

Application: Exploration Elementary Charter School for Science & Technology

Rachelle Simmons - rsimmons@exporochester.org
2022-2023 Annual Report

Summary

ID: 0000000173

Last submitted: Nov 8 2023 04:05 PM (EST)

Labels: Board of Regents

Entry 1 School Info and Cover Page

Completed - Aug 1 2023

Instructions

Required of ALL Charter Schools

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

Entry 1 School Information and Cover Page

(New schools that were not open for instruction for the 2022-2023 school year are not required to complete or submit an annual report this year).

Please be advised that you will need to complete this cover page (including signatures) before all of the other tasks assigned to you by your school's authorizer are visible on your task page. While completing this cover page task, please ensure that you select the correct authorizer (**as of June 30, 2023**) or you may not be assigned the correct tasks.

BASIC INFORMATION

a. SCHOOL NAME

(Select name from the drop down menu)

EXPLORATION ELEMENTARY CHARTER SCHOOL FOR SCIENCE AND TECHNOLOGY 800000086905

a1. Popular School Name

(No response)

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

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

BOARD OF REGENTS

c. School Unionized

Is your charter school unionized?

No

d. DISTRICT / CSD OF LOCATION

ROCHESTER CITY SD

e. Date of Approved Initial Charter

Nov 17 2015

f. Date School First Opened for Instruction

Aug 21 2017

g. Approved School Mission and Key Design Elements

(Regents, NYCDOE and Buffalo BOE authorized schools only)

Key Design Element 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.

Key Design Element 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.

Key Design Element 3:

Ongoing Professional Development and Learning (PD):

Exploration will employ instructional and support staff who possess the same dispositions we will foster in students.

Key Design Element 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 Stat CCLS.

Key Design Element 5:

Community Connections and Partnerships:

The Board recognizes that a strong school community (culture and climate) is critical for academic and social success (Durlak, 2007) and is, therefore, committed to a vibrant and safe school community, as well as strong connections to the surrounding community.

Key Design Element 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 balance 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.

h. School Website Address

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

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

475

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

403

k. Grades Served

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

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

Responses Selected:

k

1

2

3

4

5

I. Charter Management Organization

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

No

FACILITIES INFORMATION

m. FACILITIES

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

No, just one site.

School Site 1 (Primary)

m1. SCHOOL SITES

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

	Phone Number	District/CSD	Grades to be Served at Site for previous year (K-5, 6-9, etc.)	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).	
Site 1	1001 Lake Ave. Rochester, NY 14613	585-498-4700	Rochester	K-5	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	585-498-4700	██████████	rsimmons@exporochester.org
Operational Leader	Casandra Villanueva	Finance & Operations Manager	585-498-4700	██████████	cvillanueva@exporochester.org
Compliance Contact	Casandra Villanueva	Finance & Operations Manager	585-498-4700	██████████	cvillanueva@exporochester.org
Complaint Contact	Rachelle Simmons	Principal	585-498-4700	██████████	rsimmons@exporochester.org
DASA Coordinator	Rachelle Simmons	Principal	585-498-4700	██████████	rsimmons@exporochester.org
Phone Contact for After Hours Emergencies	Rachelle Simmons	Principal	585-498-4700	██████████	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, 2023.

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

Site 1 Certificate of Occupancy (COO)

[COO.pdf](#)

Filename: COO.pdf **Size:** 151.3 kB

Site 1 Fire Inspection Report

This is required, marked optional for administrative purposes.

[Fire Inspection.pdf](#)

Filename: Fire Inspection.pdf **Size:** 174.6 kB

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

Separate by semi-colon (;)

NA

CHARTER REVISIONS DURING THE 2022-2023 SCHOOL YEAR

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

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

No

ATTESTATIONS

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

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

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

Responses Selected:

Yes

As outlined in ENTRY 10:

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

Responses Selected:

Yes

Signature, Head of Charter School



Signature, President of the Board of Trustees



Date

Aug 1 2023



Thank you.

Entry 2 Links to Critical Documents on School Website

Completed - Aug 1 2023

Instructions

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

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

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

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

Form for Entry 2 Links to Critical Documents on School Website

School Name: 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:

[New York State Report Card](#)

[Emergency Response Plan Memo](#)

[NYSED Subject Matter List](#)

	Link to Documents
1. Current Annual Report (i.e., 2022-2023 Annual Report)	https://www.explorationrochester.org/apps/pages/?type=d&uREC_ID=558568&pREC_ID=1068270
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/pages/?type=d&uREC_ID=516394&pREC_ID=990969
7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List)	https://www.explorationrochester.org/apps/pages/?type=d&uREC_ID=516394&pREC_ID=990969

Thank you.



Entry 3 Progress Toward Goals

Completed - Aug 1 2023

Instructions

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

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

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

Entry 3 Progress Toward Goals

PROGRESS TOWARD CHARTER GOALS

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

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

1. ACADEMIC STUDENT PERFORMANCE GOALS

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

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

2022-2023 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Academic Goal 1	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, 34% of Exploration students are performing at or above grade level in ELA.</p> <p>To continue to increase this percent, Exploration will continue to use data tracking for all students, review intervention logs every 6 weeks, and change intervention groups if needed. Students in Grades 3-5 will also have access to the Phonics for Reading program if needed for Intervention based on their i-Ready Diagnostic Results.</p> <p>Grades 3-5 NYS ELA assessment scores for Spring 2023 are still</p>

				pending.
Academic Goal 2	Goal 2: Exploration students will perform at or above grade level in Math.	i-Ready & NYS Math Assessment	Not Met	<p>Based on our SY 22-23 Most Recent i-Ready Math Diagnostic Results, 22% of Exploration students are performing at or above grade level in Math.</p> <p>To continue to increase this percent, Exploration will continue to use data tracking for all students, review intervention logs every 6 weeks, and change intervention groups if needed. Students in Grades 3-5 will also have access to the Bridges program if needed for Intervention based on their i-Ready Diagnostic Results.</p> <p>Grades 3-5 NYS Math assessment scores for Spring 2023 are still pending.</p>
Academic Goal 3	Goal 3: Exploration students will perform at or above grade level in Science.	NYS Science Assessment	Unable to Assess	There was no NYS Science Assessment given this school year, 22-23.
Academic Goal 4	Goal 4: Exploration will achieve an Accountability Status of "In Good	NYSSED Report Card	Met	

	Standing" each year, as measured by the NCLB accountability system.			
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 2022-2023 school year, any organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”.

2022-2023 Progress Toward Attainment of Organization Goals

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Org Goal 1	The Board will meet no fewer than 10 times per year; all meetings will be properly noticed. A Board retreat will be held annually.	BOT Meeting Minutes	Met	
Org Goal 2	The Board and Leadership Team will promote parental and staff involvement in School Governance.	Board Members attended family nights 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.	BOT Membership Table	Partially Met	1 BOT member resigned in May. During annual reorganization meeting, BOT agreed to have 9 members for SY 23-24.
Org Goal 4	Admission, Enrollment, and Attendance policies will be in place and followed consistent with applicable laws and regulations.	Lottery Applications; Daily Attendance Reports; NYSED Report Card	Met	
Org Goal 5	Maintain transportation services, health services, and food services to support	Continued work with RCSD to maintain each of these services; School is staffed with a full	Met	

	students' daily academic programming.	time school nurse ; Breakfast and lunch are served daily with cold and hot lunch options.		
Org Goal 6				
Org Goal 7				
Org Goal 8				
Org Goal 9				
Org Goal 10				
Org Goal 11				
Org Goal 12				
Org Goal 13				
Org Goal 14				
Org Goal 15				
Org Goal 16				
Org Goal 17				
Org Goal 18				
Org Goal 19				
Org Goal 20				

5. Do have more organizational goals to add?

No

6. FINANCIAL GOALS

2022-2023 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	If not met, describe efforts the school will take to meet goal.
Financial Goal 1	Financial statements will be prepared monthly and presented to the Board including a statement of financial position, statement of activities, and statement of cash flow.	Board Meeting Minutes	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, & Co. 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.	Submission in the Annual Report	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 Annual Report Portal, and into the SUNY Epicenter document management system by September 15, 2023.

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

Entry 4 - Audited Financial Statements

Completed - Nov 8 2023

Required of ALL Charter Schools

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

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

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

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

Filename: EXPLORATION_ELEMENTARY_CHARTER_SCH_vGMYYoy.pdf Size: 373.0 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 Statement Template” at <http://www.newyorkcharters.org/fiscal/>. After completing, schools must upload the document into the [Annual Report Portal](#) and into the SUNY Epicenter document management system no later than **November 1, 2023**.

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

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

Completed - Nov 8 2023

Instructions - Regents-Authorized Charter Schools ONLY

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

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

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

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

[ExpoFinancialTemplate](#)

Filename: ExpoFinancialTemplate.xlsx Size: 89.3 kB

Entry 4c – Additional Financial Documents

Completed - Nov 8 2023

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

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

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

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

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

Filename: EXPLORATION_ELEMENTARY_CHARTER_SCH_5OQ1hCJ.pdf Size: 312.4 kB

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

Filename: EXPLORATION_ELEMENTARY_CHARTER_SCH_OIOnoQZ.pdf Size: 362.3 kB

Entry 4d - Financial Contact Information

Completed - Aug 1 2023

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

Form for "Financial Contact Information"

1. School Based Fiscal Contact Information

	School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone
	Casandra Villanueva	cvillanueva@exporochester.org	585-498-4700

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	anne@premieraccountingny.com	585-739-2306	6

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 Rochester, NY 14604	mcain@mmb-co.com	585-672-1837	6

Entry 5 – Fiscal Year 2023-2024 Budget

Completed - Aug 1 2023

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

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

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

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

[5 year budget 475 6](#)

Filename: 5_year_budget_475_6.28.23_approval.xlsx Size: 52.0 kB

Entry 6 – Board of Trustees Disclosure of Financial Interest Form

Completed - Aug 1 2023

Required of ALL Charter Schools

Each member of the charter school's Board of Trustees who served on a charter school education corporation governing one or more charter schools for any period during the 2022-2023 school year must complete and sign a Trustee [Disclosure of Financial Interest Form](#) is due on August 1, 2023. Acceptable signature formats include:

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

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

Charter schools **must** submit the latest version of the form. Forms completed from past years will not be accepted.

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

[23-24 BOT Disclosure of Financial Interest](#)

Filename: 23-24_BOT_Disclosure_of_Financial_Interest.pdf Size: 9.2 MB

Entry 7 BOT Membership Table

Completed - Aug 1 2023

Instructions

Required of ALL charter schools

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

Entry 7 BOT Table

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

Authorizer:

Who is the authorizer of your charter school?

Board of Regents

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

	Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Completed Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2022-2023
1	Samantha J Colson	[REDACTED]	Vice Chair	Governance, Academic, Executive	Yes	1	08/01/2022	07/31/2025	11
2	Carlos Cong	[REDACTED]	Trustee/Member	HR, Ad Hoc	Yes	3	08/01/2021	07/31/2024	8
3	Maya L. Crane	[REDACTED]	Chair	Executive, Finance, HR, Governance, Academic, Ad Hoc	Yes	2	08/01/2022	07/31/2025	7
4	Felecia Drysdale	[REDACTED]	Trustee/Member	HR, Executive	Yes	1	08/01/2022	07/31/2025	7
5	Herb Escher	[REDACTED]	Secretary	Ad Hoc, Executive	Yes	1	08/01/2021	07/31/2024	10
6	Kim LoMaglio	[REDACTED]	Treasurer	Finance, Executive	Yes	2	08/01/2021	07/31/2024	11

7	Wilnieca White	[REDACTED]	Parent Rep	Finance, Academic	Yes	1	08/01/2021	07/31/2024	13 or more
8	Lonette Merriman	[REDACTED]	Trustee/Member	Finance, Ad Hoc Facilities	Yes	2	08/01/2021	07/31/2024	10
9	Debra Josep-McEwen	[REDACTED]	Trustee/Member	Governance, Academic	Yes	1	12/31/2020	12/31/2023	13 or more

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

Yes

1b. Board Member Information

	Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2022-2023
10	Sam Pitts	[REDACTED]	Secretary	Finance, Ad Hoc Facilities	Yes	1	12/31/2019	12/31/2022	8
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, 2023	9
b.Total Number of Members Added During 2022-2023	0
c. Total Number of Members who Departed during 2022-2023	1
d.Total Number of members, as set in Bylaws, Resolution or Minutes	11

3. Number of Board meetings held during 2022-2023

13

4. Number of Board meetings scheduled for 2023-2024

13

Total number of Voting Members on June 30, 2023:

9

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

0

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

1

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

11

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

0

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

0

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

0

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

0

Thank you.

Entry 8 Board Meeting Minutes

Completed - Aug 1 2023

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

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

2022 07 21 board meeting minutes (1)

Filename: 2022_07_21_board_meeting_minutes_1.pdf Size: 420.9 kB

August 2022 Board Meeting

Filename: August_2022_Board_Meeting.pdf Size: 409.1 kB

2022 09 21 board meeting minutes (4)

Filename: 2022_09_21_board_meeting_minutes_4.pdf Size: 324.0 kB

2022 10 20 board meeting minutes (8)

Filename: 2022_10_20_board_meeting_minutes_8.pdf Size: 426.3 kB

August Annual Meeting

Filename: August_Annual_Meeting.pdf Size: 387.4 kB

November 2022

Filename: November_2022.pdf Size: 422.6 kB

December 2022 Minutes

Filename: December_2022_Minutes.pdf Size: 468.3 kB

2023 01 19 board meeting minutes (1)

Filename: 2023_01_19_board_meeting_minutes_1.pdf Size: 414.8 kB

2023 02 18 board meeting minutes

Filename: 2023_02_18_board_meeting_minutes.pdf Size: 481.1 kB

2023 03 30 board meeting minutes (1)

Filename: 2023_03_30_board_meeting_minutes_1.pdf Size: 492.3 kB

[2023 04 27 board meeting minutes](#)

Filename: 2023_04_27_board_meeting_minutes_STzw59K.pdf Size: 493.8 kB

[2023 05 25 board meeting minutes \(2\)](#)

Filename: 2023_05_25_board_meeting_minutes_2.pdf Size: 489.0 kB

[2023 06 28 board meeting minutes \(3\)](#)

Filename: 2023_06_28_board_meeting_minutes_3.pdf Size: 482.7 kB

Entry 9 Enrollment & Retention

Completed - Aug 1 2023

Instructions for submitting Enrollment and Retention Efforts

Required of ALL Charter Schools

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

*SUNY-authorized charter schools

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

Entry 9 Enrollment and Retention of Special Populations

Good Faith Efforts to Meet Recruitment Targets (Attract)

	Describe Recruitment Efforts in 2022-2023	Describe Recruitment Plans in 2023-2024
Economically Disadvantaged	<ul style="list-style-type: none"> -Postcard Mailers -Attended Head Start Open Houses -Direct Mailings to RCSD pre-k populations -Brochures in school and community locations -Radio advertisements -Request for parent support (word of mouth) 	<ul style="list-style-type: none"> -Social Media Blasts -Kindergarten Screenings -Postcard Mailers -Attend Head Start Open Houses -Direct Mailings to RCSD pre-k populations -Brochures in school and community locations -Radio advertisements -Request for parent support (word of mouth) -Current Student Referral Incentive Programs
English Language Learners	<ul style="list-style-type: none"> -Social Media Blasts -Postcard mailers -Kindergarten Screenings -Weighted Lottery -Attended Head Start Open Houses -Direct mailings to RCSD pre-k populations -Radio advertisements in Spanish -Request for parent support (word of mouth) -Attended First Saturday Table 	<ul style="list-style-type: none"> -Social Media Blasts -Postcard mailers -Kindergarten Screenings -Weighted Lottery -Attend Head Start Open Houses -Direct mailings to RCSD pre-k populations -Radio advertisements in Spanish -Request for parent support (word of mouth) -Attend First Saturday Table
Students with Disabilities	<ul style="list-style-type: none"> -Social Media Blasts -Postcard mailers -Kindergarten Screenings -Weighted Lottery -Attended Head Start Open Houses -Direct mailings to RCSD pre-k populations -Radio advertisements -Request for parent support (word of mouth) 	<ul style="list-style-type: none"> -Social Media Blasts -Postcard mailers -Kindergarten Screenings -Weighted Lottery -Attend Head Start Open Houses -Direct mailings to RCSD pre-k populations -Radio advertisements -Request for parent support (word of mouth) -Current Student Referral Incentive Programs

Good Faith Efforts To Meet Enrollment Retention Targets

	Describe Retention Efforts in 2022-2023	Describe Retention Plans in 2023-2024
Economically Disadvantaged	<ul style="list-style-type: none"> -Sustained tightened RtI processes, interventions, and tracking logs to do due diligence -Provided progress monitoring, intervention logs and oversight -Kept RtI logs for all students who were not proficient on the i-Ready Diagnostic Assessments -Collected re-enrollment letters showing that 85% of families planned to re-enroll in the 23-24 school year -Actively worked to secure partnerships and resources that support students who are economically disadvantaged 	<ul style="list-style-type: none"> -Positive Social media campaigns -Maintain school wide PBIS programming -Continue to actively seek partnerships and resources to support Economically Disadvantaged students -Parent Satisfaction Survey -Maintain Catholic Family Center counseling services on site -Weekly Classroom Newsletters -Schoolwide use of Bloomz to communicate with families -Cold calls -Family visits -Family Nights -Curriculum Nights
English Language Learners	<ul style="list-style-type: none"> -Sustained tightened RtI process, interventions, and tracking logs to do due diligence -Provided progress monitoring, intervention logs and oversight -Kept RtI logs for all students who were not proficient on the i-Ready Diagnostic Assessments -Collected re-enrollment letters showing that 85% of families planned to re-enroll in the 23-24 school year -Actively worked to secure partnerships and resources that support ELLs. 	<ul style="list-style-type: none"> -Positive Social media campaigns in Spanish -Maintain school wide PBIS programming -Continue to actively seek partnerships and resources to support ELLs -Parent Satisfaction Survey -Weekly Classroom Newsletters in Spanish -Schoolwide use of Bloomz to communicate with families -Cold calls -Family visits -Family Nights -Curriculum Nights
Students with Disabilities	<ul style="list-style-type: none"> -Sustained tightened RtI process, interventions, and tracking logs to do due diligence -Provided progress monitoring, intervention logs and oversight -Maintained RtI logs for all students 	<ul style="list-style-type: none"> -Positive Social media campaigns -Maintain school wide PBIS programming -Parent Satisfaction Survey -Maintain Catholic Family Center counseling services on site

who were not proficient on the i-Ready Diagnostic Assessments
-Collected re-enrollment letters showing that 85% of families planned to re-enroll in the 23-24 school year
-Actively work to secure partnerships and resources that support students with disabilities

-Weekly Classroom Newsletters
-Schoolwide use of Bloomz to communicate with families
-Cold calls
-Family visits
-Family Nights
-Curriculum Nights

Entry 10 – Teacher and Administrator Attrition

Completed - Aug 1 2023

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

A. TEACH System – Employee Clearance

Required of ALL Charter Schools

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

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

1. Emergency Conditional Clearances

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

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

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

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

B. Emergency Conditional Clearances

Emergency Conditional Clearances

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

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

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

Attestation

Responses Selected:

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

Entry 11 Percent of Uncertified Teachers

Completed - Aug 1 2023

Instructions

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

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

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

Entry 11 Uncertified Teachers

School Name:

Instructions for Reporting Percent of Uncertified Teachers

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

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

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

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

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

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2023)	3
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2023)	2
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2023)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2023)	0
Total Category A: 5 or 30% whichever is less	5.0

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

	FTE Count
i. Mathematics	1
ii. Science	1
iii. Computer Science	0
iv. Technology	0
v. Career and Technical Education	0
Total Category B: not to exceed 5	2.0

CATEGORY C: PLUS 5 ADDITIONAL UNCERTIFIED TEACHERS

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2023)	2
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2023)	1
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2023)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2023)	0
Total Category C: not to exceed 5	3.0

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	10

CATEGORY D: TOTAL FTE COUNT OF UNCATEGORIZED, UNCERTIFIED TEACHERS

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

	FTE Count
Total Category D	0

CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

	FTE Count
Total Category E	19

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	29

Thank you.



Entry 12 Organization Chart

Completed - Aug 1 2023

[Instructions](#)

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

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

[Exploration Organizational Structure](#)

Filename: Exploration_Organizational_Structure.pdf Size: 30.7 kB

Entry 13 School Calendar

Completed - Aug 1 2023

[Instructions for submitting School Calendar](#)

Required of ALL Charter Schools

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

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

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

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

[Calendar 2023-24 School year \(small\) \(2\)](#)

Filename: Calendar_2023-24_School_year_small_2.pdf Size: 1.0 MB

Entry 14 Staff Roster

Completed - Aug 1 2023

[INSTRUCTIONS](#)

Required of Regents and NYCDOE-authorized Charter Schools ONLY

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

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

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

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

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

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

[faculty-staff-roster-2023 FINAL](#)

Filename: faculty-staff-roster-2023_FINAL.xlsx Size: 23.5 kB

Optional Additional Documents to Upload (BOR)

Incomplete

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

ROCHESTER, NEW YORK

AUDITED FINANCIAL STATEMENTS

AND

INDEPENDENT AUDITOR'S REPORT

JUNE 30, 2023

(With Comparative Totals for 2022)



BUSINESS
ADVISORS
AND CPAS

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BUSINESS
ADVISORS
AND CPAS

INDEPENDENT AUDITOR'S REPORT

Board of Trustees
Exploration Elementary Charter School for Science and Technology

Report on the Audit of the Financial Statements

Opinion

We have audited the financial statements of Exploration Elementary Charter School for Science and Technology, which comprise the statement of financial position as of June 30, 2023 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, 2023, 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.

Change in Accounting Principle

As discussed in Note A to the financial statements, in 2023, Exploration Elementary Charter School for Science and Technology adopted new accounting guidance related to accounting for leases. Our opinion is not modified with respect to this matter.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the 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, 2022 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated October 7, 2022. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2022 is consistent, in all material respects, with the 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 6, 2023 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.



Rochester, New York
October 6, 2023

EXPLORATION ELEMENTARY CHARTER SCHOOL FOR SCIENCE AND TECHNOLOGY

STATEMENT OF FINANCIAL POSITION

JUNE 30, 2023

(With Comparative Totals for 2022)

	<u>June 30,</u>	
<u>ASSETS</u>	<u>2023</u>	<u>2022</u>
<u>CURRENT ASSETS</u>		
Cash	\$ 2,578,274	\$ 1,096,315
Grants and other receivables	835,400	1,407,450
Employee Retention Credit receivable	733,414	-
Prepaid expenses and other current assets	3,832	34,718
TOTAL CURRENT ASSETS	4,150,920	2,538,483
<u>PROPERTY AND EQUIPMENT, net</u>	553,441	522,104
<u>OTHER ASSETS</u>		
Security deposit	29,555	26,555
Cash in escrow	100,000	100,000
Right of use asset	521,464	-
TOTAL OTHER ASSETS	651,019	126,555
TOTAL ASSETS	<u>\$ 5,355,380</u>	<u>\$ 3,187,142</u>
<u>LIABILITIES AND NET ASSETS</u>		
<u>CURRENT LIABILITIES</u>		
Accounts payable and accrued expenses	\$ 287,813	\$ 122,136
Accrued payroll and benefits	323,021	340,495
Current portion of lease liability	544,804	-
TOTAL CURRENT LIABILITIES	1,155,638	462,631
<u>NET ASSETS</u>		
Without donor restrictions	4,199,742	2,702,942
With donor restrictions	-	21,569
TOTAL NET ASSETS	4,199,742	2,724,511
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 5,355,380</u>	<u>\$ 3,187,142</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, 2023
(With Comparative Totals for 2022)

	Year ended June 30,			2022
	2023		Total	
	Without donor restrictions	With donor restrictions		
Operating revenue and support:				
State and local per pupil operating revenue	\$ 5,713,087	\$ -	\$ 5,713,087	\$ 5,455,412
Students with disabilities	260,127	-	260,127	147,742
Government grants	853,637	-	853,637	1,485,521
Private grants	2,220	-	2,220	500
Interest income	7,274	-	7,274	-
Employee Retention Credit	1,041,188	-	1,041,188	-
Miscellaneous income	14,762	-	14,762	2,314
	<u>7,892,295</u>	<u>-</u>	<u>7,892,295</u>	<u>7,091,489</u>
Net assets released from restrictions	<u>21,569</u>	<u>(21,569)</u>	<u>-</u>	<u>-</u>
TOTAL OPERATING REVENUE AND SUPPORT	7,913,864	(21,569)	7,892,295	7,091,489
Expenses:				
Program:				
Regular education	4,463,238	-	4,463,238	4,295,875
Special education	722,693	-	722,693	677,318
Management and general	1,231,133	-	1,231,133	1,201,210
TOTAL EXPENSES	<u>6,417,064</u>	<u>-</u>	<u>6,417,064</u>	<u>6,174,403</u>
CHANGE IN NET ASSETS	1,496,800	(21,569)	1,475,231	917,086
Net assets at beginning of year	<u>2,702,942</u>	<u>21,569</u>	<u>2,724,511</u>	<u>1,807,425</u>
NET ASSETS AT END OF YEAR	<u>\$ 4,199,742</u>	<u>\$ -</u>	<u>\$ 4,199,742</u>	<u>\$ 2,724,511</u>

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, 2023
 (With Comparative Totals for 2022)

	Year ended June 30, 2023						June 30, 2022
	No. of Positions	Program Services			Supporting Services	Total	
		Regular Education	Special Education	Sub-total	Management and General		
Personnel services costs:							
Administrative staff personnel	6	\$ 109,745	\$ 43,898	\$ 153,643	\$ 285,336	\$ 438,979	\$ 400,571
Instructional personnel	45		339,477	2,121,730			1,936,091
Non-instructional personnel	36	<u>1,782,253</u>	<u>109,745</u>	<u>658,468</u>	<u>438,979</u>	<u>2,121,730</u>	<u>1,001,426</u>
Total salaries and costs	87		493,120	2,933,841	724,315	1,097,447	3,338,088
		548,723				3,658,156	
		2,440,721				609,467	526,040
Fringe benefits and payroll taxes			109,704	524,142			
Retirement			41,970	177,419	85,325		236,333
Legal services		414,438			13,354		30,946
Accounting / audit services		135,449	-		25,825	190,773	21,726
Other purchased / professional / consulting services			18,838	320,242	40,520	25,825	489,427
Building and land rent / lease				420,902	56,514	40,520	458,198
Repairs and maintenance		301,404	-	103,404	111,886	376,736	156,033
Insurance		420,902	-	51,250	27,488		47,981
Utilities		103,404	-	52,643	8,343		64,133
Supplies / materials		51,250	9,153	114,386	8,570	59,593	87,941
Food service		52,643		20,254		61,213	54,216
Equipment / furnishings		105,233	6,294	30,070		40,050	50,185
Staff development		20,254		60,781	9,980	20,254	67,341
Marketing / recruitment		23,776	-	21,458	9,894	72,164	133,583
Technology		60,781	11,615	99,890	50,706		131,028
Student services		21,458	5,123	79,022	16,261	79,022	109,820
Office expense		88,275		40,618		116,151	28,319
Depreciation and amortization		73,899	26,876	128,407		149,310	132,624
Other		40,618		7,202	6,612		10,441
		<u>101,531</u>		<u>7,202</u>	<u>20,903</u>	<u>47,230</u>	
		\$ 4,463,238	\$ 722,693	\$ 5,185,931	\$ 1,291,133	\$ 6,417,064	\$ 6,174,403
				7,202		21,839	

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, 2023
(With Comparative Totals for 2022)

	<u>Year ended June 30,</u>	
	<u>2023</u>	<u>2022</u>
<u>CASH FLOWS - OPERATING ACTIVITIES</u>		
Change in net assets	\$ 1,475,231	\$ 917,086
Adjustments to reconcile change in net assets to net cash provided from (used for) operating activities:		
Depreciation and amortization	149,310	132,624
Changes in certain assets and liabilities affecting operations:		
Grants and other receivables	572,050	(1,265,382)
Employee Retention Credit receivable	(733,414)	-
Prepaid expenses and other current assets	30,886	20,974
Accounts payable and accrued expenses	165,677	(158,084)
Accrued payroll and benefits	(17,474)	(74,662)
Deferred lease liability	-	(38,808)
Lease liability, net of right-of-use asset	23,340	-
NET CASH PROVIDED FROM (USED FOR) OPERATING ACTIVITIES	1,665,606	(466,252)
<u>CASH FLOWS - INVESTING ACTIVITIES</u>		
Purchases of property and equipment	(180,647)	(290,728)
Security deposit paid	(3,000)	-
NET CASH USED FOR INVESTING ACTIVITIES	(183,647)	(290,728)
NET INCREASE (DECREASE) IN CASH AND RESTRICTED CASH	1,481,959	(756,980)
Cash and restricted cash at beginning of year	1,196,315	1,953,295
CASH AND RESTRICTED CASH AT END OF YEAR	<u>\$ 2,678,274</u>	<u>\$ 1,196,315</u>
<u>SUPPLEMENTAL CASH FLOW INFORMATION:</u>		
Interest expense paid during the year	\$ -	\$ 131
Purchases of property and equipment included in accounts payable	\$ -	\$ 18,379

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, 2023

(With Comparative Totals for 2022)

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

To ensure observance of limitations and restrictions placed on the use of resources available to the Charter School, the accounts of the Charter School are maintained in accordance with the principles of accounting for not-for-profit organizations. This is the procedure by which resources are classified for reporting purposes into net asset groups, established according to their nature and purpose. Accordingly, all financial transactions have been recorded and reported by net asset group.

The assets, liabilities, activities and net assets of the Charter School are reported in the following self-balancing net asset groups:

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, 2023, there were no net assets with donor restrictions. At June 30, 2022, 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, 2023

(With Comparative Totals for 2022)

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,		
	2023	2022	2021
Grants and other receivables	\$ 245,984	\$ 295,870	\$ 798

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, 2023

(With Comparative Totals for 2022)

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. At June 30, 2022, the Charter School received \$460,193 in cost-reimbursement grants that had not been recognized at June 30, 2022 because qualifying expenditures had not yet been incurred. At June 30, 2023, all cost-reimbursement grants have been recognized.

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 at June 30, 2023 and 2022.

Grants and other receivables

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

Property and equipment

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

Major renewals and betterments are capitalized, while repairs and maintenance are charged to operations as incurred. Upon sale or retirement, the related cost and allowances for depreciation are removed from the accounts and the related gain or loss is reflected in operations.

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 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, 2023

(With Comparative Totals for 2022)

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, 2020 through June 30, 2023 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 \$72,200 and \$133,600 for the years ended June 30, 2023 and 2022, 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, 2022

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, 2022, from which the summarized information was derived.

Leases

The Charter School leases its facility and determines if an arrangement is a lease at inception. Operating leases are included in operating lease right-of-use (ROU) assets, other current liabilities, and operating lease liabilities on the accompanying statement of financial position.

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

EXPLORATION ELEMENTARY CHARTER SCHOOL FOR SCIENCE AND TECHNOLOGY

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2023

(With Comparative Totals for 2022)

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

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

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

Adoption of new accounting standard - leases

In February 2016, the FASB issued a new standard related to leases to increase transparency and comparability among entities by requiring the recognition of ROU assets and lease liabilities on the 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 adopted ASC 842 with the date of initial application of July 1, 2022.

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

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

As a result of the adoption of the new lease accounting guidance, the Charter School recognized on July 1, 2022 beginning of the year of adoption a lease liability of \$1,028,292, which represents the present value of the remaining operating lease payments of \$1,057,150, discounted using the Charter School's risk free rate, and a right-of-use asset of \$1,028,292.

The standard had a material impact on the accompanying statement of financial position, but did not have an impact on the statement of activities and changes in net assets, nor statements of cash flows. The most significant impact was the recognition of ROU assets and lease liabilities for operating leases, while the Charter School's accounting for finance leases (formerly known as capital leases) remained substantially unchanged.

EXPLORATION ELEMENTARY CHARTER SCHOOL FOR SCIENCE AND TECHNOLOGY

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2023

(With Comparative Totals for 2022)

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

New accounting pronouncement – credit losses

In June 2016 the FASB issued ASU 2016-13, "Financial Instruments – Credit Losses (Topic 326): Measurement of Credit Losses on Financial Instruments" (ASU 2016-13), which requires entities to use a new impairment model referred to as the current expected credit losses (CECL) model rather than incurred losses. The new standard affects accounting for loans, accounts (trade) receivable, held-to-maturity debt securities, and other financial assets included in the scope. For non-public entities, the new standard is effective for fiscal years beginning after December 15, 2022, including interim periods within those fiscal years. The 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 6, 2023, which is the date the financial statements are available to be issued. No subsequent events requiring disclosure were noted, except as described in Notes M and O.

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, 2023

(With Comparative Totals for 2022)

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>2023</u>	<u>2022</u>
Cash	\$ 2,578,274	\$ 1,096,315
Grants and other receivables	835,400	1,407,450
Employee Retention Credit receivable	<u>733,414</u>	<u>-</u>
Total financial assets available within one year	4,147,088	2,503,765
Less:		
Amounts unavailable for general expenditures within one year due to:		
Restricted by donors with purpose restrictions	<u>-</u>	<u>(21,569)</u>
Total financial assets available to management for general expenditures within one year	<u>\$ 4,147,088</u>	<u>\$ 2,482,196</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, 2023 and 2022 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>2023</u>	<u>2022</u>
Office equipment	\$ 43,291	\$ 37,213
Classroom furniture and equipment	298,607	225,882
Computer equipment	420,586	456,699
Leasehold improvements	<u>198,956</u>	<u>114,353</u>
	961,440	834,147
Less accumulated depreciation and amortization	<u>407,999</u>	<u>312,043</u>
	<u>\$ 553,441</u>	<u>\$ 522,104</u>

Total depreciation and amortization expense was \$149,310 and \$132,624 for the years ended June 30, 2023 and June 30, 2022, respectively.

EXPLORATION ELEMENTARY CHARTER SCHOOL FOR SCIENCE AND TECHNOLOGY

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2023

(With Comparative Totals for 2022)

NOTE D: LEASES

The Charter School has an operating lease for its facilities with monthly payments of \$48,230 with a remaining lease term of 1 year. Total lease expense paid for the years ended June 30, 2023 and 2022 was \$528,575 and \$454,327, respectively.

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

	<u>Balance Sheet Classification</u>	
<u>Assets</u>		
Other Assets	Right-of-use asset	<u>\$ 521,464</u>
<u>Liabilities</u>		
Current Liabilities	Current portion of lease liability	<u>\$ 544,804</u>

The components of lease expense were as follows:

Operating lease cost	<u>\$ 528,575</u>
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As of June 30, 2023, minimum payments due for lease liabilities for the succeeding fiscal year are as follows:

		<u>Operating leases</u>
	2024	<u>\$ 551,915</u>
	Total lease payments	551,915
Less: Interest		<u>(7,111)</u>
	Present value of lease liabilities	<u>\$ 544,804</u>

Supplemental information:

Cash paid for amounts included in the measurement of lease liabilities:		
Operating cash flows paid for operating leases		\$ 505,235
Right-of-use assets obtained in exchange for new lease liabilities (non-cash):		
Operating leases		\$ 1,028,292
Weighted-average remaining lease term:		
Operating leases		1 year
Weighted-average discount rate:		
Operating leases		2.84%

EXPLORATION ELEMENTARY CHARTER SCHOOL FOR SCIENCE AND TECHNOLOGY

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2023

(With Comparative Totals for 2022)

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 9.75% at June 30, 2023) 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, 2023 or June 30, 2022.

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, 2023 and 2022, approximately 100% and 79%, respectively, of grants and other receivables are due from a New York State agency related to certain grants.

During the years ended June 30, 2023 and 2022, approximately 75% and 79%, 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.

NOTE H: COMMITMENTS

The Charter School has a yearly services agreement to provide cleaning services. The janitorial expenses approximated \$100,000 for the year ended June 30, 2023. The Charter School anticipates this expense to be \$76,500 for the year ending June 30, 2024.

NOTE I: 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.

EXPLORATION ELEMENTARY CHARTER SCHOOL FOR SCIENCE AND TECHNOLOGY

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2023

(With Comparative Totals for 2022)

NOTE I: RETIREMENT PLANS, Cont'd

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 10.29% of the annual covered payroll for the fiscal year ended June 30, 2023. The rate applicable for the fiscal year ended June 30, 2022 was 9.80%. 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, 2023 and 2022 was \$190,773 and \$236,333, 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, 2023 and 2022.

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:

	June 30,	
	2023	2022
Undesignated	\$ 3,646,301	\$ 2,180,838
Invested in property and equipment	553,441	522,104
	<u>\$ 4,199,742</u>	<u>\$ 2,702,942</u>

Net assets with donor restrictions are as follows:

	June 30,	
	2023	2022
Student support and leadership development	\$ -	\$ 10,950
Wellness center	-	10,619
	<u>\$ -</u>	<u>\$ 21,569</u>

EXPLORATION ELEMENTARY CHARTER SCHOOL FOR SCIENCE AND TECHNOLOGY

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2023

(With Comparative Totals for 2022)

NOTE L: CASH AND RESTRICTED CASH

Cash and restricted cash balances at June 30, 2023 and 2022 consisted of the following:

	<u>June 30,</u>	
	<u>2023</u>	<u>2022</u>
Cash	\$ 2,578,274	\$ 1,096,315
Cash in escrow	<u>100,000</u>	<u>100,000</u>
	<u>\$ 2,678,274</u>	<u>\$ 1,196,315</u>

NOTE M: ACCOUNTING IMPACT OF COVID-19 OUTBREAK

In response to the COVID-19 outbreak, the Federal Government passed several COVID relief acts which include funding for elementary and secondary education. The Elementary and Secondary School Emergency Relief Fund (ESSER Fund) was established to award grants to state and local educational agencies. The Charter School has recognized \$424,761 and \$1,343,587 of revenue relative to ESSER grants during the years ended June 30, 2023 and 2022, respectively.

In March 2020, the CARES Act was enacted. Under the CARES Act, the Employee Retention Credit, a refundable wage-related tax credit, was made available to eligible employers. The Charter School recognized a benefit of approximately \$1,041,000 for the year ended June 30, 2023 on the statement of activities and changes in net assets, and recognized the related receivable for the portion received in July 2023 on the accompanying statement of financial position at June 30, 2023.

NOTE N: RENEWAL PROCESS

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

NOTE O: SUBSEQUENT EVENT

In September 2023, the Charter School entered into a purchase and sale agreement to acquire a facility for \$1,250,000. The facility will serve as the permanent location for the Charter School.

EXPLORATION ELEMENTARY CHARTER SCHOOL
FOR SCIENCE AND TECHNOLOGY

REPORT TO THE BOARD OF TRUSTEES

JUNE 30, 2023



BUSINESS
ADVISORS
AND CPAS



BUSINESS
ADVISORS
AND CPAS

October 6, 2023

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, 2023, and have issued our report thereon dated October 6, 2023. 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, 2023, 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.

- 1 -

Significant Risks Identified

We have identified the following significant risks:

- The potential for management override
- The potential for revenue recognition
- The potential for improper allocation of expenses to grants
- The potential for 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 2023 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,

A black rectangular redaction box covering a handwritten signature.

MENGEL, METZGER, BARR & CO. LLP

**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, 2023



BUSINESS
ADVISORS
AND CPAS

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BUSINESS
ADVISORS
AND CPAS

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

Board of Trustees
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, 2023 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 6, 2023.

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.



Rochester, New York
October 6, 2023



BUSINESS
ADVISORS
AND CPAS

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

Board of Trustees
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, 2023. 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, 2023.

Basis for Opinion on Each Major Federal Program

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

We are required to be independent of 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, 2023, and have issued our report thereon dated October 6, 2023, 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.



Rochester, New York
October 6, 2023

EXPLORATION ELEMENTARY CHARTER SCHOOL FOR SCIENCE AND TECHNOLOGY

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

YEAR ENDED JUNE 30, 2023

	<u>Federal AL Number</u>	<u>Pass-through Grantor's Number</u>	<u>Total Federal Expenditures</u>
U.S. Department of Education:			
<u>Passed through New York State Education Department:</u>			
Title I - Grants to Local Educational Agencies	84.010	0021	\$ 331,502
Title IIA - Supporting Effective Instruction State Grant	84.367	0147	38,037
Title IV - Student Support and Academic COVID-19 Charter School Program	84.424	0204	19,963
	84.282		35,771
<u>Education Stabilization Funds -</u>			
APR ESSER - American Rescue Plan - Elementary and Secondary Emergency Relief Fund	84.425U	5880	340,060
ESSER II - Elementary and Secondary School Emergency Relief Fund	84.425D	5891	<u>84,701</u>
Total Education Stabilization Funds			<u>424,761</u>
TOTAL DEPARTMENT OF EDUCATION			<u>850,034</u>
TOTAL ALL PROGRAMS			<u>\$ 850,034</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, 2023

SUMMARY OF AUDITOR'S RESULTS

Financial Statements

Type of auditor's report issued:	Unmodified		
Internal control over financial reporting:			
• Material weakness (es) identified?	_____	yes	<u> x </u> no
• Significant deficiency(ies) identified that are not considered to be material weaknesses?	_____	yes	<u> x </u> none reported
Noncompliance material to financial statements noted?	_____	yes	<u> x </u> no

Federal Awards

Internal control over major programs:			
• Material weakness (es) identified?	_____	yes	<u> x </u> no
• Significant deficiency(ies) identified that are not considered to be material weaknesses?	_____	yes	<u> x </u> 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	<u> x </u> no

Identification of major program:		
<i>AL Number:</i>	<i>Name of Federal Program or Cluster:</i>	
84.425U, 84.425D	ESSER II & ARP ESSER	

Dollar threshold used to distinguish between type A and type B programs:	<u> \$750,000 </u>		
Auditee qualified as low-risk auditee?	_____	yes	<u> x </u> no

EXPLORATION ELEMENTARY CHARTER SCHOOL FOR SCIENCE AND TECHNOLOGY

SCHEDULE OF FINDINGS AND QUESTIONED COSTS, Cont'd

YEAR ENDED JUNE 30, 2023

FINDINGS – FINANCIAL STATEMENT AUDIT

- NONE

FINDINGS AND QUESTIONED COSTS – MAJOR FEDERAL AWARD PROGRAMS AUDIT

- NONE

SCHEDULE OF PRIOR YEAR FINDINGS AND QUESTIONED COSTS

- NONE

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

Trustee Name:

Kimberly LoMaglio

Name of Charter School Education Corporation:

Exploration Elementary Charter School

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

Treasurer ; Committee member

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

None

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
Paychex Inc.	Payroll	~\$25K annually	Myself; employee at Paychex	Recuse myself during discussion

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

None

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

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

Business Telephone:

N/A 585-216-2737

Business Address:

675 Basket Road, Webster NY 14580

E-mail Address:

[REDACTED]

Home Telephone:

[REDACTED]

Home Address:

[REDACTED]

[REDACTED] 7/15/23
Signature **Date**

Acceptable signature formats include:

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

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

Trustee Name:

Carla Cony

Name of Charter School Education Corporation:

Exploration Charter School for Science & Technology

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

Trustee

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

None

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

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

None

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
Paychex	Payroll	\$25K	Carlos Coy	recuse

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

Business Telephone:

585 - 469 - 2414

Business Address:

675 Basket Rd.

E-mail Address:

[Redacted]

Home Telephone:

[Redacted]

Home Address:

[Redacted]

[Redacted] 7-15-23

Signature

Date

Acceptable signature formats include:

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

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

Trustee Name:

Wilmaea K. White

Name of Charter School Education Corporation:

Exploration Elementary Charter School

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

Parent Rep

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

Yes No

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

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

Yes No

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

Parent

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

Yes No

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

my child

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

Yes No

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

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

None

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

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

None

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Business Telephone:

545-436 0763

Business Address:

[Redacted]

E-mail Address:

[Redacted]

Home Telephone:

[Redacted]

Home Address:

[Redacted]

[Redacted Signature]

7-15-23

Signature

Date

Acceptable signature formats include:

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

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

Trustee Name:

Samantha Colson

Name of Charter School Education Corporation:

Exploration Elementary Charter School

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

board member
Vice-Chair

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

None

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None

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Business Telephone:

585-905-1077

Business Address:

28 Minnesota St Rochester NY 14609

E-mail Address:

[Redacted]

Home Telephone:

[Redacted]

Home Address:

[Redacted]

[Handwritten Signature]

07/15/2023

Signature

Date

Acceptable signature formats include:

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

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

Trustee Name:

Maya L Crane

Name of Charter School Education Corporation:

Exploration Charter School of Science + Technology

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

Chair

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

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Business Telephone:

585-797-5130

Business Address:

[Redacted Business Address]

E-mail Address:

[Redacted E-mail Address]

Home Telephone:

[Redacted Home Telephone]

Home Address:

[Redacted Home Address]

[Redacted Signature]

7/15/2023

Signature

Date

Acceptable signature formats include:

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

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

Trustee Name:

Christina Pierce

Name of Charter School Education Corporation:

Exploration Elementary Charter School

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

member

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

Yes No

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

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

Yes No

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

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

Yes No

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

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Yes No

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

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Business Telephone:

Business Address:

1500 Jefferson Rd Rochester

E-mail Address:

Home Telephone:

Home Address:

Signature 7/15/2023
Date

- Acceptable signature formats include:
- Digitally certified PDF signature
 - Print form, manually sign, scan to PDF

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

Trustee Name:

Felecia Drysdale

Name of Charter School Education Corporation:

Exploration Elementary Charter School

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

Trustee

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

Yes No

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

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

Yes No

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

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

Yes No

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

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Yes No

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Business Telephone:

585-622-8089

Business Address:

E-mail Address:

Home Telephone:

Home Address:

7/15/23

Signature

Date

Acceptable signature formats include:

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

last revised 04/2022

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

Trustee Name:

Delora Joseph McEwen

Name of Charter School Education Corporation:

Exploration Elementary Charter School of Technology

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

Governance ~~Board~~ Committee Chair

Board Member

Academic Committee Member

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

Yes No

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

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

Yes No

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Yes No

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Yes No

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Business Telephone:

~~585-802-9505~~ 315-294-8567

Business Address:

~~585-802-9505~~ 197 Franklin Ave, Auburn, NY 13021

E-mail Address:

[Redacted]

Home Telephone:

[Redacted]

Home Address:

[Redacted]

[Redacted Signature]

7/15/2023

Signature

Date

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

Trustee Name:

Herbert Esche

Name of Charter School Education Corporation:

Exploration Elementary Charter School

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

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

Yes No

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Business Telephone:

585-328-4980

Business Address:

188 Denforth Crescent

E-mail Address:

[Redacted]

Home Telephone:

[Redacted]

Home Address:

[Redacted]

[Redacted]

Signature

Date

7/15/23

Acceptable signature formats include:

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APPROVED



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

APPROVED



Exploration Elementary Charter School for Science and Technology

Minutes

August Board of Trustees Meeting

Date and Time

Thursday August 18, 2022 at 5:40 PM

Location

1001 Lake Avenue, Rochester, NY 14623 (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

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

Directors Absent

C. Cong, H. Escher, S. Pitts

Guests Present

C. Vargas, Nicholas Lind (remote), R. Simmons, S. Polowitz (remote), T. White (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 Aug 18, 2022 at 6:04 PM.

C. Approve Minutes

S. Colson made a motion to approve the minutes from July Board of Trustees Meeting on 07-21-22.

D. Joseph-McEwen seconded the motion.

Approved-All//Opposed-None/Abstained-None

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

II. Executive Committee

A. Nothing submitted

- Executive Committee did not meet this month. They will meet in September with the new Executive Committee.

III. Academics Committee

A. Academic Committee

- Reviewed meeting minutes that were submitted:

-<https://app2.boardontrack.com/org/GeLGD1/attachment/download/242490>

- Embargo data has been released, however the school is not t liberty to discuss it publicly

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

K. LoMaglio seconded the motion.

Approved-All//Opposed-None/Abstained-None

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

IV. Ad Hoc Facilities Committee

A. Nothing submitted

- Will need to go into Executive Session at end of meeting

V. Finance

A. June 2022& July 2022 Financials

Reviewed slides submitted

<https://app2.boardontrack.com/org/GeLGD1/attachment/download/241818>

- increase in office/classroom supplies, technology, marketing/advertising, professional development & student services which are all related to pre purchases for 2022-2023 school year
- line item 530 Operations - Food Service & Staff recruitment/retention all increased and are covered under grant
- line item 540 Contract Services - other purchases, professional consulting increased due to pre purchasing for 2022-2023 school year
- line item 550 Facility Ops - jumpstart on painting and extra custodial services which were outside of the current contract.
- Overall - cashflow is good
- July appears to be trending on track
- Composite score was not run and there is not to be an expected change in it
- End of year single audit is occurring and it is expected to take a little longer due to Federal money being received

D. Joseph-McEwen made a motion to accept June/July 2022 financials.

S. Colson seconded the motion.

Approved-All/Opposed-None/Abstained-None

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

VI. Governance Committee

A. Nothing submitted

VII. Other Business

A. Old Business

- Staffing updates : IT Coach, SPED Teacher, Kinder Teacher, 4th Grade Teacher needed. 2 Teacher Assistants needed to support the school counselors during social/emotional time
- Student enrollment 452 -final numbers will be available in September
- Waitlist has 363 students
- Final numbers will be available September 2022

B. New Business

- Board of Trustee Meeting times will be changed to 6pm starting in September 2022 to ensure time for all members to be present at start of meeting.

VIII. Other Matters for Consideration

A. Executive Session

M. Crane made a motion to go into Executive Session to discuss the proposed acquisition, sale or lease of a real property or the proposed acquisition sale or exchange of securities.

D. Joseph-McEwen seconded the motion.

Approved-All/Opposed-None/Abstained-None

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

M. Crane made a motion to to terminate Executive Session.

L. Merriman seconded the motion.

Approved-All/Opposed-None/Abstained-None

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

IX. Closing Items

A. Adjourn Meeting

L. Merriman made a motion to Adjourn August Board Meeting.

K. LoMaglio seconded the motion.

Approved-All/Opposed-None/Abstained-None

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 7:00 PM.

Respectfully Submitted,

T. White

Documents used during the meeting

- Academic Committee August Minutes 2022.docx (1).pdf
- junejulyfiancials.zip

APPROVED



Exploration Elementary Charter School for Science and Technology

Minutes

Board Meeting

Date and Time

Wednesday September 21, 2022 at 6:00 PM

Location

Exploration Elementary Charter School
1001 Lake Avenue, Rochester, New York 14613

<https://meet.google.com/vrz-wjqq-dmo?hs=122&authuser=0>

Proof of Public Notice of Meeting:

The following information was included on the notarized affidavit of Public Notice that on September 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, D. Joseph-McEwen, H. Escher, K. LoMaglio, M. Crane, S. Pitts (remote), W. White

Directors Absent

S. Colson

Guests Present

C. Vargas, R. Simmons, T. White

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 Wednesday Sep 21, 2022 at 5:58 PM.

II. Approval of August 2022 Minutes

A. Annual Board Meeting Minutes

D. Joseph-McEwen made a motion to approve the minutes Board of Trustees Annual Meeting on 08-18-22.

C. Cong seconded the motion.

Approved-All/Opposed-None/Abstained-None

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

B. Approval of August Board Meeting

C. Cong made a motion to approve the minutes from August Board of Trustees Meeting on 08-18-22.

D. Joseph-McEwen seconded the motion.

Approved-All/Opposed-None/Abstained-None

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

III. Resolutions for approval

A. Resolution for Remote attendance of Board meetings

C. Cong made a motion to approve the attached Resolution to permit remote access meeting attendance for Board members in accordance with section 103-a of New York Public Officers Law.

D. Joseph-McEwen seconded the motion.

Approved-All/Opposed-None/Abstained-None

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

M. Crane made a motion to adjourn meeting.

W. White seconded the motion.

Approved-All/Opposed-None/Abstained-None

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

IV. 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 6:05 PM.

Respectfully Submitted,
T. White

APPROVED



Exploration Elementary Charter School for Science and Technology

Minutes

October Board of Trustees Meeting

Date and Time

Thursday October 20, 2022 at 6:00 PM

Location

Exploration Elementary Charter School, 1001 Lake Avenue, Rochester NY 14613 (in person)

(remote)

Remote Link Address: [https://meet.google.com/xzy-oyyy-waq?authuser=0&hs=122%20%20%20\(virtual\)](https://meet.google.com/xzy-oyyy-waq?authuser=0&hs=122%20%20%20(virtual))

Proof of Public Notice of Meeting:

The following information was included on the notarized affidavit of Public Notice that on October 17, 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

B. Rumph (remote), C. Cong, D. Joseph-McEwen, H. Escher, K. LoMaglio, L. Merriman (remote), S. Colson, S. Pitts (remote), W. White

Directors Absent

F. Drysdale, M. Crane

Guests Present

C. Vargas, R. Simmons, T. White

I. Opening Items

A. Call the Meeting to Order

S. Colson called a meeting of the board of directors of Exploration Elementary Charter School for Science and Technology to order on Thursday Oct 20, 2022 at 6:00 PM.

B. Record Attendance

C. Approve Minutes

D. Joseph-McEwen made a motion to approve the minutes from Samantha Colson Board Meeting on 09-21-22.

K. LoMaglio seconded the motion.

Approved-All/Opposed-None/Abstained-None

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

II. Executive Committee

A. Executive Report

Executive meeting was held this past month. Discussed the need to re-evaluate the date/time of monthly meetings due to everyone's schedule. November 17, 2022 meeting will be held as scheduled. December 15, 2022 meeting will be re-evaluated and possibly changed to another date/time depending on schedules. If changed, it will be moved to December 9, 2022.

C. Cong made a motion to approve Executive Committee Report.

K. LoMaglio seconded the motion.

Approved-All/Opposed-None/Abstained-None

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

III. Academics Committee

A. Academic Report

Reviewed September & October 2022 Meeting minutes that were submitted. Next Academic Committee Meeting will be held November 8, 2022 @ 6:00pm

<https://app2.boardontrack.com/org/GeLGD1/attachment/download/250268>

<https://app2.boardontrack.com/org/GeLGD1/attachment/download/250269>

C. Cong made a motion to approve Academic Committee Report.
S. Pitts seconded the motion.

Approved-All/Opposed-None/Abstained-None

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

IV. Ad Hoc Facilities Committee

A. Ad Hoc Facility Report

Ad Hoc Facilities Committee will meet on Friday October 21, 2022 @ 2pm

V. Finance Committee

A. Finance Report

A. Finance Committee met on October 7, 2022 and review of July 2022 Financials:

- uptick in many line items due to purchases/planning for upcoming 2022-2023 School Year
- Exploration's Finances are still favorable and going as planned. The composite score is still a 3
- Audit performed & at this time, there is no substantial findings of concern
- Question was posed id asked by New York State, would school be able to operate on student funding alone? Financial Committee confidentially answered yes to this question seeing that Exploration stays consistent with it's spending and does not drop below the budgeted amount.
- There is still about \$450K left in ARP funds

<https://app2.boardontrack.com/org/GeLGD1/attachment/download/249811>

C. Cong made a motion to Approve July 2022 Financial Report.

K. LoMaglio seconded the motion.

Approved-All/Opposed-None/Abstained-None

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

B. Reviewed August 2022 Financials

<https://app2.boardontrack.com/org/GeLGD1/attachment/download/247725>

L. Merriman made a motion to Approve August Finance Committee Report.

C. Cong seconded the motion.

Approved-All/Opposed-None/Abstained-None

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

VI. HR Committee

A. Committee Report

HR Committee met and are reaching out to previous HR Committee members to see if they will still be apart of HR Committee. Next meeting date TBD

C. Cong made a motion to approve HR Committee Report.

W. White seconded the motion.

Approved-All/Opposed-None/Abstained-None

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

VII. School Leader Report

A. Fall Diagnostics 2022

- Reviewed slides
- Fall 2022 Reading and Math Diagnostics completed - deficit shown in results which was expected. Will continue with iReady Growth assemblies to reward students growth with Incentive Program - Board Member White did point out that year end results were after completing each specific grade level and results from Fall Diagnostics were from new incoming grade level students at this same level
- Enrollment right now is at 408 students
- Open staff position is IT Coach - currently in the process of filling
- Transportation continues to affect student attendance. Buses continue to be an issue. This year all busses have been routed through Ontario. Board Member Cong suggested reaching out in Monthly Charter Meeting to see how other schools are handling this issues within other schools

NYS Testing results released

- Exploration students showed 30% proficiency in Math & ELA in grades 3-5
- Exploration students showed 32% proficiency in Science in Grade 4
- Unable to compare to NYS at this time due to the NYS Report Card not being released as of yet

<https://app2.boardontrack.com/org/GeLGD1/attachment/download/249958>

C. Cong 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. Resolutions for approval

A. Resolution for Employee Information Technology Use Policy

Policy Reviewed by Board of Trustees

<https://app2.boardontrack.com/org/GeLGD1/attachment/download/250256>

C. Cong made a motion to approve Resolution for Expo Employee Information Technology Use Policy.

D. Joseph-McEwen seconded the motion.

Approved-All/Opposed-None/Abstained-None

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

B. Expo Remote User Access Policy

Policy reviewed by Board of Trustees

<https://app2.boardontrack.com/org/GeLGD1/attachment/download/25025>

C. Cong made a motion to Approve Resolution for Expo Remote User Access Policy.

D. Joseph-McEwen seconded the motion.

Approved-All/Opposed-None/Abstained-None

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

C. Expo Disaster Recovery Policy

Policy Reviewed by Board of Trustees

<https://app2.boardontrack.com/org/GeLGD1/attachment/download/250258>

C. Cong made a motion to Approve Expo Disaster Recovery Policy.

D. Joseph-McEwen seconded the motion.

Approved-All/Opposed-None/Abstained-None

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

D. Admissions Policy

Board reviewed changes to Admissions Police per Charter School Organization to include

- giving preference to siblings instead of students residing in the district
- "State Education Department Law" wording has been changed
- Applicants are able to submit forms electronically & on paper
- Application form is aligned to uniform application form
- Transportation requests are due to district of residence by April 1st

<https://app2.boardontrack.com/org/GeLGD1/attachment/download/250259>

C. Cong made a motion to Approve Admission Policy Resolution.

D. Joseph-McEwen seconded the motion.

Approved-All/Opposed-None/Abstained-None

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

E. Code of Conduct

Board of Trustees reviewed changes to the Code of Conduct to include

- Discipline Policy
- DASA

<https://app2.boardontrack.com/org/GeLGD1/attachment/download/250260>

C. Cong made a motion to Approve Resolution for Code of Conduct.

D. Joseph-McEwen seconded the motion.

Approved-All/Opposed-None/Abstained-None

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

IX. Other Business

A. New Business

C. Cong made a motion to Change Bi-Law wording per Charter School Office with use of incorrect school name.

D. Joseph-McEwen seconded the motion.

Approved-All/Opposed-None/Abstained-None

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

B. Old Business

X. Closing Items

A. Adjourn Meeting

C. Cong made a motion to Adjourn meeting.

H. Escher seconded the motion.

Approved-All/Opposed-None/Abstained-None

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 7:00 PM.

Respectfully Submitted,

C. Cong

Documents used during the meeting

- 2022_09_21_board_meeting_minutes (3).pdf
- 9-13-22_Academics_Committee_Meeting__1_.pdf
- Academic_Committee_October_Minutes_2022.docx
- Aug 2022 BS - 09.04.22 (1).xlsx
- July 2022 Template (002).xlsx
- 10-7-2022 Finance Mtg..pdf
- Fall2022DiagnosticReport.pptx
- Expo Employee Information Technology Use Policy (1).docx
- Expo Remote User Access Policy (1) (2).docx
- Expo IT Disaster Recovery Policy (1) (1).docx
- Attachment K Enrollment and Admissions Policy.docx.pdf
- Code of Conduct_Discipline Policy 10.13.22.docx.pdf

APPROVED



Exploration Elementary Charter School for Science and Technology

Minutes

Board of Trustees Annual Meeting

Date and Time

Thursday August 18, 2022 at 5:30 PM

Location

1001 Lake Avenue, Rochester, NY 14613

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

2. Proof of Public Notice of Meeting: The following information was included on the notarized affidavit of Public Notice that on August 15, 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 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

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

Directors Absent

C. Cong, H. Escher, S. Pitts

Guests Present

C. Vargas, R. Simmons, S. Polowitz (remote), T. White (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 Aug 18, 2022 at 5:58 PM.

II. Presentation and Acceptance of prior year Audit

A. 2020-2021 audit

2020-2021 School Year Audit was already approved in October 2021. The audit for 2021-2022 school year will occur during October 2022.

III. Trustee Elections

A. Motion to elect the following for 3 year terms

Nominations for a 3 year term for the following Trustees was suggested for :

-Sam Pitts 8/1/2022 to 7/31/2025

-Samantha Colson 8/1/2022 to 7/31/2025

-Felicia Drysdale 8/1/2022 to 7/31/2025 - *pending authorizer approval*

B. B. Nominations from the floor

no nominations from the floor

K. LoMaglio made a motion to approve 3 year term for nominated Trustees.

D. Joseph-McEwen seconded the motion.

Approved-All/Opposed-None/Abstained-None

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

IV. The Board of Trustees Size

A. Board Size for 2022-2023 Fiscal Year

2022-2023 Fiscal year Board Size is suggested as 11 Board Members with quorum being 6 members.

D. Joseph-McEwen made a motion to Accept Board size of 11 members and quorum at 6 members.

K. LoMaglio seconded the motion.

Approved-All/Opposed-None/Abstained-None

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

V. Closing Items

A. Adjourn Meeting

S. Colson made a motion to adjourn annual meeting.

K. LoMaglio seconded the motion.

Approved-All/Opposed-None/Abstained-None

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 6:03 PM.

Respectfully Submitted,

T. White

APPROVED



Exploration Elementary Charter School for Science and Technology

Minutes

November Board of Trustees Meeting

Date and Time

Thursday November 17, 2022 at 6:00 PM

Location

1001 Lake Avenue, Rochester, NY 14613 (in person)

<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 November 14, 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

B. Rumph, C. Cong, D. Joseph-McEwen, F. Drysdale (remote), H. Escher, K. LoMaglio, L. Merriman (remote), M. Crane, W. White

Directors Absent

S. Colson, S. Pitts

Guests Present

R. Simmons, S. Polowitz (remote), T. White

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 Nov 17, 2022 at 6:12 PM.

C. Approve Minutes

C. Cong made a motion to approve the minutes from October Board of Trustees Meeting on 10-20-22.

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 Report

Nothing to Report

III. Academics Committee

A. Academic meeting Report

Reviewed Academics Committee Minutes

- Student attendance has a goal of 92% and the school overall attendance is 90.5%. Kinder and 1st grade are at 88%. The tracking of attendance began on October 3 due to transportation issues.
- Administration is still working on the Growth Report, but at this time there are 51 students in the green zone.

School Leader Report

- Schoolwide STEM Day was Wednesday November 9, 2022 - classes participated in several activities on site and virtually for the day
- Enrollment is currently at 407

Enrollment per grade level	Waitlist
Kinder - 64	34
1st Grade - 66	32

2nd Grade -68	74
3rd grade - 72	72
4th grade - 72	84
5th grade - 65	38
Goal is 72 students per grade level	

- 30 students have IEP's
- 8 - EL Students
- SPED/EL have 4 students going to CSE
- 4 students have a new 504 plan
- After Thanksgiving Break the Restorative Center & SEL will have a new look. Each staff will have an "on call" time when they are in the Restorative Center. All staff will have groups 2x a week.
- DESSA (Devereux Student Strengths Assessment) was done (this is done 3x/yr). It showed there is a need for SEL (Social/Emotional Learning) small groups as 133 students were in the red zone. DESSA assesses students social and emotional well being.
- Staffing is as follows for Mental Health Staff: 3 Social Workers, 2 Social Work Fellows, 2 Campus Supervisors, 2 Deans, 1 Prevention Specialist & 2 School Counselors
- Staffing Issues: There are 5 open positions and still actively searching to fill them. There is a total of 73 staff. K-4 is doing well staffing wise and has a good quality of staff and a long term sub has been hired through TES Staffing through the end of the month for a 4th grade classroom. At that time, a teacher will return from maternity leave. 5th grade is in need of support.

<https://app2.boardontrack.com/org/GeLGD1/attachment/download/253474>

C. Cong made a motion to approve Academic Report & School Leader Report.

K. LoMaglio seconded the motion.

Approved-All/Opposed-None/Abstained-None

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

IV. Ad Hoc Facilities Committee Report

A. Ad Hoc Facilities Committee Report

Announcement: Herb Escher will now chair Ad Hoc Facilities Committee alongside Mrs. Villanueva (Vargas).

V. Finance

A. Finance Committee Report

- September 2022 P&L - No concerns at this time
- October 2022 P&L - concerns that things are beginning to look negative. Discussions around is this a one month issue or is this the start of a trend for finances. There is some belief that this could be due to attrition and budget.
- Current enrollment is at 407 and the budget was built around 432. Leadership is beginning look more closely at these numbers and the need

to possibly change. They are also asked to think of possible levers is decisions need to be made.

- The OPS Team is working with other charters due to them having the same issue with enrollment
- Currently AARPA is covering the TA's salary right now
- Employee Tax Credit was submitted last year and there has not been any response as of yet. General turn around is 7 weeks and leadership was asked to follow up with this.

D. Joseph-McEwen made a motion to approve September 2022 & October 2022 Financial Report.

C. Cong seconded the motion.

Approved-All/Opposed-None/Abstained-None

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

VI. Governance Committee

A. Governance Committee Report

Nothing to report

VII. HR Committee

A. HR Committee Report

FYI - Committee met & there are 2 previous committee members who are still a part of HR committee. They will be focusing on Explorations Employee Handbook, and have been asked to look at the Dresscode Policy.

VIII. Other Business

A. New Business

Reviewed Mengel, Metzger Barr & Co Financial Statement Audit. Everything is in the green. They praised Exploration for providing everything in a timely fashion. There were 2 areas of improvement noted, which were standard procedure for this type of audit. This was the 1st single audit due to federal monies being involved..

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

K. LoMaglio seconded the motion.

Approved-All/Opposed-None/Abstained-None

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

B. Exploration Holiday Party

Exploration Christmas Party
Friday December 9, 2022 @ 3:30pm to 6pm
Divinity Estate & Chapel
1100 South Goodman St, Rochester, NY 14620

C. Executive Session

M. Crane made a motion for meeting to got into Executive Session to discuss a legal matter.

D. Joseph-McEwen seconded the motion.

Approved-All/Opposed-None/Abstained-None

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

C. Cong made a motion to end Executive Session.

D. Joseph-McEwen seconded the motion.

Approved-All/Opposed-None/Abstained-None

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

C. Cong made a motion to pursue the possibility to purchase the school building.

D. Joseph-McEwen seconded the motion.

Approved-All/Opposed-None/Abstained-None

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

IX. Closing Items

A. Next Board Meeting

Saturday December 3, 2022 @ 9am
1001 :Lake Avenue, Rochester, NY 14613

B. Adjourn Meeting

D. Joseph-McEwen made a motion to adjourn meeting.

C. Cong seconded the motion.

Approved-All/Opposed-None/Abstained-None

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 7:18 PM.

Respectfully Submitted,
T. White

Documents used during the meeting

- Academic Committee November Minutes 2022.docx
- 11-4-2022 Finance Mtg. (1).pdf
- financials.zip
- EXPLORATION ELEMENTARY CHARTER SCHOOL FOR SCIENCE AND TECHNOLOGY - 06.30.2022 - FS - FINAL (1).pdf
- EXPLORATION ELEMENTARY CHARTER SCHOOL FOR SCIENCE AND TECHNOLOGY - 06.30.2022 - RCL - FINAL (1).pdf
- EXPLORATION ELEMENTARY CHARTER SCHOOL FOR SCIENCE AND TECHNOLOGY - 06.30.2022 - SA - FINAL (1).pdf

APPROVED



Exploration Elementary Charter School for Science and Technology

Minutes

December Board of Trustees Meeting

Date and Time

Saturday December 3, 2022 at 9:00 AM

Location

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

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

Proof of Public Notice of Meeting:

The following information was included on the notarized affidavit of Public Notice that on November 28, 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, D. Joseph-McEwen, H. Escher, K. LoMaglio, L. Merriman (remote), M. Crane, S. Colson, S. Pitts (remote), W. White

Directors Absent

B. Rumph, F. Drysdale

Guests Present

C. Vargas, Lisa Standing - Staff, R. Simmons (remote), T. White (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 Saturday Dec 3, 2022 at 9:05 AM.

II. School Leader

A. School Leader Report

Reviewed slide presentation by Rachelle Simmons, Principal

- still down 26 students - current enrollment is - 406
- Target 15% attrition - 404/475
- Open staff positions - 2 - 5th grade & 1 - 4th grade
- Staff Attrition since September 1, 2022 - 4 instructional staff & 1 Front Office Receptionist
- Behavior referrals as of 11/28/22 - 185 with 3rd grade the most of 43. Greatest offense in Unwanted Physical Contact @ 33%
- Spring 2022 NYS Testing Results (Proficient) for ELA (3-8) Exploration is at 30%, RCSD is at 13% & NYS is at 47%
- There continues to be an increase in iReady growth since September
- Spring NYS Testing Results (Proficient) for Math (3-8) Exploration is at 17 %, RCSD is at 0% & NYS is at 41%
- Continued growth with iReady growth since September
- Spring NYS Testing Results (Proficient) for Science (4th grade) Exploration is at 32%, RCSD is at 40% & NYS is at 80%

https://docs.google.com/presentation/d/1sZIEqBqB-E_nwFX_7iVoN_vOMN9ZjScd/edit?usp=sharing_eip_se_dm&rtpof=true&sd=true&ts=6391473c

C. Cong made a motion to approve School Leader Report.

H. Escher seconded the motion.

Approved-All/Opposed-None/Abstained-None

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

III. Finance

A. Finance Committee Update

Financial Committee Report presented by Lonette Merriman
Reviewed October 2022 Financials

- Overall Exploration is in the black - no concerns at this time
- increase in line items noted for snack, Family Night (Skate Lovers) and software renewal

- Question by C Cong about Entitlements and how they affect the budget, informed that Entitlements are a normal part of the school budget
- working on next years budget to include lower possible lower enrollment for next year
- working on different financial budget models to include lower enrollment, to present to the Board January 2023 so that the Board is able to make an informed decision regarding the purchase of the building.
- preliminary review for November 2022 will show an increase in snack again as well as a stipend for Deans & SSSC on a monthly basis
- there is no expected increase in expenses for December 2022

https://docs.google.com/document/d/1K01rK1G38vBPzEq663CSMZntDM8jxnXFQjDRU7mUN0E/edit?usp=share_link

C. Cong made a motion to approve October 2022 Financial Committee Report.
K. LoMaglio seconded the motion.

Approved-All/Opposed-None/Abstained-None

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

IV. Governance Committee

A. Governance Committee Update

Governance Committee met on 12/1/22. They are currently reviewing the Code of Conduct, Parent policy & Student Handbook to make sure that the terminology is equitable for all.

V. Other Business

A. Exploration Holiday Party

Friday December 9, 2022
3:30pm-6:00pm
Divinity Estate & Chapel
1100 South Goodman Ave
Rochester, NY 14620

B. Old Business

C. New Business

D. Next Board Meeting

Thursday January 19, 2023
6pm- 7:30pm
Exploration Elementary Charter School
1001 Lake Ave, Rochester NY 14613

VI. Closing Items

A. Adjourn Meeting

C. Cong made a motion to Adjourn Meeting.
W. White seconded the motion.

Approved-All/Opposed-None/Abstained-None

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 10:30 AM.

Respectfully Submitted,
T. White

Documents used during the meeting

None

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Exploration Elementary Charter School for Science and Technology

Minutes

January Board of Trustees Meeting

Date and Time

Thursday January 19, 2023 at 6:00 PM

Location

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

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

Proof of Public Notice of Meeting:

The following information was included on the notarized affidavit of Public Notice that on Friday January 13, 2023, 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

D. Joseph-McEwen, F. Drysdale, H. Escher, K. LoMaglio, M. Crane, S. Colson, S. Pitts (remote), W. White

Directors Absent

B. Rumph, C. Cong, L. Merriman

Guests Present

Christina Pierce, Lisa Standinger - Staff, R. Simmons, S. Polowitz (remote), T. White

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 Jan 19, 2023 at 6:03 PM.

C. Approve Minutes

D. Joseph-McEwen made a motion to approve the minutes from November Board of Trustees Meeting on 11-17-22.

K. LoMaglio seconded the motion.

Approved-All/Opposed-None/Abstained-None

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

D. Approve Minutes

D. Joseph-McEwen made a motion to approve the minutes from December Board of Trustees Meeting on 12-03-22.

S. Colson seconded the motion.

Approved-All/Opposed-None/Abstained-None

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

II. Committee Participation

A. Committee Participation

- Every Board Member will need to participate in at least 2 committees
- Each member should be on a committee where they can excel and contribute
- There will be a cap of 5 people per committee
- There is room on Governance, Finance & HR
- Herb Escher will be a part of HR & Ad Hoc Facilities
- Carlos will be added to Finance Committee
- Wilnecia will be added to Academics Committee

III. Academics Committee

A. Academic Committee December Meeting Update

- Attendance has decreased to 91% after the holiday break. Social Workers are still working with families/parents. There has been an increase and parents reaching out more to explain absences
- There are still some issues within the Restorative Center. Team is partnering with Staff to figure out what is needed vs. what is wanted for students.
- There will be a deep dive to check in with staff within the Restorative Center.
- Leadership is looking to possibly bring in an outside neutral support to assist with restorative practices

B. School Leader Report

School Leader Report

- Enrollment is at 409
- 2 & 3 grades are over enrolled due to all siblings being in the same school
- Parent University will begin in May for all incoming 2023-2024 families. there will be monthly meetings throughout the summer to increase family engagement
- Problem behaviors are trending downward schoolwide
- Students have been checking in/checking out with a preferred adult of choice. All Mental Health staff is included in this Positive Behavior Interventions and Supports (PBIS) initiative
- Shout out to the Deans for their new incentive programs they have been doing

1. **Use your Words and Not your Hands** was the initiative for December 2022 which encouraged a decrease in unwanted physical contact schoolwide. Referrals did decrease and all students were given the choice of ice cream sandwich, fudge bar or nutty buddy
2. **Be Productive not Destructive** is the current initiative for January 2023

- Curriculum Night will be on Thursday January 26, 2023 @ 6pm

F. Drysdale made a motion to approve School Leader Report.

S. Pitts seconded the motion.

Approved-All/Opposed-None/Abstained-None

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

IV. Ad Hoc Facilities Committee

A. Committee Update

- Looking at grants to tap into different types of monies available for the purchase/upkeep of building
- Looking to see if 1001 Lake Avenue could be considered a historical site, which in turn would generate monies
- In the process of interviewing different construction companies
- By next Board Meeting - there should be a decision on who will finance the purchase of the building. There should also be a choice of engineering & construction firm

V. Executive Committee

A.

Committee Update

- On 1/19/23, met with Susan, Maya , Casandra and Rachelle and informed that there would be a midterm site visit in the Spring. They will give a 30 day notice of when this will occur.
- met with Ana Hall of North East Charter Association to discuss what the future relationship with look like

VI. Finance

A. Committee Update

- Exploration is in a strong financial position
- Composite score of 3
- Liquid Assets of 3.2mil - all income is operational
- Expenses are being managed well even with the decrease of stimulus payments due to COVID
- Questioned where money is sitting & if it can get a better rate of return somewhere else
- Different staffing models were discussed to better support students for upcoming acquisition of the building.

K. LoMaglio made a motion to Approve Finance Report.

D. Joseph-McEwen seconded the motion.

Approved-All/Opposed-None/Abstained-None

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

VII. Other Business

A. Black History Month Celebration - Family Night

Student Performance & Dinner to be served afterwards

Thursday February 16, 2023

1001 Lake Avenue

Rochester, New York 14613

6:00pm-7:30pm

VIII. Closing Items

A. Adjourn Meeting

F. Drysdale made a motion to adjourn January 2023 Board Meeting.

S. Pitts seconded the motion.

Approved-All/Opposed-None/Abstained-None

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 7:06 PM.

Respectfully Submitted,

T. White

Documents used during the meeting

- Academic Committee December Minutes 2022.docx.pdf
- Academic Committee Jan Minutes 2023 (1).docx
- 1.19.23SchoolLeaderReport.pptx.pdf
- Exec Committee January Meeting.docx
- Nov 2022 BS - 01.01.23.xlsx
- Nov 2022 P&L - 01.01.23.xlsx
- Cash flow through Dec 2022.xlsx
- 1-6-2023 Finance Mtg..pdf
- November 2022 Template (002).xlsx

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Exploration Elementary Charter School for Science and Technology

Minutes

February Board of Trustees Meeting

Date and Time

Saturday February 18, 2023 at 9:00 AM

Location

1001 Lake Avenue, Rochester, NY 14613 (in person)

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

Mission Statement:

The mission of Exploration Elementary Charter School for Science and Technology 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.

Every Child. Every Family. Every Day.

Proof of Public Notice of Meeting:

The following information was included on the notarized affidavit of Public Notice that on Monday February 13, 2023, 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). A notice was also sent to the following local media to publish: news@13wham.com, newsroom@wroctv.com, and news1@whec.com.

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, D. Joseph-McEwen, F. Drysdale, H. Escher, K. LoMaglio, L. Merriman (remote), M. Crane, S. Colson, S. Pitts (remote), W. White

Directors Absent

None

Guests Present

C. Vargas, R. Simmons, T. White

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 Saturday Feb 18, 2023 at 9:08 AM.

C. Approve Minutes

D. Joseph-McEwen made a motion to approve the minutes from January Board of Trustees Meeting on 01-19-23.

F. Drysdale seconded the motion.

Approved-All/Opposed-None/Abstained-None

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

II. Executive Committee

A. Nothing Submitted

- Executive Committee did not meet in February. They will meet next month.

III. Academics Committee

A. Academic Committee Update

- Reviewed slides

<https://app2.boardontrack.com/org/GeLGD1/attachment/download/265014>

- Working on ways to better engage parents in their student's academic process

IV. Ad Hoc Facilities Committee

A. Nothing submitted

- Finance is working on lining things up to submit to banks for financing of purchase of building.

V. Finance

A. Finance Committee Update

- reviewed slides

<https://app2.boardontrack.com/org/GeLGD1/attachment/download/263834>

<https://app2.boardontrack.com/org/GeLGD1/attachment/download/264021>

<https://app2.boardontrack.com/org/GeLGD1/attachment/download/264022>

<https://app2.boardontrack.com/org/GeLGD1/attachment/download/264023>

December 2022

- Credit cards have negative balance because rewards points were cashed in
- Composite score is 3 which speaks to financial stability of the school

K. LoMaglio made a motion to approve the December 2022 Financial Report.

C. Cong seconded the motion.

Approved-All/Opposed-None/Abstained-None

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

Preliminary - January 2023 Financials

- February will be the last month of BRITE services due to hiring an IT Coach
- Cashed in rewards for January as well on the credit card

VI. Governance Committee

A. Governance Committee Update

- Working on creating a Board Resource Book

B. Governance Committee will meet on Wednesdays @ 2pm

VII. HR Committee

A. HR Committee Update

- Continued discussion on hiring an in house HR person vs consulting service
- Working on a future contract for teachers to sign as a reference of their employment duties/responsibilities

B. School Leader Report

Reviewed slides in agenda

<https://app2.boardontrack.com/org/GeLGD1/attachment/download/265443>

- Enrollment & Recruitment - holding at 407 students.
- Recruitment for the 2023-2024 School Year is going to be challenge to secure Kindergarten slots due to there not being enough students across the board. Looking at other options with enrollment to work through this challenge. Census number is showing there 1400 Kindergarten slots for City of Rochester. There are currently 1000 seats in Charters not to include RSCD.
- Working on recruitment strategies to incorporate new/incoming families

VIII. Other Business

A. Next Board of Trustees Meeting

Thursday March 16, 2023 @ 6pm
1001 Lake Ave
Rochester, New York 14613

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

IX. Closing Items

A. Adjourn Meeting

M. Crane made a motion to adjourn meeting.

H. Escher seconded the motion.

Approved-All/Opposed-None/Abstained-None

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 10:30 AM.

Respectfully Submitted,
T. White

Documents used during the meeting

- Academic Committee Feb Minutes 2023.docx.pdf
- 2-3-2023 Finance Mtg. (1).pdf
- Cash flow through Jan 2023. (1).xlsx
- Dec 2022 P&L - 01.29.23 (1).xlsx
- Dec 2022 BS - 01.29.23 (1).xlsx
- 2.18.23SchoolLeaderReport.pptx.pdf

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Exploration Elementary Charter School for Science and Technology

Minutes

March Board of Trustees Meeting

Date and Time

Thursday March 30, 2023 at 6:15 PM

Location

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

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

Mission Statement:

The mission of Exploration Elementary Charter School for Science and Technology 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.

Every Child. Every Family. Every Day.

Proof of Public Notice of Meeting: The following information was included on the notarized affidavit of Public Notice that on Monday March 27, 2023, 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). A notice was also sent to the following local media to publish: news@13wham.com, newsroom@wroctv.com, and news1@whec.com.

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, D. Joseph-McEwen, F. Drysdale, H. Escher, L. Merriman (remote), M. Crane, S. Colson, S. Pitts (remote), W. White

Directors Absent

K. LoMaglio

Guests Present

C. Villanueva, R. Simmons, S. Polowitz (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 30, 2023 at 6:15 PM.

C. Approve Minutes

D. Joseph-McEwen made a motion to approve the minutes from February Board of Trustees Meeting on 02-18-23.

S. Colson seconded the motion.

Approved-All/Opposed-None/Abstained-None

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

II. Executive Committee

A. Executive Committee Update

- Executive Committee met earlier this month and discussed upcoming meeting with Susan Gibbons in April 2023.

III. Academics Committee

A. Academic Committee Update

- Reviewed March 2023 meeting minutes

IV. Facilities Ad Hoc Committee

A.

Ad Hoc Facility Update

- A couple of more companies will be coming in to meet with Ad Hoc, so that the right contractor and engineering firm can be chosen

V. Finance Committee

A. Finance Committee Update

<https://app2.boardontrack.com/org/GeLGD1/attachment/download/267587>
<https://app2.boardontrack.com/org/GeLGD1/attachment/download/267588>
<https://app2.boardontrack.com/org/GeLGD1/attachment/download/269851>

- Reviewed March Meeting minutes
- January 2023 P&L is up in Unemployment due to it resetting in January and that will decrease throughout the year. 2 payments for Health Insurance was made due to timing.
- School Operations - Charges for snack, printing and copying, dues and subscriptions, Professional Development, uniforms & Family Nights. Converge One had a return for an overpayment
- Contract Services - Long term TA subs to serve as building subs form TES which is covered form salaries
- There is one more payment going out to BRITE
- January Balance Sheet - negative balance which is related to cashing in rewards. We now have 2 credit cards (one for R Simmons & one for C Villanueva)

D. Joseph-McEwen made a motion to Accept January 2023 Financials.
S. Colson seconded the motion.

Approved-All/Opposed-None/Abstained-None

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

- Preview for February P&L - no line items are showing over \$1000 & credit card is still showing a negative balance, however, may not be negative by the end of the month.

VI. Governance Committee

A. Governance Committee Update

Reviewed March 2023 Governance Meeting Minutes

- BOT Orientation Resource has been converted to a Google Doc so everyone can give their input

VII. HR Committee

A. HR Committee Update

HR Committee did not meet in March 2023

VIII. School Leader Report

A. School Leader Update

<https://app2.boardontrack.com/org/GeLGD1/attachment/download/269855>

- Reviewed slides
- Enrollment is holding at 408 students
- ENL EVERS are added into the 2022-2023 ENL subgroup enrollment, the percentage goes up to 3% instead of 2% & SPED EVERS is 10% not 9%
- Decrease in Student Attrition for February 2023
- Increase in initiatives for families that have completed an application for next school year. Bike Raffle done at March Family Night. Open House was Friday 3/24/23 & 4 families came in for a tour. The deadline for application submission through Good Schools Roc is April 1st. Parent University will also be happening for incoming families. Approximately 330 applications have been received for the 2023-2024 School Year.
- Staffing - 5th grade staffing continues to be a struggle. One of the Restorative Champion Staff who has been at Expo for over 4 years, who started as a TA, has agreed to finish the year in a fifth grade classroom as a TA.
- Fifth grade is no longer switching classes which should increase classroom learning through the end of the year.
- Behavior Data - A new initiative for children not getting out of their seats will be started after Spring Break. Mr Norman will be in charge of this. A fifth grade initiative will also be instituted which will have them working towards a class trip at the end of the year. There has been a decrease in behaviors this month.
- Attendance....Finally at 91% attendance for all students.
- Family Night for March was Movie Night. It had an attendance of about 200 family members.
- Student are preparing for NYS Testing in ELA & Math
- 2nd Graders went to Bergmann Associates for a field trip and students reported that these field trips were the best they have had.

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

H. Escher seconded the motion.

Approved-All/Opposed-None/Abstained-None

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

IX. Other Business

A. Code of Conduct for Board Approval

<https://app2.boardontrack.com/org/GeLGD1/attachment/download/269596>

C. Cong made a motion to approve Code of Conduct Discipline Policy pending changes to make language consistent throughout the document.

D. Joseph-McEwen seconded the motion.

Approved-All/Opposed-None/Abstained-None

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

B. Complaint Policy for Board Approval

<https://app2.boardontrack.com/org/GeLGD1/attachment/download/269597>

C. Cong made a motion to approve Compliant Policy.

S. Colson seconded the motion.

Approved-All/Opposed-None/Abstained-None

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

C.

By-Laws for Board approval

<https://app2.boardontrack.com/org/GeLGD1/attachment/download/269599>

D. Joseph-McEwen made a motion to approve amended By Laws.

C. Cong seconded the motion.

Approved-All/Opposed-None/Abstained-None

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

D. Admission Policy for Board approval

<https://app2.boardontrack.com/org/GeLGD1/attachment/download/269600>

C. Cong made a motion to approve Admission Policy.

D. Joseph-McEwen seconded the motion.

Approved-All/Opposed-None/Abstained-None

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

E. Proposal review for review of renewal of Consulting Services

<https://app2.boardontrack.com/org/GeLGD1/attachment/download/269602>

C. Cong made a motion to approve renewal of Consulting Services from School Works.

D. Joseph-McEwen seconded the motion.

Approved-All/Opposed-None/Abstained-None

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

F. Proposal for review of Diversity Equity Inclusion (DEI) Renewal

This Diversity, Equity and Inclusion proposal was rescinded by Board of Trustees in order to have the RFP rewritten.

G. Next Board of Trustees Meeting

Thursday April 20, 2023

6:00pm - 7:30pm

1001 Lake Avenue, Rochester, NY 14613

X. 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,

C. Villanueva

Documents used during the meeting

- Academic Committee March Minutes 2023.docx.pdf
- Jan 2023 P&L - 03.05.23.xlsx

- Jan 2023 BS - 03.05.23.xlsx
- 3-3-2023 Finance Mtg..pdf
- 3.25.23SchoolLeaderReport.pptx.pdf
- Code of Conduct_Discipline Policy 03.13.23REDLINE.docx
- Complaint Policy.SHP revision (1).12-23-2022.docx
- ByLaws.Amended_____2021 Redline Version.docx
- Non-Material_Admissions Policy Redline Version.docx
- SchoolWorks- Renewal Purposal 2023.pdf

APPROVED



Exploration Elementary Charter School for Science and Technology

Minutes

April Board of Trustees Meeting

Date and Time

Thursday April 27, 2023 at 6:00 PM

Location

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

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

Mission Statement:

The mission of Exploration Elementary Charter School for Science and Technology 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.

Every Child. Every Family. Every Day.

Proof of Public Notice of Meeting:

The following information was included on the notarized affidavit of Public Notice that on Monday April 24, 2023, 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). A notice was also sent to the following local media to publish: news@13wham.com; newsroom@wroctv.com; and news1@whec.com.

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

D. Joseph-McEwen, F. Drysdale, H. Escher, L. Merriman, M. Crane, S. Colson, S. Pitts (remote), W. White

Directors Absent

C. Cong, K. LoMaglio

Guests Present

Lisa Standinger - Staff, R. Simmons, S. Polowitz, T. White

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 Apr 27, 2023 at 6:06 PM.

C. Approve Minutes

S. Colson made a motion to approve the minutes from March Board of Trustees Meeting on 03-30-23.

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 Update

- Executive Committee met earlier this month. Each member of the board will be receiving a report card and a review of their roles and responsibilities.

III. Academics Committee

A. Academic Committee Update

- Reviewed March 2023 Meeting Minutes
- Attendance dropped to 90.88% this past month
- Social Workers are working with families who have missed more than 20 days to assist with removing barriers to attending school
- Parent University will be occurring in May 2023 for new families that are planning to attend Exploration in the Fall

<https://app2.boardontrack.com/org/GeLGD1/attachment/download/272338>

IV. Ad Hoc Facilities Committee

A. Ad Hoc Facility Update

- Ad Hoc met on 4/14/23 & everything seems to be on plan for the construction companies
- Nichols Construction is coming again next week to take another look at the building
- LaBella Associates is working on getting their proposal submitted for review
- Mark from ESL was on site on 4/26/23. He is planning to attend the monthly May Financial Meeting to answer any questions that may arise
- August 1, 2023 is the "proposed" acquisition date of 1001 Lake Ave
- A letter of intent will be requested from Key Bank & ESL regarding the purchase of 1001 Lake Avenue
- Insurance will have to change once the building is acquired

V. Finance

A.

Finance Committee Update

- A letter of intent will be requested from Key Bank & ESL regarding the purchase of 1001 Lake Avenue
- Insurance will have to change once the building is acquired

B. February 2023 Financials

- reviewed Feb 2023 P&L and discussed uptick areas, however Exploration is still showing favorable
- balance Sheet - Credit Card is still sitting at as negative balance due to reward credits.

<https://app2.boardontrack.com/org/GeLGD1/attachment/download/271934>

<https://app2.boardontrack.com/org/GeLGD1/attachment/download/271935>

S. Colson made a motion to Accept February P&L and Balance Sheet.

F. Drysdale seconded the motion.

Approved-All/Opposed-None/Abstained-None

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

C. March 2023 Preliminary Financials

- March 2023 P&L reviewed. Discussed areas where there is an uptick.

<https://app2.boardontrack.com/org/GeLGD1/attachment/download/271936>

<https://app2.boardontrack.com/org/GeLGD1/attachment/download/271937>

<https://app2.boardontrack.com/org/GeLGD1/attachment/download/271938>

VI. Governance Committee

A. Governance Committee Update

Did not meet and there is nothing to discuss at this time.

VII. HR Committee

A. HR Committee Update

- HR still needs to meet with C. Villanueva to discuss some items.

B. School Leader Report

- Reviewed slide show
- Enrollment is holding at 405 students
- School Leaders will discuss how to maintain Kinder and 1st grade for next school year.
- Will work on getting info from Good Schools Roc to see if Exploration is School of Choice at time of enrollment.
- Every classroom is fully staffed with 2 adults
- Behaviors are starting to trend downward
- Deans are working on a new initiative in lunch room to decrease the volume in the cafeteria by using a stoplight (red, yellow, green). Whichever lunch wins, will win the trophy for the week.
- Upcoming Family Night Thursday, June 8 @ RMSC
- Prevent the Summer Slide Night will be a night at Exploration to discuss what to do to prevent a decrease in learning over the summer

<https://app2.boardontrack.com/org/GeLGD1/attachment/download/273181>

S. Colson made a motion to Accept the School Leader Report.

F. Drysdale seconded the motion.

Approved-All/Opposed-None/Abstained-None

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

VIII. Other Business

A. Resolution for approval for 2023-2024 School Year Calendar

Discussion about 2023-2024 and upcoming changes

- Exploration is aligned with 2023-2024 RCSD School Year Calendar
- Bell schedule will be 9am-4pm which is the same as this year. The kids will not be able to disembark until 9am instead of 8:45 like this year.
- Next year Fridays will be 9am-1pm . Staff PD will be 1:30 to 3:30 pm with dismissal of staff at 3:30pm

<https://app2.boardontrack.com/org/GeLGD1/attachment/download/271790>

L. Merriman made a motion to Approve the 2023-2024 School Year Calendar.

D. Joseph-McEwen seconded the motion.

Approved-All/Opposed-None/Abstained-None

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

B. Resolution for approval for 2023-2024 School Year Budget

- **2023-2024 School Year Budget can not be reviewed until the New York State Budget is approved. This will be reviewed at next Board Meeting**

IX. RFP Proposals for review

A. Diversity, Equity and Inclusion (DEI)

- Dale Carnegie has offered In-Kind Services to facilitate 8 hours of DEI Training for Staff beginning in May during Staff PD hours.

B. HR Consultants

Tabled until Budget is discussed

C. Growth and Development Software

Tabled until Budget is discussed

D. Custodial Contracts

Tabled until Budget is discussed

X. Finance Policy for review

A. Updated Finance Policy

Auditor noticed verbiage in Financial Policy was incorrect and Board approval needed for the following things

- wording should read "anything over \$10,000" instead of "anything over \$1000".
Believe this is a clerical error. *item is redlined in policy*
- Under Procedure - change verbiage from 3 quotes to 2 quotes

<https://app2.boardontrack.com/org/GeLGD1/attachment/download/273182>

S. Colson made a motion to Update Financial Policy with an additional change suggested by S. Polowitz.

D. Joseph-McEwen seconded the motion.

Approved-All/Opposed-None/Abstained-None

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

XI. Closing Items

A.

Adjourn Meeting

M. Crane made a motion to Adjourn April 2023 Board Meeting.

H. Escher seconded the motion.

Approved-All/Opposed-None/Abstained-None

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 7:30 PM.

Respectfully Submitted,

T. White

Documents used during the meeting

- Academic Committee April Minutes 2023.docx.pdf
- Feb 2023 P&L - 04.02.23.xlsx
- Feb 2023 BS - 04.02.23.xlsx
- March 2023 P&L - 04.02.23.xlsx
- March 2023 BS - 04.02.23.xlsx
- Cash flow through March 2023.xlsx
- 4.27.23SchoolLeaderReport.pptx.pdf
- Calendar 2023-24 School year (small) (1).pdf
- Updated Finacial Policy 4.21.23 (1).docx

The above documents were used during the meeting and are attached and made a part of these minutes."

APPROVED



Exploration Elementary Charter School for Science and Technology

Minutes

May Board of Trustees Meeting

Date and Time

Thursday May 25, 2023 at 6:00 PM

Location

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

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

Mission Statement:

The mission of Exploration Elementary Charter School for Science and Technology 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.

Every Child. Every Family. Every Day.

Proof of Public Notice of Meeting:

The following information was included on the notarized affidavit of Public Notice that on Monday May 15, 2023, 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). A notice was also sent to the following local media to publish: news@13wham.com; newsroom@wroctv.com; and news10@whec.com.

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

Trustees Present

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

Trustees Absent

None

Guests Present

C. Villanueva, R. Simmons, S. Polowitz (remote), T. White

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

M. Crane called a meeting of the board of trustees of Exploration Elementary Charter School for Science and Technology to order on Thursday May 25, 2023 at 6:03 PM.

C. Approve Minutes

C. Cong made a motion to approve the minutes from April Board of Trustees Meeting on 04-27-23.

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 Update

- Executive Committee met earlier this month and discussed finishing up Rachelle's evaluation. Once completed, it will be presented at the June meeting

III. Academics Committee

A. Academic Committee Update

- Reviewed Academic Committee meeting minutes

<https://app2.boardontrack.com/org/GeLGD1/attachment/download/275233>

IV. Finance

A. Finance Committee Update

Reviewed Executive Financial Summary

<https://app2.boardontrack.com/org/GeLGD1/attachment/download/277654>

B. March 2023 Financials

C. April 2023 Preliminary Financials

- Exploration is still operating on a surplus
- Composite score is expected to remain at a 3

V. Governance Committee

A. Governance Committee Update

Governance Committee did not meet this month

VI. HR Committee

A. HR Committee Update

HR Committee did not meet this month

VII. School Leader Report

A. School Leader Update

- There has been an uptick in 5th graders being withdrawn from Exploration before the end of year to solidify their placement for next year
- Sub group enrollment - SPED classification continues to increase. We are at 11% which is the national average
- 23-24 Projected registration - Half of Kinder is already registered
- There has been no staff resignations since last Board Meeting. At this time, there continues to be 2 adults in all instructional spaces.
- All classroom staff positions & SPED teachers for next year are filled
- There are still 3 Teacher Assistant, 2 Teacher Aide & 1 counselor position still open for 22-23 school year
- There was a midterm site visit from the Charter Office last week. At that time, there was nothing negative to say about Exploration from the representative.

<https://app2.boardontrack.com/org/GeLGD1/attachment/download/277803>

VIII. RFP Proposals for review

A. HR Consultants

- K. LoMaglio & C. Cong had to recuse themselves from voting due to a conflict of interest
- 5 companies submitted proposals for HR Generalist
- Recommending Alliance/Puzzle HR as the HR Generalist because they offer in person support. They will also support with staff leaves, recruitment, performance/action plans and whatever assistance is needed
- Big difference with Paychex(which is being used right now), is that there is no one on site for assistance. They offer more remote/online assistance
- Alliance/Puzzler HR do work with 2 other charters at this time
- Once approved, the length of the contract will be discussed with hopes of contract being 3 years as well as locking in the price that was quoted for that amount of time

D. Joseph-McEwen made a motion to accept Alliance/HR Puzzler as HR Generalist for the term of a 3 year contract.

F. Drysdale seconded the motion.

Approved-All/Opposed-None/Abstained-None

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

B. Growth and Development Software

K. LoMaglio & C. Cong returned to meeting

- Exploration would like to use Frontline Software for Growth and Development Software of staff. This system is able track staff's progress with online Professional Development as well as has an evaluation module with Danielson's Framework for Teaching rubric.

C. Cong made a motion to accept Frontline Software.

D. Joseph-McEwen seconded the motion.

Approved-All/Opposed-None/Abstained-None

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

C. Custodial Contracts

- 5 Proposals submitted for review
- Exploration is recommending Ready Right Janitorial Services for a term of a 3 year contract with amount noted on contract

C. Cong made a motion to accept Ready Right as Custodial Service when acquisition of building is obtained for a term of a 3 year contract.

S. Colson seconded the motion.

Approved-All/Opposed-None/Abstained-None

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

D. Staff Development

- Reviewed 2 proposals from Wayne Finger Lakes BOCES for Staff Development for 2023-2024 School Year

D. Joseph-McEwen made a motion to Accept Wayne Finger Lakes BOCES 2 proposals for Staff Development at the amount noted on proposal for 2023-2024 School Year.

C. Cong seconded the motion.

Approved-All/Opposed-None/Abstained-None

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

E. Joffe Emergency Services

Joffe Emergency Services Proposal will be tabled until next staff meeting. More information will need to be obtained before a decision can be made on these services.

IX. Curriculum Associates

A. Approval Needed

F. Drysdale made a motion to renew Curriculum Associates which is platform used for iReady.

D. Joseph-McEwen seconded the motion.

Approved-All/Opposed-None/Abstained-None

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

X. Ad Hoc Facilities Committee

A. Ad Hoc Facilities Committee update

C. Cong made a motion to go into Executive Session to discuss legal issues regarding proposed purchase of 1001 Lake Avenue. The meeting went into Executive Session at 7:21pm.

D. Joseph-McEwen seconded the motion.

Approved-All/Opposed-None/Abstained-None

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

F. Drysdale made a motion to conclude Executive Session @ 7:33pm.

C. Cong seconded the motion.

Approved-All/Opposed-None/Abstained-None

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

Following the conclusion of the Executive Session

D. Joseph-McEwen made a motion to to move forward with a mortgage loan application with ESL for financing of the proposes purchase of 1001 Lake Ave after a final Purchase Sale Agreement has been entered into.

F. Drysdale seconded the motion.

Approved-All/Opposed-None/Abstained-None

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

XI. Board Professional Development

A. Professional Development

Samantha will send an email regarding Board Professional Development

FYI - Annual Board Retreat Date will be Saturday July 15, 2021. More details to follow

XII. Closing Items

A. Adjourn Meeting

S. Colson made a motion to Adjourn May Board of Trustees Meeting.

C. Cong seconded the motion.

Approved-All/Opposed-None/Abstained-None

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 7:33 PM.

Respectfully Submitted,
T. White

Documents used during the meeting

- Academic Committee May Minutes 2023 (FINAL).docx
- May 5, 2023 Finance Meeting (1).pdf
- March 2023 P&L - 05.03.23.xlsx
- March 2023 BS - 05.03.23.xlsx
- March 2023 Template.xlsx
- 5.25.23SchoolLeaderReport.pptx.pdf
- Price Comparison.pdf
- RFP_ HR & Finance Services (2).pdf
- Exploration Elementary Charter School_RFP for HR Consultant.pdf
- '23-24 Exploration & WFL-BOCES - Co-teaching.pdf
- '23-24 Exploration & WFL-BOCES - Classroom Management.pdf
- RFP_ Custodial.pdf

APPROVED



Exploration Elementary Charter School for Science and Technology

Minutes

June Board of Trustees Meeting

Date and Time

Wednesday June 28, 2023 at 6:00 PM

Location

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

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

Mission Statement:

The mission of Exploration Elementary Charter School for Science and Technology 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.

Every Child. Every Family. Every Day.

Trustees Present

D. Joseph-McEwen, F. Drysdale, H. Escher, K. LoMaglio, M. Crane, S. Colson, W. White

Trustees Absent

C. Cong, S. Pitts

Guests Present

C. Pierce (remote), Lisa Standinger - Staff, R. Simmons, S. Polowitz (remote), T. White

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

M. Crane called a meeting of the board of trustees of Exploration Elementary Charter School for Science and Technology to order on Wednesday Jun 28, 2023 at 6:07 PM.

C. Approve Minutes

D. Joseph-McEwen made a motion to approve the minutes from May Board of Trustees Meeting on 05-25-23.

S. Colson seconded the motion.

Accepted-All/Opposed-None/.Abstained-None

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

II. Executive Committee

A. Executive Committee Update

- Lonette Merriman has stepped down from the Board of Trustees which leaves the Treasurer position open for the remainder of the term. A vote for Treasurer will be done later in the meeting.
- Rachelle & Maya met with Regent Hale on June 9, 2023. He toured the building and engaged in great conversation.

III. Academics Committee

A. Academic Committee Update

- Academic committee will be discussed under School Leader section of meeting.

IV. Finance

A. April 2023 Financials

April 2023 P &L discussed

- Due to surpluses, the school is pre-purchasing some items for the 23/24 school year.
- Last BRITE payment will show this month

April 2023 Balance Sheet

- Credit card points from previous statement have been cashed in for this month
- Key Bank account may be closed out when purchase of building goes through with ESL. All options will be explored and discussed before doing so, to ensure this is best financial decision for Exploration.

<https://app2.boardontrack.com/org/GeLGD1/attachment/download/278431>

<https://app2.boardontrack.com/org/GeLGD1/attachment/download/278432>

S. Colson made a motion to Accept April 2023 Financials.

F. Drysdale seconded the motion.

Accepted-All/Opposed-None/Abstained-None

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

V. 5 Year Budget Approval

A. 5 Year Budget per 475 Student

- Budget Reviewed and it remains balanced.
- Suggested by Board to look into a grant from Costco's & BJ's for snack for next year

<https://app2.boardontrack.com/org/GeLGD1/attachment/download/284697>

S. Colson made a motion to Approve 5 Year Budget.

D. Joseph-McEwen seconded the motion.

Accepted-All/Opposed-None/Abstained-None

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

VI. Governance Committee

A. Governance Committee Update

- Reviewed committee notes & organization chart that is in progress

<https://app2.boardontrack.com/org/GeLGD1/attachment/download/284695>

VII. HR Committee

A. HR Committee Update

- HR Committee is planning to meet via email for remainder of the year and will discuss future meeting dates/time

VIII. School Leader Report

A. School Leader Update

- Kudos to Rachelle and Team for a successful 22-23 school year from the Board
- All grade levels are over enrolled except for Kinder. Kinder continues to be under enrolled, however this is a district wide issue. Looking into different options with classrooms if needed, next school year if this continues to be the trend.
- Registrar & Family Liaison are circling back to talk with families that were undecided a few months ago about remaining at Exploration.
- Retention of staff this year is better than it has been in previous years. There are only 7 open positions for 23-24 School Year. All positions currently have candidates in the hiring process.
- For staff retention, it was brought up that staff should be asked "What is it about Exploration that keeps them here?"
- Overall, according to behavior data, there was a decrease in behavior issues this school year compared to last year.

<https://app2.boardontrack.com/org/GeLGD1/attachment/download/284696>

F. Drysdale made a motion to Accept School Leader Report.

H. Escher seconded the motion.

Accepted-All/Opposed-None/.Abstained-None

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

IX. Approval of SY 22-23 Staff Performance Based Bonuses

A. 22-23 Staff Performance Based Bonus

S. Colson made a motion to Approve 22-23 Staff Performance Based Bonuses in the approximate amount of \$78,000.

D. Joseph-McEwen seconded the motion.

Accepted-All/Opposed-None/Abstained-None

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

X. Voting of New Treasurer

A. Vote of New Treasurer

S. Colson made a motion to Vote Kimi LoMaglio as Treasurer for remainder of term.

D. Joseph-McEwen seconded the motion.

Accepted-All/Opposed-None/Abstained-None

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

XI. Ad Hoc Facilities Committee

A. Building Lease Amendment Approval

D. Joseph-McEwen made a motion to approve Building Lease Amendment subject to discussion with landlord about not having rent increase and square footage increase commence until August 1, 2023.

K. LoMaglio seconded the motion.

Accepted-All/Opposed-None/Abstained-None

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

XII. Executive Session

A. Executive Session

K. LoMaglio made a motion to Go into Executive Session to discuss legal matters around the contract for the purchase of the building and a confidential personal matter.

D. Joseph-McEwen seconded the motion.

Board Meeting went into Executive Session at 7:11pm

Accepted-All/Opposed-None/Abstained-None

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

B. Executive Session

D. Joseph-McEwen made a motion to Go out of Executive Session at 7:28pm.

F. Drysdale seconded the motion.

Accepted-All/Opposed-None/Abstained-None

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

XIII. Closing Items

A. Adjourn Meeting

D. Joseph-McEwen made a motion to Adjourn Meeting.

K. LoMaglio seconded the motion.

Accepted-All/Opposed-None/Abstained-None

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 7:30 PM.

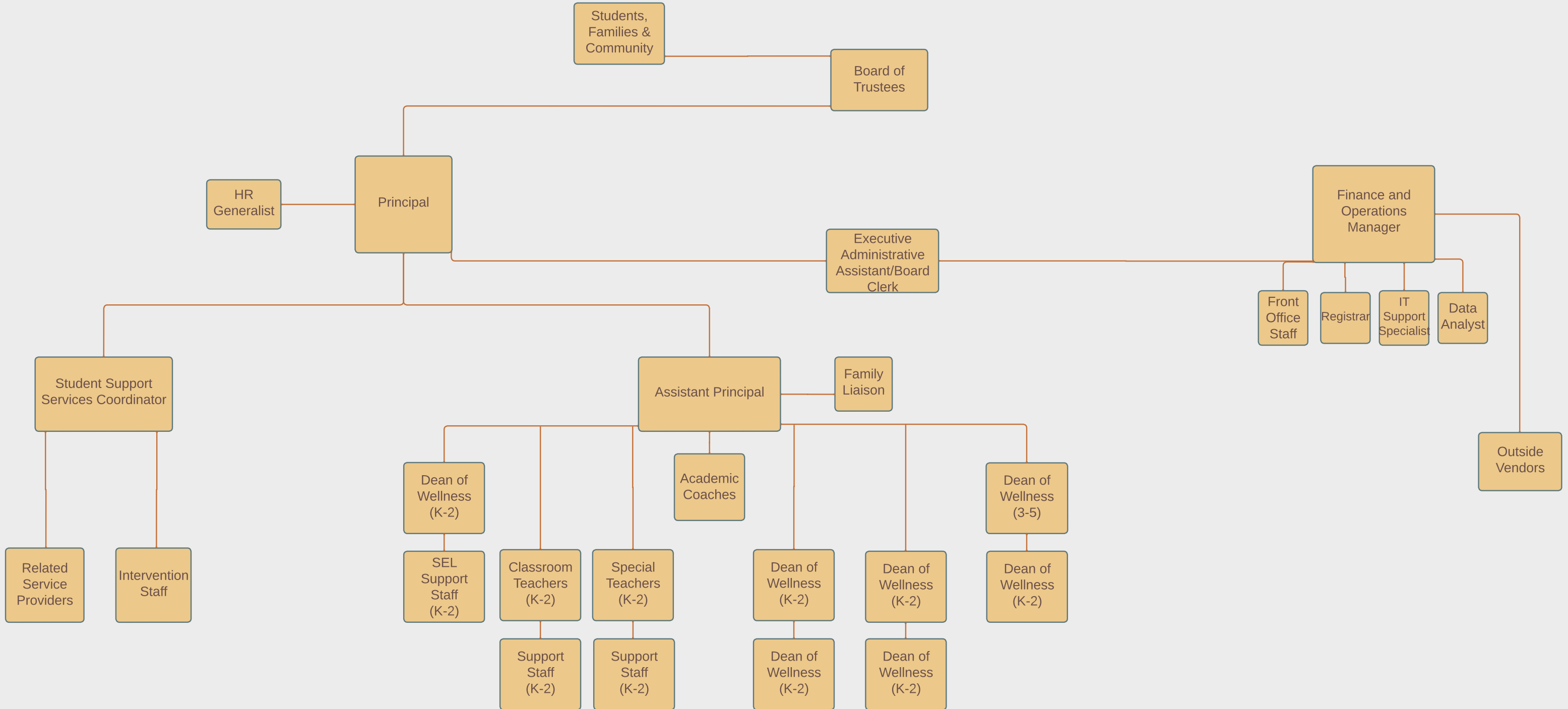
Respectfully Submitted,

T. White

Documents used during the meeting

- April 2023 BS - 06.01.23.xlsx
- April 2023 P^0L - 06.01.23.xlsx
- 5 year budget 475 6.28.23 approval.xlsx
- _Governance Committee 6_14_2023.pdf
- 6.28.23SchoolLeaderReport.pptx.pdf

Exploration Organizational Structure



Exploration Elementary Charter School | 2023-2024 Calendar

School Hours: 9:00am - 4:00pm

Friday (half day dismissal): 9:00am – 1:00pm

Month	Employee Days	Student Days	Calendar Grid																																																	
JULY 2023	3-14 12 Month Employee Vacation 4 July 4 th	1 New Year's Day (All Facilities Closed) 15 Martin Luther King Jr. Day (All Facilities Closed) 25 Curriculum Night 26 End of Marking Period 2	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S		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												
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September 2023 S=18	4 Labor Day 5 Open House 6 First Day For All Students K-5	1 Afternoon Parent Teacher Conferences 7 Evening Parent Teacher Conferences 8 Afternoon Parent Teacher Conferences 28 Curriculum Night 29 Good Friday (All Facilities Closed)	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </tbody> </table>	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							
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October 2023 S=21	6 Afternoon Parent/Teacher Conferences 9 Indigenous Peoples/ Columbus Day (All Facilities Closed) 12 Evening Parent Teacher Conferences 13 Afternoon Parent/Teacher Conferences 26 Family Night	1-8 Recess (All Facilities Closed) 12 End of Marking Period 3 10-17 New York State Testing (Grade 3-8 ELA) 22 District Day (All Facilities Closed) 24-30 New York State Testing (Grade 5 Grade Science)	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	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											
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November 2023 S=17	7 District Day/Election Day 9 End of Marking Period 1 10 Veterans Day (All Facilities Closed) 22-24 Thanksgiving Recess (All Facilities Closed) 30 Curriculum Night	1 New York State Testing (Grade 5 Grade Science) 7-14 New York State Testing (Grade 3-8 Math) 17 District Day (All Facilities Closed) 23 Half-day for Students 24-27 Memorial Day Recess (All Facilities Closed)	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td></tr> </tbody> </table>	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									
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DECEMBER 2023 S=16	14 Family Night 25-29 Christmas observed (All Facilities Closed)	13 STEM FAIR 19 Juneteenth Observance (All Facilities Closed) 21 End of Marking Period 4 25 Last day for Students 28 Last day for Staff	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	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						
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<p>Key:</p> <ul style="list-style-type: none"> ■ Holiday/Recess- No School for All Staff & Students ■ District Day- No School for Students ■ NYS Assessment Day ■ Early Dismissal Day -1:00 Dismissal ■ Last Day of School for Students 	<p>Student Days= 184 (Including District Days) 10 Month Employee Days= 196 (including District Days) 12 Month Employee Days= 216</p>
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General Information and Fire/Life Safety History**Inspection Date:**

6/23/22

1. Primary Use:

INSTRUCTIONAL

2. Fire Sprinkler System?

No

2a. Sprinkler alarm?

No

3. Fire Hydrant System?

Yes

3a. Hydrant Ownership:

Public owned

4. Building Ownership:

Leased

4a. Owner Name:

Education Success Foundation

4a. Owner Address:

4 Lakeview Park

4a. Owner Address2:

Rochester, NY 14613

4a. Owner Phone #:

(585) 498-4700

4a. Owner E-Mail address:

clesson@exporochester.org

5. Leased To Others?:

No

6. Square footage:

52140

8a. Fire drill manuals distributed?

Yes

8d. Average evacuation time:

2 minutes 32 seconds

8e. Arson/Fire Prevention?

Yes

8f. Prevention/Evacuation Training?

Yes

9. Fire Dept. notified via alarm?

N/A

10. Any Fires?

No

10a. Number of fires:

Not Applicable

10b. Number of injuries:

Not Applicable

10c. Cost of Damage:

Not Applicable

Inspector Notified of previous fire report?

Yes

FIRE & EMERGENCY DRILLS

	Date	Type
1	Dec 8, 2020	Evacuation
2	Dec 10, 2020	Evacuation
3	Dec 14, 2020	Evacuation
4	Dec 16, 2020	Evacuation
5	Dec 22, 2020	Evacuation
6	Jun 21, 2021	Evacuation
7	Nov 30, 2020	Lockdown
8	Dec 20, 2020	Lockdown
9	Dec 21, 2020	Lockdown
10	Jun 7, 2021	Evacuation
11	Jun 15, 2021	Evacuation
12	Nov 16, 2020	Lockdown

Insufficient Fire & Emergency Drills Reason

-

Initial Inspector

Brian Anten

Phone #: (Phone Number) (585) 474-2980

Certification #: (Certification Number) 0916-0280

Email: brian.anten@cityofrochester.gov

Building Administrator

Dan Conway

Phone #: (Phone Number) (585) 255-0146

Building Overview

ID:

261600918001

District Location:

EXPLORATION ELE CS - SCIENCE-TECHNOL

Building Type:

INSTRUCTIONAL

Name & Address:

NAZARETH ACADEMY BUILDING
1001 LAKE AVENUE
ROCHESTER, NY 14613

Inspection History

Date Created:

Jun 29, 2022

Created By:

rachelle.simmons

Date Modified:

Aug 1, 2022

Modified By:

rachelle.simmons

Date Certified:

Aug 1, 2022

Certified By:

rachelle.simmons

Certificate History

Certificate Type

Date Certified

Certified By

Certificate of Occupancy

Aug 1, 2022

rachelle.simmons

Non-conformances

No non-conformances reported.

University of the
Education



State of New York
Department

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: April 05, 2023

Effective Date: May 01, 2023

Expiration Date: May 01, 2024


Commissioner of Education

OBTAIN FIRE SAFETY REPORT FROM DISTRICT OFFICE

THIS CERTIFICATE VOIDS ANY PREVIOUSLY ISSUED