approved.
10. Motion moved by S. Adair, seconded by S. Fazili: To approve the 2021-22 End-of-Year Evaluation for School Director Castner and to award her a 5% salary increment, retroactive to July 1, 2022. The motion was approved unanimously.

11. Board of Trustees Meeting Schedule (*Action Required*): **Resolution #476** : Moved by L. Lewis, seconded by R. Stiles, approved unanimously.

12. **Old Business:** *none*

13. **New Business:** *none*

14. **Adjournment:** D. Braveman moved and L. Lewis seconded a motion to adjourn; the motion was approved unanimously.

Next Regular Meetings: *Friday December 9, 2022*

Minutes submitted by M. Bradstreet

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

December 10, 2022; 8:00 A.M.

133 Hoover Drive, Rochester, New York 14615

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

Remote Attendance for Public Meeting Option: Zoom Link

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

Topic: Discovery Charter School- Board of Trustees Meeting 12.10.22

Time: December 10, 2022 08:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

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

Meeting ID: 864 5066 3136

Passcode: Discovery

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

Trustee Participating Remotely: none

Trustees Excused: S. Fazili, L. Lewis,

Also Present: S. Castner (School Director), M. Bradstreet (Data Coordinator)

Participating Remotely: S. Polowitz (Legal Counsel)

1. Call to Order

- a. The Chair called the meeting to order at 8:17 a.m., and it was determined that a lawful quorum of six was present.

2. Proof of Public Notice of Meeting

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

3. Conflict of Interest Reminder

- a. The Chairperson read the following statement: "The Chair reminds everyone that, if a potential conflict of interest exists concerning a subject under discussion by the

Board, you have an obligation to disclose the potential conflict and, if deemed a conflict, recuse yourself and leave the room during any discussion and vote on the subject.”

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

5. **Consent Agenda:** Approve Minutes for Meeting of 11.18.2022- Moved by S. Adair, seconded by E. Stubbs, unanimously approved.

6. **Committee Reports**

- a. Executive Committee: *(no report)*
- b. Academic Excellence Committee: *(no report)*
- c. Governance Committee Report: *(no report)*
- d. Personnel Committee Report: *(no report)*
- e. Audit & Finance Committee Report: *(no report)*
- f. Ad Hoc Committee on Diversity, Equity & Inclusion: *(no report)*
- g. Parent Representative Report: *(no report)*

7. **Trustee Recruitment:** Several candidates have expressed interest in positions on the board. Resumes were shared for two highly qualified candidates, with one (Marisol Galarza-Ruiz) that has committed to joining the board. The board approved **Resolution 481**, nominating Marisol Galarza-Ruiz, subject to approval by NYS. Moved by D. Bravemaan, seconded by C. Wilkins.

8. **School Director Report:** S. Castner discussed graphs showing Discovery outperforming local school districts and charters on NYS ELA and Math Tests. The board suggested contacting former board members to celebrate this success with them. A letter was sent home to families celebrating the NYS test scores.

The school is currently fully enrolled and fully staffed.

Material Revisions concerning increasing enrollment and changing key design elements and mission statement were submitted to the Charter School Office.

9. **Staff Celebration:** S. Castner proposed celebrating staff for the score reports by holding a staff appreciation week 12/12-12/16. Board members have made donations to make this possible. One celebration suggested was giving staff gift cards. Money is available in the budget for this and is allowable by NYS guidelines. Moved by S. Adair, seconded by R. Stiles, unanimously approved.

10. 2022 Audit: S. Adair reported that the 2022 Audit has been completed, and the report submitted to the Board of Trustees. S. Adair moved and D. Braveman seconded acceptance of the 2022 Audit; approval was unanimous.

11. Old Business: *none*

12. New Business: *none*

13. Adjournment: R. Stiles moved and E. Stubbs seconded a motion to adjourn; the motion was approved unanimously.

Next Regular Meetings: **Tuesday 12/20/22 5:30 PM.**

Minutes submitted by M. Bradstreet

DISCOVERY CHARTER SCHOOL BOARD OF TRUSTEES

MEETING MINUTES

December 20, 2022; 5:30 P.M.

133 Hoover Drive, Rochester, New York 14615

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

Remote Attendance for Public Meeting Option: Zoom Link

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

Topic: Discovery Charter School- Board of Trustees Meeting 12.10.22

Time: December 10, 2022 08:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

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

Meeting ID: 864 5066 3136

Passcode: Discovery

Trustees Present: S. Varhus (Board Chair), S. Adair (Treasurer), L. Lewis, R. Stiles, E. Stubbs, C. Wilkins, S. Falili

Trustee Participating Remotely: Daan Braveman

Trustees Excused:

Also Present: S. Castner (School Director), Kara Snyder (Assistant School Director)

Participating Remotely: S. Polowitz (Legal Counsel)

1. Call to Order

a. The Chair called the meeting to order at 5:30., and it was determined that a lawful quorum of six was present.

2. Proof of Public Notice of Meeting

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

3. Conflict of Interest Reminder

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

4. Opportunity for Public Comment: no public comment

5. Consent Agenda: Approve Minutes for Meeting of 11.18.2022- Moved by S. Adair, seconded by E. Stubbs, unanimously approved.

6. Committee Reports

a. Executive Committee: *(no report)*

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

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

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

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

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

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

7. Trustee Recruitment: Several candidates have expressed interest in positions on the board. Resumes were shared for two highly qualified candidates, with one (Marisol Galarza-Ruiz) that has committed to joining the board. The board approved **Resolution 481**, nominating Marisol Galarza-Ruiz, subject to approval by NYS. Moved by D. Bravemaan, seconded by C. Wilkins.

8. School Director Report: S. Castner: still fully enrolled, application is open, lottery April 5th. Currently working on materials for recruitment. Family liaison position- one staff member is interested in filling the position. Staff appreciation incentives valued by staff members.

Material Revisions concerning increasing enrollment and changing key design elements and mission statement were submitted to the Charter School Office.

10. 2022 Audit: S. Adair reported that the 2022 Audit has been completed, and the report submitted to the Board of Trustees. S. Adair moved and D. Braveman seconded acceptance of the 2022 Audit; approval was unanimous.

11. Old Business: *none*

12. New Business: *none*

13. Adjournment: L.Lewis moved and C. Wilkesn seconded a motion to adjourn; the motion was approved unanimously.

Next Regular Meetings: **Thursday 1/26/22 5:30 PM.**

Minutes submitted by K. Snyder

DISCOVERY CHARTER SCHOOL BOARD OF TRUSTEES

MEETING MINUTES

January 26, 2023; 5:30 P.M.

133 Hoover Drive, Rochester, New York 14615

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

Remote Attendance for Public Meeting Option: Zoom Link

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

Topic: Discovery Charter School- Board of Trustees Meeting 1.26.2023

Time: January 26, 2023 5:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

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

Meeting ID: 864 5066 3136

Passcode: Discovery

Trustees Present: L. Lewis (Vice Chair), S. Adair (Treasurer), R. Stiles, E. Stubbs, C. Wilkins, S. Fazili, Marisol Galarza-Ruiz

Trustee Participating Remotely: S.Varhus (Chair)

Trustees Excused: D. Braveman

Also Present: S. Castner (School Director), M. Bradstreet (Data Coordinator), K. Snyder (Assistant School Director)

Participating Remotely: A. Culver (Finance Manager), J. Stanberry (Administrative Intern)

1. Call to Order

a. The Chair called the meeting to order at 5:34, and it was determined that a lawful quorum of six was present.

2. Proof of Public Notice of Meeting

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

3. Conflict of Interest Reminder

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

4. Opportunity for Public Comment: no public comment

5. Welcome and Introduction- Marisol Galarza-Ruiz: new trustee, will be starting orientation soon

6. Consent Agenda: Approve Minutes for Meeting of 12.20.2022 with addition of S. Fazili to attendance- Moved by S. Adair, seconded by C. Wilkins, approval was unanimous.

7. Committee Reports

a. Executive Committee: *(no report)*

b. Academic Excellence Committee: Met, minutes were distributed, discussed iReady data, computer based state tests coming soon, fifth grade science test in 2024, idea of devoted science teacher for next year.

- c. Governance Committee Report: *(no report)*
- d. Personnel Committee Report: *(no report, will meet in February)*
- e. Audit & Finance Committee Report: Met, minutes were distributed, the financial outlook is promising, trending in a favorable direction at this time.
- f. Ad Hoc Committee on Diversity, Equity & Inclusion: *(no report)*
- g. Parent Representative Report: Transition to new Family Liaison, upcoming family associate meeting 2/7/23

8. School Director Report: S. Castner shared iReady data, improvement is seen as far as more students who are on grade level and students who have moved up. The math benchmark, which will be a good predictor of state test scores, is scheduled for 3/14. Rigby reading data also shows improvement, including cohorts (ex. 1st graders who are now 2nd graders). ELA benchmark is scheduled for 2/7. For a professional development opportunity, S. Castner has applied to the Leverage Leadership Institute, a highly selective Fellows program looking for school leaders who have led their schools to high achievement and great improvement.

9. Revised Resolution #480: Key Design Elements *(action required)* Moved by R. Stiles, seconded by S. Adair, unanimously approved.

10. IT Audit and IT Policies: Resolution #482, approving Policies #5100, #5110, #5120, #5130 *(action required)* These policies were recommended from the state audit, moved by S. Adair, seconded by E. Stubbs, approved unanimously.

11. Adjournment: C. Wilkins moved and R. Stiles seconded a motion to adjourn; the motion was approved unanimously.

Next Regular Meetings: **Friday Feb 10, 2023**

Minutes submitted by M. Bradstreet

DISCOVERY CHARTER SCHOOL BOARD OF TRUSTEES

MEETING MINUTES

February 27, 2023; 5:00 P.M.

133 Hoover Drive, Rochester, New York 14615

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

Remote Attendance for Public Meeting Option: Zoom Link

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

Topic: Discovery Charter School- Board of Trustees Meeting 2.27.2023

Time: February 27, 2023 5:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

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

Meeting ID: 864 5066 3136

Passcode: Discovery

Trustees Present: S. Varhus (Chair), L. Lewis (Vice Chair), S. Adair (Treasurer), R. Stiles, E. Stubbs, Marisol Galarza-Ruiz

Trustee Participating Remotely: D. Braveman

Trustees Excused: S. Fazili, C. Wilkins

Also Present: S. Castner (School Director), M. Bradstreet (Data Coordinator), K. Snyder (Assistant School Director)

Participating Remotely: A. Culver (Finance Manager), S. Polowitz (Legal Council)

1. Call to Order

a. The Chair called the meeting to order at 5:03, and it was determined that a lawful quorum of six was present.

2. Proof of Public Notice of Meeting

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

3. Conflict of Interest Reminder

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

4. Opportunity for Public Comment: no public comment

5. Consent Agenda: Approve Minutes for Meeting of 1.26.2023 - Moved by S. Adair, seconded by L. Lewis, approval was unanimous.

6. Committee Reports

a. Executive Committee: *(no report)*

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

c. Governance Committee Report: *(no report, will meet in March)*

d. Personnel Committee Report: *(no report, needs list of policies to be reviewed)*

e. Audit & Finance Committee Report: Met, working on budget revisions, things are looking positive, reviewed January financials and project to end the year with a surplus.

f. Committee on Diversity, Equity & Inclusion: *(no report, school staff members have revived committee)*

g. Parent Representative Report: One family attended the Family Association meeting, the team will continue to work on gaining interest.

7. School Director Report: S. Castner shared ELS Benchmark 2 data. Overall, data looks promising and most grade levels are on track to meet their targets. For the grade level that did not perform as well as expected, a plan is in place to offer more intervention and small group work, as well as targeted instruction to help those students succeed. The school continues to be fully staffed and fully enrolled. A group from the charter school network came in as critical friends on 2/9. Comments included that the school was the best that they had ever seen it, and that they would want their own children to attend Discovery.

8. NYS Comptroller Report on Network and Financial Software Controls

9. Bylaw Revision, Resolution #483 *(action required)*- add attachment citing NYS current closing procedures. Moved by L. Lewis, seconded by R. Stiles.

10. Executive Session: School Director Evaluation: mid-year check in- will be addressed during Executive Committee Meeting.

11. Adjournment: (5:55 PM) R. Stiles moved and S. Adair seconded a motion to adjourn; the motion was approved unanimously.

Next Regular Meeting: TBD

Minutes submitted by M. Bradstreet

DISCOVERY CHARTER SCHOOL BOARD OF TRUSTEES

MEETING MINUTES

April 17, 2023; 5:30 P.M.

133 Hoover Drive, Rochester, New York 14615

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

Remote Attendance for Public Meeting Option: Zoom Link

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

Topic: Discovery Charter School- Board of Trustees Meeting 4.17.2023

Time: April 17, 2023 5:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

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

Meeting ID: 864 5066 3136

Passcode: Discovery

Trustees Present: S. Varhus (Chair), L. Lewis (Vice Chair), S. Adair (Treasurer), R. Stiles, E. Stubbs, M. Galarza-Ruiz, C. Wilkins, D. Braveman

Trustee Participating Remotely: S. Fazili

Trustees Excused:

Also Present: S. Castner (School Director), M. Bradstreet (Data Coordinator),

Participating Remotely: S. Polowitz (Legal Council)

1. Call to Order

a. The Chair called the meeting to order at 5:34, and it was determined that a lawful quorum of eight was present.

2. Proof of Public Notice of Meeting

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

3. Conflict of Interest Reminder

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

4. Opportunity for Public Comment: no public comment

5. Consent Agenda: Approve Minutes for Meeting of 2.27.2023 and **Resolution #484** for Checks over \$5000 - Moved by D. Braveman, seconded by Lisa Lewis; approval was unanimous.

6. Committee Reports

a. Executive Committee: (*Minutes Included in Board Materials*) S. Adair moved to Ratify the 3.31.2023 Executive Committee Resolution to engage the Coppola Firm to investigate formal complaints submitted to the Board by several staff members, seconded by L. Lewis and carried unanimously.

b. Academic Excellence Committee: No Report

c. Governance Committee Report: (*Minutes Included in Board Materials*)D. Braveman reported that the Governance Committee has interviewed LaQuoisha Bridges and will

advance her nomination to the Board of Trustees. The Committee has interviewed an additional trustee candidate.

d. Personnel Committee Report: *(Minutes Included in Board Materials)*

e. Audit & Finance Committee Report: *(Minutes included in Board Materials)*, trending towards a surplus at this time due to additional stimulus funds and reduced salary expenditures. Possible additional funds may be coming. The 990 tax return will be finalized 4/17. Approval of the DCS 990 for 2022 was moved by R. Stiles, seconded by D. Braveman, and approved unanimously.

f. Committee on Diversity, Equity & Inclusion: No report. The Board discussed the need to circle back to the discussion of DCS services to support equity.

g. Parent Representative Report: The family liaison submitted their two week notice and S. Castner is asking staff for interest in filling the position.

7. School Director Report: S. Castner reported that she was selected for the Leverage Fellowship, which will fulfill her Professional Development expectations.

The NY Board of Regents Committee approved the revision to add 20 additional students for the 23-24 school year.

The draft 23-24 calendar was shared and approved (Moved by C. Wilkens, Seconded by M. Galarza-Ruiz; the motion was approved with one abstention (S. Fazili), pending the change of wording from Columbus Day to Indigenous Peoples' Day.

8. Executive Session: Motion to enter into Executive Session to discuss a legal matter was made by S. Adair, seconded by L. Lewis and carried unanimously. Motion to leave Executive Session was made by S. Adair, seconded by R. Stiles and carried unanimously.

9. After moving out of the Executive Session, D. Braveman moved and S. Varhus seconded the following motion, which was unanimously approved : The board accepts the investigation report and its findings (as referred to in 6. a. above) conducted by the Coppola Firm and that based on the Board's review and consideration of the investigation report and all backup and supporting documentation the Board, at its Board meeting scheduled for 4/28/2023, shall review and approve its final response to all complainants indicating that there has been no violation of law or school policy.

10. L. Lewis moved and D. Braveman seconded a motion to adjourn, which was approved unanimously.

Next Regular Meeting: 4/28/23 8:00 AM

Minutes submitted by M. Bradstreet

DISCOVERY CHARTER SCHOOL BOARD OF TRUSTEES

MEETING MINUTES

April 28, 2023; 8:00 A.M.

133 Hoover Drive, Rochester, New York 14615

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

Remote Attendance for Public Meeting Option: Zoom Link

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

Topic: Discovery Charter School- Board of Trustees Meeting 4.28.2023

Time: April 28, 2023 8:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

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

Meeting ID: 864 5066 3136

Passcode: Discovery

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

Trustee Participating Remotely: S. Fazili

Trustees Excused: E. Stubbs, C. Wilkins

Also Present: S. Castner (School Director), M. Bradstreet (Data Coordinator)

Participating Remotely: S. Polowitz (Legal Council), Anne Culver Finance/HR Manager)

1. Call to Order

a. The Chair called the meeting to order at 8:01, and it was determined that a lawful quorum of six was present.

2. Proof of Public Notice of Meeting

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

3. Conflict of Interest Reminder

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

4. Opportunity for Public Comment: no public comment

5. Consent Agenda: Approve Minutes for Meeting of 4.17.2023 - Moved by D. Braveman, seconded by S. Adair, approval was unanimous.

6. Committee Reports

a. Executive Committee: *(no report)*

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

c. Governance Committee Report: *(Met with several prospective board members)*

d. Personnel Committee Report: *(Met, working on updating staff handbook and updating PTO procedures)*

e. Audit & Finance Committee Report: *(Met, presented 23-24 budget with 5% salary increase, 4 positions will be eliminated through attrition. Due to an increase in students enrolled and stimulus funds, expecting to break even. A possible employee retention*

refund will be discussed at a future date. Motion to approve budget moved by R. Stiles, seconded by D. Braveman, approval was unanimous.)

f. Committee on Diversity, Equity & Inclusion: *(The committee has asked S. Castner to share activities planned.)*

g. Parent Representative Report: *(Four staff members have expressed interest in the family liaison position, interviews with families will happen soon.*

7. School Director Report: S. Castner reported that the NYS ELA Test happened last week. Expectations are high, students have skills, have been practicing answering questions, annotating, finding main ideas, etc. The number of students who opted out of the test was similar to past years. The NYS Math Test will be next week. The lottery was run and the school is working to fill twelve more slots. Many students selected are ENL or have IEPs. Kindergarten Orientation and screening will take place 5/16.

8. Executive Session: Legal Matter to be discussed, Moved by L. Lewis, Seconded by S. Adair, approval was unanimous. Motion to leave Executive Session: moved by D. Braveman, seconded by R. Stiles, approved unanimously.

9. Motion to approved Resolution # 485: Approving the DCS Board complaint decision finding not violation of law or policy and directing the Board Chair to share this decision with the Complainants and Head of School. Moved by D. Braveman seconded by L. Lewis, approved unanimously.

10. Adjournment: Moved by D. Braveman, seconded by M. Galarza-Ruiz, approved unanimously.

Next Regular Meeting: 5/19/23 8:00 AM

Minutes submitted by M. Bradstreet

DISCOVERY CHARTER SCHOOL BOARD OF TRUSTEES

MEETING MINUTES

May 19, 2023; 8:00 A.M.

133 Hoover Drive, Rochester, New York 14615

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

Remote Attendance for Public Meeting Option: Zoom Link

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

Topic: Discovery Charter School- Board of Trustees Meeting 5.19.23

Time: May 19, 2023 8:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

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

Meeting ID: 864 5066 3136

Passcode: Discovery

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

Trustee Participating Remotely: none

Trustees Excused: E. Stubbs, C. Wilkins

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

Participating Remotely: S. Polowitz (Legal Council)

1. Call to Order

a. The Chair called the meeting to order at 8:01, and it was determined that a lawful quorum of seven was present.

2. Proof of Public Notice of Meeting

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

3. Conflict of Interest Reminder

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

4. Opportunity for Public Comment: no public comment

5. Consent Agenda: Approve Minutes for Meeting of 4.28.2023 - Moved by S. Adair, seconded by D. Braveman, approval was unanimous, no abstentions.

6. Committee Reports

a. Executive Committee: *(no report)*

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

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

d. Personnel Committee Report: *(Working to review and update staff and family handbooks. Family handbook- moved by L. Lewis, seconded by M. Galarza-Ruiz, approval was unanimous, no abstentions. Staff Handbook- moved by L. Lewis, seconded by D. Braveman, approval was unanimous, no abstentions.)*

e. Audit & Finance Committee Report: *(Looking at a staff compensation study costing \$6500. Resolution #489 moved by S. Adair, seconded by R. Stiles, approval was unanimous, no abstentions.)*

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

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

7. **Policy Revisions:** #1100, #1110, **Resolution 488** Moved by S. Adair, seconded by L. Lewis, approval was unanimous, no abstentions)

8. **New Trustee Nomination:** LaQuisha Bridges, recommended by Governance Committee. **Resolution #487:**

*WHEREAS the Board of **Discovery Charter School** has duly held a board meeting on **May 19, 2023** consistent with its bylaws, and*

*WHEREAS a quorum of **Discovery Charter School** trustees had discussions concerning the addition of an additional board member to the Board of Trustees of **Discovery Charter School**, and*

*WHEREAS a motion to add **La Quisha Bridges** as a member(s) to the Board of Trustees was made, and*

*WHEREAS the above referenced motion was seconded, and thereafter a vote to accept or reject said motion was taken by the Board of **Discovery Charter School**, and*

*WHEREAS the above referenced motion was duly accepted and passed by **Discovery Charter School** board,*

*NOW, therefore, the **Discovery Charter School** Board of Trustees, having conducted a thorough criminal history record check via fingerprinting which is deemed acceptable by NYSED, and having discovered no State or federal criminal history, or having provided information regarding such history to NYSED, if found, and having verified that any academic and/or professional credential or qualification presented by the proposed member is genuine, has voted to select **La Quisha Bridges** as a member to its Board of Trustees, with a term expiring on **June 30, 2026**, pending approval by NYSED. The resolution approving **La Quisha Bridges** is adopted upon NYSED's approval*

Moved by D. Braveman, seconded by S. Adair, approval was unanimous, no abstentions.

9. **School Director Report:** Math and ELA testing is completed, team is optimistic that goals will be met or exceeded. S. Castner shared a listing of community resources available to students and families. S. Castner started her fellowship with a zoom kickoff meeting. On June 7

the Charter School Office is coming for a site visit. They will be meeting with ILT, Staff, Students, and the Board. Times will be scheduled.

10. Staff Survey: There is a need for an updated staff survey, to be completed yearly or bi-annually. S. Varhus and S. Castner recommend Insight Teacher Survey, which would do two confidential 3rd party surveys annually at a cost of \$1200. This would start the 23-24 school year. School administrators still may do an internal survey this year to inform decisions for next year. The resoutoj approving the c ontract with Insight will be brought forward at the 6.16 meeting.

11. Adjournment: Moved at 9:07 by L. Lewis, seconded by D. Braveman, approval was unanimous, no abstentions.

Next Regular Meeting: 6/16/23 8:00 AM

Minutes submitted by M. Bradstreet

DISCOVERY CHARTER SCHOOL BOARD OF TRUSTEES

MEETING MINUTES

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

133 Hoover Drive, Rochester, New York 14615

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

Remote Attendance for Public Meeting Option: Zoom Link

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

Topic: Discovery Charter School- Board of Trustees Meeting 6.16.23

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

Join Zoom Meeting

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

Meeting ID: 864 5066 3136

Passcode: Discovery

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

Trustee Participating Remotely: none

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

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

Participating Remotely: S. Polowitz (Legal Council)

1. Call to Order

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

2. Proof of Public Notice of Meeting

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

3. Conflict of Interest Reminder

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

4. Opportunity for Public Comment: no public comment

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

6. Committee Reports

a. Executive Committee: *(no report)*

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

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

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

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

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

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

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

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

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

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

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

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

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

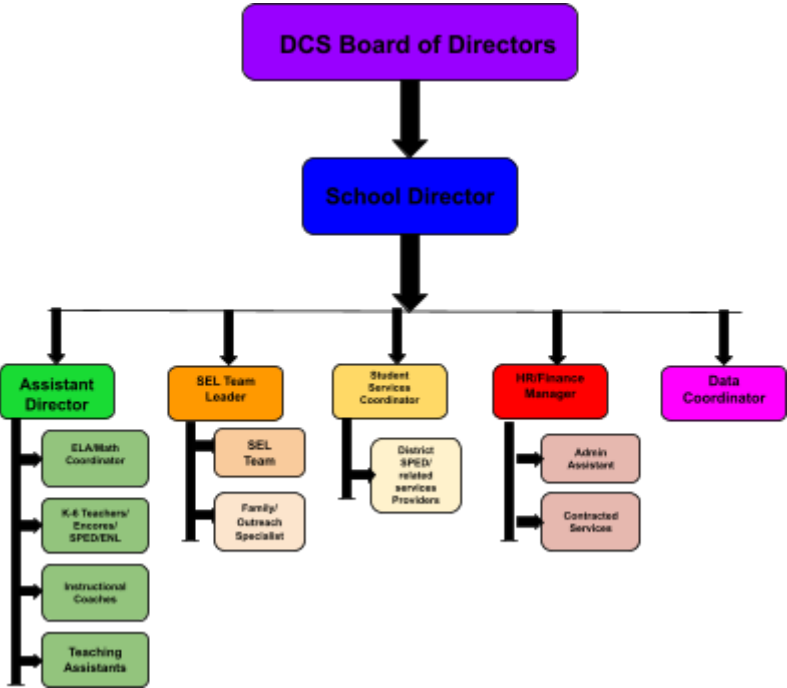
14. **Resolution #495 New Hires:** New hires recommended by S. Castner were approved. Moved by D. Braveman, seconded by M. Galarza-Ruiz, approval was unanimous, no abstentions.

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

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

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

Minutes submitted by M. Bradstreet



*Subject to change based on data and need



2023-2024 School Year

- August 21-September 1: Staff Retreat
- September 4: Labor Day Holiday (No School)
- September 5: Conference Day (No School) [Staff PD]

September 6: First Day for Students

- October 9: Indigenous Peoples' Day (No School)
- October 27: Staff Development Day (No Students)
- November 7: Staff Development Day (No Students)
- November 10: Veteran's Day Holiday (No School)
- November 22-24: Thanksgiving Recess (No School)
- December 25-January 1: Winter Recess (No School)
- January 15: MLK Holiday (No School)
- February 19-23: President's Recess (No School)

March 29-April 8: Spring Recess (No School)

- April 10-12: NYS ELA Test (3rd-6th)
- April 22: Staff Development Day (No Students)
- May 7- May 9: NYS Math Test (3rd-6th)
- May 17: Staff Development Day (No Students)
- May 24-27: Memorial Day Holiday (No School)
- June 19: Juneteenth Observance (No School)

June 28: Last Day for Students (half day)

Phone Number: (585) 342-4032

School Hours: 7:30am-2:30pm

www.rochesterdiscovery.com

Q1: 9/6-11/9; Q2: 11/13-1/26;
Q3: 1/29-4/19 ; Q4: 4/23-6/28

Approved by the Discovery Charter School Board of Trustees: 4/17/23

JULY 2023							
S	M	T	W	T	F	S	
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					

OCTOBER 2023							
S	M	T	W	T	F	S	
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				

JANUARY 2024							
S	M	T	W	T	F	S	
	31	1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31			

APRIL 2024							
S	M	T	W	T	F	S	
	31	1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30				

15 Instructional Days

182 student days + 15 additional staff development days

- First day for Students
- Federal/State Holiday
- Holiday Recess
- Half-Day for Students (7:30am-11:30am)
- NYS Exams

AUGUST 2023							
S	M	T	W	T	F	S	
			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31		

NOVEMBER 2023							
S	M	T	W	T	F	S	
			1	2	3	4	
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30		

FEBRUARY 2024							
S	M	T	W	T	F	S	
					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29		

MAY 2024							
S	M	T	W	T	F	S	
			1	2	3	4	
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	1

20 Instructional Days

182 student days + 15 additional staff development days

- Holiday Recess
- Half-Day for Students (7:30am-11:30am)
- NYS Exams

SEPTEMBER 2023							
S	M	T	W	T	F	S	
					1	2	
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30

18 Instructional Days

DECEMBER 2023							
S	M	T	W	T	F	S	
					1	2	
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30

16 Instructional Days

MARCH 2024							
S	M	T	W	T	F	S	
					1	2	
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30

20 Instructional Days

JUNE 2024							
S	M	T	W	T	F	S	
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30						

19 Instructional Days

182 student days + 15 additional staff development days

- Holiday Recess
- Half-Day for Students (7:30am-11:30am)
- NYS Exams
- Staff Development Day (no students)

Part I: General Information and Fire/Life Safety History

Inspection Date

4/10/23

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

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: 43302

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	10/6/21	X	
2	10/8/21		X
3	10/12/21	X	
4	10/15/21	X	
5	10/22/21		X
6	11/2/21	X	
7	11/5/21	X	
8	11/8/21	X	
9	11/12/21	X	
10	6/2/22	X	
11	6/3/22		X
12	6/7/22		X

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

8d. Average time to evacuate facility was:

minutes seconds

8e. Arson and fire prevention instruction was provided in accordance with section 808 of the Education Law (revised 9/1/05) which requires every school in New York State to provide a minimum of 45 minutes of instruction in arson, fire prevention, injury prevention, and life safety for each month school is in session. YES NO

8f. Employee fire prevention, evacuation, and fire safety training was provided, and records maintained, in accordance with Section F406 of the NYS Fire Code YES NO

9. If the fire alarm system was activated, was the fire department immediately notified? YES NO

10. Have there been any fires in this facility since the last annual fire inspection report? YES NO

a. If 'yes', indicate: Number of fires

Number of injuries

Total cost of property damage

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

School District _____
Facility # _____

Building Name _____

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	4112	4/13	5/8/23		08D-2					14A-2					19H-2										
01E-1					08E-2					14B-2															
02A-2					09A-2					14C-2					20A-1										
02B-1					09B-2					14D-1					20B-1										
02C-3					09C-1					14E-1	4112	4/13	5/8/23		20C-1										
02D-1	4112	5/1	5/8/23		09D-1					15A-2					21A-3										
02E-2	4112	5/1	5/8/23		09F-2					15B-1					22A-3										
02F-3					09G-2					15C-2					22B-3										
02G-2					10A-2					15D-2					22C-3										
03A-3					10B-2					15E-1					23A-1										
03B-1					10C-1					16A-2					23B-1										
04A-2					10D-1					16B-2					23C-1										
04B-2										16C-2					23D-2										
04C-1	4112	5/1	5/8/23		11A-2					16D-2					24A-3										
05A-3					11B-1					17A-3					25A-1										
05B-2					11C-2					17B-2					25B-1										
05C-2					11D-2					17C-2					25C-1										
06A-1					11E-1					17D-2															
06B-1										17E-1					26A-3										
06C-1					12A-1					17F-3					If any additional non-conformances are observed, check item 26A-3 and list the Code section below. Inspector The inspector has been provided with a copy of the previous year's school fire safety report: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>										
06D-2					12B-3					17G-1															
06E-3					12C-2					17H-2															
06F-1					12D-2	4112	5/1	5/8/23		17I-2															
06G-1					12E-1					17J-1															
06H-2					12F-1					17K-1															
07A-3	4112	5/1	5/8/23		12G-1					17L-1															
07B-2					12H-1					18A-2															
07C-2					12I-1					18B-2															
					12J-1	4112	5/1	5/8/23		18C-2															
					12K-1					18D-2															
					12L-1					19A-3															
					12M-1					19B-2															
					12N-1					19C-1															
					12O-2					19D-1															

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

Initial Inspection:

Fire Safety Inspector: Name Christopher M. Forsyth
Date 4/12/23

Registry # 0717-0224 (26E-4)

Final Inspection (if required):

Fire Safety Inspector: Name [Redacted]
Date 5/8/23

Registry # NY 0951800 (26F-4)

0822-0349

Part III: Public School Certifications

Section III-A. Fire Inspector

The individual noted below inspected this building and the information in this Fire Safety Report represents, to the best of their knowledge and belief, an accurate description of the building and conditions they observed. The individual that performed this inspection has maintained their certification requirements pursuant to Title 19 Part 1208

Name: Christopher Forsyth Telephone #: (585) 261-2636
Title: Asst Fire Marshal Certification # 0717-0224
Email: cforsyth@greenvy.gov (as designated by the NYS Department of State)

Section III-B. Building Administrator or Designee

Please provide the name and contact information of the person responsible for monitoring this inspection (whomever accompanied the inspector; provided access to all spaces; and made available any records and/or required documentation requested by the inspector)

The individual identified below certifies that this building inspection was conducted on this date 4/10/23 and can confirm the specific locations of any non-conformances (provide inspection date) identified within this report.

Name: Matthew Bradstreet Telephone #: (585) 342-4032 x 713
Title: Data Coordinator Email: mbradstreet@rochesterdiscovery.com
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 _____

University of the
Education



State of New York
Department

CERTIFICATE OF OCCUPANCY

VALID FOR FACILITY:

DISCOVERY CHARTER SCHOOL
133 HOOVER DRIVE
ROCHESTER, NEW YORK 14615

Building ID: 260501861002


DISTRICT:

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

Issuance Date: May 10, 2023

Effective Date: May 01, 2023

Expiration Date: May 01, 2024


Commissioner of Education

OBTAIN FIRE SAFETY REPORT FROM DISTRICT OFFICE

THIS CERTIFICATE VOIDS ANY PREVIOUSLY ISSUED