

Application: Exploration Elementary Charter School for Science & Technology

Rachelle Simmons - rsimmons@exporochester.org
2021-2022 Annual Report

Summary

ID: 0000000311

Last submitted: Nov 1 2022 09:53 PM (EDT)

Labels: Board of Regents

Entry School Info and Cover Page

Completed Aug 1 2022

Instructions

Required of ALL Charter Schools

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

Entry 1 School Information and Cover Page

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

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

BASIC INFORMATION

a. SCHOOL NAME

(Select name from the drop down menu)

EXPLORATION ELEMENTARY CHARTER SCHOOL FOR SCIENCE AND TECHNOLOGY 800000086905

a1. Popular School Name

(No response)

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

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

BOARD OF REGENTS

d. DISTRICT / CSD OF LOCATION

ROCHESTER CITY SD

e. DATE OF INITIAL CHARTER

8/2015

f. DATE FIRST OPENED FOR INSTRUCTION

8/2017

c. School Unionized

Is your charter school unionized?

No

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

MISSION STATEMENT

The mission of Exploration Elementary Charter School for Science and Technology (Exploration) is to engage students, their families, and the community in the processes of scientific inquiry and the use of innovative technology to develop the social, emotional, and academic tools necessary to thrive in school and in today's interconnected world.

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

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

KDE 1	Cross-Cutting Curricular, Scientific Inquiry, and Lab-Based Learning Opportunities: Exploration is committed to school and community learning experiences for students and families that will foster habits and dispositions known to be important in our global and 21st century world, such as critical thinking, constructing explanations, communicating information, planning, effective execution of tasks and experiments, and obtaining and evaluating information for application
KDE 2	Balanced and Differentiated Instruction: Exploration recognizes the need to balance students' learning and therefore positions students as active learners and emphasizes deep

	learning/understanding through both IBL and targeted intervention/enrichment.
KDE 3	Ongoing Professional Development and Learning (PD): Exploration will employ instructional and support staff who possess the same dispositions we will foster in students.
KDE 4	Data-Driven Instruction and Accountability Aligned to Rigorous Academic Standards: Exploration is deeply committed to the academic success of enrolled students, and is, therefore, dedicated to ensuring that all students meet or exceed the expectations set forth by the New York State CCLS.
KDE 5	Community Connections and Partnerships: The Board recognizes that a strong school community (culture and climate) is critical for academic and social successes (Durlak, 2007) and is, therefore, committed to a vibrant and safe school community, as well as strong connections to the surrounding community.
KDE 6	Serving the Diverse Needs of All Students: Our key design elements summarize our plan for meeting the needs of ALL students. Through rigorous and data-driven instruction, scientific innovation including balanced and differentiated instruction, on-going professional learning and strong community connections and partnership we expect that all students will go beyond meeting learning standards to also mastering the higher-order thinking skills and competencies necessary to thrive in the 21 century.
KDE 7	(No response)
KDE 8	(No response)
KDE 9	(No response)
KDE 10	(No response)

Need additional space for variables

No

h. SCHOOL WEB ADDRESS (URL)

<https://www.explorationrochester.org/>

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

475

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

375

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

Check all that apply

Grades Served

K, 1, 2, 3, 4, 5

l1. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?

No

FACILITIES INFORMATION

m. FACILITIES

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

No, just one site.

EXPLORATION ELEMENTARY CHARTER SCHOOL FOR SCIENCE AND TECHNOLOGY
800000086905

School Site 1 (Primary)

m1. SCHOOL SITES

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

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 1	1001 Lake Ave. Rochester, NY 14613	585-498-4700	Rochester	K-5	No

m1a. Please provide the contact information for Site 1.

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Rachelle Simmons	Principal	585-598-5700	607-857-7639	rsimmons@exporochester.org
Operational Leader	Casandra Vargas	Finance & Operations Manager	585-498-4700		cvargas@exporochester.org
Compliance Contact	Casandra Vargas	Finance & Operations Manager	585-498-4700		cvargas@exporochester.org
Complaint Contact	Rachelle Simmons	Principal	585-498-4700	607-857-7639	rsimmons@exporochester.org
DA A Coordinator	Nick Lind	Assistant Principal	585-498-4700		nlind@exporochester.org
Phone Contact for After Hours Emergencies	Rachelle Simmons	Principal	585-598-4700	607-857-7639	rsimmons@exporochester.org

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

Private Space

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

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

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

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

Site 1 Certificate of Occupancy (COO)

[DOC080122-08012022145324.pdf](#)

Filename: DOC080122-08012022145324.pdf **Size:** 73.9 kB

Site 1 Fire Inspection Report

[Public School Inspection Reporting Form 6.23.22.pdf](#)

Filename: Public School Inspection Reporting Form 6.23.22.pdf **Size:** 2.2 MB

CHARTER REVISIONS DURING THE 2021-2022 SCHOOL YEAR

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

Yes

n2. 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				
2				
3				
4				
5				

More revisions to add?

No

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

Yes

ATTESTATIONS

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

Name	Rachelle Simmons
Position	Principal
Phone/Extension	585-498-4700
Email	rsimmons@exporochester.org

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

Responses Selected:

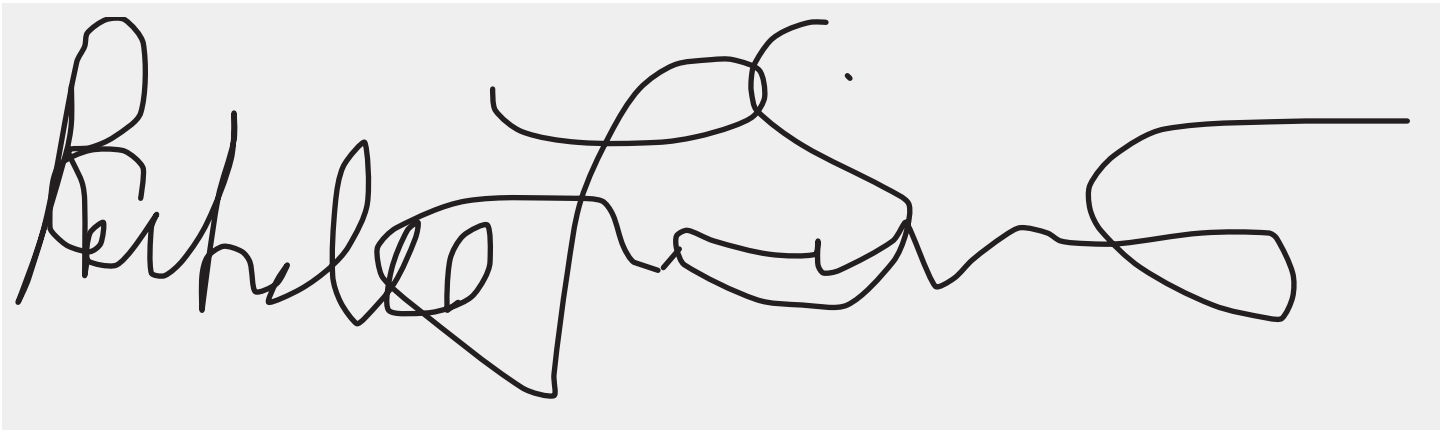
Yes

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

Responses Selected:

Yes

Signature, Head of Charter School

A handwritten signature in black ink on a light gray background. The signature is highly stylized and cursive, appearing to read "Richard Stone".

Signature, President of the Board of Trustees

A handwritten signature in black ink on a light gray background. The signature is highly stylized and cursive, appearing to read "Richard Stone".

Date

Aug 1 2022

Thank you.



Entry 3 Progress Toward Goals

Completed Aug 1 2022

Instructions

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

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

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

Entry 3 Progress Toward Goals

PROGRESS TOWARD CHARTER GOALS

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

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

EXPLORATION ELEMENTARY CHARTER SCHOOL FOR SCIENCE AND TECHNOLOGY 800000086905

1. ACADEMIC STUDENT PERFORMANCE GOALS

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

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

2021-2022 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	If not met, describe efforts the school will take to meet goal. If
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				unable to assess goal, type N/A for Not Applicable
Academic Goal 1	Goal 1: Exploration students will perform at or above grade level in ELA.	i-Ready & NYS ELA Assessment	Not Met	<p>Based on our SY 22-23 Most Recent i-Ready Reading Diagnostic Results, 33% of Exploration students are performing at or above grade level in ELA.</p> <p>To increase this percent, Exploration will increase data tracking for all students, review every 6 weeks, and change intervention groups if needed. Additionally, in Grades 3-5 Exploration will now use a co-teach model to increase interventions for students during their ELA block.</p> <p>Grades 3-5 NYS ELA assessment scores are pending.</p>
				Based on our SY 22-23 Most Recent i-Ready Math Diagnostic Results, 22% of Exploration

Academic Goal 2	Goal 2: Exploration students will perform at or above grade level in Math.	i-Ready & NYS Math Assessment	Not Met	<p>students are performing at or above grade level in Math.</p> <p>To increase this percent, Exploration will increase data tracking for all students, review every 6 weeks, and change intervention groups if needed. Additionally, in Grades 3-5 Exploration will now use a co-teach model to increase interventions for students during their Math block.</p> <p>Grades 3-5 NYS Math assessment scores are pending.</p>
Academic Goal 3	Goal 3: Exploration students will perform at or above grade level in Science.	Grade 4 NYS Science Assessment	Unable to Assess	Pending Results from the State.
Academic Goal 4	Goal 4: Exploration will achieve an Accountability Status of "In Good Standing" each year, as measured by the NCLB accountability system	NYSED Report Card	Met	

Academic Goal 5				
Academic Goal 6				
Academic Goal 7				
Academic Goal 8				
Academic Goal 9				
Academic Goal 10				

2. Do have more academic goals to add?

No

4. ORGANIZATION GOALS

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

2021-2022 Progress Toward Attainment of Organization Goals

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Org Goal 1	The Board will meet no fewer than 10 times per year; all meetings will be properly noticed. A Board	The Board posted and held no fewer than 10 meetings during the 21/22	Met	

	retreat will be held annually.	SY.		
Org Goal 2	The Board and Leadership Team will promote parental and staff involvement in School Governance.	Board Members attended family nights and school functions.	Met	
Org Goal 3	The Board will consist of at least 10, but no more than 11 voting members, one will be a parent representative.	The Board ended SY 22/23 with 10 Board Members, one of which was a parent representative.	Met	
Org Goal 4	Admission, Enrollment, and Attendance policies will be in place and followed consistent with applicable laws and regulations.	Exploration exceeded the number of lottery applications for the number of available seats for SY 21-22. Attendance is kept and recorded daily. This information is reported out to NYSED, posted on our website and hard copy on file fiscal records.	Met	
Org Goal 5	Maintain transportation services, health services, and food	Exploration continues to work with RCSD to maintain each of these services to support our students. Our school is staffed with a full time school nurse to	Met	

	services to support our students' daily academic programming.	support our students' medical needs. We continue to serve breakfast to our students daily, along with hot and cold lunch options and a daily snack.		
Org Goal 6				
Org Goal 7				
Org Goal 8				
Org Goal 9				
Org Goal 10				
Org Goal 11				
Org Goal 12				
Org Goal 13				
Org Goal 14				
Org Goal 15				
Org Goal 16				
Org Goal 17				
Org Goal 18				
Org Goal 19				
Org Goal 20				

5. Do have more organizational goals to add?

No

6. FINANCIAL GOALS

2021-2022 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	If not met, describe efforts the school will take to meet goal.
Financial Goal 1	Financial statements will be prepared monthly and presented to the Board including a statement of financial position, Statement of Activities and Statement of Cash Flows.	Board meeting minutes show presentation and review of monthly financial statements and meeting minutes documenting meetings of the Finance Committee.	Met	
Financial Goal 2	Exploration shall retain an independent CPA to perform an audit of the annual financial statements.	Exploration continues to retain the services of Mengel, Metzger, Barr to perform the annual audit by Nov. 1, 2022.	Met	
Financial Goal 3	Exploration shall prepare and provide to SED a copy of its annual budget and monthly cashflow projections for the fiscal year by August 1 of that fiscal year.	Exploration submitted a board approved 22/23 budget and monthly cash flow projections.	Met	
Financial Goal 4				
Financial Goal 5				

7. Do have more financial goals to add?

No

Thank you.

Entry 3 Accountability Plan Progress Reports

Incomplete Hidden from applicant

Instructions

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

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

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

Entry 4 - Audited Financial Statements

Completed Nov 1 2022

Required of ALL Charter Schools

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

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

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

EXPLORATION ELEMENTARY CHARTER SCHOOL FOR SCIENCE AND TECHNOLOGY - 06

Filename: EXPLORATION ELEMENTARY CHARTER SCH LUOFCio.pdf **Size:** 433.1 kB

Entry 4a - Audited Financial Report Template (SUNY)

Incomplete Hidden from applicant

Instructions - SUNY-Authorized Charter Schools ONLY

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

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

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

Completed Nov 1 2022

Instructions - Regents-Authorized Charter Schools ONLY

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

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

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

ExplorationNYSEDTemplate

Filename: ExplorationNYSEDT mplate.xlsx **Size:** 76.7 kB

Entry 4c - Additional Financial Documents

Completed Nov 1 2022

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

1. Advisory and/or Management letter
2. Federal Single Audit
3. CSP Agreed-Upon Procedure Report
4. Evidence of Required Escrow Account for each school^[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.

EXPLORATION ELEMENTARY CHARTER SCHOOL FOR SCIENCE AND TECHNOLOGY - 06

[EXPLORATION ELEMENTARY CHARTER SCHOOL FOR SCIENCE AND TECHNOLOGY - 06](#)

Entry 4d - Financial Services Contact Information

Completed Aug 1 2022

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

Form for "Financial Services Contact Information"

1. School Based Fiscal Contact Information

	School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone
	Casandra Vargas	cvargas@exporochester.org	585-727-1341

2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
	Anne Culver			5

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
	Mengel Metzger Barr & Co. LLP	Michelle Cain	100 Chestnut St. Suite 1200 I Rochester, NY 14604			5

Entry 5 - Fiscal Year 2022-2023 Budget

Completed Aug 1 2022

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

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

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

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

[Exploration Renewal 5 Year Budget](#)

Filename: Exploration Renewal 5 Year Budget.xlsx.pdf **Size:** 86.0 kB

Entry 6 - Board of Trustees Disclosure of Financial Interest Form

Completed Aug 1 2022

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

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

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

during the reporting year.

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

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

[Financial Disclosure Forms 21](#)

Filename: Financial Disclosure Forms 21.22 SY.pdf **Size:** 1.2 MB

Entry 7 BOT Membership Table

Completed Aug 1 2022

Instructions

Required of ALL charter schools

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

Entry 7 BOT Table

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

EXPLORATION ELEMENTARY CHARTER SCHOOL FOR SCIENCE AND TECHNOLOGY

800000086905

Authorizer:

Who is the authorizer of your charter school?

Board of Regents

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

--	--	--	--	--	--	--	--	--	--

	Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD /YYYY)	End Date of Current Term (MM/DD /YYYY)	Board Meetings Attended During 2021-2022
1	Carlos Cong		Chair	Executive, Finance, Academic	Yes	3	08/21/2021	07/31/2024	10
2	Lonette Merriman		Treasurer	Executive, Finance	Yes	2	08/01/2021	07/31/2024	8
3	Kim LoMaglio		Secretary	Executive. Audit/Finance	Yes	2	08/01/2021	07/31/2024	9
4	Maya L. Crane		Vice Chair	Executive/Governance	Yes	2	08/01/2021	07/31/2024	10
5	Samuel A. Pitts		Trustee/Member	Finance/HR	Yes	1	12/31/2019	12/31/2022	12
6	Samantha L. Colson		Trustee/Member	Academics/Governance	Yes	1	12/31/2019	12/31/2022	12
7	Debra McEwen		Trustee/Member	Academics/HR	Yes	1	12/31/2020	12/31/2023	11
8	Ciera		Trustee/	Executive	Yes	1	12/31/2	12/31/2	5 or less

	Caldwell		Member	e/ HR			020	023	
9	Herb Escher		Trustee/ Member	HR/ Academics	Yes	1	08/01/2021	07/31/2024	5 or less

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

Yes

1b. Board Member Information

	Trustee Name	Trustee Email Address	Pos t on on the Board	Com mit tee Affiliatio ns	Vot ng Mem ber 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 Meeting s Attend ed During 2021-2022
10	Wilnieca White		Parent Rep		Yes		01/20/2022	07/15/2024	5 or less
11									
12									
13									
14									
15									

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

No

2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

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

a. Total Number of BOT Members on June 30, 2022	10
b.Total Number of Members Added During 2021-2022	1
c. Total Number of Members who Departed during 2021-2022	0
d.Total Number of members, as set in Bylaws, Resolution or Minutes	10

3. Number of Board meetings held during 2021-2022

13

4. Number of Board meetings scheduled for 2022-2023

12

Total number of Voting Members on June 30, 2022:

10

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

1

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

0

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

10

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

0

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

1

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

0

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

10

Board members attending 8 or fewer meetings during 2021-2022

2

Thank you.

Entry 8 Board Meeting Minutes

Completed Aug 1 2022

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

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

2021_07_15

Filename: 2021_07_15.pdf **Size:** 691.9 kB

2021_09_07 Emergency Board Meeting

Filename: 2021_09_07_Emergency Board Meeting.pdf **Size:** 113.1 kB

2021_09_16

Filename: 2021_09_16.pdf **Size:** 73.4 kB

Minutes_10_21_2021 Final (1)

Filename: Minutes_10_21_2021_Final_1.docx.pdf **Size:** 63.5 kB

Minutes 10-28-21

Filename: Minutes_10_28_21.Final_revised_11_hQxUPC6.pdf **Size:** 76.8 kB

Minutes 11_18_2021

Filename: Minutes_11_18_2021.revised_clean_1.docx.pdf **Size:** 77.5 kB

[Minutes 12 16 2021](#)

Filename: Minutes 12 16 2021.clean.docx.pdf **Size:** 78.9 kB

[Draft Minutes 1-20-2022](#)

Filename: Draft Minutes 1 20 2022.docx.pdf **Size:** 78.9 kB

[Minutes 1-20-2022](#)

Filename: Minutes 1 20 2022.revised.clean.02 LXMzFQf.pdf **Size:** 69.9 kB

[2022 03 17 board meeting minutes \(4\)](#)

Filename: 2022 03 17 board meeting minutes 4.pdf **Size:** 331.5 kB

[2022 04 28 board meeting minutes \(12\) \(1\)](#)

Filename: 2022 04 28 board meeting minutes 12 1.pdf **Size:** 352.3 kB

[2022 05 19 board meeting minutes \(5\)](#)

Filename: 2022 05 19 board meeting minutes 5.pdf **Size:** 413.3 kB

[2022 06 16 board meeting minutes \(12\)](#)

Filename: 2022 06 16 board meeting minutes 12.pdf **Size:** 483.7 kB

[2022 07 21 board meeting minutes](#)

Filename: 2022 07 21 board meeting minutes.pdf **Size:** 417.0 kB

Entry 9 Enrollment & Retention

Completed Aug 1 2022

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

Required of ALL Charter Schools

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

Entry 9 Enrollment and Retention of Special Populations

Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2021-2022	Describe Recruitment Plans in 2022-2023
Economically Disadvantaged	<p>Conducted Kindergarten Screenings</p> <p>Postcard Mailers</p> <p>Attended Head Start Open Houses</p> <p>Direct Mailings to RCSD pre-k populations</p> <p>Brochures in school and community locations</p> <p>Radio advertisements</p> <p>Request for parent support (word of mouth)</p> <p>Increased family visits</p>	<p>Postcard Mailers</p> <p>Attended Head Start Open Houses</p> <p>Direct Mailings to RCSD pre-k populations</p> <p>Brochures in school and community locations</p> <p>Radio advertisements</p> <p>Request for parent support (word of mouth)</p>
English Language Learners	<p>Provided translation services for families</p> <p>TESOL services</p> <p>Advertisement on the radio in Spanish</p> <p>Brochures available in Spanish</p>	<p>Social Media Blasts</p> <p>Postcard Mailers</p> <p>Kindergarten Screenings</p> <p>Weighted Lottery</p> <p>Attended Head Start Open Houses</p> <p>Direct mailings to RCSD pre-k populations</p> <p>Radio advertisements in Spanish</p> <p>Request for parent support (word of mouth)</p>
Students with Disabilities	<p>Reached out to families regarding special education programming</p> <p>Increased Family Visits</p> <p>Increased RtI Documentation</p>	<p>Social Media Blasts</p> <p>Postcard Mailers</p> <p>Kindergarten Screenings</p> <p>Weighted Lottery</p> <p>Attended Head Start Open Houses</p> <p>Direct mailings to RCSD pre-k populations</p> <p>Radio advertisements</p> <p>Request for parent support (word of mouth)</p>

Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2021-2022	Describe Retention Plans in 2022-2023
Economically Disadvantaged	<p>Positive social media campaigns</p> <p>Increased PBIS programming school wide</p> <p>Family Corner on Exploration website</p> <p>Expo Closet</p> <p>Visits and supports for McKinney Vento students (family visit programming)</p> <p>Catholic Family Center counseling on site</p> <p>School wide use of Class Dojo to communicate with families</p> <p>Parent satisfaction survey</p> <p>Education Success Foundation Navigation services for identified families</p> <p>Quarterly family night events</p> <p>Actively seeking partnerships and resources (grants/community resources) to support Economically Disadvantaged children</p>	<p>Sustain tightened Rtl processes and interventions, tracking logs to do due diligence</p> <p>Progress monitoring, intervention logs and oversight</p> <p>Rtl logs for all students who are not proficient on the i-Ready Diagnostic Assessments</p> <p>Collect re-enrollment letters showing that 85% of families plan to re-enroll in the 23-24 school year</p> <p>Actively seek partnerships and resources that support students who are economically disadvantaged</p>
English Language Learners	<p>Positive social media campaigns (multi-lingual posts)</p> <p>Increased PBIS programming school wide</p> <p>Expo Closet</p> <p>Catholic Family Center counseling on site</p> <p>School wide use of Class Dojo to communicate with families</p> <p>Parent satisfaction survey</p> <p>Family Corner on Exploration website</p> <p>Education Success Foundation</p>	<p>Sustain tightened Rtl processes and interventions, tracking logs to do due diligence</p> <p>Progress monitoring, intervention logs and oversight</p> <p>Rtl logs for all students who are not proficient on the i-Ready Diagnostic Assessments</p> <p>Collect re-enrollment letters</p>

	<p>Navigation services for identified families</p> <p>Free dinner at family night events</p> <p>Increasing Spanish-speaking staff</p> <p>Actively seeking partnerships and resources (grants/community resources) to support ELL students and Multilingual Learners</p>	<p>showing that 85% of families plan to re-enroll in the 23-24 school year</p> <p>Actively seek partnerships and resources that support ELLs.</p>
<p>Students with Disabilities</p>	<p>Positive social media campaigns</p> <p>Classroom accommodations and modifications for identified students</p> <p>Safety plans</p> <p>Behavior plans</p> <p>Coordinated services with RCSD for IEP services</p> <p>Collaborated with families and connected them with resources</p> <p>Expo Closet</p> <p>Catholic Family Center counseling on site</p> <p>School wide use of Class Dojo to communicate with families</p> <p>Parent satisfaction survey</p> <p>Family Corner on Exploration website</p> <p>Education Success Foundation</p> <p>Navigation services for identified families</p> <p>Free dinner at family night events</p> <p>Increasing number of Special Education Teachers</p> <p>Hired additional math/reading intervention teachers</p> <p>Actively seeking partnerships and resources</p>	<p>Sustain tightened RtI processes and interventions, tracking logs to do due diligence</p> <p>Progress monitoring, intervention logs and oversight</p> <p>RtI logs for all students who are not proficient on the i-Ready Diagnostic Assessments</p> <p>Collect re-enrollment letters showing that 85% of families plan to re-enroll in the 23-24 school year</p> <p>Actively seek partnerships and resources that support students with disabilities</p>

(grants/community resources) to support students with disabilities
--

Entry 10 - Teacher and Administrator Attrition

Completed Aug 1 2022

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

A. TEACH System - Employee Clearance

Charter schools must ensure that all prospective employees^[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] 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/employeeprintoct19.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 Percent of Uncertified Teachers

Completed Aug 1 2022

Instructions

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

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

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

Entry 11 Uncertified Teachers

School Name:

Instructions for Reporting Percent of Uncertified Teachers

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

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

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

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

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2022)	6
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2022)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2022)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as of June 30, 2022)	1
Total Category A: 5 or 30% whichever is less	7.0

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
. Technology	0
. 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, 2022)	0
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2022)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2022)	0
. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2022)	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	7

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	3

CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

	FTE Count
Total Category E	23

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	33

Thank you.



Entry 12 Organization Chart

Completed Aug 1 2022

Instructions

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

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

21-22 School Year Organizational Structure Position Opened

Filename: 21 22 School Y ar Organizational S TQJuIWF.pdf **Size:** 34.0 kB

Entry 13 School Calendar

Completed Aug 1 2022

Instructions for submitting School Calendar

Required of ALL Charter Schools

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

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

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

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

Calendar 2022-23 School Year (1)

Filename: Calendar 2022 23 School Y ar 1.pdf **Size:** 284.7 kB

Entry 14 Links to Critical Documents on School Website

Completed Aug 1 2022

Instructions

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

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

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

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

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

Form for Entry 14 Links to Critical Documents on School Website

School Name: Exploration Elementary Charter School for Science & Technology

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

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

	Link to Documents
1. Current Annual Report (i.e., 2021-2022 Annual Report)	https://www.explorationrochester.org/pdf/School_Annual_Report.pdf
2. Board meeting notices, agendas and documents	https://www.explorationrochester.org/apps/pages/index.jsp?uREC_ID=486637&type=d
3. New York State School Report Card	https://data.nysed.gov/profile.php?instid=800000086905
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	https://www.explorationrochester.org/apps/pages/index.jsp?uREC_ID=486663&type=d
5. District-wide safety plan, not a building level safety plan (as per the September 2021 Emergency Response Plan Memo	https://www.explorationrochester.org/pdf/School_Safety_Plan.pdf
6. Authorizer-approved FOIL Policy	https://www.explorationrochester.org/apps/contact/
7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List)	https://www.explorationrochester.org/apps/contact/

Thank you.



Entry 15 Staff Roster

Completed Aug 1 2022

INSTRUCTIONS

Required of Regents and NYCDOE-authorized Charter Schools ONLY

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

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

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

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

[SY21-22FacultyRoster](#)

Filename: SY21 22FacultyRoster.xlsx **Size:** 24.2 kB

Optional Additional Documents to Upload (BOR)

Incomplete

**EXPLORATION ELEMENTARY CHARTER SCHOOL
FOR SCIENCE AND TECHNOLOGY**

ROCHESTER, NEW YORK

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

AND

INDEPENDENT AUDITOR'S REPORTS

JUNE 30, 2022

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

Board of Trustees
Exploration Elementary Charter School for Science and Technology

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 financial statements of Exploration Elementary Charter School for Science and Technology, which comprise the statement of financial position as of June 30, 2022 and the related statements of activities and changes in net assets, functional expenses, and cash flows for the year then ended and the related notes to the financial statements and have issued our report thereon dated October 7, 2022.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Exploration Elementary Charter School for Science and Technology’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 financial statements, but not for the purpose of expressing an opinion on the effectiveness of Exploration Elementary Charter School for Science and Technology’s internal control. Accordingly, we do not express an opinion on the effectiveness of Exploration Elementary Charter School for Science and Technology’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 Exploration Elementary Charter School for Science and Technology's 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 financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of This Report

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

Mengel, Metzger, Baw & Co. LLP

Rochester, New York
October 7, 2022

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

Board of Trustees
Exploration Elementary Charter School for Science and Technology

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited Exploration Elementary Charter School for Science and Technology'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 Exploration Elementary Charter School for Science and Technology's major federal programs for the year ended June 30, 2022. Exploration Elementary Charter School for Science and Technology'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, Exploration Elementary Charter School for Science and Technology has complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2022.

Basis for Opinion on Each Major Federal Program

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

We are required to be independent of Exploration Elementary Charter School for Science and Technology 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 Exploration Elementary Charter School for Science and Technology'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 Exploration Elementary Charter School for Science and Technology'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 Exploration Elementary Charter School for Science and Technology'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 Exploration Elementary Charter School for Science and Technology'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 Exploration Elementary Charter School for Science and Technology'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 Exploration Elementary Charter School for Science and Technology'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 Exploration Elementary Charter School for Science and Technology'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 financial statements of Exploration Elementary Charter School for Science and Technology as of and for the year ended June 30, 2022, and have issued our report thereon dated October 7, 2022, which contained an unmodified opinion on those financial statements. Our audit was performed for the purpose of forming an opinion on the 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 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 financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the 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 financial statements as a whole.

Mengel, Metzger, Bawls & Co. LLP

Rochester, New York
October 7, 2022

EXPLORATION ELEMENTARY CHARTER SCHOOL FOR SCIENCE AND TECHNOLOGY

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

YEAR ENDED JUNE 30, 2022

	<u>Federal AL Number</u>	<u>Pass-through Grantor's Number</u>	<u>Total Federal Expenditures</u>
U.S. Department of Education:			
<u>Passed through New York State Education Department:</u>			
Title I - Grants to Local Educational Agencies	84.010	0021	\$ 119,333
Title IIA - Supporting Effective Instruction			
State Grant	84.367	0147	5,671
Title III - English Language Acquisition Grant	84.365	0204	830
Title IV - Student Support and Academic	84.424	0149	12,246
<u>Education Stabilization Funds -</u>			
APR ESSER - American Rescue Plan - Elementary and			
Secondary Emergency Relief Fund	84.425U	5880	1,139,118
ESSER II - Elementary and Secondary School			
Emergency Relief Fund	84.425D	5891	<u>204,469</u>
Total Education Stabilization Funds			<u>1,343,587</u>
TOTAL DEPARTMENT OF EDUCATION			<u>1,481,667</u>
TOTAL ALL PROGRAMS			<u>\$ 1,481,667</u>

NOTE A: BASIS OF PRESENTATION

The above schedule of expenditures of federal awards includes the federal grant activity of Exploration Elementary Charter School for Science and Technology 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.

Exploration Elementary Charter School for Science and Technology has elected not to use the 10 percent de minimis indirect cost rate allowed under the Uniform Guidance.

EXPLORATION ELEMENTARY CHARTER SCHOOL FOR SCIENCE AND TECHNOLOGY

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

YEAR ENDED JUNE 30, 2022

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:

84.425U, 84.425D

Name of Federal Program or Cluster:

ESSER

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

 \$750,000

Auditee qualified as low-risk auditee?

_____ yes x no

EXPLORATION ELEMENTARY CHARTER SCHOOL FOR SCIENCE AND TECHNOLOGY

SCHEDULE OF FINDINGS AND QUESTIONED COSTS, Cont'd

YEAR ENDED JUNE 30, 2022

FINDINGS – FINANCIAL STATEMENT AUDIT

- NONE

FINDINGS AND QUESTIONED COSTS – MAJOR FEDERAL AWARD PROGRAMS AUDIT

- NONE

SCHEDULE OF PRIOR YEAR FINDINGS AND QUESTIONED COSTS

- NONE

EXPLORATION ELEMENTARY CHARTER SCHOOL
FOR SCIENCE AND TECHNOLOGY

REPORT TO THE BOARD OF TRUSTEES

JUNE 30, 2022

October 7, 2022

Board of Trustees
Exploration Elementary Charter School for Science and Technology

We have audited the financial statements of Exploration Elementary Charter School for Science and Technology as of and for the year ended June 30, 2022, and have issued our report thereon dated October 7, 2022. Professional standards require that we advise you of the following matters relating to our audit.

Our Responsibility in Relation to the Financial Statement Audit

As communicated in our engagement letter dated June 1, 2022, our responsibility, as described by professional standards, is to form and express an opinion about whether the 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 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 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 entity's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of Exploration Elementary Charter School for Science and Technology solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

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

Planned Scope and Timing of the Audit

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

Compliance with All Ethics Requirements Regarding Independence

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

Significant Risks Identified

We have identified the following significant risks:

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

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

Qualitative Aspects of the Entity'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 Exploration Elementary Charter School for Science and Technology is included in Note A to the financial statements. There have been no initial selection of accounting policies and no changes in significant accounting policies or their application during the 2022 fiscal year. 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 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 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 financial statements are the allocation of operating expenses for the statement of functional expenses as well as the collectability of grants and other receivables. We evaluated the key factors and assumptions used to develop the estimates and determined that they are reasonable in relation to the basic financial statements taken as a whole.

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 Exploration Elementary Charter School for Science and Technology's financial statements relate to revenue and support recognition, which is referred to in the notes of the financial statements.

Significant Difficulties Encountered during the Audit

We are pleased to report 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. Management has corrected all identified misstatements.

In addition, professional standards require us to communicate to you all material, corrected misstatements that were brought to the attention of management as a result of our audit procedures. None of the misstatements identified by us as a result of our audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

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 Exploration Elementary Charter School for Science and Technology's financial statements or the auditor's report. We are pleased to 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 Exploration Elementary Charter School for Science and Technology, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, business conditions affecting the entity, 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 Exploration Elementary Charter School for Science and Technology's auditors.

* * * * *

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

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

Very truly yours,

Mengel, Metzger, Barr & Co. LLP

MENGEL, METZGER, BARR & CO. LLP

EXPLORATION ELEMENTARY CHARTER SCHOOL
FOR SCIENCE AND TECHNOLOGY

ROCHESTER, NEW YORK

AUDITED FINANCIAL STATEMENTS

AND

INDEPENDENT AUDITOR'S REPORT

JUNE 30, 2022

(With Comparative Totals for 2021)

CONTENTS

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INDEPENDENT AUDITOR'S REPORT

Board of Trustees
Exploration Elementary Charter School for Science and Technology

Report on the Audit of the Financial Statements

Opinion

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

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of Exploration Elementary Charter School for Science and Technology as of June 30, 2022, and the changes in its net assets and its 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 Exploration Elementary Charter School for Science and Technology and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the 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 financial statements that are free from material misstatement, whether due to fraud or error.

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

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the 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 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 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 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 Exploration Elementary Charter School for Science and Technology'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 financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Exploration Elementary Charter School for Science and Technology'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 Information

We have previously audited Exploration Elementary Charter School for Science and Technology's June 30, 2021 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated October 5, 2021. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2021 is consistent, in all material respects, with the audited financial statements from which it has been derived.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated October 7, 2022 on our consideration of Exploration Elementary Charter School for Science and Technology's internal control over financial reporting and on our tests of its compliance with certain provisions 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 compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Exploration Elementary Charter School for Science and Technology's internal control over financial reporting and compliance.

Mengel, Metzger, Baw & Co. LLP

Rochester, New York
October 7, 2022

EXPLORATION ELEMENTARY CHARTER SCHOOL FOR SCIENCE AND TECHNOLOGY

STATEMENT OF FINANCIAL POSITION

JUNE 30, 2022

(With Comparative Totals for 2021)

	<u>June 30,</u>	
<u>ASSETS</u>	<u>2022</u>	<u>2021</u>
<u>CURRENT ASSETS</u>		
Cash	\$ 1,096,315	\$ 1,878,295
Grants and other receivables	1,407,450	142,068
Prepaid expenses and other current assets	<u>34,718</u>	<u>55,692</u>
TOTAL CURRENT ASSETS	2,538,483	2,076,055
 <u>PROPERTY AND EQUIPMENT, net</u>	 522,104	 345,621
 <u>OTHER ASSETS</u>		
Security deposit	26,555	26,555
Cash in escrow	<u>100,000</u>	<u>75,000</u>
	<u>126,555</u>	<u>101,555</u>
TOTAL ASSETS	<u>\$ 3,187,142</u>	<u>\$ 2,523,231</u>
 <u>LIABILITIES AND NET ASSETS</u>		
<u>CURRENT LIABILITIES</u>		
Accounts payable and accrued expenses	\$ 122,136	\$ 261,841
Accrued payroll and benefits	<u>340,495</u>	<u>415,157</u>
TOTAL CURRENT LIABILITIES	462,631	676,998
 <u>DEFERRED LEASE LIABILITY</u>	 <u>-</u>	 <u>38,808</u>
TOTAL LIABILITIES	462,631	715,806
 <u>NET ASSETS</u>		
Without donor restrictions	2,702,942	1,785,856
With donor restrictions	<u>21,569</u>	<u>21,569</u>
TOTAL NET ASSETS	<u>2,724,511</u>	<u>1,807,425</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 3,187,142</u>	<u>\$ 2,523,231</u>

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

EXPLORATION ELEMENTARY CHARTER SCHOOL FOR SCIENCE AND TECHNOLOGY

STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS

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

	Year ended June 30,			2021
	2022		Total	
	Without donor restrictions	With donor restrictions		Total
Operating revenue and support:				
State and local per pupil operating revenue	\$ 5,455,412	\$ -	\$ 5,455,412	\$ 4,699,312
Students with disabilities	147,742	-	147,742	56,314
Government grants	1,485,521	-	1,485,521	362,844
Private grants	500	-	500	485
Contributed services	-	-	-	220,947
Paycheck Protection Program loan forgiveness	-	-	-	450,000
Miscellaneous income	2,314	-	2,314	1,296
TOTAL OPERATING REVENUE AND SUPPORT	7,091,489	-	7,091,489	5,791,198
Expenses:				
Program:				
Regular education	4,295,875	-	4,295,875	3,010,891
Special education	677,318	-	677,318	573,965
Management and general	1,201,210	-	1,201,210	661,022
TOTAL EXPENSES	6,174,403	-	6,174,403	4,245,878
CHANGE IN NET ASSETS	917,086	-	917,086	1,545,320
Net assets at beginning of year	1,785,856	21,569	1,807,425	262,105
NET ASSETS AT END OF YEAR	\$ 2,702,942	\$ 21,569	\$ 2,724,511	\$ 1,807,425

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

EXPLORATION ELEMENTARY CHARTER SCHOOL FOR SCIENCE AND TECHNOLOGY

STATEMENT OF FUNCTIONAL EXPENSES

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

	Year ended June 30, 2022						June 30, 2021		
	No of Positions	Program Services			Sub-total	Supporting Services Management and General		Total	
		Regular Education	Special Education			General			
Personnel services costs:									
Administrative staff personnel	6	\$ 100,143	\$ 40,057	\$ 140,200	\$ 260,371	\$ 400,571	\$ 774,647		
Instructional personnel	46	1,626,316	309,775	1,936,091	-	1,936,091	1,569,743		
Non-instructional personnel	37	500,713	100,142	600,855	400,571	1,001,426	33,287		
Total salaries and costs	89	2,227,172	449,974	2,677,146	660,942	3,338,088	2,377,677		
Fringe benefits and payroll taxes		357,708	94,687	452,395	73,645	526,040	313,089		
Retirement		167,797	51,993	219,790	16,543	236,333	128,780		
Legal service		-	-	-	30,946	30,946	22,997		
Accounting / audit services		-	-	-	21,726	21,726	16,446		
Other purchased / professional / consulting services		391,542	24,471	416,013	73,414	489,427	383,993		
Building and land rent / lease		361,976	-	361,976	96,222	458,198	372,156		
Repairs and maintenance		123,266	-	123,266	32,767	156,033	91,911		
Insurance		41,264	-	41,264	6,717	47,981	41,990		
Utilities		55,154	-	55,154	8,979	64,133	53,111		
Supplies / materials		78,337	9,604	87,941	-	87,941	115,301		
Food service		54,216	-	54,216	-	54,216	-		
Equipment / furnishings		33,366	8,832	42,198	7,987	50,185	86,575		
Staff development		57,913	-	57,913	9,428	67,341	30,749		
Marketing / recruitment		19,416	-	19,416	114,167	133,583	35,013		
Technology		99,581	13,103	112,684	18,344	131,028	55,308		
Student services		109,038	782	109,820	-	109,820	8,066		
Office expense		24,354	-	24,354	3,965	28,319	21,052		
Depreciation and amortization		90,185	23,872	114,057	18,567	132,624	78,213		
Other		3,590	-	3,590	6,851	10,441	13,451		
		\$ 4,295,875	\$ 677,318	\$ 4,973,193	\$ 1,201,210	\$ 6,174,403	\$ 4,245,878		

The accompanying notes are an integral part of the financial statements

EXPLORATION ELEMENTARY CHARTER SCHOOL FOR SCIENCE AND TECHNOLOGY

STATEMENT OF CASH FLOWS

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

	<u>Year ended June 30,</u>	
	<u>2022</u>	<u>2021</u>
<u>CASH FLOWS - OPERATING ACTIVITIES</u>		
Change in net assets	\$ 917,086	\$ 1,545,320
Adjustments to reconcile change in net assets to net cash (used for) provided from operating activities:		
Depreciation and amortization	132,624	78,213
Paycheck Protection Program loan forgiveness	-	(450,000)
Changes in certain assets and liabilities affecting operations:		
Grants and other receivables	(1,265,382)	4,917
Prepaid expenses and other current assets	20,974	(55,482)
Accounts payable and accrued expenses	(158,084)	181,848
Accrued payroll and benefits	(74,662)	227,301
Deferred lease liability	(38,808)	(94,148)
NET CASH (USED FOR) PROVIDED FROM OPERATING ACTIVITIES	(466,252)	1,437,969
<u>CASH FLOWS - INVESTING ACTIVITIES</u>		
Purchases of property and equipment	(290,728)	(95,662)
NET CASH USED FOR INVESTING ACTIVITIES	(290,728)	(95,662)
NET (DECREASE) INCREASE IN CASH AND RESTRICTED CASH	(756,980)	1,342,307
Cash and restricted cash at beginning of year	1,953,295	610,988
CASH AND RESTRICTED CASH AT END OF YEAR	\$ 1,196,315	\$ 1,953,295
<u>SUPPLEMENTAL CASH FLOW INFORMATION:</u>		
Interest expense paid during the year	\$ 131	\$ 1,364
Purchases of property and equipment included in accounts payable	\$ 18,379	\$ 38,322

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

EXPLORATION ELEMENTARY CHARTER SCHOOL FOR SCIENCE AND TECHNOLOGY

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2022

(With Comparative Totals for 2021)

NOTE A: THE CHARTER SCHOOL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Charter School

Exploration Elementary Charter School for Science and Technology (the “Charter School”) is an educational corporation that operates as a charter school in Rochester, New York. The Charter School promotes student excellence through an emphasis on science and technology skills for elementary aged students in a supportive and responsive learning environment. The Charter School’s students will be prepared for success in further schooling, with a positive sense of self, ready to design and realize their futures in college, community and career. On November 17, 2015 the Board of Regents of the University of the State of New York granted the Charter School a provisional charter valid for a term of five years and renewable upon expiration. The term expired June 30, 2022. On February 3, 2022, the Charter School obtained a two year renewal, which expires June 30, 2024.

Financial Statement presentation

The financial statements of the Charter School have been prepared on the accrual basis of accounting in conformity with accounting principles generally accepted in the United States of America (GAAP). The Charter School 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.

These classes of net assets are defined as follows:

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. At June 30, 2022 and 2021 the Charter School had \$21,569 in net assets with donor restrictions.

Net Assets Without Donor Restrictions – The net assets over which the Board of Trustees has discretionary control to use in carrying on the Charter School’s operations in accordance with the guidelines established by the Charter School. The Board may designate portions of the current net assets without donor restrictions for specific purposes, projects or investment.

Revenue recognition

Revenue from Exchange Transactions: The Charter School 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.

EXPLORATION ELEMENTARY CHARTER SCHOOL FOR SCIENCE AND TECHNOLOGY

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2022

(With Comparative Totals for 2021)

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

The Charter School records substantially all revenues over time as follows:

State and local per pupil revenue

The Charter School recognizes revenue as educational programming is provided to students throughout the year. The Charter School earns state and local per pupil 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 Charter 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 Charter 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 statement of financial position dates:

	June 30,		
	2022	2021	2020
Grants and other receivables	\$ -	\$ 798	\$ 63,201

Contributions

The Charter School 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 received are recorded 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 year for a specific purpose is classified as revenue without donor restrictions.

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 statement of activities and changes in net assets as net assets released from restrictions.

EXPLORATION ELEMENTARY CHARTER SCHOOL FOR SCIENCE AND TECHNOLOGY

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2022

(With Comparative Totals for 2021)

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

Grant revenue

Some of the Charter 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 Charter 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 statement of financial position. The Charter School received cost-reimbursement grants of approximately \$460,193 and \$24,391 that have not been recognized at June 30, 2022 and 2021, respectively, because qualifying expenditures have not yet been incurred.

Cash

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

Cash in escrow

The Charter School maintains cash in an escrow account in accordance with the terms of its charter agreement. The amount in escrow was \$100,000 and \$75,000 at June 30, 2022 and 2021, respectively.

Grants and other receivables

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

Property and equipment

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

Contributed services

The Charter School received donated transportation services that were provided for the students from the local district. The Charter School was unable to determine a value for these services.

The Charter School received contributed reading services and professional developmental services which were valued at \$220,947 for the year ended June 30, 2021. This amount is included in contributed services in the accompanying statement of activities and changes in net assets. There were no contributed reading and professional development services at June 30, 2022.

The Charter School received contributed services from volunteers to serve on the Board of Trustees. These services are not valued in the financial statements.

EXPLORATION ELEMENTARY CHARTER SCHOOL FOR SCIENCE AND TECHNOLOGY

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2022

(With Comparative Totals for 2021)

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

In-kind contributions

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

Tax exempt status

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

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

Marketing costs

The Charter School expenses marketing costs as they are incurred. Total marketing and recruiting costs approximated \$133,600 and \$35,000 for the years ended June 30, 2022 and 2021, respectively.

Deferred lease liability

The Charter School leases its facility. The lease contains significant pre-determined fixed escalations of the base rent. In accordance with GAAP, the Charter School recognizes the related rent expense on a straight-line basis and records the difference between the recognized rental expense and the amounts paid under the lease as a deferred lease liability. The amounts paid under the lease in excess of rent expense recognized was \$38,808 and \$94,148 for the years ended June 30, 2022 and 2021, respectively.

Use of estimates in the preparation of financial statements

The preparation of 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 financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

Comparatives for the year ended June 30, 2021

The financial statements include certain prior year summarized comparative information in total but not by net asset and functional classifications. 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 Charter School's financial statements for the year ended June 30, 2021, from which the summarized information was derived.

EXPLORATION ELEMENTARY CHARTER SCHOOL FOR SCIENCE AND TECHNOLOGY

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2022

(With Comparative Totals for 2021)

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

New accounting pronouncement - leases

In February 2016, the FASB issued a new standard related to leases to increase transparency and comparability among entities by requiring the recognition of right-of-use (“ROU”) assets and lease liabilities on the 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 Charter School is currently evaluating the provisions of this standard to determine the impact the new standard will have on the Charter School’s financial position or results of operations.

Subsequent events

The Charter School has conducted an evaluation of potential subsequent events occurring after the statement of financial position date through October 7, 2022, which is the date the financial statements are available to be issued. No subsequent events requiring disclosure were noted.

NOTE B: LIQUIDITY AND AVAILABILITY

The Charter School regularly monitors liquidity required to meet its operating needs and other contractual commitments. The Charter School’s main source of liquidity is its cash accounts and grants and other receivables.

For purposes of analyzing resources available to meet general expenditures over a 12-month period, the Charter School 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 Charter School operates with a balanced budget and anticipates collecting sufficient revenue to cover general expenditures not covered by donor-restricted resources.

EXPLORATION ELEMENTARY CHARTER SCHOOL FOR SCIENCE AND TECHNOLOGY

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2022

(With Comparative Totals for 2021)

NOTE B: LIQUIDITY AND AVAILABILITY, Cont'd

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

	<u>June 30,</u>	
	<u>2022</u>	<u>2021</u>
Cash	\$ 1,096,315	\$ 1,878,295
Grants and other receivables	<u>1,407,450</u>	<u>142,068</u>
Total financial assets available within one year	2,503,765	2,020,363
Less:		
Amounts unavailable for general expenditures within one year due to:		
Restricted by donors with purpose restrictions	<u>(21,569)</u>	<u>(21,569)</u>
Total financial assets available to management for general expenditures within one year	<u>\$ 2,482,196</u>	<u>\$ 1,998,794</u>

The Charter School has a \$300,000 line of credit that they could draw upon in the event of unanticipated liquidity needs. At June 30, 2022 and 2021 there were no amounts outstanding on this line.

NOTE C: PROPERTY AND EQUIPMENT

Property and equipment consisted of the following:

	<u>June 30,</u>	
	<u>2022</u>	<u>2021</u>
Office equipment	\$ 37,213	\$ 26,938
Classroom furniture and equipment	225,882	166,780
Computer equipment	456,699	294,993
Leasehold improvements	<u>114,353</u>	<u>36,328</u>
	834,147	525,039
Less accumulated depreciation and amortization	<u>312,043</u>	<u>179,418</u>
	<u>\$ 522,104</u>	<u>\$ 345,621</u>

Total depreciation and amortization expense was \$132,624 and \$78,213 for the years ended June 30, 2022 and June 30, 2021, respectively.

EXPLORATION ELEMENTARY CHARTER SCHOOL FOR SCIENCE AND TECHNOLOGY

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2022

(With Comparative Totals for 2021)

NOTE D: SCHOOL FACILITY

The Charter School signed a lease for its facility with a third party commencing July 1, 2017 through June 30, 2024. The Charter School signed fifth, sixth, and seventh lease amendments in June 2020, June 2021, and June 2022, respectively. Base rent is increasing each subsequent year as additional square footage is added to accommodate the growth of the Charter School. The future minimum payment for year ending June 30, 2023 is approximately \$505,000. The base rent and square footage for year ending June 30, 2024 was not determined at time of lease renewal, but is expected to be a minimum of approximately \$557,000. Total rental expense was approximately \$454,300 and \$367,800 for the years ended June 30, 2022 and 2021, respectively. A security deposit of \$25,215 was paid by the Charter School relative to this lease.

NOTE E: LINE OF CREDIT

The Charter School has a \$300,000 line of credit due to a bank upon demand. Amounts borrowed bear interest at prime plus 1.5% (effective rate of 6.25% at June 30, 2022) and are secured by substantially all of the business assets of the Charter School. There were no amounts outstanding under this arrangement at June 30, 2022 or June 30, 2021.

NOTE F: 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 Charter School. Management is of the opinion that such disallowances, if any, will not have a material effect on the accompanying financial statements. Accordingly, no amounts have been provided in the accompanying financial statements for such potential claims.

NOTE G: CONCENTRATIONS

At June 30, 2022 and 2021, approximately 79% and 99%, respectively, of grants and other receivables are due from a New York State agency related to certain grants.

During the years ended June 30, 2022 and 2021, approximately 77% and 82%, respectively, of total operating revenue and support came from per-pupil funding provided by New York State. The per-pupil rate is set annually by the State based on the school district in which the Charter School's students are located.

EXPLORATION ELEMENTARY CHARTER SCHOOL FOR SCIENCE AND TECHNOLOGY

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2022

(With Comparative Totals for 2021)

NOTE H: RETIREMENT PLANS

The Charter School 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 Charter School is required to contribute at an actuarially determined rate, currently 9.80% of the annual covered payroll for the fiscal year ended June 30, 2022. The rate applicable for the fiscal year ended June 30, 2021 was 9.53%. The Charter School's contributions made to the system was equal to 100% of the contributions required for each year. The required contributions for the years ended June 30, 2022 and 2021 was \$236,333 and \$128,780, respectively.

Effective January 2017, the School established an Employee Retirement 401(k) Plan for all employees. The Charter School may make a discretionary contribution to the Plan. There were no discretionary contributions made by the Charter School for the years ended June 30, 2022 and 2021.

NOTE I: COMMITMENTS

The Charter School entered into a technology maintenance and service agreement requiring monthly payments of \$3,283 through August 2022. The Charter School also leased computer equipment under a non-cancelable lease requiring monthly payments of \$1,340 through November 2021. A security deposit of \$1,340 was paid by the Charter School relative to this lease. The Charter School also entered into a three-year lease for technology management services through February 2024. The monthly expenses amount to approximately \$7,600 for the year ended June 30, 2022. Monthly expense is based on number of users, and the Charter School has estimated that for the following years, monthly expenses will approximate \$8,540. The approximate future minimum payments under these agreements are as follows:

<u>Year ending June 30,</u>	<u>Amount</u>
2023	\$ 94,000
2024	<u>61,000</u>
	<u>\$ 155,000</u>

EXPLORATION ELEMENTARY CHARTER SCHOOL FOR SCIENCE AND TECHNOLOGY

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2022

(With Comparative Totals for 2021)

NOTE J: FUNCTIONAL EXPENSES

The 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 K: NET ASSETS

Net assets without donor restrictions are as follows:

	<u>June 30,</u>	
	<u>2022</u>	<u>2021</u>
Undesignated	\$ 2,180,838	\$ 1,440,235
Invested in property and equipment	<u>522,104</u>	<u>345,621</u>
	<u>\$ 2,702,942</u>	<u>\$ 1,785,856</u>

Net assets with donor restrictions are as follows:

	<u>June 30,</u>	
	<u>2022</u>	<u>2021</u>
Student support and leadership development	\$ 10,950	\$ 10,950
Wellness center	<u>10,619</u>	<u>10,619</u>
	<u>\$ 21,569</u>	<u>\$ 21,569</u>

NOTE L: CASH AND RESTRICTED CASH

Cash and restricted cash balances at June 30, 2022 and 2021 consisted of the following:

	<u>June 30,</u>	
	<u>2022</u>	<u>2021</u>
Cash	\$ 1,096,315	\$ 1,878,295
Cash in escrow	<u>100,000</u>	<u>75,000</u>
	<u>\$ 1,196,315</u>	<u>\$ 1,953,295</u>

EXPLORATION ELEMENTARY CHARTER SCHOOL FOR SCIENCE AND TECHNOLOGY

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2022

(With Comparative Totals for 2021)

NOTE M: ACCOUNTING IMPACT OF COVID-19 OUTBREAK

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

In response to the COVID-19 outbreak, in April 2020 the Charter School applied for and was approved by a bank for a loan of \$450,000 through the Paycheck Protection Program established by the Small Business Administration. The loan had a maturity of 2 years and an interest rate of 1%. The loan had the potential for forgiveness provided certain requirements are met by the Charter School. The loan was funded on April 22, 2020. In November 2020, the Small Business Administration approved the forgiveness of the loan and all accrued interest, which was reported as Paycheck Protection Program loan forgiveness on the accompanying statement of activities and changes in net assets for the year ended June 30, 2021.

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 Charter School has recognized \$1,343,587 and \$170,600 of revenue relative to ESSER grants during the years ended June 30, 2022 and 2021, respectively. The Charter School has \$424,761 of ESSER grants still available through September 30, 2024 as of June 30, 2022.



Annual Financial Statement Audit Report

for Board of Regents Authorized Charter Schools

School Name:	Charter School Name
Date (Report is due Nov. 1):	November 1, 2022
Primary District of Location (If NYC select NYC DOE):	Rochester City School District
If located in NYC DOE select CSD:	-
School Fiscal Contact Name:	Casandra Vargas
School Fiscal Contact Email:	[REDACTED]
School Fiscal Contact Phone:	[REDACTED]
School Audit Firm Name:	Mengel Metzger Barr & Co.
School Audit Contact Name:	Casandra Vargas
School Audit Contact Email:	[REDACTED]
School Audit Contact Phone:	[REDACTED]
Audit Period:	2021-22
Prior Year:	2021-22

The following items are required to be included:

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

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

Item	If not included, state the reason(s) below (if not applicable fill in N/A):
Management Letter	
Management Letter Response	N/A
Form 990	
Federal Single Audit (A-133)	
Corrective Action Plan	N/A

Charter School Name
Statement of Financial Position
as of June 30

	<u>2022</u>	<u>2022</u>
<u>CURRENT ASSETS</u>		
Cash and cash equivalents	\$ 1,096,315	\$ 1,878,295
Grants and contracts receivable	1,407,450	142,068
Accounts receivables	-	-
Prepaid Expenses	34,718	55,692
Contributions and other receivables	-	-
Other current assets	-	-
TOTAL CURRENT ASSETS	<u>2,538,483</u>	<u>2,076,055</u>
<u>NON-CURRENT ASSETS</u>		
Property, Building and Equipment, net	\$ 522,104	\$ 345,621
Restricted Cash	100,000	75,000
Security Deposits	26,555	26,555
Other Non-Current Assets	-	-
TOTAL NON-CURRENT ASSETS	<u>648,659</u>	<u>447,176</u>
TOTAL ASSETS	<u>3,187,142</u>	<u>2,523,231</u>
<u>CURRENT LIABILITIES</u>		
Accounts payable and accrued expenses	\$ 122,136	\$ 261,841
Accrued payroll, payroll taxes and benefits	340,495	415,157
Current Portion of Loan Payable	-	-
Due to Related Parties	-	-
Refundable Advances	-	-
Deferred Revenue	-	-
Other Current Liabilities	-	-
TOTAL CURRENT LIABILITIES	<u>462,631</u>	<u>676,998</u>
<u>LONG-TERM LIABILITIES</u>		
Loan Payable; Due in More than One Year	\$ -	\$ -
Deferred Rent	-	38,808
Due to Related Party	-	-
Other Long-Term Liabilities	-	-
TOTAL LONG-TERM LIABILITIES	<u>-</u>	<u>38,808</u>
TOTAL LIABILITIES	<u>462,631</u>	<u>715,806</u>
<u>NET ASSETS</u>		
Unrestricted	\$ 2,702,942	\$ 1,785,856
Temporarily restricted	21,569	21,569
Permanently restricted	-	-
TOTAL NET ASSETS	<u>2,724,511</u>	<u>1,807,425</u>
TOTAL LIABILITIES AND NET ASSETS	<u>3,187,142</u>	<u>2,523,231</u>

Charter School Name
Statement of Activities
as of June 30

	2022			2022
	Unrestricted	Temporarily Restricted	Total	Total
OPERATING REVENUE				
State and Local Per Pupil Revenue - Reg. Ed	\$ 5,455,412	\$ -	\$ 5,455,412	\$ 4,699,312
State and Local Per Pupil Revenue - SPED	147,742	-	147,742	56,314
State and Local Per Pupil Facilities Revenue	-	-	-	-
Federal Grants	1,485,521	-	1,485,521	362,844
State and City Grants	500	-	500	485
Other Operating Income	2,314	-	2,314	451,296
Food Service/Child Nutrition Program	-	-	-	-
TOTAL OPERATING REVENUE	7,091,489	-	7,091,489	5,570,251
EXPENSES				
Program Services				
Regular Education	\$ 4,295,875	\$ -	\$ 4,295,875	\$ 3,010,891
Special Education	677,318	-	677,318	573,965
Other Programs	-	-	-	-
Total Program Services	4,973,193	-	4,973,193	3,584,856
Management and general	1,201,210	-	1,201,210	661,022
Fundraising	-	-	-	-
TOTAL EXPENSES	6,174,403	-	6,174,403	4,245,878
SURPLUS / (DEFICIT) FROM OPERATIONS	917,086	-	917,086	1,324,373
SUPPORT AND OTHER REVENUE				
Interest and Other Income	\$ -	\$ -	\$ -	\$ -
Contributions and Grants	-	-	-	-
Fundraising Support	-	-	-	-
Investments	-	-	-	-
Donated Services	-	-	-	220,947
Other Support and Revenue	-	-	-	-
TOTAL SUPPORT AND OTHER REVENUE	-	-	-	220,947
Net Assets Released from Restrictions / Loss on Disposal of Assets	\$ -	\$ -	\$ -	\$ -
CHANGE IN NET ASSETS	917,086	-	917,086	1,545,320
NET ASSETS - BEGINNING OF YEAR	\$ -	\$ -	\$ -	\$ -
PRIOR YEAR/PERIOD ADJUSTMENTS	-	-	-	-
NET ASSETS - END OF YEAR	\$ 917,086	\$ -	\$ 917,086	\$ 1,545,320

Charter School Name
Statement of Cash Flows

as of June 30

	<u>2022</u>	<u>2022</u>
CASH FLOWS - OPERATING ACTIVITIES		
Increase (decrease) in net assets	\$ 917,086	\$ 1,545,320
Revenues from School Districts	-	-
Accounts Receivable	-	-
Due from School Districts	-	-
Depreciation	132,624	78,213
Grants Receivable	(1,265,382)	4,917
Due from NYS	-	(450,000)
Grant revenues	-	-
Prepaid Expenses	20,974	(55,482)
Accounts Payable	(158,084)	181,848
Accrued Expenses	-	-
Accrued Liabilities	(74,662)	227,301
Contributions and fund-raising activities	-	-
Miscellaneous sources	-	-
Deferred Revenue	(38,808)	(94,148)
Interest payments	-	-
Other	-	-
Other	-	-
NET CASH PROVIDED FROM OPERATING ACTIVITIES	\$ (466,252)	\$ 1,437,969
CASH FLOWS - INVESTING ACTIVITIES	\$ -	\$ -
Purchase of equipment	-	-
Other	-	-
NET CASH PROVIDED FROM INVESTING ACTIVITIES	\$ -	\$ -
CASH FLOWS - FINANCING ACTIVITIES	\$ -	\$ -
Principal payments on long-term debt	-	-
Other	-	-
NET CASH PROVIDED FROM FINANCING ACTIVITIES	\$ -	\$ -
NET (DECREASE) INCREASE IN CASH AND CASH EQUIVALENTS	\$ (466,252)	\$ 1,437,969
Cash at beginning of year	-	-
CASH AND CASH EQUIVALENTS AT END OF YEAR	\$ (466,252)	\$ 1,437,969

Charter School Name
Statement of Functional Expenses
as of June 30

	No. of Positions	2022				2022			
		Program Services		Total	Supporting Services		Total	Total	
		Regular Education	Special Education		Other Education	Fundraising			Management and General
Personnel Services Costs		\$	\$	\$	\$	\$	\$	\$	\$
Administrative Staff Personnel	6.00	100,143	40,057	-	140,200	-	260,371	260,371	400,571
Instructional Personnel	46.00	1,626,316	309,775	-	1,936,091	-	-	-	1,936,091
Non-Instructional Personnel	37.00	500,713	100,142	-	600,855	-	400,571	400,571	1,001,426
Total Salaries and Staff	89.00	2,227,172	449,974	-	2,677,146	-	660,942	660,942	3,338,088
Fringe Benefits & Payroll Taxes		357,708	94,687	-	452,395	-	73,645	73,645	526,040
Retirement		167,797	51,993	-	219,790	-	16,543	16,543	236,333
Management Company Fees		-	-	-	-	-	-	-	-
Legal Service		-	-	-	-	-	30,946	30,946	30,946
Accounting / Audit Services		-	-	-	-	-	21,726	21,726	21,726
Other Purchased / Professional / Consulting Services		391,542	24,471	-	416,013	-	73,414	73,414	489,427
Building and Land Rent / Lease		361,976	-	-	361,976	-	96,222	96,222	458,198
Repairs & Maintenance		123,266	-	-	123,266	-	32,767	32,767	156,033
Insurance		41,264	-	-	41,264	-	6,717	6,717	47,981
Utilities		55,154	-	-	55,154	-	8,979	8,979	64,133
Supplies / Materials		78,337	9,604	-	87,941	-	-	-	87,941
Equipment / Furnishings		33,366	8,832	-	42,198	-	7,987	7,987	50,185
Staff Development		57,913	-	-	57,913	-	9,428	9,428	67,341
Marketing / Recruitment		19,416	-	-	19,416	-	114,167	114,167	133,583
Technology		99,581	13,103	-	112,684	-	18,344	18,344	131,028
Food Service		54,216	-	-	54,216	-	-	-	54,216
Student Services		109,038	782	-	109,820	-	-	-	109,820
Office Expense		24,354	23,872	-	48,226	-	3,965	3,965	52,191
Depreciation		90,185	-	-	90,185	-	18,567	18,567	108,752
OTHER		3,590	-	-	3,590	-	6,851	6,851	10,441
Total Expenses		\$ 4,295,875	\$ 677,318	\$ -	\$ 4,973,193	\$ -	\$ 1,201,210	\$ 1,201,210	\$ 6,174,403

APPROVED



Exploration Elementary Charter School for Science and Technology

Minutes

Board Meeting

Date and Time

Thursday March 17, 2022 at 5:30 PM

Directors Present

D. Joseph-McEwen (remote), L. Merriman (remote), M. Crane (remote), S. Colson (remote), S. Pitts (remote)

Directors Absent

None

Guests Present

R. Simmons (remote)

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

M. Crane called a meeting of the board of directors of Exploration Elementary Charter School for Science and Technology to order on Thursday Mar 17, 2022 at 5:30 PM.

1. Call to Order: The Board Vice President called the meeting to order at 5:30 pm and it was determined that a lawful quorum was present.

2. Proof of Public Notice of Meeting: The following information was included on the notarized affidavit of Public Notice that on **January 23, 2022**, a Public Notice was posted at the school location (1001 Lake Avenue) to indicate a board meeting

and on the school's website ([Exploration Elementary Charter School for Science and Technology | Rochester, NY](#))

3. Conflict of Interest Reminder

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:

The Chair would like to remind speakers that they will have 2 minutes to speak and that the board uses this time as a time for visitors to share their comments and the board to listen to each speaker. The Board often will not respond during public comment but does want the speaker to know that following the board meeting the appropriate people will follow up with each speaker as needed or requested.

C. Approve Minutes

II. Academics Committee

A. Presented by: Samantha Colson

1. Assemblies have resumed in the Auditorium which is presenting with positives and challenges. Some children have forgotten "Assembly Etiquette" & some have never experienced this.
2. There is a need to focus on more engagement in Grades 3-5

III. Finance

A. Presented by: Lonette Merriman

1. Reviewed January financials
2. Exploration continues to operate in good financial health
 3. Composite score of 3 – will stay a 3 in the unforeseeable future
 4. Exploration continues to operate on an unrestricted basis to use money as see fit

P&L

1. Substitute Teachers, Brite Management, increase in supplies & staff/student recruitment contribute to increase. However, funds will be reimbursed through ARPA Funds.
 2. There will be an increase in legal services because they have shifted to monthly billing vs every other month billing
- M. Crane made a motion to approve the minutes.
S. Pitts seconded the motion.
The board **VOTED** to approve the motion.

IV. Governance Committee

A. Presented by Maya Crane

Maya is making sure that everything that is voted/agreed upon by the Board is in alignment with Exploration goals/task set forth.

V. School Leader Report

A. School leader Report

Enrollment Update

1. Eighteen students needed – Current Enrollment 381
2. Submitting a material change to Susan Gibbons to decrease enrollment. Partnering with School Works to assist & Susan to expedite

Sub group enrollment:

ENL	12 (-)
SPED	29 (-2)
ED	336 (-5)
504	20 (-2)

1. Student Attrition

Majority moved out of the district or out of state. 2 left due to not having Special Education programming (8:1:2 & ICOT not available)

B. Staffing Update

1. Open positions: (least since beginning of school year)
2. (4) Teacher Aide - on hold due to enrollment
3. PE Assistant

b. Instructional Attrition

1. 3rd grade - LTS
2. 4th grade - LTS
3. 4th grade Teacher
4. 5th grade - LTS
5. Science Teacher
6. Reading Teacher
7. PE Teacher
8. 3rd grade teacher

c. Non-Instructional Attrition

1. 7 Teacher Aides
2. Social Worker
3. Staff Recognition
 1. Kelda DePrez, PE Teacher – She has been the mentor for the new Art Teacher, assisting her with getting acclimated
 2. Angella Cocchiara, Math Intervention Coach – She has been at Exploration since inception. Also a mentor for the new 3rd grade teacher

1. Behavior Data Overview

1. Downward trend noticed in behaviors with a slight spike in February. Some were SPED students who have since moved to RCSD & receiving necessary services

2. MH staff now consists of 2 Social Workers and 2 full time Counselors. Looking to add another Social Worker next year.

E. Academics

- a. 3/1/22 – Test Prep Kick Off held for grades 3-5 to prepare for NYS Testing. Many students were recognized for growth in Reading & Math with some receiving McDonalds gift cards as an incentive
- b. Rachelle met individually with students in 5th grade to review their growth monitoring
- c. Family Town Hall to be done hybrid to share with families – TDB

F. Family Engagement

- a. Family Night will be held at Movies 10 and families have a choice of Clifford the Big Red Dog & Venom. There will 5th grade recruitment there from 6 area schools.
 - b. 5th grade Dance is an incentive once enrollment application is completed
- D. Joseph-McEwen made a motion to approve the minutes from.
L. Merriman seconded the motion.
The board **VOTED** to approve the motion.

VI. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:15 PM.

Respectfully Submitted,
T. White

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Every Child. Every Family. Every Day.

Exploration Elementary Charter School for Science and Technology

Minutes

Exploration Board Meeting

Date and Time

Thursday April 28, 2022 at 5:30 PM

Location

1001 Lake Avenue, Rochester, NY 14613 (in person) or via remote

virtual link to meeting- <https://www.google.com/url?q=https://explorationroc.webex.com/join&source=calendar&ust=1652640579571176&usg=AOvVaw3yRTkijYmTgl1Jj95B>

2. Proof of Public Notice of Meeting: The following information was included on the notarized affidavit of Public Notice that on **April 26, 2022**, a Public Notice was posted at the school location (1001 Lake Avenue) to indicate a board meeting and on the school's website ([Exploration Elementary Charter School for Science and Technology | Rochester, NY](#))

3. Conflict of Interest Reminder

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:

The Chair would like to remind speakers that they will have 2 minutes to speak and that the board uses this time as a time for visitors to share their comments with the board. The Board often will not respond during public comment but does want each speaker to know that following the board meeting the appropriate person(s) will follow up with each speaker as needed or requested.

Directors Present

C. Cong (remote), D. Joseph-McEwen, K. LoMaglio (remote), L. Merriman (remote), M. Crane (remote), S. Colson (remote), S. Pitts (remote)

Directors Absent

C. Caldwell, H. Escher

Guests Present

Lisa Standing - Staff (remote), Nicholas Lind (remote), R. Simmons, Steven Polowitz (remote), T. White (remote), Wilneia White (Parent Representative) (remote)

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

C. Cong called a meeting of the board of directors of Exploration Elementary Charter School for Science and Technology to order on Thursday Apr 28, 2022 at 5:38 PM.

C. Approve Minutes

M. Crane made a motion to approve the minutes from Board Meeting on 03-17-22.

K. LoMaglio seconded the motion.

Approved - All / Opposed – None / Abstained - None

The board **VOTED** to approve the motion.

M. Crane made a motion to approve the minutes from February 2022.

K. LoMaglio seconded the motion.

Approved - All / Opposed – None / Abstained - None

The board **VOTED** to approve the motion.

II. Academics Committee

A. Academic Committee

Reviewed Academic Committee Meeting Minutes which is attached to the agenda

D. Joseph-McEwen made a motion to accept Academics Committee Report.

K. LoMaglio seconded the motion.

Approved - All / Opposed – None / Abstained - None

The board **VOTED** to approve the motion.

III. Executive Committee

A. Carlos

S. Colson made a motion to Motion to accept committee report.

S. Pitts seconded the motion.

-Preparation for State Testing (ELA/Math)

-Discussed extension numbers for facilities

-Good Partnerships with ESF

-Concerns with IT, Casandra is not getting the support she needs form BRITE.

Approved - All / Opposed – None / Abstained - None

The board **VOTED** to approve the motion.

IV. Finance

A. Finance

Reviewed Finance Budget Sheet from February & March 2022. Budget is attached in agenda

- Discussed what items increased these months
- Exploration is still in good financial health

M. Crane made a motion to accept Finance Committee Report.

S. Colson seconded the motion.

Approved - All / Opposed – None / Abstained - None

The board **VOTED** to approve the motion.

V. Behavior Data

A. Behavior Data - End of Q3

Nick Reviewed Student Behavior Data & Attendance which is included in the agenda to review

VI. School Leader Report

A. School leader Report

Rachelle reviewed Recurring Dashboard

- student enrollment per grade level (current)

-sub group enrollment per category

-Enrollment for next year : shared how many students will be needed for next year (These numbers will be due to RCSD on 6/1/22)

-At this point, an application for reduction in student enrollment will not be submitted to charter. Consideration will be made for next renewal. There was some discussion on

concerns for not going through with application for reduction. If a reduction is made, it will not go into affect for the upcoming 2022-2023 school year. Focus will zoom into how can

staff/students be retained for the upcoming school year.

Rachelle shared Academic Stated of Affairs at Exploration. This item is attached in the agenda.

Friday May 23, 2022 will be the next Growth Monitoring Assembly. An invite will be sent to everyone to attend. Rewards include Taki's, and a numerous amount of other gift cards for Starbucks, V-Bucks, play station, X box, Target

C. Cong made a motion to approve school leader report.

L. Merriman seconded the motion.

Approved - All / Opposed – None / Abstained - None

The board **VOTED** to approve the motion.

VII. Resolutions

A. 2022-2023 School Year Calendar

- S. Colson made a motion to Approve 2022-2023 School Year Calendar.
- S. Pitts seconded the motion.
- Approved - All / Opposed – None / Abstained - None
- The board **VOTED** to approve the motion.

B. 2022-2023 School Year Budget

- K. LoMaglio made a motion to Approve Projected budget for renewal charter period.
- S. Colson seconded the motion.
- Finance Committee has reviewed

Approved - All / Opposed – None / Abstained - None
The board **VOTED** to approve the motion.

VIII. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:46 PM.

Respectfully Submitted,

T. White

C. Cong made a motion to adjourn meeting.

S. Colson seconded the motion.

Approved - All / Opposed – None / Abstained - None

The board **VOTED** to approve the motion.

Documents used during the meeting

- Meeting minutes_-February 2022.SHP clean (1).docx
- Meeting_minutes_-_March_2022.SHP_clean.docx
- February 2022 Template (002).xlsx
- Behavior Data Review - 4 - End of Q3, 2022 (1).pdf
- AcademicStateofAffairs4.14.22.pptx
- Calendar 2022-23 School Year.pdf
- Exploration_Renewal 5 Year Budget.xlsx.pdf
- Budget Notes.docx

APPROVED



Exploration Elementary Charter School for Science and Technology

Minutes

Exploration Elementary Charter School Board Meeting

Date and Time

Thursday May 19, 2022 at 5:30 PM

Location

1001 Lave Avenue or virtual

<https://explorationroc.webex.com/meet/cvargas>

2. Proof of Public Notice of Meeting: The following information was included on the notarized affidavit of Public Notice that on **April 26, 2022**, a Public Notice was posted at the school location (1001 Lake Avenue) to indicate a board meeting and on the school's website ([Exploration Elementary Charter School for Science and Technology | Rochester, NY](#))

3. Conflict of Interest Reminder 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: The Chair would like to remind speakers that they will have 2 minutes to speak and that the board uses this time as a time for visitors to share their comments with the board. The Board often will not respond during public comment but does want each speaker to know that following the board meeting the appropriate person(s) will follow up with each speaker as needed or requested.

Directors Present

C. Cong (remote), D. Joseph-McEwen (remote), H. Escher (remote), K. LoMaglio (remote), L. Merriman (remote), M. Crane (remote), S. Colson (remote), S. Pitts (remote)

Directors Absent

C. Caldwell

Guests Present

Krystal Demery - Staff (remote), Lisa Standinger - Staff (remote), Nicholas Lind - Staff (remote), R. Simmons, S. Polowitz (remote), T. White, Wilnecia White (Parent Representative) (remote)

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

C. Cong called a meeting of the board of directors of Exploration Elementary Charter School for Science and Technology to order on Thursday May 19, 2022 at 5:32 PM.

C. Approve Minutes

S. Colson made a motion to approve the minutes from April 28, 2022 Exploration Board Meeting on 04-28-22.

D. Joseph-McEwen seconded the motion.

Approved - All / Opposed – None / Abstained - None

The board **VOTED** to approve the motion.

II. Executive Committee

A. Executive Committee

Discussed facilities project that are in process

Also will go into Executive Session Discussion about personnel matters which will occur later in the meeting

D. Joseph-McEwen made a motion to Accept Executive Committee Report.

H. Escher seconded the motion.

Accepted - All / Opposed – None / Abstained - None

The board **VOTED** to approve the motion.

III. Academics Committee

A. Academic Committee

-Discussed Growth Trends with shifts of students going from yellow to green zones

-Huge shift from Red Zone (K, 1st).

-Many 5th graders have moved to Yellow Zone

-Awards Assembly tomorrow (4/29/22) to encourage them students to continue with this great progress

-Explorer Ambassadors have been inducted - 4th/5th grade.

-Some teachers are "bothered" by the new teaching structure for next year which is going to be implemented. Will continue to work through this new process

-Focusing on how to better use the Wellness Center

-Key driver for the progress in students is incentives, students wanting to know, prioritized more small group instruction, iReady 10-15 minutes daily in each subject area is important

D. Joseph-McEwen made a motion to Accept the Academic Committee Report.
L. Merriman seconded the motion.
Accepted - All / Opposed – None / Abstained - None
The board **VOTED** to approve the motion.

IV. Finance

A. Finance

Finance Committee met on Friday May 13, 2022
As of 3/31/22 - nothing significant month to month
Still in a strong financial position to cover operating expenses
Composite score of 3- still maintaining
Profit and Loss changes to include contract services (BRITE costs), purchases,
marketing & recruitment, student services (field trip to RMSC for each grade level)
Still operating under budget -doing a good job controlling expenses

M. Crane made a motion to Accept the Finance Committee Report.
K. LoMaglio seconded the motion.
Accepted - All / Opposed – None / Abstained - None
The board **VOTED** to approve the motion.

V. HR Committee

A. HR Committee

Will discuss during Executive Session

VI. School Leader Report

A. School leader Report

- Enrollment is holding at 375
- Almost full for kindergarten enrollment for 22-23 School Year - preparing to back fill for K,1,2,4
- Not going to fill PE assistant & TA position for the remainder of the school year
- Student behaviors discussed - 2nd grade is the grade that would have been in kindergarten at the start of the pandemic and possibly could be contributing to behaviors
- 3-5 behavior increase in March, April, May could be because of upcoming testing.
- Upcoming calendar invites for Kindergarten Graduation & 5th Grade Graduation June 17, 2022
- 4th Grade will do NYS Science Test next week & following week
- Goal is to have all positions filled for upcoming school year by June 30th - will be trying to over-hire as well
- NYSELAT (English as second language learners) population is looking to graduate some students this year

D. Joseph-McEwen made a motion to Accept the School Leader Report.
S. Colson seconded the motion.
Accepted - All / Opposed – None / Abstained - None
The board **VOTED** to approve the motion.

VII. Other Matters for Consideration:

A.

Executive Session

S. Pitts made a motion to move into Executive Session.
L. Merriman seconded the motion.

Accepted - All / Opposed – None / Abstained - None
The board **VOTED** to approve the motion.

H. Escher made a motion to terminate Executive Session.
D. Joseph-McEwen seconded the motion.

Accepted - All / Opposed – None / Abstained - None
The board **VOTED** to approve the motion.

VIII. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:36 PM.

Respectfully Submitted,
T. White

D. Joseph-McEwen made a motion to adjourn meeting.
S. Colson seconded the motion.

Accepted - All / Opposed – None / Abstained - None
The board **VOTED** to approve the motion.

B. Next Board of Trustees Meeting will occur on Thursday June 16, 2022 at 5:30pm

Documents used during the meeting

- 2022_04_28_board_meeting_minutes (10).pdf
- March 2022 Template (002) (1).xlsx
- 5.19.22SchoolLeaderReport.pptx.pdf

Every Child. Every Family. Every Day.

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Exploration Elementary Charter School for Science and Technology

Minutes

Board Meeting

Date and Time

Thursday June 16, 2022 at 5:30 PM

Location

1001 Lake Avenue, Rochester, NY or via remote

<https://explorationroc.webex.com/meet/twhite>

Proof of Public Notice of Meeting: The following information was included on the notarized affidavit of Public Notice that on **June 13, 2022**, a Public Notice was posted at the school location (1001 Lake Avenue) to indicate a board meeting and on the school's website ([Exploration Elementary Charter School for Science and Technology | Rochester, NY](#))

Conflict of Interest Reminder

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."

Opportunity for Public Comment:

The Chair would like to remind speakers that they will have 2 minutes to speak and that the board uses this time as a time for visitors to share their comments with the Board. The Board often will not respond during public comment but does want the speakers to know that following the board meeting the appropriate person(s) will follow up with each speaker as needed or requested

Directors Present

C. Caldwell (remote), C. Cong (remote), D. Joseph-McEwen (remote), H. Escher (remote), M. Crane (remote), S. Colson (remote), S. Pitts (remote)

Directors Absent

K. LoMaglio, L. Merriman

Guests Present

R. Simmons, S. Polowitz (remote), T. White, Wilnecia White (Parent Representative)

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

C. Cong called a meeting of the board of directors of Exploration Elementary Charter School for Science and Technology to order on Thursday Jun 16, 2022 at 6:03 PM.

C. Approve Minutes

Motion to approve May minutes.

See Attached May Meeting Minutes:

<https://app2.boardontrack.com/org/GeLGD1/attachment/download/235260>

The board **VOTED** to approve the motion.

M. Crane made a motion to approve the minutes from Exploration Elementary Charter School Board Meeting on 05-19-22.

S. Colson seconded the motion.

Approved-All/Opposed-None/Abstained-None

The board **VOTED** to approve the motion.

II. Executive Committee

A. Executive Committee

Nothing to report

III. Academics Committee

A. Academic Committee

See Attached Academic Committee Meeting Minutes

<https://app2.boardontrack.com/org/GeLGD1/attachment/download/235147>

IV. Finance

A. Finance

April's Finance Report

-Notable increases with Brite invoices which is \$20,000 over budget, which is to be expected

-Composite score continues to be a 3 which shows we are still in a good financial position

D. Joseph-McEwen made a motion to approve Financial Report.

M. Crane seconded the motion.

Approved-All/Opposed-None/Abstained-None

The board **VOTED** to approve the motion.

V. Governance Committee

A. Governance Committee

A board member will be leaving in the middle of their term (end of July) and this position needs to be filled. 2 names were discussed as replacements

- Britany Rumph - She has a background in education as a teacher & has worked for a charter

- Felicia Drysdale - Asst. Principal @ School #50 - this school is now in receivership in RCSD. this school is a K-8 & she has 15+ years of experience.

Maya will forward each of their resumes to the Board Secretary who will distribute them to the Board of Trustees.

Maya will send out their resumes to be distributed for the Board Members to review.

Maya shared that recruiting for Board Committees should be ongoing especially as Exploration grows & expands.

See Attached Governance Committee Meeting Minutes:

<https://app2.boardontrack.com/org/GeLGD1/attachment/download/234638>

S. Colson made a motion to approve Governance Report.

S. Pitts seconded the motion.

Approved-All/Opposed-None/Abstained-None

The board **VOTED** to approve the motion.

VI. HR Committee

A. HR Committee

Nothing to Report

VII. School Leader Report

A. School leader Report

See Attached School Leader Report:

<https://app2.boardontrack.com/org/GeLGD1/attachment/download/235244>

S. Colson made a motion to approve School Leader Report.

D. Joseph-McEwen seconded the motion.

Approved-All/Opposed-None/Abstained-None

The board **VOTED** to approve the motion.

VIII. Closing Items

A. Closing Matter:

New Business: Reviewed updated Employee COVID Policy

See Attached Updated Employee COVID Policy:

https://docs.google.com/document/d/1wWsr14Fang5-ABuOKCy5oP-iWbNzUmCEbp4IP4wED_4/edit

Motion to Accept Updated Employee COVID Policy
Moved by: Maya Crane; Seconded by: Samantha Colson

Approved-All/Opposed-None/Abstained-None

Next Board Meeting will be Thursday July 21, 2022 @ 5:30pm (amended)

Board Retreat on Saturday July 23, 2022 from 9:30am to 3:30pm. @ [NAMI Rochester](#) - 346 N Goodman St, Rochester, NY 14607, USA

When you turn off North Goodman our building is located towards the back in the white/gray buildings.

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:30 PM.

Respectfully Submitted,

T. White

M. Crane made a motion to Adjourn meeting.

S. Pitts seconded the motion.

Approved-All/Opposed-None/Abstained-None

The board **VOTED** to approve the motion.

Documents used during the meeting

- 2022_05_19_board_meeting_minutes.pdf
- Exploration Academic Committee Meeting Minutes 6 14 2022.docx
- Governance Committee 6082022 meeting.docx
- 6.18.22SchoolLeaderReport.pptx.pdf

DRAFT



Exploration Elementary Charter School for Science and Technology

Minutes

July Board of Trustees Meeting

Date and Time

Thursday July 21, 2022 at 5:30 PM

Location

1001 Lake Avenue, Rochester, New York 14613 (in person)

<https://explorationroc.webex.com/meet/twhite> (remote)

Proof of Public Notice of Meeting: The following information was included on the notarized affidavit of Public Notice that on July 18, 2022 a Public Notice was posted at the school location (1001 Lake Avenue) to indicate a board meeting and on the school's website (Exploration Elementary Charter School for Science and Technology | Rochester, NY)

Conflict of Interest Reminder: 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."

Opportunity for Public Comment: The Chair would like to remind speakers that they will have 2 minutes to speak and that the board uses this time as a time for visitors to share their comments with the Board. The Board often will not respond during public comment but does want the speakers to know that following the board meeting the appropriate person(s) will follow up with each speaker as needed or requested

Directors Present

C. Cong (remote), D. Joseph-McEwen (remote), K. LoMaglio (remote), L. Merriman (remote), M. Crane (remote), S. Colson (remote), W. White (remote)

Directors Absent

C. Caldwell, H. Escher, S. Pitts

Guests Present

Lisa Standinger - Staff (remote), Nicholas Lind (remote), R. Simmons (remote), S. Polowitz (remote), T. White

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

C. Cong called a meeting of the board of directors of Exploration Elementary Charter School for Science and Technology to order on Thursday Jul 21, 2022 at 5:37 PM.

C. Approve June Meeting Minutes

S. Colson made a motion to approve the minutes from June Board of Trustees Meeting with amendment to change date of next Board of Trustees meeting to July 21, 2022 @ 5:30pm Board Meeting on 06-16-22.
L. Merriman seconded the motion.

See attached June Meeting Minutes

<https://app2.boardontrack.com/org/GeLGD1/minutes/downloadPdf/52774>

Approved-All/Opposed-None/Abstained-None

The board **VOTED** to approve the motion.

II. Executive Committee

A. Executive Committee

- Meeting held on 7/11/22 to discuss upcoming 2022-2023 School Year, recruitment and staffing as well as upcoming Board Retreat. More items will be discussed in Rachelle's School Leader Report later in the meeting.

M. Crane made a motion to approve the Executive Committee Report.
S. Colson seconded the motion.

Approved-All/Opposed-None/Abstained-None

The board **VOTED** to approve the motion.

III. Academics Committee

A. Academic Committee

See Attached Academic Committee Meeting Minutes

<https://app2.boardontrack.com/org/GeLGD1/attachment/download/238748>

IV. Finance

A.

Finance

As of 6/30/22 everything is settled, however there are still a few line items that need to be finalized. Many pre-purchases were done for 2022-2023 School Year due to the school being a good financial place. It is noted that the 2022-2023 school year will run on a tighter budget.

A Composite score will be ran for May & June and presented at the next BoT Meeting.

It was suggested to review the "formula" by the state to show that the school is in good financial standing pending the upcoming renewal

See Attached Finance Committee Minutes & Budget Reports

<https://app2.boardontrack.com/org/GeLGD1/attachment/download/238755>
<https://app2.boardontrack.com/org/GeLGD1/attachment/download/238752>
<https://app2.boardontrack.com/org/GeLGD1/attachment/download/238751>

D. Joseph-McEwen made a motion to approve the Finance Committee Report.

K. LoMaglio seconded the motion.

Approved-All/Opposed-None/Abstained-None

The board **VOTED** to approve the motion.

V. Governance Committee

A. Governance Committee

- Annual Board Meeting will held on August 18, 2022 prior to Board Meeting.
- Cierra Caldwell will not be completing her term on the board due to personal reasons. it is proposed that Brittany Rumph be her replacement for the completion of her term which ends 12/21/23

Maya Crane made a motion for resolution to approve Brittany Rumph for Board Membership subject to CSO approval.

Approved-All/Opposed-None/Abstained-None

Maya Crane made a motion for resolution for Felicia Drysdale to be elected for a 3 year term at the annual board meeting in August 2022, subject for CSO approval

Approved-All/Opposed-None/Abstained-None

S. Colson made a motion to approve Governance Committee Report.

K. LoMaglio seconded the motion.

Approved-All/Opposed-None/Abstained-None

The board **VOTED** to approve the motion.

VI. School Leader Report

A. School leader Report

- Enrollment is full for 2022-2023 School year - 456 students enrolled as of today
- All of the remaining open positions for the upcoming school year have at least one person scheduled for an interview.
- Staff/Teacher salaries continue to be higher than RCSD's salaries by at least \$1K
- Increase in behaviors noted in May which may be attributed to increase in environmental stressors(ex. violence in community) & attendance
- SPED population at Exploration is at about 10%. Parental involvement and student advocates(school volunteer) are encouraged to assist with CSE process. This may sway RCSD to approve student for SPED services
- Still working to increase SPED & ENL population at enrollment
- Student behaviors are being looked at more closely & Leadership is proactively putting a plan in place for 2022-2023 school year to assist students/families
- Attendance continues to be an issue and leadership is also putting a plan in place to better assist families to include an afterschool program to be implemented as well as having the Dean of Students for each grade level checking in weekly with Assistant Principal

See Attached School Leader Report

<https://app2.boardontrack.com/org/GeLGD1/attachment/download/238765>
<https://app2.boardontrack.com/org/GeLGD1/attachment/download/239031>

M. Crane made a motion to approve School Leader Report.

S. Colson seconded the motion.

Approved-All/Opposed-None/Abstained-None

The board **VOTED** to approve the motion.

VII. Closing Items

A. Next BoT Meeting: Thursday August 18, 2022 @ 5:30pm

M. Crane made a motion to ratify new lease agreement.

D. Joseph-McEwen seconded the motion.

Approved-All/Opposed-None/Abstained-None

The board **VOTED** to approve the motion.

B. Adjourn Meeting

M. Crane made a motion to adjourn meeting.

K. LoMaglio seconded the motion.

The board **VOTED** to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:02 PM.

Respectfully Submitted,

T. White

Documents used during the meeting

- Academic Committee July Minutes 2022.docx
- StudentGrowthPowerPoint (1).pdf
- Cash flow through May 2022 - 06.28.22.xlsx
- May 2022 P&L - 06.28.22.xlsx
- Exploration-Charter-School_qb_performance_06-28-22.pdf
- May 2022 BS - 06.28.22.xlsx
- 7-12-22 Finance Minutes.pdf
- 2022 Annual Meeting & Vote.docx
- ExplorationStateofAffairs6.24.22.pptx (1).pdf
- 7.21.22SchoolLeaderReport.pptx.pdf

EXPLORATION ELEMENTARY CHARTER SCHOOL BOARD OF TRUSTEES

January 20, 2022

MEETING MINUTES

Topic: Board of Trustees Meeting

**Location: Exploration School Building
1001 Lake Avenue, Rochester NY 14613**

<https://explorationroc.webex.com/meet/cvargas>

Time: 5:37pm

Trustees Present: Maya Crane, Kim LaMaglio, Samantha Lang-Colson, Lonette Merriman, Sam Pitts

Trustees Excused: Carlos Cong, Ciera Caldwell

Non-Trustees Present: Rachelle Simmons, Nick Lind, Maggie Camacho, Steve Polowitz

1. Call to Order: The Board Chair called the meeting to order at **5:30 pm** and it was determined that a lawful quorum was present.

2. Proof of Public Notice of Meeting: The following information was included on the notarized affidavit of Public Notice that on **December 12, 2021**, a Public Notice was posted at the school location (1001 Lake Avenue) to indicate a board meeting and on the school's website ([Exploration Elementary Charter School for Science and Technology | Rochester, NY](#))

3. Conflict of Interest Reminder

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:

The Chair would like to remind speakers that they will have 2 minutes to speak and that the board uses this time as a time for visitors to share their comments and the board to listen to each speaker. The Board often will not respond during public comment but does want the speaker to know that following the board meeting the appropriate people will follow up with each speaker as needed or requested.

5. Faculty Recognition

Benjamin Matz - Prevention Specialist

Mr. Matz is nominated by Nick Lind Assistant Principal because in a crisis he's been observed showing empathy with students who are physically aggressive as well as being proactive to meet with an informal caseload of over 20 students with daily checks.

He shows up every day and this is symbolic of Explorations, responsive culture, and is an excellent model for others. Mr. Matt is one of our kindergartens through 2nd-grade prevention specialists. Congratulations to him.

Sydnee Tucciarello - SPED Teacher

Ms. Tucciarello has been with us for a year and a half. She joined us last year. She is one of our special education teachers and has been extremely flexible this year, always rolling up her sleeves and willing to support our caseload wherever needed.

She started mainly in 4th and 5th and then, as we've had some go out on maternity leave, she stepped in and picked up other students and adjusted her schedule accordingly. Most recently, she was recognized at a Rochester city school district meeting for her exemplary writing, and they will be using one of our templates to help them with professional development for their special education staff in the district. So, congratulations to miss Sydney to Trello.

Charles Hendricks - Team member of Ready Right Cleaning Service

The team member that we'd like to recognize, and we'd like to say that he works for us, but he doesn't. However, we treat him as if he is one of ours. He is Mr. Charles Hendricks. He is one of the members of the Ready Right Cleaning service that works for us during the day.

Charles not only does a fantastic job, keeping our building spaces clean and tidy. He also does so with a smile on his face and a cheerful attitude to everyone who crosses his path. No matter what problems he's resolved for us throughout any given day, or how many messes he has literally cleaned up for our students and staff. Mr. Charles is always kind and friendly. He tries to check in with students and staff directly to ask how they're doing.

He is a model staff member for showing up each, and every day and does his absolute best. We appreciate his dedication, and his efforts do not go unnoticed. He also will join us at our holiday party next Thursday.

6. Approvals:

- a. Approval of the following: Minutes from The Bot Meeting on November 18, 2021 - **Tabled to January 20, 2022 meeting**

7. Committee Updates

- a. Executive - Carlos Cong - **Excused, No Report**
- b. Governance - Maya Crane - **No Update**
- c. Academics - Samantha Colson - **No update**

d. Finance - Lonette Merriman

Essentially we are hitting the budget. Supplies and substitute teacher line show increase. We are trying to address substitute line thru hiring aa permanent teacher, but this is an ongoing issue due to attrition. Staff recruitment and retention shows an increase, and that is covered by our additional Covid funding

Current ration of assets to liabilities and cash on hand indicates that the school remains in good financial condition.

Moved by: Kim LaMaglio **Seconded By:** Samantha Lang-Colson

Approved -All / Opposed – None / Abstained - None)

- e. HR - Ciera Caldwell - **Excused, No Report**

8. School Leader Report:

Enrollment

Kindergarten is almost at cap, first grade continues to be over-enrolled and second grade is full. We hired a third grade teacher who is bilingual and has prior experience in district schools, so we have opened a new third grade classroom to be classroom that will be capped at 20 students (currently have 12 students in that homeroom with an additional 4 to 5 more slated to come in in the next week).

Holding 73 students in the fourth grade; fifth grade is at 32 students and we have opened recruitment for fifth. We need 10 more students to get to 404.

We have seen an increase in economically disadvantaged enrollment, and in students with 504 plans, with at least five new 504 plan students thus far.

Staffing

We have four teacher aides that gets us to one in every classroom through the 3rd grade. With the additional need for social-emotional help, we are now prioritizing placing teacher's aides in the 4th and 5th-grade classrooms, as we seen increased success with behavior management.

We have decreased from two to one art teaches and two to one science teachers to shift budget monies add more teacher's aides. We need one to fill our PE assistant position; have another opening for a social worker (we have a great candidate); and continue to look for another special education teacher for a position has been open since the beginning of the school year. We continue to work with TES Staffing, and they have been very helpful.

Social-Emotional Learning - (Nick Lind - Assistant Principal)

Currently rolling out a high-level update on behavior data which will give us a view of our SchoolTool referrals so that the Principal will always be updating based on the same consistent metrics every month. The Assistant Principal will be doing deep dives after each Quarter.

Goal is to better identify behaviors that require the support of a wellness team member when all tools have been exhausted by the classroom teacher. Currently focused on attendance data and tier 2 and 3 referrals outside of the classroom. It is extremely hard to help students when they are not in the building. We have a high absence rate across all our grades. We see at least 39% of our students that have 5 or more absences and approximately 39% to 47 % across all grade levels.

These absences include medical absences, Covid 19 as well as students who may have transportation issues. Whatever the reason, they are still missing out on the programming. Since we are half a day for students on Fridays, we see that a little over a 1/3 of our absences occurring on Fridays. Friday is therefore a target day - what can we do to remove barriers that are preventing them from being in school on Fridays?

Within our email system there is a chat feature with a room for each classroom at each space throughout the building when a student is exhibiting behavior, and the teacher needs extra support. This feature allows us to review to see patterns that are noticeable. This information will help us prioritize classrooms that require additional support. We have through use of this feature that 87% of the enrollment has no tier 2 behavioral responses, and therefore have never needed support from our wellness team.

We see that 94% of our kids are really doing well, behaviorally by grade level.

Approve the School Leader Report

Moved by: Lonette Merriman **Seconded By:** Samantha Lang-Colson

Approved - All / Opposed – None / Abstained - None)

8. BOT Strategic Plan Goals Update – no update

10. Resolutions

- a. The Exploration Elementary Charter School for Science and Technology Board of Trustees, having conducted a thorough background check via a fingerprint scan as required and having discovered no State or Federal criminal history, or having provided such history to SED if found, hereby approves the nomination of Ms. Wilnieca White to serve as a member of its Board of Trustees, with a term expiring on July 15, 2024, pending approval by SED. The resolution approving Ms. Wilnieca White is formally adopted upon SED's approval.

Moved by: Sam Pitts **Seconded By:** Lonette Merriman

Approved - All / Opposed – None / Abstained - None

- b. Resolution to approve Engagement Letter for legal services with The Coppola Firm, Steven Polowitz's new law firm.

Moved by: Lonette Merriman **Seconded By:** Kim LaMaglio

Approved - All / Opposed – None / Abstained - None

11. Other Matters for Consideration:

Old Business - none

New Business - none

12. Motion to Adjourn –

Moved by: Lonette Merriman **Seconded By:** Kim LaMaglio

Approved - All / Opposed – None / Abstained - None

Next Meeting- January 20, 2022, at 5:30pm

EXPLORATION ELEMENTARY CHARTER SCHOOL BOARD OF TRUSTEES

July 15, 2021

MEETING MINUTES

Meeting Location: Exploration School Building

1001 Lake Avenue, Rochester NY 14613

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

Topic: Board of Trustees Meeting

Time: 5:30pm

Trustees Present: Carlos Cong, Kimi LoMaglio, Maya Crane, Samantha Colson, Debra McEwen, Sam Pitts, Lonette Meriman, Herb Escher

Trustees Excused: Ciera Caldwell

Non-Trustees Present: Cassandra Vargas, Rachele Simmons, Maggie Camacho

1. Call to Order: 5:30pm

- a. The Board Chair called the meeting to order at **5:30pm** and it was determined that a lawful quorum was present.

2. Proof of Public Notice of Meeting

The following information was provided on the notarized affidavit of public notice: That, on **July 12, 2021**, a Public Notices was posted at the school location (1001 Lake Avenue) to indicate a board meeting and on the school's website ([Exploration Elementary Charter School for Science and Technology | Rochester, NY](#))

3. Conflict of Interest Reminder

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 Speaker”

The Chair would like to remind speakers that they will have 2 minutes to speak and that the board uses this time as a time for visitors to share their comments and the board to listen to each speaker. The Board often will not respond during public comment but does want the speaker to know that following the board meeting the appropriate people will follow up with each speaker as needed or requested.

5. Faculty Recognition

6. Approval of the following: Minutes from Previous BOT Minutes for June 17, 2021

Moved by: Debra McEwen **Seconded By:** Maya Craeb

Approved (unanimously or In Favor All /Opposed- None/Abstained-None)

7. Committee Updates

a. Executive - Carlos Cong

Ciera Caldwell has been invited to join the Executive Committee Meeting. Board of Trustees’ website Boardbookit/Govenda will move to “Board on Track ” upon expiration of subscription with Boardbookit/Govenda. Efforts continue to identify Parent board member..

Motion to accept the report of the Executive Committee

Moved by: Kimi LoMaglio **Seconded By:** Maya Crane

Approved All /Opposed None /Abstained None)

b. Governance - Maya Crane

(The Governance Committee did not meet in June. Next meeting will be held in August)

c. Academics - Samantha Colson

The Academic Committee will be convening a week before the BoT Meetings to give Academic Committee opportunity to submit more timely updates. . Summer school is in motion despite transportation issues that have affected attendance. Social worker reaching out to the absent students. Committee Reviewed Code of Conduct: Reflection, Restorative Practices and Trauma Informed. Recommendations from the committee is to increase training in the areas of “Trauma Informed”, “Reflection and “Restorative Practices’ , for students, teachers and staff.

Motion to accept the report of the Academics Committee

Moved by: Maya Crane **Seconded By:** Debra McEwen

Approved All/Opposed None /Abstained None)

d. Finance - Lonette Merriman

May P & L and financials for the current fiscal year had some additional expenses due to the end of year staff celebration, technology, teacher and staff appreciation, substitute coverage for hybrid students and PPE purchases. Budget for Personnel is higher now than approved due to positions being filled in house and need for additional staffing during remote teaching. Managing the finances to maintain a composite score of 3 that shows financial stability. Currently working on next year's budget.

Motion to accept the report of the Finance Committee

Moved by: Maya Crane **Seconded By:** Debra McEwen

Approved All/Opposed None/Abstained None)

e. HR - Ciera Caldwell

Casandra Vargas updated board members:

The HR Committee met to discuss new recruiting efforts with RochesterWorks who assists businesses with recruitment, assessment, placement and training as well as TES Employment Agency. RochesterWorks Employment Fairs to be held in July, August, September (will post on social media). Currently we have 12 candidates for the Assistant Principal position and 4 candidates for the Dean position. HR Generalist position has received 0 candidates. Asking for Staff referrals and seeking to make positions more attractive to attract more candidates. Interviewing 8 Teacher's Assistants and 5 Teachers at the present. Still needed 13 Teachers and 10 Teacher's assistants.

Motion to accept the report of the HR Committee

Moved by: Kimi LoMaglio, **Seconded By:** Debra McEwen

Approved All/Opposed None/Abstained None)

8. BOT Strategic Plan Goals Update – no update.

9. School Leader Report:

Academics Data Drive

70 % = 214 students (below grade level in ELA)

83 % = 247 students (below grade level in Math)

49 % showed growth in ELA and 47% showed growth in Math.

Data available only for 305 Students for ELA and 298 students in Math. We do not have data points to compare. Red zone students are 2 or more grade levels below. 46% of 3rd grade students are proficient in ELA and 19% of 3rd grade students are proficient in Math. students who did not return to hybrid learning are the lowest.

In order to address the barriers for our students, \$550,000 from PPE funds will be applied for tutoring and for services to connect students with more resources. Additional coaching for teachers on student centered teaching. Coaching for 6 weeks in Math and ELA, as well as additional funds to support parents with what they need to be able to help students at home. We will be adding more Special Education teachers in the classroom to assist students with the most needs, and will be increasing the number of teachers on staff.

Enrollment

Over-enrolled in grades Kindergarten and 3rd. We will not back fill grades 4th and 5th.

Kindergarten: 69 (66) +3

1st Grade - 82 (66) +16

2nd Grade - 77 (80) -3

3rd Grade - 97 (88) +9

4th Grade - 80 (80) -

5th Grade - 37 (40) -3

Wellness

Total referrals - 161

Kindergarten - 25 referrals (50% of total referrals are attributed to one student)

1st 47 referrals

2nd 51 referrals (50% of total referrals are attributed to one student)

3rd 23 referrals (50% of total referrals are attributed to one student)

It has been a very difficult year with students and family loss (23 students affected), including 6 incidents where loss was due to violence. . We are adding

another social worker, counselor and additional counseling from Catholic Family Services.

Summer School

Summer school is well underway. Four students backed out of the program. Summer school attendance will be addressed by the social worker. Instructions for teachers' curriculum have been very explicit.

a. Approve the School Leader Report

Moved by: Kimi LoMaglio **Seconded By:** Samantha Colson
Approved All /Opposed None/Abstained None)

10. Resolution approving revised Bylaws subject to authorizer approval, per proposal submitted and reviewed by Board,:

Moved by: Debra McEwen **Seconded By:** Samantha Colson
Approved All /Opposed None /Abstained None)

11. Other Matters for Consideration:

a. Old Business

b. New Business

Staff Welcome Back Bash (Date and time TBD)

12. Motion to Adjourn – 7:00pm

Moved by: Debra McEwen **Seconded By:** Lonette Merriman
Approved All /Opposed None/Abstained None)

Next Meeting-August 19, 2021, at 5:30pm

**EMERGENCY EXPLORATION ELEMENTARY
CHARTER SCHOOL BOARD OF TRUSTEES**

September 7, 2021

MEETING MINUTES

<https://explorationroc.webex.com/meet/cvargas>

Time: 5:30pm

Trustees Present: Carlos Cong, Kimi LoMaglio, Maya Crane, Samantha Colson, Debra Joseph-McEwen, Sam Pitts, Lonnelle Merriman

Trustees Excused:

Non-Trustees Present: Casandra Vargas, Rachelle Simmons, Maggie Camacho, Steve Polowitz

1. Call to Order: 5:30pm

- a. The Board Chair called the meeting to order at **5:30pm** and it was determined that a lawful quorum was present.

2. Proof of Public Notice of Meeting September 6, 2021, a Public Notice was posted at the school location (1001 Lake Avenue) to indicate a board meeting and on the school's website ([Exploration Elementary Charter School for Science and Technology | Rochester, NY](#))

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:

The Chair would like to remind speakers that they will have 2 minutes to speak and that the board uses this time as a time for visitors to share their comments and the board to listen to each speaker. The Board often will not respond during public comment but does want the speaker to know that following the board meeting the appropriate people will follow up with each speaker as needed or requested.

5. School Leader Report:

At this time, RCSD has pushed back their school start date to Thursday, September 9th, 2021 to allow more time to get transportation routes finalized and to families. Exploration heard on Sunday, September 5, 2021 that their students would no longer be routed on First Student busses and had been moved to Ontario Bus Company. After receiving this information, the Leadership Team is proposing the start date of school be pushed back to Thursday, September 9, 2021 to allow time to work with the bus company in making sure families have been notified of drop off and pick up times for their students. The Leadership Team will continue to stay in contact with the Board regarding any additional transportation changes.

Moved by: Sam Pitts **Seconded By:** Kimi LoMaglio **Approved (unanimously or In Favor All /Opposed None Abstained None)**

6. Resolution a. Ratification to approve Govenda Vote to move the first day of school to September 9, 2020

Moved by: Debra Joseph-McEwen **Seconded By:** Samantha Colson **Approved (unanimously or In Favor All /Opposed None /Abstained None)**

7. Motion to Adjourn – 7:00pm

Moved by: Lonette Merriman **Seconded By:** Maya Crane
Approved All /Opposed None/Abstained None

EXPLORATION ELEMENTARY CHARTER SCHOOL BOARD OF TRUSTEES

September 16, 2021

MEETING MINUTES

Topic: Board of Trustees Meeting

Time: 5:30pm

Trustees Present: Carlos Cong, Kimi LoMaglio, Maya Crane, Samantha Colson, Debra McEwen, Sam Pitts, Lonette Meriman, Herb Escher, Ciera Caldwell

Trustees Excused:

Non-Trustees Present: Cassandra Vargas, Rachelle Simmons, Maggie Camacho, Markitta Nesmith

1. Call to Order: 5:30pm

- a. The Board Chair called the meeting to order at **5:30pm** and it was determined that a lawful quorum was present.

2. Proof of Public Notice of Meeting September 16, 2021, a Public Notices was posted at the school location (1001 Lake Avenue) to indicate a board meeting and on the school's website ([Exploration Elementary Charter School for Science and Technology | Rochester, NY](#))

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:

The Chair would like to remind speakers that they will have 2 minutes to speak and that the board uses this time as a time for visitors to share their comments and the board to listen to each speaker. The Board often will not respond during public comment but does want the speaker to know that following the board meeting the appropriate people will follow up with each speaker as needed or requested.

- a. **Markitta Nesmith (Parent of Exploration student)** - "Thanks to Rachelle Simmons and team for all the hard work they do. My son has been a student since Kindergarten and Exploration is like a second family. As a parent, my concerns have always been heard and addressed."

5. Faculty Recognition

- a. We recognize **Tina Spano - Reading Intervention and Angela Cochierra - Math Intervention Teacher** for their contributions and support with arrival and dismissal and lunch procedure. Helping wherever needed during this transition.
- b. We recognize **Amanda Gilbert - Art Teacher and Stephanie Raker - ELA Coach** for going above and beyond and stepping out of their roles to support transportation.
- c. We recognize **Lisa Standinger - Special Service Coordinator and Salvador Rizzo - PE Teacher** for adding on more to support with making sure all students are making it to and from, where they need to be successfully. As well as helping with communication to all team members.

6. Approval of the following: Minutes from Previous BOT Minutes for July, 2021

Moved by: Kim LaMaglio **Seconded By:** Sam Pitts

Approved All Opposed- None/Abstained-None

7. Committee Updates

a. Executive - Carlos Cong

The Executive Committee met in August to discuss the Charter Renewal and staffing challenges that we were experiencing at the moment. The committee also discussed student enrollment and the strategies the team is implementing to fill open staff positions.

In recent days, the team has made a lot of progress. We have also had discussions with our (CSO) Charter School Office, regarding some of the staffing concerns and the anxiety surrounding the charter renewal. The CSO did give us kudos for our recruitment efforts and staffing strategies, such as sign-on bonus and others. The CSO did acknowledge that the shortage of applicants and staffing was a broader problem and not unique to Exploration. Ciera Caldwell will be invited to the Executive Committee meeting to discuss (HR) Human Resources matters in more detail.

Motion to accept the report of the Executive Committee

Moved by: Debra McEwen **Seconded By:** Maya Crane

Approved All /Opposed None /Abstained None

Governance - Maya Crane

The Governance Committee met in August where we had discussion regarding the changes being made to Exploration's "Code of Conduct" and revisions around some of the verbiage. Once all changes are made, it will be reviewed by the attorney Steve Polowitz to present to the Executive Committee at the next Bot Meeting.

Motion to accept the report of the Governance Committee

Moved by: Lonette Meriman **Seconded By:** Sam Pitts

Approved All/Opposed None /Abstained None

Academic - Samantha Colson

The Academic Committee met in September to discuss some of the issues at the present moment. While the start of transportation was rough, things have progressed day by day. The School Leader report will discuss in further details the effects of transportation on student attendance. Conclusively, as of today, Exploration's attendance is at 88%. In Academics, we are only one week behind in Math. While all other subjects are on track thanks to Rachelle and her team.

Since it is the beginning of the school year, we do not have much data to review. It is important to also highlight the "Google Hangouts" system, which has three levels of responses for Campus Mentor, while handling a crisis in a classroom. Campus Mentors will be receiving additional training in identifying "What does a crisis look like? That would require them to push in a classroom?".

We want to keep a staff member in mind who unexpectedly lost her father. We also need to keep holding our staff in mind as well as our students when they have a loss.

Motion to accept the report of the Academics Committee

Moved by: Kim LoMaglio **Seconded By:** Maya Crane

Approved All/Opposed None /Abstained None

b. Finance - Lonette Merriman

The financial committee met in July and all the numbers look good. We had a total liability and net assets of 2.5M at the end of June. At the end of July we had fewer days and accounts receivable than last July. Due to the complexity of the current financial template, the committee is revising and creating an easier format to read.

Currently the asset-to-liability ratio is much lower than it has previously been. The overall health of the school is in good standing from a financial standpoint, with a factor of 3. While we have been able to maintain a factor of 3 we are still keeping the financial health of the school in perspective.

The favorability factor will be discussed at the next financial meeting, which will include the school's start-up costs, and other purchases that still need to be made. This will be the first fiscal month of the year, so we will not have a good sense until the beginning of the year rolls out.

One important note from the last academic meeting was the results of the audit which were presented with an unmodified opinion which is what we want. The auditors did not issue any management letter or report on internal controls or financial reporting. This is directly attributed to Casandra and Rochelle for having controls in place for operational efficiency.

We continue to work with Capital Charter to ensure that the future of the building is in line with our expectations.

Motion to accept the report of the Finance Committee

Moved by: Kim LoMaglio **Seconded By:** Maya Crane

Approved All/Opposed None/Abstained None

c. HR - Ciera Caldwell

The HR Committee did not have a meeting last month. However, Cassandra and Ciera met last week to discuss job fairs and brand awareness. These are two areas that recruitment efforts need to be directed towards. If a candidate knows who the organization is, they will want to work for them. We registered for "Rock the Block" a community based hiring initiative where Rochester employers and residents can meet to discover employment opportunities. This event went very well and we were able to recruit a teacher.

Our biggest concern right now is the Human Resources position as we have had minimal leads. We will be doing more brainstorming around how to rebrand the Human Resources position. As we are all aware, there is a labor shortage and people in those types of professional positions are not looking to make major moves. To combat this we will need to do some head hunting as we are looking for similar positions as other school districts.

Motion to accept the report of the HR Committee

Moved by: Sam Pitts **Seconded By:** Debra McEwen

Approved All Opposed None/Abstained None

8. BOT Strategic Plan Goals Update – no update.

9. School Leader Report:

Enrollment:

Enrollment is currently at 410 students. We have lost some students but have several offers out for students which will bring us to 425. This will put us at 15 students above what the budget is built on. At 410 students, we are still at what the budget is built on. Our waiting list is approximately 45-55 students per grade level.

Hiring:

We currently have 13 open positions and 5- Long term substitutes as classroom teachers. Two of the long-term substitutes are interested in permanent employment with Exploration. We are very excited and very impressed with their role up their sleeves attitude and what they bring to the table in terms of lesson plans and their responsiveness to our students. Just in the last two weeks we have seen great potential in them.

We have extended an offer to another candidate that has finalized their interview process. That leaves two long-term substitutes as classroom teachers. We have also sent offer letters and we are finalizing negotiations for the Assistant Principal and the Dean of Students. Once the onboarding process is completed, we will be sending a welcome letter to (BOT) Board members to schedule a Leadership dinner as requested.

Some of the key positions that are still open and are of great concern are the Human Resources position and Executive Assistant. These two positions are priority in filling. We still have an opening for a Science teacher and a math intervention teacher. It is a great relief that we do not have to pull our math and reading intervention staff to be a classroom teacher. Our intervention staff already have a caseload of assigned students which they are excited to begin their intervention work.

Other positions include four teacher assistants for 3rd grade. We will continue interviewing candidates and checking the Applicant Tracking System.

We currently have 15 uncertified teachers which is the number we are allowed as a charter school. Exploration does not offer financial support for teachers who are pursuing their certification. However, we do support if they need to leave early for classes, provide coverage if they have a meeting with other staff members. We will also provide field work hours sign off on student teaching requirements. I believe we are in alignment with other charter schools and what they offer their teachers.

Academic Updates:

Grade 3 is doing fairly well at the moment but we do have them in the bubble grade levels. We have reviewed some data and we are seeing a rise in behaviors resulting in a higher level of referrals from that grade level.

We have doubled the amount of males to females in that grade level and have noticed a trend. All other grades are almost 50/50.

We have pushed back the week for core Math instruction starting with Eureka Math. All other baseline assessments are on track. We have also collaborated with Schoolworks to take data and complete the benchmark. This is a narrative that is due in October as part of the charter renewal.

Transportation:

We have 15 students out of 410 who are not in attendance due to not having transportation. We have been in discussions with those parents to offer some assistance with Uber, taxi, bus passes etc. We currently have 194 students who are being picked up. We anticipate that we will see a drop as the situation improves.

Due to our location, it's been strategically difficult to organize so many cars. Traffic on Lake Avenue has also been affected by the many cars. We continue to improve and tighten up the Arrival and Dismissal procedures and we are happy to inform you that we are moving much quicker and traffic on Lake Avenue is not being affected. Buses have all been here on time. We are finishing our dismissal by 4:10pm. Any transportation application received after June, 2021 will not be routed by transportation until October 2021 or so.

Charter Renewal:

The charter renewal letter has been sent to the Rochester City School District and we will be looking out for when we appear on the agenda for our charter school hearing. We have spoken with our parent Markitta Nesmith who will be rallying support from other parents to be present at our hearing. A calendar invite was sent to board members for the renewal site visits on October 19th and 20th which will be conducted remotely.

Vaccine Mandate:

The New York State Department of Health has issued information on vaccination vs max mandates. There are various enforcement policies that occur across the board and they are not consistent. Most organizations are following (CDC) Center for Disease Control recommendation. There seems to be a trend with various organizations mandating the vaccination policy. We have also seen religious exemptions being made in special cases. However, they are not necessarily approving them as before. They are requiring certain documentation and they are examining much closer the religious history and questioning all religious exemptions.

We have not seen a lot of fall out from employees, most are understandable. The State has announced that it is either you are vaccinated or you are getting a weekly Covid 19 test. 66% of our staff are vaccinated. In comparison to other charter schools our number of vaccinated staff is low. Schools in general are considering a vaccine mandate and this can cause many teachers to leave.

The reality is that most are wanting for the State to enforce. If a teacher chooses to not get vaccinated they will not be able to go to another school in New York State. Additionally, from a risk management perspective, (OSHA) Occupational Safety and Health Administration expects that as an employer you are expected to keep all staff safe.

Plus, our school has over 400 enrolled students none of whom can get a vaccination because they are too young. This will be a tough discussion and we may need to have a meeting just to discuss vaccination.

Our starting point will be, if you are not vaccinated you get tested on a weekly basis. We will give staff time out of Friday's professional development for the testing. Once the staff has been tested they will bring the results back to us. We will need to do more education and informing around vaccinating staff.

Approve the School Leader Report

Moved by: Maya Crane **Seconded By:** Debra McEwen

Approved All /Opposed None/Abstained None

10. Resolutions

a. Resolution to approve the updated Complaint Policy

Moved by: Kimi LoMaglio **Seconded By:** Maya Crane

Approved All /Opposed None /Abstained None

b. Resolution to change the school's schedule to 9:00am rather than 8:00am in response to logistics faced by transportation providers. The school day still ends at 4:00pm Monday through Thursday and now ends at 12:30pm on Fridays so that staff may engage in professional development.

Moved by: Debra McEwen **Seconded By:** Maya Crane

Approved All /Opposed None /Abstained None

- c. Resolution to approve the amended charter renewal narrative as of 8/31/2021 to reflect the non-material changes requests, budget table and enrollment table.**

Moved by: Ciera Caldwell **Seconded By:** Maya Crane
Approved All /Opposed None /Abstained None

- d. Resolution to approve the minute changes in the charter to reflect an increase in intervention minutes and decrease in special area times as a response to support student needs based on student data.**

Moved by: Maya Crane **Seconded By:** Kim LoMaglio
Approved All /Opposed None /Abstained None

11. Other Matters for Consideration:

- a. Old Business**

- b. New Business**

12. Motion to Adjourn – 7:00pm

Moved by: Lonette Merriman **Seconded By:** Maya Crane
Approved All /Opposed None/Abstained None

Next Meeting-October 21, 2021, at 5:30pm

EXPLORATION ELEMENTARY CHARTER SCHOOL BOARD OF TRUSTEES

February 23, 2022

MEETING MINUTES

Topic: Board of Trustees Meeting

Location: Exploration School Building
1001 Lake Avenue, Rochester NY 14613

<https://explorationroc.webex.com/meet/cvargas>

Time: 5:30pm

Trustees Present: Kim LaMaglio, Carlos Cong, Samantha Colson, Sam Pitts, Lonette Merriman, Debra Joseph-McEwen, Maya Crane, Herbert Escher

Trustees Excused: Ciera Caldwell

Non-Trustees Present: Steve Polowitz, Nick Lind, Rachelle Simmons

1. Call to Order: The Board Chair called the meeting to order at **5:37 pm** and it was determined that a lawful quorum was present.

2. Proof of Public Notice of Meeting: The following information was included on the notarized affidavit of Public Notice that on **December 12, 2021**, a Public Notice was posted at the school location (1001 Lake Avenue) to indicate a board meeting and on the school's website ([Exploration Elementary Charter School for Science and Technology | Rochester, NY](#))

3. Conflict of Interest Reminder

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:

The Chair would like to remind speakers that they will have 2 minutes to speak and that the board uses this time as a time for visitors to share their comments and the board to listen to each speaker. The Board often will not respond during public comment but does want the speaker to know that following the board meeting the appropriate people will follow up with each speaker as needed or requested.

5. Approvals:

1. Approval of the following: Minutes from the Bot Meeting on December 16, 2021

Moved by: Samantha Colson Seconded By: Debra Joseph-Mc Ewen

Approved - All / Opposed – None / Abstained - None

6. Committee Updates

a. Executive - Carlos Cong; **No Report**

b. Governance - Maya Crane –**No Report**

c. Academics - Samantha Colson - **No Report**

d. Finance - Lonette Merriman

1. Reviewed December financials

2. Increases in line items: uniforms, Family Night, Staff Incentives, Staff Recruitment, equipment, furniture, substitute teachers, rent & insurance

3. Composite score of 3

Moved by: Maya Crane **Seconded By:** Debra Joseph-McEwen

Approved - All / Opposed – None / Abstained - None

e. HR - Ciera Caldwell – **Excused; No report**

7. School Leader Report:

A. Enrollment Update

a. Fifteen total students needed – Current Enrollment 384

b. 15% Target Attrition (404/475)

Sub group enrollment:

ENL 12 (-)

SPED 31 (-1)

ED 341 (-6)

504 22 (-)

c. Student Attrition

15 students were withdrawn – All out of our control. Majority moved out of the district or out of state. 2 left due to not having Special Education programming 7 2 never spent time at Exploration. RCSD enrollment is down and discussions is being done with Susan Gibbons for possible decrease in enrollment

B. Staffing Update

a. Open positions:

1. (4) Teacher Aide - on hold due to enrollment
2. Science Teacher
3. (2) Fourth Grade Teacher (filled LTS)
4. PE Assistant

b. Instructional Attrition

1. 3rd grade - LTS
2. 4th grade - LTS
3. 4th grade Teacher
4. 5th grade - LTS
5. 2 Art Teachers
6. Science Teacher
7. Reading Teacher
8. PE Teacher
9. 3rd grade teacher

c. Non-Instructional Attrition

1. 7 Teacher Aides
2. Social Worker

C. Behavior Data Overview - School Referral- Tier 3, 4, 5

a. September - 69 referrals

b. October - 66 referrals

c. November - 67 referrals

d. December - 73 referrals

e. January – 61 referrals

f. Grade Level Breakdown Suspensions:

2nd 39 from 11 students (3 students = 5 or more referrals) *2 have been withdrawn

3rd 9 from 7 students

4th 1 from 1 student

5th 14 from 7 students (1 student = 5 referrals) *student now in 8:1:2

g. Restorative Center is up and running with new social worker. 20 students have been assigned on her caseload (students with most referrals)

D. Attendance through Quarter 2

a. Attendance has been stable until December. There has been an increase in absences due to increase in COVID. Friday attendance continues to be a big issue. A parent survey will be conducted to gauge what assistance is needed to support families.

E. Academics

- a. Exploration is preparing for NYS Assessments in ELA & Math. Exploration students are trending above RCSD students.
- b. Goal for 3-5: 32% will score proficient on ELA & 26% will score proficient on Math

F. Charter Renewal Update

- a. Exploration has been approved for a 2 year charter renewal

Approve the School Leader Report

Moved by: Kim LaMaglio **Seconded By:** Lonette

Approved - All / Opposed – None / Abstained - None

8. BOT Strategic Plan Goals Update – no update

9. Resolutions - None

10. Other Matters for Consideration:

Old Business - none

New Business - none

11. Motion to Adjourn –

Moved by: Kim LaMaglio **Seconded By:** Sam Pitts

Approved - All / Opposed – None / Abstained - None

Next Meeting- February 17, 2022, at 5:30pm

EXPLORATION ELEMENTARY CHARTER SCHOOL BOARD OF TRUSTEES

October 21, 2021

MEETING MINUTES

Topic: Board of Trustees Meeting

**Location: Exploration School Building
1001 Lake Avenue, Rochester NY 14613**

<https://explorationroc.webex.com/meet/cvargas>

Time: 5:30pm

Trustees Present: Debra Joseph-McEwen, Kimi LoMaglio, Sam Pitts, Carlos Cong, Samantha Colson

Trustees Excused: Herb Escher, Maya Crane, Ciera Caldwell, Lonette Merriman

Non-Trustees Present: Rachel Simmons, Cassandra Vargas, Steve Polowitz,

1. Call to Order: 5:30pm The Board Chair called the meeting to order at **5:30pm** and it was determined that a lawful quorum was present.

2. Proof of Public Notice of Meeting: The following information was included on the notarized affidavit of Public Notice that on **October 25, 2021**, a Public Notice was posted at the school location (1001 Lake Avenue) to indicate a board meeting and on the school's website ([Exploration Elementary Charter School for Science and Technology | Rochester, NY](#))

3. Conflict of Interest Reminder

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:

The Chair would like to remind speakers that they will have 2 minutes to speak and that the board uses this time as a time for visitors to share their comments and the board to listen to each speaker. The Board often will not respond during public comment but does want the speaker to know that following the board meeting the appropriate people will follow up with each speaker as needed or requested.

5. Faculty Recognition

6. Committee Updates-Tabled to 10/28/2021

7. BOT Strategic Plan Goals Update – no update at this time.

8. School Leader Report:

The Charter School renewal site visit was this past Tuesday, October 19th and Wednesday October 20th, 2021, and all went well. Tuesday started with the Leadership Focus Group with me and Casandra Vargas, followed by six classroom observations facilitated by myself, our Student Support Services Coordinator (SSSC). Later in the day was the Parent Focus Group with three parents. Wednesday's visit started with the SEL Focus Group consisting of both Deans, the SEL Coach, Social Worker and K-2 School Counselor. The SSSC and Principal facilitated two more classroom observations.

Later in the day was the Intervention Focus Group consisting of the SSSC, ELA Coach, Math Intervention Teacher, TESOL Teacher, and Grades K-1 Special Education Teacher.

The school session ended at 3pm.

Approve the School Leader Report

Moved by: Debra Joseph McEwen **Seconded by:** Kimi LoMaglio

Approved All /Opposed None/Abstained None

9. Approvals

- a. Approval of the following: Minutes from the Emergency Meeting on September 7, 2021

Moved by: Debra Joseph McEwen **Seconded By:** Sam Pitts

Approved (unanimously or In Favor All /Opposed None/Abstained None)

- b. Approval of the following: Minutes from Previous BOT Minutes for September 16, 2021

Moved by: Kimi LoMaglio **Seconded By:** Debra Joseph-McEwen

Approved (unanimously or In Favor All /Opposed None/Abstained None)

- c. Approval of the following: Financial Documents for June 2021

Moved by: Sam Pitts **Seconded By:** Samantha Colson

Approved (unanimously or In Favor All /Opposed None/Abstained None)

- d. Approval of the following: Financial Report for August 2021

Moved by: Debra Joseph-McEwen **Seconded By:** Kimi LoMaglio

Approved (unanimously or In Favor All/Opposed None/Abstained None)

10. Other Matters for Consideration:

a. **Old Business** - none at this time.

b. **New Business** - none at this time.

11. Motion to Adjourn – 5:41pm

Moved by: Kimi LoMaglio **Seconded By:** Debra Joseph-McEwen

Approved All /Opposed None/Abstained None

Next Meeting-October 28, 2021, at 5:30pm

EXPLORATION ELEMENTARY CHARTER SCHOOL BOARD OF TRUSTEES

October 28, 2021

MEETING MINUTES

Topic: Board of Trustees Meeting

Location: Exploration School Building
1001 Lake Avenue, Rochester NY 14613

<https://explorationroc.webex.com/meet/cvargas>

Time: 5:30pm

Trustees Present: Carlos Cong, Maya Crane, Sam Pitts, Samantha Lang-Colson, Debra McEwen

Trustees Excused: Herb Escher, Kimi LoMaglio, Ciera Caldwell

Non-Trustees Present: Rachelle Simmons, Maggie Camacho, Linda Grossman, Naila Cornier, Chelsea Manning, Lamod Jefferson, Steve Polowitz

1. Call to Order: The Board Chair called the meeting to order at **5:30pm** and it was determined that a lawful quorum was present.

2. Proof of Public Notice of Meeting: The following information was included on the notarized affidavit of Public Notice that on **October 25, 2021**, a Public Notice was posted at the school location (1001 Lake Avenue) to indicate a board meeting and on the school's website ([Exploration Elementary Charter School for Science and Technology | Rochester, NY](#))

3. Conflict of Interest Reminder:

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:

The Chair would like to remind speakers that they will have 2 minutes to speak and that the board uses this time as a time for visitors to share their comments and the board to listen to each speaker. The Board often will not respond during public comment but does want the speaker to know that following the board meeting the appropriate people will follow up with each speaker as needed or requested.

5. Faculty Recognition

- a. **Chelsea Manning - Social Worker:** Chelsea has been with Exploration going on 4 years now. She has gone above and beyond to partner with families to ensure that their student has transportation and support them with any other services they may need at this time.
- b. **Linda Grossman - TESOL Teacher:** Linda is new to Exploration, this year. She joined us from Higher Ed at Nazareth and is now our full time TESOL teacher. She's being recognized tonight for going above and beyond outside of TESOL and filling in and supporting specifically 3rd grade homerooms and sub coverage in the 4th grade.
- c. **Lamod Jefferson - PE Assistant:** Lamod has been with Exploration for 3 and a half years. He is also our PE Assistant and he's really stepped up in the last month and a half supporting different areas with students.
- d. **Naila Cornier - Front Office Receptionist:** She's been here since inception. Mrs. Naila for this year continues to stay in the front office as our front office. Receptionist, but also has really stepped in the support snap. And breakfast, and picking up those bags at the end of the day. So the cafeteria staff can fill them by collecting snack bags, counting them for the next day for distribution.
- e. **Maggie Camacho - Registrar:** Maggie has been working to support transportation. We were not expecting the issues that we had with transportation. She really pushed on getting with families to make sure they had sent in their forms. Sje a;sp was at the recruitment event at the Public Market handing out candy and just offering materials as the kids came through in their costumes.
- f. **Theresa Brown - Family Liaison:** She is responsible for putting together and overseeing all of our Family Meetings. Last week's meeting was a big success with over 300 families attending the event at Skate Luvers..

6. Approvals:

- a. Approval of the following: Minutes from The BoT Meeting on October 28, 2021
Moved by: Debra McEwen **Seconded By:** Sam Pitts
Approved All Opposed None/Abstained None)
- b. Approval of the following: Benchmark (1) One Narrative
Moved by: Lonette Merriman **Seconded By:** Debra McEwen
Approved All Opposed None/Abstained None)

6. Committee Updates

a. Executive - Carlos Cong- **Tabled to 11/18/2021**

b. Governance - Maya Crane Tabled to **11/18/2021**

c. Academics - Samantha Colson

The committee met last month and the focus was on our preparation for the State Site visit. Academics and The State visit will be covered further in the School Leader report.

d. Finance - Lonette Merriman

The year-end audited financials were looking at about 1.8M in cash, which is now approximately 2.8M. We continue to have a strong cash position and as the pandemic continues we have great flexibility insofar as the use of these monies. The credit balance, and the account receivable line item show an overpayment that the finance department will look into to identify what it was.

On the P&L Statement we are showing a healthy operating surplus surplus of approximately \$472,000 year to date.

Some budgeted expenses are lower than anticipated, notably in salaries and other services due to the pandemic.

We fully expect to continue to operate with a surplus.

Motion to accept the report of the Finance Committee

Moved by: Debra McEwen **Seconded By:** Samantha Lang Colson

Approved (All Opposed None/Abstained None)

e. HR - Ciera Caldwell - **Tabled to 11/18/2021**

7. **BOT Strategic Plan Goals Update** – no update at this time.

8. School Leader Report:

Enrollment:

We currently have a large number of open seats in 2nd, 3rd, 4th and 5th grades. Due to staffing issues we have had to hold enrollment down.

In the beginning of the school year we had 100 students that were prepared to start in the 3rd grade. We will hold off until we hire a new teacher for the 3rd grade. We have one teacher interview next week.

We still need 13 students to get to 404. Currently have 3 Kindergarten students coming in and we have made the decision to backfill 5th grade. We will make up our 13 students between kindergarten and 5th grade.

Kindergarten	Open Seats	Total
1	7	59 (66)
2	-10	76 (66)
3	19	70 (72)
4	7	73 (80)
5	8	32 (40)

Sub Group	Enrolled
ENL	12
SPED	32
ED	337
504	13

a. Waitlisted:

We still have waitlists across all grade levels.

Kindergarten	13
1	43
2	48
3	29
4	38
5	49

b. Student Attrition:

We have lost 7 students back to the district, four to other charters, four out of state, nine of them have opted for home schooling or private schools. We have also lost some because of transportation.. We did lose a family of 4 with related to some behavior concerns.

Last year we had lost 27 students during the comparable time-frame, so we're only 2 above where we were last year at this time.

c. Staffing Needs:

We continue looking for teachers; we attended a job fair on Saturday at East High School. We met with one applicant who had come to the fair because we were there. She will be interviewing next week.

We have one long term substitute in third grade and as a reminder to all there is a huge staffing shortage right now, however, we still continue to provide consistent education,

In the fourth grade we have collapsed one section and divided the students across the other three open sections. We now have two sections of the fourth grade with 25 students each and a third with 24.

Staff needs:

Grade 3 teacher
Grade 4 teacher
Science teacher
Math Intervention
Reading intervention
Three teacher's Aide
HR Generalist
Building Substitute
Exec Adm Asst/IT Support

d. **Staff Attrition:**

Grade 3 Long term substitute
Grade 4 Long term substitute
Grade 5 Long term substitute
Art Teacher
Science Teacher
3 Non Instructional Teacher Aide

e. **Benchmark (1) One Narrative:**

Rachelle discussed the narrative sent to CSO along with a PowerPoint to show academic progress. Narrative sent to CSO by deadline of October 29, 2021.

See attached Benchmark 1: Student Performance

[Exploration Benchmark 1.pdf](#)

9. Approve the School Leader Report

Moved by: Lonnelle Merriman **Seconded By:** Sam Pitts

Approved (All Opposed None/Abstained None)

10. Other Matters for Consideration:

a. **Old Business** - none at this time.

b. **New Business** - none at this time.

11. Motion to Adjourn – 6:30pm

Moved by: Debra McEwen **Seconded By:** Sam Pitts

Approved All /Opposed None/Abstained None

Next Meeting-November 18, 2021, at 5:30pm

EXPLORATION ELEMENTARY CHARTER SCHOOL BOARD OF TRUSTEES

November 18, 2021

MEETING MINUTES

Topic: Board of Trustees Meeting

Location: Exploration School Building
1001 Lake Avenue, Rochester NY 14613

<https://explorationroc.webex.com/meet/cvargas>

Time: 5:32pm

Trustees Present: Carlos Cong, Debra Joseph McEwen, Samantha Lang-Colson, Ciera Caldwell

Trustees Excused: Lonette Merriman, Maya Crane

Non-Trustees Present: Rachelle Simmons, Maggie Camacho

1. Call to Order: The Board Chair called the meeting to order at **5:30pm** and it was determined that a lawful quorum was present.

2. Proof of Public Notice of Meeting: The following information was included on the notarized affidavit of Public Notice that on **December 10, 2021**, a Public Notice was posted at the school location (1001 Lake Avenue) to indicate a board meeting and on the school's website ([Exploration Elementary Charter School for Science and Technology | Rochester, NY](#))

3. Conflict of Interest Reminder

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:

The Chair would like to remind speakers that they will have 2 minutes to speak and that the board uses this time as a time for visitors to share their comments and the board to listen to each speaker. The Board often will not respond during public comment but does want the speaker to know that following the board meeting the appropriate people will follow up with each speaker as needed or requested.

5. Faculty Recognition: None for the month of November

6. Approvals:

- a. Approval of: Minutes from The Board Meeting on October 28, 2021
Moved by: Debra McEwen **Seconded By:** Sam Pitts
Approved - All / Opposed – None / Abstained - None

7. Committee Updates

- a. Executive - Carlos Cong

Much discussion regarding teacher shortages, attrition, personnel issues, staff burn out and staff childcare issues. Further discussion around capacity and new staff additions, particularly hiring of assistant principal, Nick Lind. Rachelle is focused on his onboarding and the parts of her job that she can assign to him.

Nick Lind seems to be doing well, is very enthusiastic about Exploration, and so far the feedback from leadership is very encouraging

Motion to accept the report of the Executive Committee

Moved by: Kimi LaMaglio **Seconded By:** DebraJoseph- McEwen
Approved - All / Opposed – None / Abstained - None

- b. Governance - Maya Crane - **No update**
- c. Academics - Samantha Colson (**Turned over to Debra Joseph-McEwen**)

The committee discussed struggles with grades 3 through 5 - both academics and behavior.. The academic gap seems to be larger in grades 3 through 5 versus K through 2. We are working closely with Mr. Lind, our new Assistant Principal to address these issues. A new behavior plan will be starting on Monday, November 15th.

We discussed incorporating more activities, lessons, and experiences. We had STEM Day last week. Rachelle will be meeting with the STEM Department to talk about trips to Museum and theme for science week.

The next diagnostic is scheduled for January, and we have two growth monitoring assessments coming up - one in November and one in December.

We have also seen an increase in absences due to Covid exposure, and not necessarily from exposure in the school.

Motion to accept the report of the Academics Committee

Moved by: Kim LaMaglio **Seconded By:** Samantha Lang-Colson
Approved-All / Opposed – None / Abstained - None

d. Finance - Lonette Merriman (Sam Pitts)

The committee met on November 12th. September financials show that we are still operating in a very strong financial position. Credit balance and accounts receivable for enrollment appear out of alignment and is primarily due to the reconciliation that the District makes at the end of the fiscal year after the analysis it performs to determine the actual number of full time students in attendance over the course of the school year.

We continue to operate with a surplus as we are still in the midst of the pandemic. We have done a good job at monitoring costs and are maximizing the ARP grant monies.

Motion to accept the Finance Committee report

Moved by: Samantha Lang-Colson **Seconded By:** Debra Joseph-McEwen

Approved - All / Opposed – None / Abstained - None

e. HR - Ciera Caldwell

I met with one committee member, and we discussed pivoting and restructuring the HR Committee. Looking for additional committee members as two members cannot serve any longer Discussed structuring the committee so that it is more in line with recognized HR disciplines such as talent acquisition, employee retention, compliance as well compensation and benefits. We are going to look for new committee members with those HR discipline experiences.

Motion to accept the report of the HR Committee

Moved by: Samantha Lang-Colson **Seconded By:** Kim LaMaglio

Approved - All / Opposed – None / Abstained - None

f. Ad HOC Facilities Committee

The committee met periodically throughout the course of the past 4 or 5 months and continues to work with Charter School Capital to help facilitate conversations as to what we are looking for and what would be in our best interests financially and operationally.

We have also been working to help locate potential buildings. It has been difficult because the market doesn't provide a lot of clear-cut options for a potential new home. We have viewed a handful of properties that would prove too expensive given asking prices and need for extensive retrofitting. We also visited the Innovation Square property, however, it is a tall, multiple-story building and there has never been a charter school, as far as we know, that was approved for that type of height.

We have the option for another 1-year renewal of our current lease, which we will need to exercise. It will meet our needs for an additional year, and this will give us additional time to continue looking for a new facility. We are also going to explore whether or not there is the opportunity for us to become the only tenant in the building,

Motion to accept the Facilities Committee report

Moved by: Samantha Lang Colson **Seconded By:** Kim LaMaglio

Approved -All / Opposed – None / Abstained - None

8. School Leader Report:

Enrollment Update:

Current enrollment is 404 and the main reason for this is due to staffing shortages. We continue to have a healthy waitlist, but due to the staff shortage we must cannot add additional students.

We have approximately 9 or so students ready to bring in at 3rd grade as soon as a new teacher is hired. Until then we continue to bring in new kindergarten students and are working on bringing in additional 5th grade students as well, as we have extra capacity at those levels. First grade is slightly over-enrolled with 25-26 students per class, and the 1st grade teachers are doing a great job. We have added some new students with IEP's and have a Student Support Services Coordinator who is really supporting our teachers in this area.

Staffing Update

Our greatest need is another 3rd-grade teacher and another 4th-grade teacher. We continue looking for a 3rd and 4th grade teacher and a science teacher. As we use data to drive our decision-making, we are noticing more success with management of student behavior by decreasing the number of students in each class.

Our math intervention teacher position is still open, as well as the HR Generalist position and a Special Education teacher position. We have three phone screenings with applicants for the Executive Administrative Assistant position. Our founding art teacher is leaving for a high school teaching position, which has been her goal.

We are always discussing how we can help staff with social - emotional needs. Board members suggested we look into an off-site Staff Retreat where we can do community building exercises.

Quarter 1 Behavior Review

This review is high level and one of the first tasks that we assigned to our new Assistant Principal, Nick Lind. Next on the radar is to make sure that we are holding staff accountable and making sure student referrals are inputted so that we have the most accurate up to date data.

Our most frequent student referrals are from 2nd grade. There are the students who were in kindergarten with us when we went into remote learning due to the pandemic . Five students in 2nd grade accounted for 53 of the referrals in October. These five students are getting additional supports.

We do a reading and math diagnostic three times a year, and we also complete what's called the strengths difficulty questionnaire three times a year. Following the assessments the social-emotional learning coach and the counseling team review all of the data to determine which students need additional support. Our fall baseline data indicated that 24 students at K-2nd are needing additional support, and at grades 3 through 5 approximately 55 students are needing additional support.

Motion to Accept the School Leader Report

Moved by: Debra Joseph-McEwen **Seconded By:** Kim LaMaglio

Approved - All / Opposed – None / Abstained - None

8. BOT Strategic Plan Goals Update – no update at this time.

10. Resolutions

a. Resolution to accept the 2020-2021 Audited Financial Report

Moved by: Debra Joseph McEwen **Seconded By:** Sam Pitts

Approved - All / Opposed – None / Abstained - None

b. Resolution to approve New Engagement Letter with Mr. Polowitz's new firm

Tabled for 12/16/2021 Board meeting

11. Other Matters for Consideration:

a. **Old Business** - none at this time.

b. **New Business** - none at this time.

12. Motion to Adjourn –

Moved by: Samantha Lang-Colson **Seconded By:** Kim LaMaglio

Approved - All / Opposed – None / Abstained - None

Next Meeting-December 16, 2021, at 5:30pm

EXPLORATION ELEMENTARY CHARTER SCHOOL BOARD OF TRUSTEES

December 16, 2021

MEETING MINUTES

Topic: Board of Trustees Meeting

**Location: Exploration School Building
1001 Lake Avenue, Rochester NY 14613**

<https://explorationroc.webex.com/meet/cvargas>

Time: 5:30pm

Trustees Present: Maya Crane, Kim LaMaglio, Samantha Lang-Colson, Lonette Merriman, Sam Pitts

Trustees Excused: Carlos Cong, Ciera Caldwell

Non-Trustees Present: Rachelle Simmons, Nick Lind, Maggie Camacho, Steve Polowitz

1. Call to Order: The Board Chair called the meeting to order at **5:30 pm** and it was determined that a lawful quorum was present.

2. Proof of Public Notice of Meeting: The following information was included on the notarized affidavit of Public Notice that on **December 12, 2021**, a Public Notice was posted at the school location (1001 Lake Avenue) to indicate a board meeting and on the school's website ([Exploration Elementary Charter School for Science and Technology | Rochester, NY](#))

3. Conflict of Interest Reminder

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:

The Chair would like to remind speakers that they will have 2 minutes to speak and that the board uses this time as a time for visitors to share their comments and the board to listen to each speaker. The Board often will not respond during public comment but does want the speaker to know that following the board meeting the appropriate people will follow up with each speaker as needed or requested.

5. Faculty Recognition

Benjamin Matz - Prevention Specialist

Mr. Matz is nominated by Nick Lind Assistant Principal because in a crisis he's been observed showing empathy with students who are physically aggressive as well as being proactive to meet with an informal caseload of over 20 students with daily checks.

He shows up every day and this is symbolic of Explorations, responsive culture, and is an excellent model for others. Mr. Matt is one of our kindergartens through 2nd-grade prevention specialists. Congratulations to him.

Sydnee Tucciarello - SPED Teacher

Ms. Tucciarello has been with us for a year and a half. She joined us last year. She is one of our special education teachers and has been extremely flexible this year, always rolling up her sleeves and willing to support our caseload wherever needed.

She started mainly in 4th and 5th and then, as we've had some go out on maternity leave, she stepped in and picked up other students and adjusted her schedule accordingly. Most recently, she was recognized at a Rochester city school district meeting for her exemplary writing, and they will be using one of our templates to help them with professional development for their special education staff in the district. So, congratulations to miss Sydney to Trello.

Charles Hendricks - Team member of Ready Right Cleaning Service

The team member that we'd like to recognize, and we'd like to say that he works for us, but he doesn't. However, we treat him as if he is one of ours. He is Mr. Charles Hendricks. He is one of the members of the Ready Right Cleaning service that works for us during the day.

Charles not only does a fantastic job, keeping our building spaces clean and tidy. He also does so with a smile on his face and a cheerful attitude to everyone who crosses his path. No matter what problems he's resolved for us throughout any given day, or how many messes he has literally cleaned up for our students and staff. Mr. Charles is always kind and friendly. He tries to check in with students and staff directly to ask how they're doing.

He is a model staff member for showing up each, and every day and does his absolute best. We appreciate his dedication, and his efforts do not go unnoticed. He also will join us at our holiday party next Thursday.

6. Approvals:

- a. Approval of the following: Minutes from The Bot Meeting on November 18, 2021 -**Tabled to January 20, 2022 meeting**

7. Committee Updates

- a. Executive - Carlos Cong - **Excused, No Report**
- b. Governance - Maya Crane - **No Update**
- c. Academics - Samantha Colson - **No update**

d. Finance - Lonette Merriman

Essentially we are hitting the budget. Supplies and substitute teacher line show increase. We are trying to address substitute line thru hiring aa permanent teacher, but this is an ongoing issue due to attrition. Staff recruitment and retention shows an increase, and that is covered by our additional Covid funding

Current ration of assets to liabilities and cash on hand indicates that the school remains in good financial condition.

Moved by: Kim LaMaglio **Seconded By:** Samantha Lang-Colson

Approved -All / Opposed – None / Abstained - None)

- e. HR - Ciera Caldwell - **Excused, No Report**

8. School Leader Report:

Enrollment

Kindergarten is almost at cap, first grade continues to be over-enrolled and second grade is full. We hired a third grade teacher who is bilingual and has prior experience in district schools, so we have opened a new third grade classroom to be classroom that will be capped at 20 students (currently have 12 students in that homeroom with an additional 4 to 5 more slated to come in in the next week).

Holding 73 students in the fourth grade; fifth grade is at 32 students and we have opened recruitment for fifth. We need 10 more students to get to 404.

We have seen an increase in economically disadvantaged enrollment, and in students with 504 plans, with at least five new 504 plan students thus far.

Staffing

We have four teacher aides that gets us to one in every classroom through the 3rd grade. With the additional need for social-emotional help, we are now prioritizing placing teacher's aides in the 4th and 5th-grade classrooms, as we seen increased success with behavior management.

We have decreased from two to one art teaches and two to one science teachers to shift budget monies add more teacher's aides. We need one to fill our PE assistant position; have another opening for a social worker (we have a great candidate); and continue to look for another special education teacher for a position has been open since the beginning of the school year. We continue to work with TES Staffing, and they have been very helpful.

Social-Emotional Learning - (Nick Lind - Assistant Principal)

Currently rolling out a high-level update on behavior data which will give us a view of our SchoolTool referrals so that the Principal will always be updating based on the same consistent metrics every month. The Assistant Principal will be doing deep dives after each Quarter.

Goal is to better identify behaviors that require the support of a wellness team member when all tools have been exhausted by the classroom teacher. Currently focused on attendance data and tier 2 and 3 referrals outside of the classroom. It is extremely hard to help students when they are not in the building. We have a high absence rate across all our grades. We see at least 39% of our students that have 5 or more absences and approximately 39% to 47 % across all grade levels.

These absences include medical absences, Covid 19 as well as students who may have transportation issues. Whatever the reason, they are still missing out on the programming. Since we are half a day for students on Fridays, we see that a little over a 1/3 of our absences occurring on Fridays. Friday is therefore a target day - what can we do to remove barriers that are preventing them from being in school on Fridays?

Within our email system there is a chat feature with a room for each classroom at each space throughout the building when a student is exhibiting behavior, and the teacher needs extra support. This feature allows us to review to see patterns that are noticeable. This information will help us prioritize classrooms that require additional support. We have through use of this feature that 87% of the enrollment has no tier 2 behavioral responses, and therefore have never needed support from our wellness team.

We see that 94% of our kids are really doing well, behaviorally by grade level.

Approve the School Leader Report

Moved by: Lonette Merriman **Seconded By:** Samantha Lang-Colson

Approved - All / Opposed – None / Abstained - None)

8. BOT Strategic Plan Goals Update – no update

10. Resolutions

- a. The Exploration Elementary Charter School for Science and Technology Board of Trustees, having conducted a thorough background check via a fingerprint scan as required and having discovered no State or Federal criminal history, or having provided such history to SED if found, hereby approves the nomination of Ms. Wilnieca White to serve as a member of its Board of Trustees, with a term expiring on July 15, 2024, pending approval by SED. The resolution approving Ms. Wilnieca White is formally adopted upon SED's approval.

Moved by: Sam Pitts **Seconded By:** Lonette Merriman

Approved - All / Opposed – None / Abstained - None

- b. Resolution to approve Engagement Letter for legal services with The Coppola Firm, Steven Polowitz's new law firm.

Moved by: Lonette Merriman **Seconded By:** Kim LaMaglio

Approved - All / Opposed – None / Abstained - None

11. Other Matters for Consideration:

Old Business - none

New Business - none

12. Motion to Adjourn –

Moved by: Lonette Merriman **Seconded By:** Kim LaMaglio

Approved - All / Opposed – None / Abstained - None

Next Meeting- January 20, 2022, at 5:30pm

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

Name:

Maya Crane

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

Exploration

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

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

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

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

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

no

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

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

no

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

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

no

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

Yes No

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

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

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

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

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

Maury CO
Signature

7/23/22
Date

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.

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



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

Name:

Carlos Conz

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

Exploration Charter

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

current president

2. Are you an employee of any school operated by the education corporation?

Yes No

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

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

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

no

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

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

no

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

no

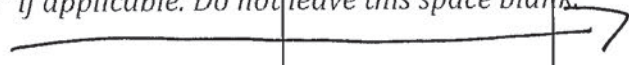
If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

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

Yes No

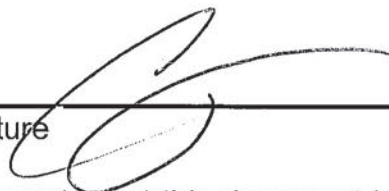
If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

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

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

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

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
Paychex	Payroll Services	45K 10Y	Myself	recuse myself from any vote or discussion

Signature 

Date 7-23-22

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.

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



[The following text is extremely faint and illegible due to low contrast and blurring. It appears to be a list or a series of entries, possibly containing names and dates, but the specific content cannot be discerned.]

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

Name:

Kimberly LoMaglio

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

Exploration Charter

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

Secretary

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

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

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

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

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

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

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

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

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

Yes No

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

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

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

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

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
Paychex Inc.	Payroll Services	45K 104	myself	recuse myself from conversations, decisions or vote.


7/23/22

 Signature Date

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



last revised 06/8/2020

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

Name:

Wilnieca K. White

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

Exploration Charter Science Tech

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

Parent Rep

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

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

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

NO

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

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

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

My child attends Exploration.
The switch was very necessary from the other systems.

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

yes

If Yes, please describe the nature of your relationship and how this person could benefit from your participation. *My Child has changed for the greater since ~~the~~ Enrollment*

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

Yes No

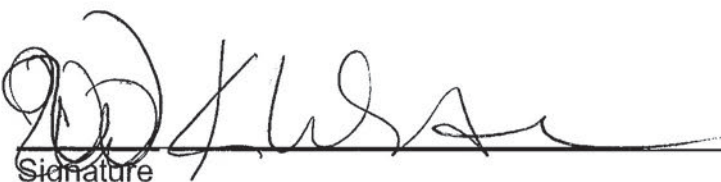
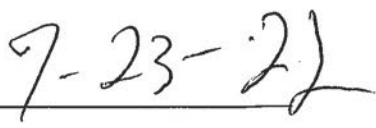
If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

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

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
<p><i>Please write "None" if applicable. Do not leave this space blank.</i></p> <p style="text-align: center;">NONE</p>			

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

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


Date 

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



last revised 06/8/2020

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

Name:

Debra Joseph McEwen

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

Exploration Elementary Charter School of Science + Technology

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

Board of Trustee, Academic Committee

2. Are you an employee of any school operated by the education corporation?

 Yes No

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

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

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

No

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

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

No

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

N/A

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

NO

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

Yes No

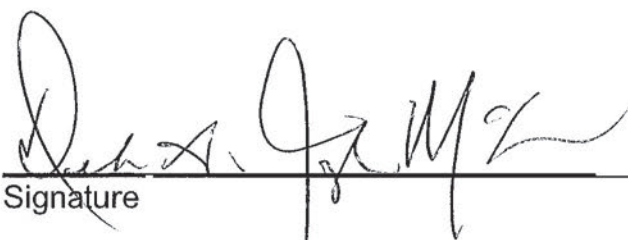
If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

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

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

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

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



Signature

07/23/2022

Date

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.

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



last revised 06/8/2020

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

Name: Herbert Escher

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

Exploration

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

Board of trustee

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

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

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

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

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

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

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

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

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

 Yes 0 No

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

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

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

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

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

[Handwritten Signature]
 Signature _____ Date *7/23/22*

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.

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



last revised 06/8/2020

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

Name:

Samantha Colson

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

Exploration Charter School for Science + Technology

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

board member, Academic Committee Chair

2. Are you an employee of any school operated by the education corporation?

Yes No

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

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

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

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

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

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

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

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

Yes No

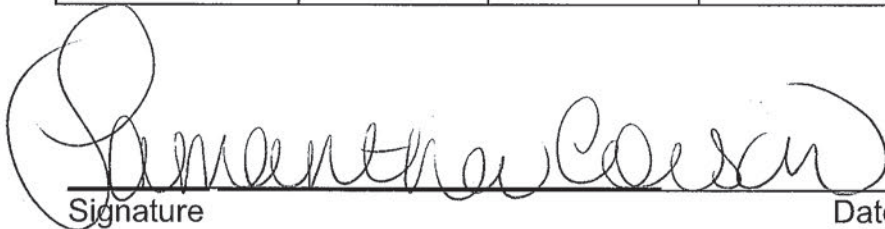
If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

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

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

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

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


07/23/2022
 Signature Date

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.

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



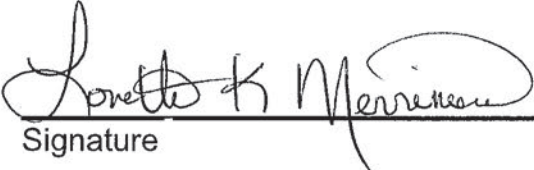
last revised 06/8/2020



last revised 06/8/2020

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

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


 Signature

7/23/22
 Date

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.

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

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

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

Yes No

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

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

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

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

Name:

Lonette K. Merriman

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

Exploration Charter School for Science & Technology

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

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

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

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

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

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

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

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

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

Name:

 Sam Pitts

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

 Exploration Elementary Charter School for Science and Technology

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

Board Member and finance committee member

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

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

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

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

No

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

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

No

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

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

No

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

Yes No

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

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

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
NONE			

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

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

Sam Pitts

Signature

8/1/2022

Date

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.



last revised 06/8/2020



CERTIFICATE OF OCCUPANCY

VALID FOR FACILITY:

NAZARETH ACADEMY BUILDING
1001 LAKE AVENUE
ROCHESTER, NEW YORK 14613

Building ID: 261600918001

DISTRICT:

EXPLORATION ELE CS - SCIENCE-TECHNOL
RACHELLE SIMMONS
1001 LAKE AVE
ROCHESTER, NEW YORK 14613

Issuance Date: August 01, 2022

Effective Date: June 01, 2022

Expiration Date: June 01, 2023

OBTAIN FIRE SAFETY REPORT FROM DISTRICT OFFICE


Commissioner of Education

THIS CERTIFICATE VOIDS ANY PREVIOUSLY ISSUED

PUBLIC SCHOOL FIRE AND BUILDING SAFETY REPORT

(THIS REPORT IS TO BE SUBMITTED ELECTRONICALLY – DO NOT MAIL THIS REPORT)

All buildings which are owned, operated, or leased by public school districts, Boards of Cooperative Educational Services (BOCES), and nonpublic schools must be inspected annually for compliance with applicable sections of 8NYCRR155 Regulations of the Commissioner of Education and for compliance with the 2020 Building Code of New York State, 2020 Fire Code of New York State and the 2020 Property Maintenance Code of New York State.

BEDS CODE #

2	6	1	6	0	0	8	6	1	1	0	2										
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District/School Name

E	x	p	l	o	r	a	t	i	o	n	C	h	a	r	t	e	r						
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	--	--	--	--	--	--

Facility/Building Name

E	x	p	l	o	r	a	t	i	o	n	C	h	a	r	t	e	r						
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	--	--	--	--	--	--

Street Address (NO PO Box Numbers)

1	0	0	1	L	a	k	e	A	v	e										
---	---	---	---	---	---	---	---	---	---	---	--	--	--	--	--	--	--	--	--	--

City/Town/Village

Zip Code

R	o	c	h	e	s	t	e	r	N	Y	1	4	6	1	3						
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	--	--	--	--	--	--

INSTRUCTIONS

- Read the *“Manual for Public School Facility - Fire and Building Safety Inspections”* prior to inspecting the facility and complete a separate report for each facility.
- Part I: General Information. School officials must complete this section annually.
- Part II: This section to be completed by the inspector and non-conformances recorded on page 4, Fire Safety Non-Conformance Reporting Sheet.
- Part II-A Regulations of the Commissioner 155.7: This section must be completed for student occupied buildings only. (Questions 1-7, Nonconformance Reporting Sheet) Do not complete this section for school buildings located in the cities of Buffalo, Syracuse, Rochester, and Yonkers.
- Part II-B Regulations of the Commissioner 155.25: This part to be completed for all buildings with electrically operated partitions. (Question 8, Non-Conformance Reporting Sheet) 2020 Fire Code of New York State and the 2020 Property Maintenance Code of New York State. This part to be completed for all buildings. (Questions 9-26, Non-Conformance Reporting Sheet).
- Part III Certifications. To be completed by persons as indicated.
- A copy of this form must be kept on file at the school for three years and must be available for public review.
- Posting of Certificate of Occupancy: Any temporary, qualified, or annual Certificate of Occupancy must be posted in public view in a prominent location within this facility.

Part I: General Information and Fire/Life Safety History

Inspection Date

Note : Please insert the date the actual inspection took place.

The Inspection Date cannot be earlier than 45 days before the Due Date.

1. Please indicate the primary use of this facility:

- INSTRUCTIONAL
- ADMINISTRATIVE
- BUS MAINTENANCE
- BUS STORAGE ONLY
- LEASED FACILITY OFF SCHOOL GROUNDS
- MAINTENANCE
- OTHER

Please Specify:

- PUBLIC LIBRARY
 - STORAGE
 - VACANT
-

2. Is there a fire sprinkler system in this facility? YES NO

If 'yes', is the sprinkler alarm connected with the building alarm? YES NO

3. Is there a fire hydrant system for facility protection? YES NO

If 'yes', indicate ownership of system (select one):

- Public owned
- School owned
- Other

Please Specify:

4. Indicate the ownership of this facility

- Leased
- Owned

a. If the building is not District Owned, provide the name and address of Landlord or Building Owner:

Name *

Address *

Telephone # *

5. Does the District lease the building or spaces within the building to others? **YES** **NO**

a. If yes, indicate the tenant(s):

Name *

Address *

Telephone # *

6. What is the current gross square footage of this facility?

nearest whole ten feet

7. If this Facility is vacant, skip the remaining questions and go to Section #2 Non-Conformance and report any non-conformances for Items #25A-1 through #26A-3

8. FIRE AND EMERGENCY DRILLS

If this facility is used for instruction, complete (a) - (g); otherwise go to question 9.

a. Per Section 807, paragraph 2 of the State Education Law entitled Fire and Emergency Drills, a copy of Section 807 has been printed and distributed as guidance to teaching staff? YES NO

b. Provide dates of twelve fire and emergency drills required by Section 807 of Education Law held between September 1 and June 30 of the previous school year: YES NO

FIRE & EMERGENCY DRILLS

**NOTE Eight (8) are required between September 1, and December 31
Eight (8) drills are required to be evacuation drills Four (4) drills are required to be lockdown drills**

	Date	Evacuation	Lockdown
1	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
2	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
3	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
4	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
5	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
6	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
7	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
8	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
9	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
10	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
11	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
12	<input type="text"/>	<input type="radio"/>	<input type="radio"/>

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					08D-2					14A-2					19H-2					
01E-1					08E-2					14B-2										
					09A-2					14C-2					20A-1					
02A-2					09B-2					14D-1					20B-1					
02B-1					09C-1					14E-1					20C-1					
02C-3					09D-1					15A-2					21A-3					
02D-1					09F-2					15B-1					22A-3					
02E-2					09G-2					15C-2					22B-3					
02F-3					10A-2					15D-2					22C-3					
02G-2					10B-2					15E-1					23A-1					
					10C-1					16A-2					23B-1					
03A-3					10D-1					16B-2					23C-1					
03B-1										16C-2					23D-2					
										16D-2					24A-3					
04A-2					11A-2					17A-3					25A-1					
04B-2					11B-1					17B-2					25B-1					
04C-1					11C-2					17C-2					25C-1					
					11D-2					17D-2										
					11E-1					17E-1										
05A-3										17F-3										
05B-2					12A-1					17G-1										
05C-2					12B-3					17H-2										
					12C-2					17I-2										
06A-1					12D-2					17J-1										
06B-1					12E-1					17K-1										
06C-1					12F-1					17L-1										
06D-2					12G-1					18A-2										
06E-3					12H-1					18B-2										
06F-1					12I-1					18C-2										
06G-1					12J-1					18D-2										
06H-2					12K-1					19A-3										
					12L-1					19B-2										
07A-3					12M-1					19C-1										
07B-2					12N-1					19D-1										
07C-2					12O-2															

If any additional non-conformances are observed, check item 26A-3 and list the Code section below.

Inspector

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

Yes _____ No _____

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

Initial Inspection:
 Fire Safety Inspector: Name _____
 Date _____

Registry # _____ (26E-4)

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

Registry # _____ (26F-4)

Part III: Public School Certifications

Section III-A. Fire Inspector

The individual noted below inspected this building and the information in this Fire Safety Report represents, to the best of their knowledge and belief, an accurate description of the building and conditions they observed. The individual that performed this inspection has maintained their certification requirements pursuant to Title 19 Part 1208

Name: _____ Telephone #: (____) _____
Title: _____ Certification # _____
Email: _____ (as designated by the NYS Department of State)

Section III-B. Building Administrator or Designee

Please provide the name and contact information of the person responsible for monitoring this inspection (whomever accompanied the inspector; provided access to all spaces; and made available any records and/or required documentation requested by the inspector)

The individual identified below certifies that this building inspection was conducted on this date _____ and can confirm the specific locations of any non-conformances (provide inspection date) identified within this report.

Name: _____ Telephone #: (____) _____
Title: _____ Email: _____
Signature _____

Section III-C. School Superintendent

I hereby submit this fire inspection report on behalf of the Board of Education and certify that:

1. Public notice of report availability has been published, and that
2. Any nonconformances noted as corrected on the *Public School Fire Safety Non-Conformance Report Sheet* portion of this report were corrected on the date indicated, and that
3. Violations which are not corrected immediately shall be corrected within a period of time approved by the Commissioner.

Name: _____ Telephone #: (____) _____
Title: _____
Email: _____ Signature _____

EXPLORATION CHARTER SCHOOL
 Contact Name: Cassandra Vargas
 Contact Email: cvargas@explorochester.org
 Contact Phone: _____
 Proposed Renewal Charter Term: July 1, 2022 to June 30, 2027

PROJECTED BUDGET FOR RENEWAL CHARTER PERIOD

	Year 1 2022-2023	Year 2 2023-2024	Year 3 2024-2025	Year 4 2025-2026	Year 5 2026-2027
Total Revenue	7,199,727	7,306,300	7,414,458	7,524,224	7,635,623
Total Expenses	6,909,810	6,993,808	7,147,241	7,297,391	7,478,414
Net Income (Before Cash Flow Adjustments)	289,917	312,492	267,217	226,833	157,210
Actual Student Enrollment	475	475	475	475	475
Total Paid Student Enrollment	475	475	475	475	475

Note: The completion of this section is mandatory as this additional information is essential for NYSED to follow the assumptions in your budget.

	1.5%	1.5%	1.5%	1.5%	1.5%
REVENUES FROM STATE SOURCES					
Per Pupil Revenue					
Rochester CSD	6,553,576	6,651,880	6,751,658	6,852,933	6,955,727
Greece	75,318	76,448	77,594	78,758	79,940
Gates	39,570	40,164	40,766	41,377	41,998
Spencerport	25,050	25,436	25,807	26,194	26,587
West Irondequoit	13,373	13,573	13,777	13,983	14,193
Rush Henrietta	12,607	12,796	12,988	13,183	13,381
School District - ALL OTHER	12,504	12,691	12,882	13,075	13,271
TOTAL Per Pupil Revenue (Average Districts Per Pupil Funding)	6,731,987	6,832,977	6,935,472	7,039,504	7,145,097
Special Education Revenue	173,380	175,980	178,620	181,299	184,019
Grants	-	-	-	-	-
Other	6,906,377	7,008,958	7,114,092	7,220,804	7,329,116
TOTAL REVENUE FROM STATE SOURCES	7,199,727	7,306,300	7,414,458	7,524,224	7,635,623

Per Pupil rate increased roughly 1.5% for RISO from FY20-21 to FY21-22. A 1.5% annual increase has been used for all districts for all years.

	1.5%	1.5%	1.5%	1.5%	1.5%
REVENUE FROM FEDERAL FUNDING					
IDEA Special Needs	17,238	17,496	17,759	18,025	18,295
Title I	212,589	214,715	216,862	219,030	221,221
School Food Service (Free Lunch)	48,149	48,650	49,117	49,608	50,004
CARES/ASP Funding	-	-	-	-	-
Grants	-	-	-	-	-
Other	277,975	280,841	283,737	286,663	289,620
TOTAL REVENUE FROM FEDERAL SOURCES	548,951	562,702	576,613	590,726	604,949

Based on PY actuals

	1.5%	1.5%	1.5%	1.5%	1.5%
LOCAL and OTHER REVENUE					
Contributions and Donations	12,625	12,731	12,879	13,008	13,138
Fundraising	-	-	-	-	-
Erate Reimbursement	3,750	3,750	3,750	3,750	3,750
Earnings on Investments	-	-	-	-	-
Interest Income	-	-	-	-	-
Food Service (Income from meals)	-	-	-	-	-
Text Book	-	-	-	-	-
OTHER	-	-	-	-	-
TOTAL REVENUE FROM LOCAL and OTHER SOURCES	16,375	16,501	16,629	16,758	16,888
TOTAL REVENUE	7,199,727	7,306,300	7,414,458	7,524,224	7,635,623

	1.5%	1.5%	1.5%	1.5%	1.5%
EXPENSES					
ADMINISTRATIVE STAFF PERSONNEL COSTS					
Executive Management	114,000	117,420	120,943	124,571	128,308
Instructional Management	79,000	81,370	83,811	86,325	88,915
Deans, Directors & Coordinators	133,250	137,248	141,365	145,606	149,974
CEO / Director of Finance	-	-	-	-	-
Operation / Business Manager	95,000	97,850	100,786	103,809	106,913
Administrative Staff	305,800	314,924	324,423	334,156	344,181
TOTAL ADMINISTRATIVE STAFF	727,050	746,862	771,327	794,467	818,301
INSTRUCTIONAL PERSONNEL COSTS					
Teachers - Regular	986,663	1,016,263	1,046,731	1,078,153	1,110,498
Teachers - SPED	-	-	-	-	-
Substitute Teachers	93,000	95,790	98,664	101,624	104,672
Teaching Assistants	275,185	283,441	291,944	300,702	309,723
Specialty Teachers	339,840	350,035	360,536	371,352	382,493
Aides	1,064,777	1,096,720	1,129,622	1,163,511	1,198,416
Therapists & Counselors	353,278	363,585	374,083	384,810	395,845
Other	-	-	-	-	-

Principal
 Assistant Principal (1)
 Operations Manager/Director Admin.
 Math, Science, History, Physical Ed.

EXPLORATION CHARTER SCHOOL

Contact Name: Cassandra Vargas
 Contact Email: cvargas@explorochester.org
 Contact Phone: _____

Proposed Renewal Charter Term: July 1, 2022 to June 30, 2027

PROJECTED BUDGET FOR RENEWAL CHARTER PERIOD

	7/1/22	7/1/23	7/1/24	7/1/25	7/1/26	7/1/27
Total Revenue	7,199,727	7,306,300	7,414,458	7,524,224	7,635,023	7,748,414
Total Expenses	6,909,810	6,993,808	7,147,241	7,297,391	7,478,414	7,678,414
Net Income (Before Cash Flow Adjustments)	289,917	312,492	267,217	226,833	157,210	70,000
Actual Student Enrollment	475	475	475	475	475	475
TOTAL INSTRUCTIONAL	3,093,043	3,185,834	3,281,409	3,379,852	3,481,247	3,588,642
NON-INSTRUCTIONAL PERSONNEL COSTS	-	-	-	-	-	-
Nurse	-	-	-	-	-	-
Librarian	-	-	-	-	-	-
Custodian	-	-	-	-	-	-
Security	-	-	-	-	-	-
Other	-	-	-	-	-	-
TOTAL NON-INSTRUCTIONAL	-	-	-	-	-	-
SUBTOTAL PERSONNEL SERVICE COSTS	3,820,093	3,934,696	4,052,737	4,174,319	4,299,548	4,428,642
PAYROLL TAXES AND BENEFITS	246,000	252,150	258,454	264,915	271,538	278,261
Payroll Taxes	452,000	467,322	475,836	487,552	493,597	500,000
Fringe / Employee Benefits	323,158	331,852	339,898	350,852	360,896	371,261
Retirement / Pension	1,021,156	1,051,324	1,084,188	1,103,319	1,126,031	1,151,261
TOTAL PAYROLL TAXES AND BENEFITS	4,841,249	4,986,020	5,136,924	5,277,638	5,425,979	5,580,161
TOTAL PERSONNEL SERVICE COSTS	8,661,342	8,920,716	9,189,661	9,451,957	9,725,527	10,008,803
CONTRACTED SERVICES	27,810	28,644	29,504	30,389	31,300	32,244
Accounting / Audit	50,000	50,750	51,511	52,284	53,068	53,863
Legal	-	-	-	-	-	-
Management Company Fee	-	-	-	-	-	-
Nurse Services	-	-	-	-	-	-
Food Service / School Lunch	-	-	-	-	-	-
Payroll Services	37,555	38,118	38,690	39,270	39,860	40,460
Special Ed services	-	-	-	-	-	-
Titelment Services (i.e. Title I)	-	-	-	-	-	-
Related service provider costs not reimbursed by the district of residence	-	-	-	-	-	-
Other Purchased / Professional / Consulting	244,286	245,008	245,832	246,656	247,480	248,304
TOTAL CONTRACTED SERVICES	330,151	333,520	335,542	337,618	339,718	341,832
SCHOOL OPERATIONS	2,575	2,639	2,705	2,773	2,842	2,911
Board Expenses	-	-	-	-	-	-
Board Development	30,000	30,900	31,827	32,782	33,765	34,766
Classroom / Teaching Supplies & Materials	10,403	10,663	10,930	11,203	11,483	11,773
Special Ed supplies & Materials	50,000	50,000	50,750	51,519	52,307	53,104
Textbooks / Workbooks	15,985	16,364	16,773	17,193	17,622	18,061
Supplies & Materials other	49,440	49,440	49,440	49,440	49,440	49,440
Equipment / Furniture	12,560	12,669	12,986	13,310	13,643	13,986
Telephone	175,000	180,000	185,000	190,000	195,000	200,000
Technology	30,500	31,673	32,864	34,073	35,300	36,546
Student Testing & Assessment	20,806	21,326	21,859	22,406	22,966	23,539
Field Trips	18,540	19,004	19,479	19,966	20,465	20,976
Transportation (student)	19,570	20,059	20,561	21,075	21,602	22,141
Student Services - other	36,050	36,951	37,875	38,822	39,793	40,786
Office Expense	-	-	-	-	-	-

Note: The completion of this section is mandatory as this additional information is essential for NYSED to follow the assumptions in your budget.

Medical, Dental, etc.
NYSTRS

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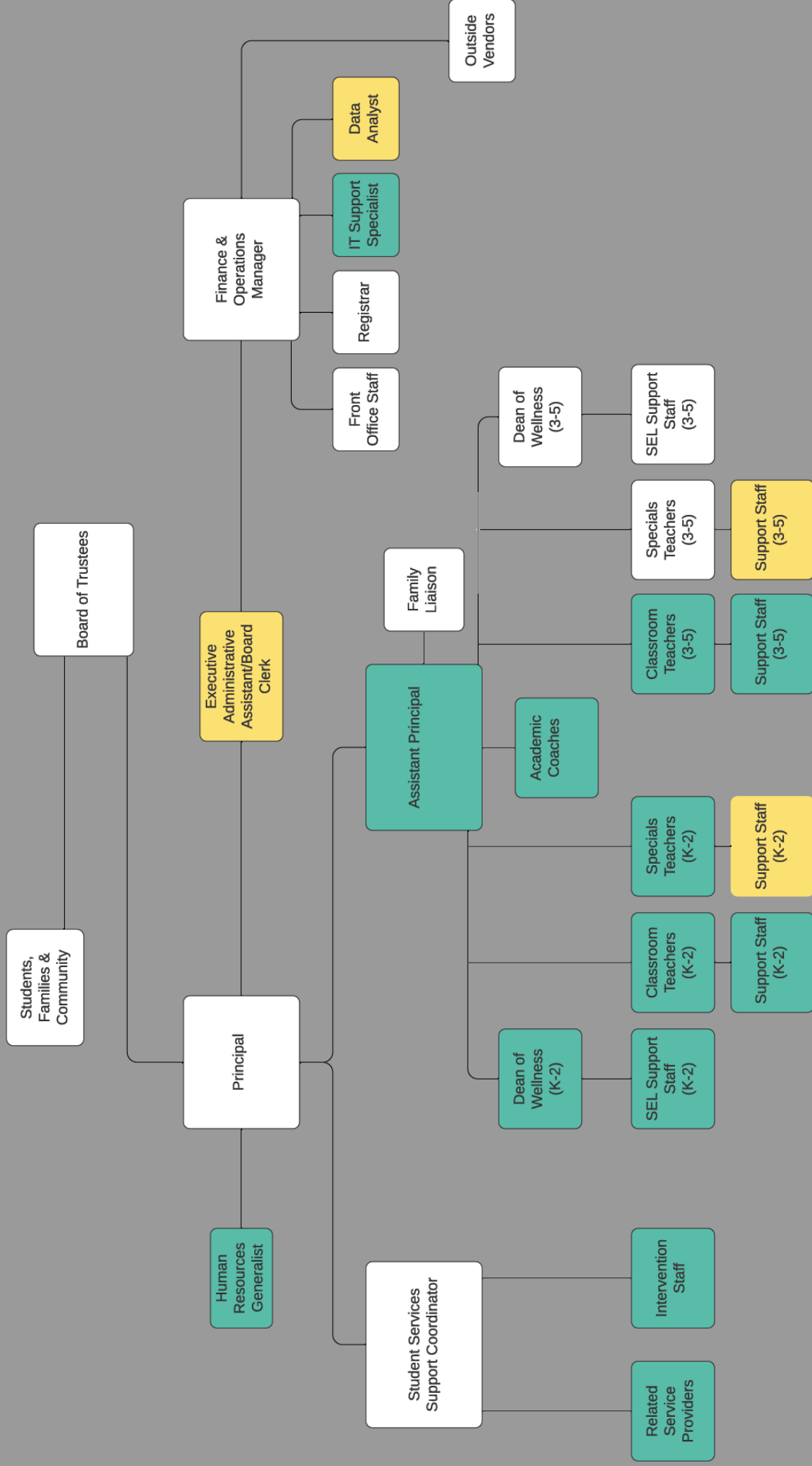
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Exploration Organizational Structure



Exploration Elementary Charter School | 2022-2023 Calendar

School Hours: 9:00am - 4:00pm
Friday (half day dismissal): 9:00am – 2:15pm

JULY 2022 (
S	M	T	W	Th	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						0

4 July 4th

- 2 New Year's Day Observed
- 16 M.L. King Day
- 27 End of Marking Period 2

JANUARY 2023						
S	M	T	W	Th	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				
						20

AUGUST 2022						
S	M	T	W	Th	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			
						0

22-31 Staff PD (Friday Off)

- 9 Family Night
- 20 President's Day
(All Facilities Closed)
- 21-24 Recess (School not in Session
12-month staff report)

FEBRUARY 2023						
S	M	T	W	Th	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				
						15

SEPTEMBER 2022						
S	M	T	W	Th	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

- 1 Staff PD
- 2-5 Labor Day
- 6 Staff PD
- 7 First day of school
- 22 Open House

- 2 Parent-Teacher Conferences
- 3 Parent-Teacher Conferences
- 10 Parent-Teacher Conferences
- 23 Family Night
- 31 End of Marking Period 3

MARCH 2023						
S	M	T	W	Th	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	
						23

OCTOBER 2022						
S	M	T	W	Th	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					20

- 10 Indigenous Peoples/
Columbus Day
- 27 Family Night

- 3-6 Recess (School not in Session
12-month staff report)
- 7 Good Friday
- 19-20 NYS Testing (3-8 ELA
Assessment)

APRIL 2023						
S	M	T	W	Th	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						15

NOVEMBER 2021						
S	M	T	W	Th	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			
						17

- 3 Parent-Teacher Conferences
- 4 Parent-Teacher Conferences
- 8 District Day/Election Day
- 10 End of Marking Period 1
- 10 Parent-Teacher Conferences
- 11 Veterans' Day
- 23-26 Thanksgiving Recess

- 1 District Day
- 2-11 NYS Testing (3-8 Math
Assessment)
- 15 Half-day for students
- 16 District Day
- 29 Memorial Day

MAY 2023						
S	M	T	W	Th	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			
						20

DECEMBER 2021						
S	M	T	W	Th	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
						17

26-30 Christmas observed
(All Facilities Closed)

- 8 Family Night
- 16 End of Marking Period 4
- 19 Juneteenth Observance
(All Facilities Closed)
- 23 Last day for students
- 30 Last day for staff

JUNE 2023						
S	M	T	W	Th	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

- Key:**
- Holiday/Recess- No School for All Staff & Students
 - District Day- No School for Students
 - NYS Assessment Day
 - Early Dismissal Day -2:15 Dismissal
 - Last Day of school for students -2:15 Dismissal

Student Days= 184 (Including District Days)
Student Learning Hours= 1,396
10 Month Employee Days= 195 (including District Days)
12 Month Employee Days= 245