

Application: Exploration Elementary Charter School for Science and Technology

Cassandra Vargas - cvargas@explorationrochester.org
2020-2021 Annual Report

Entry 1 School Info and Cover Page

Completed Jan 17 2022

Instructions

Required of ALL Charter Schools

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

Entry 1 School Information and Cover Page

(New schools that were not open for instruction for the 2020-2021 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, 2021)** 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 261600861102

a1. Popular School Name

Exploration Charter School

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

Please select the correct authorizer as of June 30, 2021 or you may not be assigned the correct tasks.

BOARD OF REGENTS

c. DISTRICT / CSD OF LOCATION

ROCHESTER CITY SD

d. DATE OF INITIAL CHARTER

8/2015

e. DATE FIRST OPENED FOR INSTRUCTION

8/2017

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

MISSION STATEMENT

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

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

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

KDE 1	<p>Cross-Cutting Curricular, Scientific Inquiry, and Lab-Based Learning Opportunities:</p> <p>Students at Exploration Elementary Charter School attend Science Lab and Maker Space on a weekly basis in which they engage in opportunities to practice both the scientific method and engineering design process. In each situation, students are presented with overarching questions or problems and challenged to use critical thinking, creativity and collaboration to answer the question or develop solutions to the problem. Through our efforts to integrate STEM practices across curriculum, students develop ways to communicate results through written expression and technology driven presentations. Teachers facilitate learning by guiding students in research, data collection and analysis, making connections to the real world and drawing conclusions.</p>
KDE 2	<p>Balanced and Differentiated Instruction:</p> <p>Exploration is proud of the balanced and</p>

	<p>differentiated instruction that is provided to the Explorers.</p> <ul style="list-style-type: none"> -Students receive hands-on science instruction aligned with NGSS -Extended school day provided to all -Each student receives daily intervention (math or ELA) during RtI time -Curricular resources are aligned to the CCLS, therefore, ensuring success on NYS testing for grades 3-4 -Through our partnership with Rochester Museum and Science Center, our students participate in the scientific inquiry approach, lab-based learning, cross curricular opportunities and curriculum that supports all students -Social emotional learning is infused within our students day -Students are given a baseline assessment to determine their learning needs -Use of data to inform curricular decisions -Use of a positive behavior management system (PBIS & Restorative Practices)
KDE 3	<p>Ongoing Professional Development and Learning (PD):</p> <p>Exploration strives to grow their employees just as they do for their students. During Summer PD days before the first day of school for SY2020-21, teachers and staff were provided training to support them in the roll out of routines, rituals, and academic curriculum. Teachers engaged in sessions around SchoolTool (student information system), Eureka Math, CKLA 2.0 (ELA program), and KaleidoscopeMe. Throughout the school year on the weekly half day Fridays, teachers and staff continued to receive training furthering their understanding of Eureka Math, CKLA 2.0, i-Ready, and Data Driven Instruction.</p>
KDE 4	<p>Data-Driven Instruction and Accountability Aligned to Rigorous Academic Standards:</p> <p>As a school, Exploration ensures that the data we collect about the learning of our students drives</p>

our instruction. This means that teachers as well as intervention specialists and counselors test and record students' outcomes in many areas of need. Students are given a baseline each year both in an on-line evaluation and an in-person evaluation to assess their knowledge based on the New York State standards which are both rigorous and attainable. These assessments are ongoing through the year and are both formative and summative. This drives our instruction and tracks the growth of our students. Teachers collect data and use it to look for students who may not be making sufficient progress. Exploration is confident that the overall curriculum is targeting students of all levels both with academics and social emotional needs.

KDE 5

Community Connections and Partnerships:

Exploration is proud of the community connections and partnerships that they have created and maintained throughout the 2020-2021 school year. Exploration partners with Rochester Museum and Science Center (RMSC) to bring the highest quality STEM curriculum to our Explorers as well as offer Explorers opportunities to visit and interact with the exhibits in the museum that align with the quarterly curriculum. RMSC partnered with Exploration through virtual educational opportunities for Explorers to bring to life the curriculum they are learning about. In addition, RMSC presented at Exploration's end of the year family night where the museum joined a virtual sessions and conducted experiments for Explorers and their family members to enjoy from the comfort of their own home.

When it comes to social and emotional support for Explorers, Exploration partners with KaleidoscopeMe, EnCompass Learning, and the Catholic Family Center. KaleidoscopeMe provides Exploration with Tier 1 supports for classroom teachers and the Wellness Center. KaleidoscopeMe is rooted providing programs to Exploration's students that build character, instill life-enhancing

values, and promote healthy choices through yoga, music, and movement.

EnCompass Learning provides Exploration with Navigation Services. Navigation is similar to case management in that it provides whole family support to overcome challenges inside and outside the classroom. Family Navigation supports students' academic success through building trusted relationships, safe and supported conditions and rigorous and culturally responsive academic support. The program is a partnership between schools, families, Navigators and the community with the goal of working together to support students in their academic success. Family Navigators provide coaching and parent support for school meetings and navigating the barriers to getting to and connecting to schools.

The Catholic Family Center provides an onsite therapist to support the social, emotional, and behavioral needs of Exploration's students whose families have enrolled their child into this therapy program. This therapist meets with these students once a week and partners with the family and teachers to support the needs of each of those students.

KDE 6

Serving the Diverse Needs of all Students:

Exploration strives to meet the diverse needs of all students. Exploration does this by providing quarterly assessments and using these assessments to make educational decisions about next steps in the classroom. Exploration has a Student Support Team (SST). This team analyzes students that are referred and meets to create interventions and data collection forms for the classroom teacher to implement. Interventions are then reviewed on a six week basis to evaluate the student's progress. If a student is not responding, the Special Education Teacher(s) are looped in to consult with to determine (1) a different research based intervention to try and/or (2) if we may need

	to go to the Committee on Special Education.
KDE 7	(No response)
KDE 8	(No response)
KDE 9	(No response)
KDE 10	(No response)

Need additional space for variables

No

h. SCHOOL WEB ADDRESS (URL)

explorationrochester.org

i. TOTAL MAX APPROVED ENROLLMENT FOR THE 2020-2021 SCHOOL YEAR (**exclude Pre-K program enrollment**)

400

j. TOTAL STUDENT ENROLLMENT ON JUNE 30, 2021 (**exclude Pre-K program enrollment**)

351

k. GRADES SERVED IN SCHOOL YEAR 2020-2021 (exclude Pre-K program students)

Check all that apply

Grades Served	K, 1, 2, 3, 4
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l. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?

No

FACILITIES INFORMATION

m. FACILITIES

Will the school maintain or operate multiple sites in 2021-2022?

No, just one site.

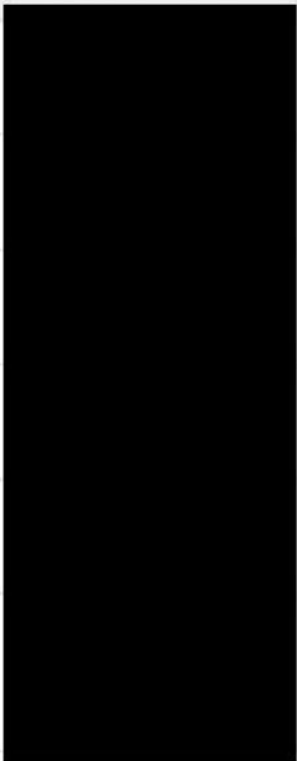
School Site 1 (Primary)

m1. SCHOOL SITES

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

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

m1a. Please provide the contact information for Site 1.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Rachelle Simmons	585-498-4700		rsimmons@exporochester.org
Operational Leader	Casandra Vargas	585-498-4700		cvargas@exporochester.org
Compliance Contact	Casandra Vargas	585-498-4700		cvargas@exporochester.org
Complaint Contact	Rachelle Simmons	585-498-4700		rsimmons@exporochester.org
DASA Coordinator	Courtney Hawkins	585-498-4700		chawkins@exporochester.org
Phone Contact for After Hours Emergencies	Rachelle Simmons	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, 2021.

Site 1 Certificate of Occupancy (COO)

[COO \(New\).pdf](#)

Filename: COO (New).pdf **Size:** 160.3 kB

Site 1 Fire Inspection Report

[Facilities Planning - Inspection View - 61648.pdf](#)

Filename: Facilities Planning - Inspection View - 61648.pdf **Size:** 135.7 kB

CHARTER REVISIONS DURING THE 2020-2021 SCHOOL YEAR

n1. Were there any revisions to the school's charter during the 2020-2021 school year? (Please include approved or pending material and non-material charter revisions).

Yes

n2. Summary of Charter Revisions

	Category (Select Best Description)	Specific Revision (150 word limit)	Date Approved by BOT (if applicable)	Date Approved by Authorizer (if applicable)
1	Change in schedule/calendar			
2				
3				
4				
5				

More revisions to add?

Yes

n2. Summary of Charter Revisions

	Category (Select Best Description)	Specific Revision (150 word limit)	Date Approved by BOT (if applicable)	Date Approved by Authorizer (if applicable)
6	Change in admissions/enrollment policy			
7				
8				
9				
10				

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

Yes

ATTESTATIONS

p. Individual Primarily Responsible for Submitting the Annual Report.

Name	Rachelle Simmons
Position	School Leader
Phone/Extension	585-498-4700-4712
Email	rsimmons@exporochester.org

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

Responses Selected:

Yes

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

Responses Selected:

Yes

Signature, Head of Charter School



Signature, President of the Board of Trustees



Date

Aug 2 2021

Thank you.



Entry 3 Progress Toward Goals

Completed Jan 17 2022

Instructions

Regents, NYCDOE, and Buffalo BOE-authorized charter schools

For the 2020-2021 school year, any academic or organization goals that cannot be evaluated due to school

closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”. **Deadline is November 1, 2021.**

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

Board of Regents-authorized and NYCDOE-authorized charter schools only.

Complete the tables provided. List each goal and measure as contained in the school’s currently approved charter, and indicate whether the school has met or not met the goal. Please provide information for all goals no later than November 2, 2021.

1. ACADEMIC STUDENT PERFORMANCE GOALS

For the 2020-2021 school year, any academic goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”.

2020-2021 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
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Academic Goal 1	Exploration students will perform at or above grade level in ELA.	NYS ELA Assessment	Unable to Assess	N/A
Academic Goal 2	Exploration students will perform at or above grade level in mathematics.	NYS Math Assessment	Unable to Assess	N/A
Academic Goal 3	Exploration students will perform at or above grade level in Science.	NYS Science Assessment	Unable to Assess	N/A
Academic Goal 4	Exploration will achieve an Accountability Status of "In Good Standing" each year, as measured by the NCLB accountability system.	NYS Report Card	Met	
Academic Goal 5				
Academic Goal 6				
Academic Goal 7				
Academic Goal 8				
Academic Goal 9				
Academic Goal 10				

2. Do have more academic goals to add?

No

4. ORGANIZATION GOALS

For the 2020-2021 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”.

2020-2021 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 12 times per year; all meetings will be properly noticed. A Board retreat will be held annually.	The Board posted and held no fewer than 12 meetings during the 20/21 SY. These meetings were posted and noted by meeting minutes. A board retreat was held on June 30, 2021.	Met	
Org Goal 2	The Board posted and held no fewer than 12 meetings during the 20/21 SY. These meetings were	Board Members conducted check-in meetings with staff to access staff	Met	

	<p>posted and noted by meeting minutes. A board retreat was held on June 12, 2021.</p>	<p>input and ideas. Board members attended family nights and school functions.</p>		
Org Goal 3	<p>The Board will consist of at least 5, but no more than 11 voting members, one will be a parent representative.</p>	<p>The Board consistently maintained 7 or more active Board members during the 20/21 School Year.</p>	Met	
Org Goal 4	<p>Admission, Enrollment, and Attendance policies will be in place and followed consistent with applicable laws and regulations.</p>	<p>Exploration exceeded the number of lottery applications for the number of available seats for the 20/21school year. Proper documentation was provided to the district of residence to support the enrollment of each of our students. Attendance is kept and recorded daily. This information is reported out to NYSED, posted on our website and hard</p>	Met	

		copy on file in our fiscal records.		
Org Goal 5	Maintain transportation services, health services, and food services to support our students' daily academic programming.	Exploration continues to work with the Rochester City School District (RCSD) to maintain each of these services to support our students. Our school is staffed full time with a school nurse to support our students' medical needs. We continue to serve breakfast to our students daily, along with hot and cold lunch options and a daily snack.	Met	
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

2020-2021 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	If not met, describe efforts the school will take to meet goal.
Financial Goal 1	Financial statements will be prepared monthly and presented to the Board including a Statement of Financial Position, Statement of Activities and Statement of Cash Flows.	Board meeting minutes showing presentation and review of monthly financial statements and meeting minutes documenting meetings of the finance committee.	Met	
		Exploration continues to retain the services of Mengel,		

Financial Goal 2	Exploration shall retain an independent CPA to perform an audit of the annual financial statements.	Metzger, Barr to perform the annual audit by Nov. 1, 2021. This audit included financial review and reporting from the date of inception thru June 30, 2021, the end of the second operational year.	Met	
Financial Goal 3	Exploration shall prepare and provide to SED a copy of its annual budget and monthly cash flow projections for the fiscal year by Aug. 1st of that fiscal year.	Exploration submitted a board approved 20/21 budget and monthly cash flow projections.	Met	
Financial Goal 4				
Financial Goal 5				

7. Do have more financial goals to add?

No

Thank you.

Entry 4 - Audited Financial Statements

Completed Oct 28 2021

Required of ALL Charter Schools

ALL SUNY-authorized charter schools must upload the financial statements in .pdf format into the

SUNY Epicenter system no later than **November 1, 2021**. SUNY CSI will forward to NYSED CSO.

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, 2021**. 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 protection are turned off.

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 SCHO croy8pi.pdf **Size:** 516.7 kB

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

Completed Jan 17 2022

Instructions - Regents-Authorized Charter Schools ONLY

Regents-authorized schools must download and complete the Excel spreadsheet entitled "Audited Financial Report Template" from the online portal or the website at [2020-2021 Charter School Annual Report webpage](#). Upload the completed file in Excel format. **Due November 1, 2021.**

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.

Exploration Elementary CS Science Technology BEDS-261600861102_2020-21

Filename: Exploration Elementary CS Science NBRcx2e.xlsx **Size:** 75.3 kB

Entry 4c - Additional Financial Documents

Completed Jan 17 2022

Instructions - Regents, NYCDOE and Buffalo BOE authorized schools must upload financial documents in this section **by November 1, 2021**. The items listed below should be uploaded, with an explanation if not applicable or available. For example, a "federal Single Audit was not required because the school did not expend federal funds of more than the \$750,000 Threshold."

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

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

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

EXPLORATION ELEMENTARY CHARTER SCHOOL FOR SCIENCE AND TECHNOLOGY - 06

Filename: EXPLORATION ELEMENTARY CHARTER SCHO gw5a8Mb.pdf **Size:** 462.5 kB

Entry 4d - Financial Services Contact Information

Completed Jan 17 2022

Instructions: Please enter the contact information for school staff, firms or other entities providing financial services to the education corporation **by November 1, 2021.**

Form for "Financial Services Contact Information"

1. School Based Fiscal Contact Information

	School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone
	Casandra Vargas	[REDACTED]	[REDACTED]

2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
	Mengel Metzger Barr & Co. LLP	[REDACTED]	[REDACTED]	4

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

	Firm Name	Contact Person	Mailing Address	Email	Phone	Years With Firm

Entry 5 - Fiscal Year 2021-2022 Budget

Completed Jan 17 2022

Instructions - Regents, NYCDOE, and Buffalo BOE authorized charter schools should upload a copy of the school's FY21 Budget using the 2021-2022 [Projected Annual Budget template](#) in the portal or from the Annual Report website **by November 1, 2021**.

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.

Instructions - SUNY authorized charter schools should download the [2021-2022 Budget and Quarterly Report Template](#) on the SUNY website or Epicenter and upload the completed template into the portal **by November 1, 2021**.

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

[Final2021-2022ARBudgetTemplate](#)

Filename: Final2021 2022ARBudgetTemplate 5ayrKfK.xlsx Size: 37.3 kB

Entry 6 - Board of Trustees Disclosure of Financial Interest Form

Completed Jan 17 2022

Required of ALL Charter Schools by August 2

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 2020-2021 school year must complete a signed:

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

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

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

[Financial Disclosure Forms 20](#)

Filename: Financial Disclosure Forms 20.21 SY.pdf Size: 3.9 MB

[L](#)

Filename: L.Merriman Financial Disclosure Statement.pdf Size: 731.9 kB

[Financial disclosure KWW 2020 2](#)

Filename: Financial disclosure KWW 2020 2.pdf Size: 337.1 kB

Entry 7 BOT Membership Table

Completed Jan 17 2022

Instructions

Required of All charter schools

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

Entry 7 BOT Table

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

1. 2020-2021 Board Member Information (Enter info for each BOT member)

	Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2020-2021
1	Carlos Cong		Chair	Executive, Finance, Academics	Yes	2	07/15/2021	07/15/2023	10

2	Maya Crane		Vice Chair	Governance	Yes	1	09/30/2018	09/30/2021	11
3	Kimberly LoMaglio		Secretary	Finance	Yes	2	07/15/2021	07/15/2023	11
4	Samantha Lang-Colson		Trustee/Member	Academics	Yes	1	02/14/2020	02/14/2023	12
5	Sam Pitts		Trustee/Member	Finance	Yes	1	02/14/2020	02/14/2023	12
6	Herb Escher		Trustee/Member	TBD	Yes	1	05/20/2021	05/20/2024	5 or less
7	Debra Joseph-McEwen		Trustee/Member	Academics	Yes	1	12/31/2020	12/31/2023	5 or less
8	Ciera Caldwell		Trustee/Member	HR	Yes	1	12/31/2020	12/31/2023	5 or less
9	Lonette Merriman		Treasurer	Finance	Yes	2	07/15/2021	07/15/2023	9

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

Yes

1b. Current 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 2020-2021
10	Kevin Williams		Trustee/Member	Academics	Yes	1	01/01/2018	12/31/2020	5 or less
11									
12									
13									
14									
15									

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

No

2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

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

a. Total Number of BOT Members on June 30, 2021	9
b.Total Number of Members Added During 2020-2021	3
c. Total Number of Members who Departed during 2020-2021	1
d.Total Number of members, as set in Bylaws, Resolution or Minutes	10

3. Number of Board meetings held during 2020-2021

12

4. Number of Board meetings scheduled for 2021-2022

12

Thank you.

Entry 8 Board Meeting Minutes

Completed Jan 17 2022

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

Schools must upload a complete set of monthly board meeting minutes (July 2020-June 2021), which should match the number of meetings held during the 2020-2021 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 2, 2021.

[7](#)

Filename: 7.10.2020.pdf **Size:** 595.8 kB

[8](#)

Filename: 8.14.2020.pdf **Size:** 580.7 kB

[Minutes 9-11-2020](#)

Filename: Minutes 9 11 2020.final clean.pdf **Size:** 549.2 kB

[Minutes 10-16-2020](#)

Filename: Minutes 10 16 2020.SHP Final clean.pdf **Size:** 509.1 kB

[EXPLORATION ELEMENTARY CHARTER SCHOOL BOARD OF TRUSTEES Meeting Minutes November 13, 2020 Final](#)

Filename: EXPLORATION ELEMENTARY CHARTER SCHO FReZcjZ.pdf **Size:** 91.2 kB

[Minutes 12 18 2020 \(2\)](#)

Filename: Minutes 12 18 2020 2.SHP2 compare1 16umkVo.pdf **Size:** 72.3 kB

[Exploration BOT Minutes January 15 2021 Clean](#)

Filename: Exploration BOT Minutes January 15 9IwzT8G.pdf **Size:** 122.4 kB

[Exploration BOT Minutes March 2021](#)

Filename: Exploration BOT Minutes March 2021.pdf **Size:** 160.7 kB

[Exploration BOT Minutes March 19 2021](#)

Filename: Exploration BOT Minutes March 19 d2y9472.pdf **Size:** 85.0 kB

[BOT Minutes April 17 2021](#)

Filename: BOT Minutes April 17 2021.SHP rev.c 75WQ1RY.pdf **Size:** 66.8 kB

[Minutes 05 20 2021](#)

Filename: Minutes 05 20 2021.SHP rev clean.pdf **Size:** 223.6 kB

[Minutes 06 17 2021](#)

Filename: Minutes 06 17 2021.SHP rev.clean 1.docx 1.pdf **Size:** 66.8 kB

Entry 9 Enrollment & Retention

Completed Jan 17 2022

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

ALL charter schools must complete this section. Describe the good faith efforts the charter school has made in 2020-2021 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 2021-2022.

Entry 9 Enrollment and Retention of Special Populations

Instructions for Reporting Enrollment and Retention Strategies

Describe the efforts the charter school has made in 2020-2021 toward meeting targets to attract and retain enrollment of students with disabilities, English language learners, and students who are economically disadvantaged. In addition, describe the school’s plans for meeting or making progress toward meeting its enrollment and retention targets in 2021-2022.

Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2020-2021	Describe Recruitment Plans in 2021-2022
		<p>Will will recruit more economically disadvantaged students and families by:</p> <ul style="list-style-type: none">• Serving lunch, breakfast, and snack on sight• Connecting families with shelters (either giving them contact info or calling on their behalf)• Assisting with transportation to appointments by driving them personally (prior to COVID) or providing bus passes• Making referrals to programs that have specific funds to

Economically Disadvantaged	<p>GoodSchoolsRoc provided support with recruitment</p> <p>Provided translation services for families TESOL Services</p> <p>Advertisement on the radio in Spanish</p> <p>Social Media blasts Postcard mailers</p> <p>Door-to-door visits Community Banners Kindergarten screenings</p> <p>Attended Head Start Open Houses</p> <p>Attend Charter School Open Houses</p> <p>Direct mailings to RCSD pre-K populations</p> <p>Brochures in school and community locations</p> <p>Billboards Radio advertisements</p> <p>Request for parent support (word of mouth)</p>	<p>provide for basic needs (Navigation, Health Homes, Catholic Family Center)</p> <ul style="list-style-type: none"> • Supporting families in utilizing clothing closets and food cupboards (transportation, setting up appointments, referrals, etc.) • Posting all known community giveaways on social media • Sending Foodlink Food Bags home with select students (Note: Paused during COVID) • Reaching out and advocating for donations from the community and dispersing as they are received • Holding uniform drives and providing uniform donations for families when in need • Collaborating with Spectrum to provide Wi-Fi for families during the school closure • Joining the Holiday Gift Giving Program (we provide about 50 families with gifts for every household member by utilizing community sponsors) • Referring families to programs that provide free and reduced medical/dental care and/or health insurance (CCSI, Jordan Health Center) • Informing families of free family friendly community events as well as camps and other programs with available scholarships
		<ul style="list-style-type: none"> • Conduct a landscape analysis within surrounding zip codes and existing schools to better understand demographics; use this information to target outreach and host community

English Language Learners

GoodSchoolsRoc provided support with recruitment
Provided translation services for families TESOL Services
Advertisement on the radio in Spanish
Social Media blasts Postcard mailers
Door-to-door visits Community Banners Kindergarten screenings
Attended Head Start Open Houses
Attend Charter School Open Houses
Direct mailings to RCSD pre-K populations
Brochures in school and community locations
Billboards Radio advertisements

events.

- Interview charter schools across the state who have successfully increased enrollment to learn and implement best practices.
- Prepare and distribute targeted mailers to the homes of potential ELL, SWD and ED students.
- Broaden media resources to include stories from parents and students that highlight the services offered for SWDs.
- Hire Spanish speaking staff to better communicate with prospective and current students and families who are Spanish speaking and better support our ELL students and families.
- Revise job descriptions to dedicate personnel and define responsibilities related to increasing enrollment.
- Rebrand marketing materials to better broadcast that and how we serve all students.
- Translate all materials, including website content, in both Spanish and English.
- Design and implement a new English as a Second Language (ESL classroom course for ELLs).
- Commit to building two partnerships per each six-month period with local colleges and/or community organizations that serve SWD, ELLs, and Eds; host a networking event with community groups with ties to the Latino and ED communities; and ask for referrals
- Attend community meetings and reach out to local community officials to disseminate information regarding the

	<p>Request for parent support (word of mouth)</p>	<p>school's services and programming.</p> <ul style="list-style-type: none"> • Compensate Spanish speaking and special education staff to work on targeted community outreach, including calling prospective families with ELL students and conducting building tours in Spanish. • Run ads on Spanish radio and in other Spanish-speaking media. • Increase the number of interventionists and ELL certified teachers employed at Exploration. • Implement an SEL program that is also available in Spanish (selected in summer 2021). • Design and implement a tracking system to evaluate the effectiveness of outreach strategies. • Report outreach efforts to the Board at each monthly meeting. (The board may opt to form a committee dedicated to special populations.) • Increase our "brand awareness," we have a clear, positive presence in the community.
	<p>GoodSchoolsRoc provided support with recruitment Provided translation services for families TESOL Services Advertisement on the radio in Spanish Social Media blasts Postcard mailers Door-to-door visits Community Banners Kindergarten screenings</p>	<p>Use a MTSS to build a system of prevention, early intervention, and supports for all students characterized by a continuum of</p>

Students with Disabilities	Attended Head Start Open Houses Attend Charter School Open Houses Direct mailings to RCSD pre-K populations Brochures in school and community locations Billboards Radio advertisements Request for parent support (word of mouth)	evidence-based, system-wide practices that support a rapid response to academic, behavioral, and social-emotional needs with frequent monitoring
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Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2020-2021	Describe Retention Plans in 2021-2022
Economically Disadvantaged	Positive social media campaigns Expo Closet Foodlink Backpack Programming Virtual Visits and supports for McKinney Vento students (family virtual visit programming) Catholic Family Center virtual counseling School wide use of Class Tag to communicate with families Parent satisfaction survey Family Corner on Exploration website Education Success Foundation	We will retain our economically disadvantaged students and families by <ul style="list-style-type: none"> • Serving lunch, breakfast, and snack on sight • Connecting families with shelters (either giving them contact info or calling on their behalf) • Assisting with transportation to appointments by driving them personally (prior to COVID) or providing bus passes • Making referrals to programs that have specific funds to provide for basic needs (Navigation, Health Homes, Catholic Family Center) • Supporting families in utilizing clothing closets and food cupboards (transportation, setting up appointments, referrals, etc.) • Posting all known community giveaways on social media • Sending Foodlink Food Bags home with select students (Note:

	<p>Navigation services for identified families</p> <p>Virtual quarterly family night events</p> <p>Virtual classroom yoga and mindfulness curriculum used daily</p> <p>Actively seeking partnerships and resources (grants/community resources) to support Economically Disadvantaged children</p>	<p>Paused during COVID)</p> <ul style="list-style-type: none"> • Reaching out and advocating for donations from the community and dispersing as they are received • Holding uniform drives and providing uniform donations for families when in need • Collaborating with Spectrum to provide Wi-Fi for families during the school closure • Joining the Holiday Gift Giving Program (we provide about 50 families with gifts for every household member by utilizing community sponsors) • Referring families to programs that provide free and reduced medical/dental care and/or health insurance (CCSI, Jordan Health Center) • Informing families of free family friendly community events as well as camps and other programs with available scholarships
English Language Learners	<p>Positive social media campaigns (multilingual posts)</p> <p>Expo Closet</p> <p>Virtual visits and supports for McKinney Vento students (family visit programming) Catholic Family Centen virtual counseling</p> <p>School wide use of Class Tag to communicate with families</p> <p>Parent satisfaction survey Family Corner on Exploration website</p> <p>Education Success Foundation</p> <p>Navigation services for identified families</p> <p>Increasing Spanish-speaking staff</p> <p>Actively seeking partnerships and resources(grants/community resources) to support ELL</p>	<p>Increase part-time TESOL teacher to full time</p> <p>Hire Spanish speaking staff to better communicate with prospective and current students and families who are Spanish speaking and better support our ELL students and families.</p>

	students and Multilingual Learners	
Students with Disabilities	<p>Working with Deb Hanmer to create school wide MTSS Process & Student Support Team Model Redesign</p> <p>Increasing number of Special Education Teachers Increasing RtI blocks for 3rd and 4th grade students</p> <p>Actively seeking partnerships and resources (grants/community resources) to support students with disabilities</p>	<p>use a MTSS to build a system of prevention, early intervention, and supports for all students characterized by a continuum of evidence-based, system-wide practices that support a rapid response to academic, behavioral, and social-emotional needs with frequent monitoring</p>

Entry 10 - Teacher and Administrator Attrition

Completed Jan 17 2022

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

A. TEACH System - Employee Clearance

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

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

^[1] Employees that 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.p12.nysed.gov/psc/aboutcharterschools/lawsandregs/EmployeeFingerprintOct19.pdf> or visit the NYSED website at: <http://www.highered.nysed.gov/tsei/ospa/fingerprintingcharts.html> for more information regarding who must be fingerprinted. Also see, 8 NYCRR §87.2.

B. Emergency Conditional Clearances

Charter schools are **strongly discouraged** from using the emergency conditional clearance provisions for prospective employees. This is because the school must simultaneously 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

<http://www.p12.nysed.gov/psc/aboutcharterschools/lawsandregs/EmployeeFingerprintOct19.pdf>.

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 Jan 17 2022

Instructions

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

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

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

Entry 11 Uncertified Teachers

School Name:

Instructions for Reporting Percent of Uncertified Teachers

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

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

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

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

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2021)	1
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	4
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)	0
Total Category A: 5 or 30% whichever is less	5.0

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

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2021)	1
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)	1
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, 2021)	0
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)	0
Total Category C: not to exceed 5	0.0

CATEGORY D: TOTAL FTE COUNT OF UNCATEGORIZED, UNCERTIFIED TEACHERS

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

	FTE Count
Total Category D	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	26



Thank you.

Entry 12 Organization Chart

Completed Jan 17 2022

[Instructions](#)

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

Upload the 2020-2021 **Organization Chart**. The organization chart should include position titles and reporting relationships. Employee names should not appear on the chart

[Org Chart](#)

Filename: Org Chart.pdf Size: 48.9 kB

Entry 13 School Calendar

Completed Jan 17 2022

[Instructions for submitting School Calendar](#)

Required of ALL Charter Schools

Given these uncertain and changing times, charter schools may or may not have a school calendar ready to upload by the submission deadline this year of August 2, 2021. If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 2nd submission. Charter schools will be able to upload an updated school calendar into the portal at any time but no later than **September 15, 2021**.

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 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.

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

Filename: Calendar 2021 2022BOTApproved5.20.21.pdf **Size:** 249.8 kB

Entry 14 Links to Critical Documents on School Website

Completed Jan 17 2022

Instructions

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

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

1. Most recently filed Annual Report (i.e., 2019-2020 Annual Report);
2. Most recent board meeting notice, documents to be discussed at the meeting (if any), and webcast of Board meetings (if held virtually per Governor's Executive Order);
3. Link to New York State School Report Card;
4. Lottery Notice announcing date of lottery;
5. Authorizer-approved DASA Policy;
6. District-wide safety plan and Authorizer-approved Discipline Policy (as per August 29, 2019 [Emergency Response Plan Memo](#));
7. Authorizer-approved FOIL Policy; and
8. Subject matter list of FOIL records.
9. Link to School Reopening Plan

Form for Entry 14 Links to Critical Documents on School Website

School Name: Exploration Elementary Charter School for Science and Technology

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

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

	Link to Documents
1. Most Recent Annual Report (i.e., 2019-20)	https://www.explorationrochester.org/pdf/School_Annual_Report.pdf
2. Most recent board meeting notice, documents to be discussed at the meeting (if any)	https://www.explorationrochester.org/apps/pages/index.jsp?uREC_ID=486637&type=d
2a. Webcast of Board Meetings (per Governor's Executive Order)	https://explorationroc.webex.com/meet/cvargas
3. Link to NYS School Report Card	https://data.nysed.gov/profile.php?instid=800000086905
4. Lottery Notice announcing date of lottery	https://www.goodschoolsroc.org/portfolio-items/exploration-elementary-charter-school-for-science-technology/
5. Authorizer-approved DASA Policy (For Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY);	https://www.explorationrochester.org/apps/bbmessages/
6. District-wide Safety Plan	https://www.explorationrochester.org/apps/bbmessages/
6a. Authorizer-Approved Discipline Policy (as per August 29, 2019 Emergency Response Plan Memo)	https://14772b88-4fea-440e-9121-436fd4eaaeab.filesusr.com/ugd/c5580c_699d4aed20b547acbde62f7873ec96fc.pdf
7. Authorizer-Approved FOIL Policy	https://www.explorationrochester.org/apps/pages/index.jsp?uREC_ID=486637&type=d
8. Subject matter list of FOIL records	https://www.explorationrochester.org/apps/pages/index.jsp?uREC_ID=486637&type=d

Thank you.



Entry 15 Staff Roster

Completed Jan 17 2022

[INSTRUCTIONS](#)

Required of Regents-Authorized Charter Schools ONLY

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

- Full name for any and all employees
- TEACH IDs for any and all employees
- Using the drop down menu, select a role/position (or the best fit) for each employee in the charter school. (Please provide additional information to the Notes Section of the Staff Roster Template as necessary)
- Date of hire and employment start dates
- Number of years each employee has had in their respective professions
- Number of years each employee has had in their current role in the charter school
- Using the drop down menu, select the correct explanation as to why a teacher is teaching outside of their certification area.

[AnnualReportBoRStaffRoster_s2Ymr4_tV5f8HZ\(2\)](#)

Filename: AnnualReportBoRStaffRoster_s2Ymr4_n3mSWLa.xlsx **Size:** 20.0 kB

EXPLORATION ELEMENTARY CHARTER SCHOOL BOARD OF TRUSTEES

January 15, 2021

MEETING MINUTES

Due to the COVID-19 School Closure – The Board of Trustees meeting was held remotely using Cisco-WebEx Conferencing, in accordance with Executive Orders issued by the Governor of the State of New York. The meeting information was included in Public Notice as well as on the school’s website:

Topic: Board of Trustees Meeting

Time: 8:00am

Join WebEx Meeting

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

Trustees Present: Carlos Cong, Maya Crane, Kimi LaMaglio, Samantha Colson, Sam Pitts, Kevin Williams, Debra McEwen

Trustees Excused: Lonette Meriman, Cierra Caldwell

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

1. Call to Order:

- a. The Board Chair called the meeting to order at **8:00am** and it was determined that a lawful quorum of seven was present.

2. Proof of Public Notice of Meeting

The following information was provided on the notarized affidavit of public notice: That, on **January 11, 2021**, a Public Notices was posted at the school location (1001 Lake Avenue) to indicate a board meeting ad on the school’s website ([Exploration Elementary Charter School for Science and Technology | Rochester, NY](#))

3. Conflict of Interest Reminder

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

4. Opportunity for Public Comment: “No Public Speaker”

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

5. Committee Reports:

a. Executive Committee: Carlos Cong

See attached committee meeting minutes which are made a part of these Board meeting

BOT membership increased from 7 to 10 by the end of SY20-21.

Herb Escher is pending approval from the CSO.

Lonette Merriman has a candidate to recommend, but that candidate is out of state. Per our new governance rules, we are looking to keep BoT members within Monroe County going forward with the exception of members grandfathered in.

The committee continues to support and assist school leadership as needed to achieve Explorations SY20-21 objectives by providing resources for coaching and mentoring and providing BOT guidance as requested. The goal is to maintain a strong financial performance through close oversight. which include awareness and understanding of the school's attrition and retention. The Core 5 committees (Executive, Governing, HR, Academic and Finance)-are meeting consistently. Ciera Caldwell is forming her committee.

b. Governance Committee: Maya Crane (Committee Meeting Occur Quarterly-February, May, August, November)

c. Academics Committee: Kevin Williams

See attached committee meeting minutes which are made a part of these Board meeting minutes: Kevin Williams will step down as Academic Committee Chair and Samantha Colson will take over. School is on track for re-opening on February 22nd.

Q2 returning to school - The leadership team is holding a Staff Town Hall on January 14th-to discuss reopening plans and address any concerns. Exploration has held three

parent forums to discuss re-entry. Parents are eager to get their children back into the building, some parents are requesting that we extend to 4 days vs 2 days. Parents will have until January 22nd to choose their option (Hybrid or Virtual). School is evaluating plans and positions on vaccination. We will consult legal on options, and ensure we address staff/community concerns prior to making any decisions.

School Culture Climate - As a part of professional development, the school has held 3 culture shaping classes with Dale Carnegie, the team is benefiting from these sessions. Culture shaping will continue for the rest of staff this year as we look to continue to expand our sense of community within the school .

Technology - Leadership has reviewed prospective IT vendors to help manage parent/student/staff IT related issues. The Leadership team is not satisfied with the level of support from our current managed services provider.

A decision was made to look for a new vendor to handle network, PC, user and cybersecurity issues and upkeep/maintenance and onboarding. At this point the school has concluded that it is still too small to hire in-house IT personnel given the level of work required. Leadership is working with their recommended vendor to get the BoT references so that the BoT can approve a Contract at the next meeting.

Participation in IReady continues to decline. RTI continues to have minimal attendance. Some teachers have been creative in getting students to complete these assessments. Parents have reported that with it being at the end of the day students and parents are tired and burnt out. Suggestions have been to use assessments from CKLA, Running Record, and Math Mid Trend in addition to I Ready to tell our story as to how students are doing.

Note: since Feb/March 2020 there has been no baseline data to compare progress from last year when it comes to standardized assessment.

Attendance - Overall continues to be great but students' engagement and performance are down.

Social Emotional - Online wellness center was started. Has not been utilized yet. Two students experienced a loss as well as two staff members. Will investigate having more supports for staff around loss.

c. Finance Committee: Lonette Merriman

See attached committee meeting minutes which are made a part of these Board meeting minutes:

November P & L - Everything is under budget except the following accounts:

Postage & Mailing-This is due to report cards and materials mailings to remote students. The Professional Development increase is due to PD for support for staff during remote learning. Interest Expense increase is attributed to the company Credit Card and Amazon Line of Credit interest. Facility Operations is showing an increase in Janitorial - due to positive COVID-19, staff member cleaning supplies and product for stripping and waxing of floors.

Preliminary December P & L: School Operations:

Everything is under budget except the following: Marketing & Advertising - due to the testimonial video, newsletter and value prop. Staff Recruitment and Retention increase is due to staff holiday gifts We have also received an invoice for Legal Services through September. The Preliminary December Balance Sheet shows Key Bank Credit Card charges for Chromebooks, Innovative Solutions, and 75 McDonald's gift cards for Quarter 1 Perfect Student Attendance.

d. HR Committee: Ciera Caldwell

"No meeting held" this month. Casandra V had an HR discussion with Ciera Caldwell via telephone. Ms. Caldwell has been dealing with a bereavement and will reconvene with leadership to schedule an HR Committee Meeting.

6. BOT Strategic Plan Goals Update

7. School Leader Report

See attached School Leader Report which are made a part of these Board meeting

Operations – Ms. Vargas

Enrollment:

Grade:	Open Seats	Grade Level Total
Kindergarten	15	73 (88)
First	5	73(78)
Second	3	92 (95)
Third	9	75 (84)
Fourth	-	38 (40)

Total students needed: 31 (-5)

Target Enrollment: 351/382*

Target 15% Attrition Rate 340 (+11) *Per the charter, after Quarter 2 (1/29/2021) - new enrollees are only added at the discretion of the school leader

Human Resources

Hiring Needs:

(1) SPED Teachers

Makerspace

4th Grade was filled in house for the remainder of SY 20-21 by Ms. Julie Catan

Technology

Outstanding order of Chromebooks set to arrive 1-20-2021; 17 current devices going out for warranty repairs. 25 devices purchased from Best Buy to fill current gap

Other Operations Updates

Limited Services Laboratory (LSL) Application

additional site with Academy of Health Sciences Charter; their BoT member will be our laboratory director as of 1-1-2021. 4–8-week turnaround time to get paperwork finalized

Wellness – Ms. Hawkins:

Virtual Wellness Center began 1/4/21- Next round of Strength and Difficulties Questionnaire (SDQ) 1/25/21- 2/1/21. The Family Night: The Black History Challenge will be held on Thursday, February 25, 2021 from 6:00-7:30. The location will be virtual. The object of the game will be for all Families to play Black History Kahoot and Bingo for prizes.

Approve the School Leader Report.

Moved by: Kimi LoMaglio ,Seconded by: Maya Crane, Approved unanimously

8. Resolutions

a. Resolution to accept the BOT Minutes for November, 2020

Approved by: Maya Crane, Seconded by: Sam Pitt, Approved unanimously

b. Resolution to accept the BOT Minutes for December, 2020 (Tabled at January meeting)

Approved by: Maya Crane, Seconded by: Sam Pitt, Approved unanimously

c. Resolution to accept the Financial Report for the Month of November, 2020.

Approved by: Maya Crane, Seconded By: Kimi LaMaglio, Approved unanimously

- d. **Resolution to approve the contract with BriteStar to meet the technology needs of both staff and families of Exploration Charter School for Science & Technology.**

Approved by: Kimi LaMaglio, seconded By: Samantha Colson, Approved unanimously

9. New Business:

1. Update on COVID-19 VaccinationsPhase 1B

- a. **Please see update from Dr. Mendoza regarding vaccines for Phase 1B:**

Dear School Leader, As you are aware, many school employees are now eligible for the COVID-19 vaccination. Please know that I am working diligently with New York State, the Finger Lakes Vaccine Hub and many community partners to administer the vaccine to all eligible individuals as quickly as possible. There are, however, many factors at play.

Let me share with you what I know today.

i) The governor has indicated that, due to vaccine availability, it could take up to 14 weeks for eligible New Yorkers to schedule their shots. ii) Monroe County and its partners are preparing to administer large quantities of vaccine as it becomes available to us. We will provide details in the coming days and weeks. iii) This week, we have a very limited supply of vaccines and we are prioritizing remaining Phase 1A eligible residents and second doses. iv) As additional vaccines become available to us from the Finger Lakes Vaccine Hub, we will work with our partners to distribute it quickly. The Department of Public Health will alert you to these vaccination opportunities and provide instructions on how to schedule an appointment. v) We provide regular updates on ourwebsite: [Vaccine Information](#). I know I cannot provide answers to all of your questions at this time, and I understand the frustration you and others are experiencing. I will provide frequent updates. I greatly appreciate your patience as we take on this monumental task together.

10. Motion to Adjourn: Approved by: Maya Crane, Seconded by Kimi LaMaglio, Approved unanimously. motion to adjourn meeting at **9:30am**

Next Meeting- February 19, 2021 at 8:00am
Exploration Rochester Virtual Meeting Room
<https://explorationroc.webex.com/meet/cvargas>

EXPLORATION ELEMENTARY CHARTER SCHOOL BOARD OF TRUSTEES

March 19, 2021

MEETING MINUTES

Due to the COVID-19 School Closure – The Board of Trustees meeting was held remotely using Cisco-WebEx Conferencing, in accordance with Executive Orders issued by the Governor of the State of New York. The meeting information was included in Public Notice as well as on the school’s website:

Topic: Board of Trustees Meeting

Time: 8:00am

Join WebEx Meeting

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

Trustees Present: Carlos Kong, Samantha Colson, Debra McEwen, Maya Crane, Sam Pitts, Ciera Caldwell, Kimi LaMagglio, Lonette Merriman

Trustees Excused:

Non-Trustees Present: Rachelle Simmons, Christine Bergin, Albert Ambroselli, Toshia Mitchell

1. Call to Order: 8:00am

- a. The Board Chair called the meeting to order at **8:00am** and it was determined that a lawful quorum was present.

2. Proof of Public Notice of Meeting

The following information was provided on the notarized affidavit of public notice: That, on **March 15, 2021**, a Public Notices was posted at the school location (1001 Lake Avenue) to indicate a board meeting and on the school’s website ([Exploration Elementary Charter School for Science and Technology | Rochester, NY](#))

3. Conflict of Interest Reminder

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

4. Opportunity for Public Comment: “No Public Speaker”

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

5. Committee Reports:

a. Executive Committee: Carlos Cong

Committee meeting minutes from the March 19, 2021 meeting are made a part of these Board meeting minutes:

The NYSED Connection Aurothizer Townhall Meeting on Tuesday March 16th noted philosophical changes in the approach to charter renewals and how they are viewing schools from a community setting. The Executive Committee sees this as positive for Exploration going into a renewal year because of the school's community based approach and focus on the social emotional aspects.

Executive Committee members want to thank Rachelle, Cassandra, Courteny and the entire leadership team for how they have handled all of the different scenarios presented due to Covid19 and still stay focused on the academic success of our students. work through different scenarios and still stay focused on the academic success of our students.

b. Governance Committee: Maya Crane (Committee Meeting Occur Quarterly-February, May, August, November)

Committee meeting minutes from the February 4, 2021 meeting are made part of these Board Meeting minutes:

The Governance reviewed the recommendations from Schoolworks and intends to have necessary policy and other recommended changes prepared in time for approval by next month's BOT meeting.

c. Academics Committee: Kevin Williams

Committee meeting minutes from the March 19, 2021 BOT meeting are made part of this Board meeting minutes:

Academic Committee meetings are changed to the 2nd Tuesday of the month between 6:00pm - 7:00pm and welcomes interested in learning more about what the Academic Committee is doing. The Academic committee's focus has been

particularly around testing and trying to help leadership figure out how to engage those students who are remote. The committee wants to be certain that we are doing everything we can to effectively outreach to parents and families because that is what a community school is all about.

There has been an attendance issue in general, and most particularly with special classes. The committee is looking into strategies to get these students more involved, since these are the ones that appear to be struggling the most. Discussions around what is within leadership's control to support these students because of all of the external factors. Besides attendance, teachers have been sharing that it has been a struggle with students not having all of their supplies. The School is addressing this by having Exploration's social worker and social work intern make deliveries to needy households.

d. Finance Committee: Lonette Merriman

The following Finance Committee meeting minutes-are made part of March 19, 2021 board meeting minutes.

Sam Pitts helped the committee create a new template to help the board better see and understand the Finances in a more graphical form. This will provide a high level summary - that will allow us to better understand where we are financially, not just year to date comparison year over year but also month to date comparison year over year. The balance sheet has remained relatively strong over the course of the COVID pandemic. The \$450,000 PPP Loan was forgiven and has strengthened our financial position. Our cash position is very strong. We will also be presenting the Schools' composite score at the monthly BOT meetings which is essentially a financial responsibility schedule that measures the strength and the viability of the organization. A total composite score of 3 is as good as you can get. Anywhere from about 2 to 3 is considered strong. Having a composite score of 2 is a good indication of where you are financially.

Please note that the financials do not reflect funding from the Care's act that is due to us in the amount of \$43,000.00.

F. HR Committee: Ciera Caldwell

Committee meeting minutes from the March 19, 2021 BOT meeting are made part of these Board meeting minutes.

HR committee members met with Casandra and two board candidates for membership this week and have sent followup emails inviting both back to be part of our HR Committee. We have one more candidate to meet with early next week.

Ciera and Casandra discussed how employees are feeling since their return back to work on Campus. Reports are that they are not feeling very engaged or secure. Cassandra also mentioned that morale is currently low and she is looking to get a better sense of employee concerns through listening session meetings by grade level. The committee will start focusing on what we can do to help leadership deal with employees engagement and morale issues

6. BOT Strategic Plan Goals Update

7. Resolutions

a. Resolution to accept the Financial Report for the month of February , 2021.

Moved by: Maya Crane, Seconded By:Debra McEwen, Approved unanimously

b. Resolution to accept the BOT Minutes for January 19, 2021 (Previously tabled)

Moved by: Lonette Merriman,Seconded By: Kim LaMaglio,Approved unanimously

c. Resolution to Approve IRS Form 990

Moved by:Kim LaMagglio, Seconded By: Sam Pitts , Approved unanimously

8. School Leader Report

Rachelle mentioned that she was very pleased to have had the opportunity to teach a 2nd grade class and to experience what our teaching staff experiences teaching in a remote setting.

Operations: Vaccinations: current numbers for vaccination are 10 of our 48 staff have both doses. 12 staff have had one dose. 25 staff members who have not for the following reasons: 11 are fearful of side effects, 7 have safety concerns due to personal religious beliefs. Doctor Black will be joining us this afternoon to help those who may just need extra context and understanding. Our positivity rate since hybrid return on February^{22nd}, 3 staff tested positive and 9 of our students tested positive; one shut down as a result. All 9 hybrid classrooms are now back in the building with no more positive tests since that one shutdown. Foodlink starts this Wednesday, March 17, 2021. We are receiving snacks Monday through Thursday for students in the building. and it's covered totally by Foodlink.

We have an update from the governor who wants schools to track and see how many of the staff is vaccinated. Here is some context from our survey. Our current numbers for vaccination are 10 of our 48 staff have both doses and 12 staff have had one dose. We currently have 25 staff members-11 are fearful of the side effects and 7 do not feel safe enough and 7 due to personal religious beliefs. We have partnered with Doctor Black and he will be joining us this afternoon to help give us a push for those who may just need extra context and understanding. We also see an even split between who has Pfizer and who has Moderna. We receive Covid 19 positivity rates from the County twice daily at 11:00am and 3:00pm. Our positivity rate since our hybrid return on February 22nd we have had 3 staff tested positive and 9 of our students tested positive. All 9 hybrid classrooms are back in the building and since that one shut down, nothing has surfaced. We have had nothing this week and this was the 1st, week back with the other 3 home rooms that were on quarantine.

Carlos will be sending the draft newsletter to you and the rest of the board, for any input and it should be sent out by March 26th to the charter school office. We are working on getting testimonials from parents but currently have several students who have provided us with written testimonials.

Enrollment: We have had no changes and we are holding steady at 352 students, which is 12 students above what our budget is built on. Currently we have 192 applications for the 2021-2022 school year. The majority of the applications were for Kindergarten.

Wellness: The March family night will be next Thursday, March 25, 2021. We have the theater reserved and will adhere to all Covid19 safety requirements. We have 3 parents working for Ms. Hawkins and Ms. Brown, our wellness coordinator.

We also want to highlight a call with the Children's Institute yesterday, whom we continue to work with. They asked whether we see bullying online and what does that look like? Our numbers are very low--only 2 or 3 instances that I could think of online.

On Friday March 16, 2021, we are planning for Quarter 4 re-entry. All neighboring districts have announced that they are going to go all students- K

through 12, 4 days a week. CDC is looking to decrease the distancing guidelines from 6ft to 3ft. We will be working with our custodial staff to measure out classrooms and see how many more students we can get in our existing Hybrid rooms. Our remote teachers will be working with us to survey families to see who is interested in coming back in hybrid for Quarter 4.

New York state has submitted a request for a testing waiver to the United States Department of Education but they have not heard back. We will continue to plan as if testing is in place under updated guidelines. Our authorizer reminded us that although they are still pushing for a waiver we need to continue as if we are going to give assessments.

Update on Building lease amendments for year five: Education Success reached out to us to begin the negotiations for year five. We are very optimistic and believe it will go well.

Schoolworks: We have been meeting weekly and will now be shifting to biweekly meetings. Our content developer has worked in the charter school office and has written an initial charter and renewals as well.

Motion to Approve School Leader Report

Moved by: Kim LaMagglio, Seconded by: Lonette Merriman, Approved Unanimously

9. Other Matters for Consideration:

- a. Old Business
- b. New Business

10. Employee Recognition

a. Christine Bergin:

Advocate for our students, so we just wanted to recognize MS Christine Bergin. She is with us this morning. Thank you so much!

Your students, really appreciate you and I Thank you and we appreciate you too.

b. Albert Ambroselli:

Campus Mentor for our students, and we just wanted to recognize Mr. Ambroselli who is with us this morning. Thank you so much and we appreciate you too for all you do.

February, 2021 BOT Minutes

Approval of the February 19, 2021 Board Minutes

Moved by: Maya Crane, Seconded by: Samantha Colson, Approved unanimously

11. Motion to Adjourn:

Moved by: Maya Crane , Seconded by Debra McEwen , Approved unanimously.

Meeting adjourned at: **9:30am**

**Next Meeting-April 15 , 2021 at 5:30pm
Exploration Rochester Virtual Meeting Room**

Minutes

REGULAR MEETING OF THE BOARD OF TRUSTEES EXPLORATION ELEMENTARY CHARTER SCHOOL FOR SCIENCE & TECHNOLOGY

July 10, 2020 – 8:00 am

**Location: Exploration School
Virtual Meeting Room**

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

In accordance with Executive Orders issued by the Governor of the State of New York

Exploration's mission is to engage learners, 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 today's global world.

1. Welcome & Call to Order – 8:01 am

“The Chair reminds everyone that if a potential conflict of interest exists concerning a subject under discussion by the Board that 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.”

Trustees Present: *Carlos Cong, Maya Crane, Samantha Colson, Sam Pitts, Kevin Williams, Lonette Merriman, Kimi LoMaglio*

Trustees Excused: *None*

Non-Trustees Present: *Steve Polowitz, Courtney Hawkins, Rachelle Simmons*

2. Proof of Public Notice of Meeting: The following information was included on the notarized affidavit of public notice:

That, on June 26, 2020, a Public Notice was posted at the school location to indicate a board meeting and on the School's website (<https://www.explorationrochester.org/>).

“The Chair notes that under the NY open meetings law, this is a publicly noticed Regular business meeting of the Board of Trustees. The meeting is not open to questions or comments from anyone other than Board members (including approved members awaiting final authorizer approval) and staff.”

3. Faculty Recognition:

None at this time. We will start this back up in September 2020.

4. Committee Updates:

Committee	Update
Executive	<i>None at this time</i>
Facilities	<i>None at this time</i>
BOT Recruitment	<i>None at this time</i>
Finance	<i>Rachelle – nothing glaring; technology lines were over budget because of pre-purchases of technology hardware and software needed because of COVID-19 school closure. Payroll Line was over budget because May was a 3 payroll month.</i>

5. Approvals

Accept the Financial Report

Motion to approve by: *Kimi LoMaglio*

2nd by: *Kevin Williams*

Favor: *ALL*

Opposed: *None*

Abstained: *None*

Approve the May 22, 2020 Minutes

Tabled

Approve the June 12, 2020 Minutes

Tabled

6. School Leader Report

7-10-2020 School Leader Report

Operations – Ms. Vargas

○ *Enrollment:*

Grade	Open Offers	Accepted	Registration Completed	Goal	Offers Needed Acceptance
Kinder	10 (-7)**	14 (+1)	64 (+6)	88	10
First	4 (-)	2 (-1)	9 (+1)	7	-4*
Second	0 (-)	0 (-)	5 (-)	1	-4*

Third	1 (-)	1 (-)	3 (-)	2	-1*
Fourth	0	1	0	0	-1***

*Over offered to account for Urban Suburban & SPED Placement Changes

**Sent more overs after learning some may not return

***Sibling to a Kindergartener

Waitlisted	240 (+1) Kinder – 40 First – 20 Second – 53 Third – 55 Fourth - 72
Target Enrollment	372/382 (Enrolled & registration in progress) (+16)
Target 15% Attrition Rate	340

○ *Hiring:*

Descriptor	Number
Total Staff	61
Not currently filling (SPED & Front Office)	2
Contracts Signed & Received	44
Pending Offers	1
Reference Check Stage	2
ISS Needed	7
Campus Mentor Needed	1
Makerspace Teacher Needed	1
Registrar Needed	1
Classroom Teachers Needed	2
Total Open Positions	12

○ *PPP Update*

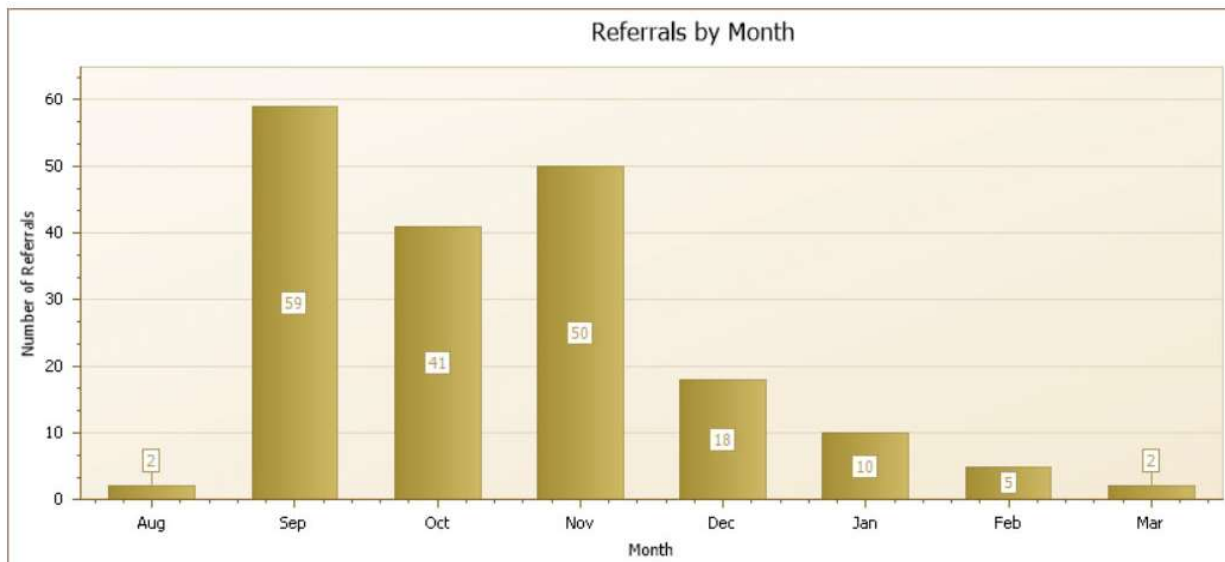
- Loan Forgiveness Application opens next week
- Invite only
- Waiting to hear from Keybank

○ *Technology Update*

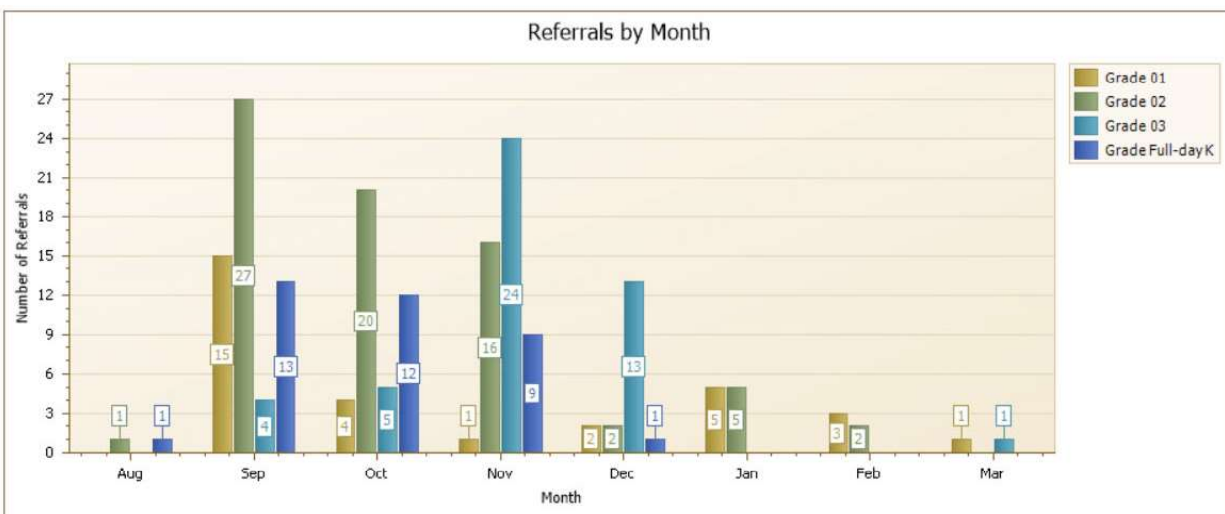
- Still waiting on remaining 132 Chromebooks to arrive, hoping to have by end of July
- Vibe Boards were ordered and arrived yesterday, 7/9 for the remaining classrooms that do not have Cisco boards

Wellness – Ms. Hawkins

○ *SY 19-20 Discipline Referral Summary*



Total Referrals = 187



Kinder – 36

First – 31

Second – 73

Third – 47

Suspensions – 4

1 – Kinder (biting a staff member)

1 – First (pulling the fire alarm)

- 2 – Second (biting a staff member)
3 – Third (consistent physical aggression towards students within consecutive days)

- Bereavement Process
- 12 Month Employee Summer Work
- SEL Goal Setting is on the agenda for the Board Retreat paired with Strategic Planning (3-year comparison)

Academics – Ms. Simmons

- Continuity of Learning & Schoolwide Outcomes:
 - i-Ready
 - predicting an increase of 5 points of regression on student scores due to COVID-19 which is a total of 8 points of regression we are preparing for upon return in the fall
 - 6/26/20 – 7/9/20
 - Reading 17 students; 1 hr. 16 min. avg. time on task
 - Math 18 students; 53 minutes avg. time on task
 - Growth Scores by Grade level – see reports in BoardBookIt
- Academic Dive & Goal Setting is on the agenda for the Board Retreat paired with Strategic Planning (3-year comparison)

Other – Ms. Simmons

- Board Retreat – Saturday, July 25, 2020 9 a.m. – 3 p.m. Location TBD
- Board Meetings for July & August – Recommendation 1 time a month; 2nd Friday a month

Approve the School Leader Report.

Motion to approve by: *Lonette Merriman*
2nd by: *Kevin Williams*
Favor: *ALL*
Opposed: *None*
Abstained: *None*

8. Motion to Adjourn – 8:58 am

Motion to adjourn by: *Maya Crane*
2nd by: *Kimi LoMaglio*
Favor: *All*
Opposed: *None*
Abstained: *None*

Next Meeting – August 14, 2020 at 8:00 am
Exploration Rochester Virtual Meeting Room
<https://explorationroc.webex.com/meet/cvargas>

Minutes

REGULAR MEETING OF THE BOARD OF TRUSTEES EXPLORATION ELEMENTARY CHARTER SCHOOL FOR SCIENCE & TECHNOLOGY

August 14, 2020 – 8:00 am

**Location: Exploration School
Virtual Meeting Room**

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

**In accordance with Executive Orders issued by the
Governor of the State of New York**

Exploration's mission is to engage learners, 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 today's global world.

1. Welcome & Call to Order – 8:08 am

“The Chair reminds everyone that if a potential conflict of interest exists concerning a subject under discussion by the Board that 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.”

Trustees Present: *Carlos Cong, Sam Pitts, Maya Crane, Samantha Colson*

Trustees Excused: *Lonette Merriman, Kimi LoMaglio, Kevin Williams*

Non-Trustees Present: *Steve Polowitz, Courtney Hawkins, Casandra Vargas, Rachelle Simmons*

2. Proof of Public Notice of Meeting: The following information was included on the notarized affidavit of public notice:

That, on July 10, 2020, a Public Notice was posted at the school location to indicate a board meeting and on the School's website (<https://www.explorationrochester.org/>).

“The Chair notes that under the NY open meetings law, this is a publicly noticed Regular business meeting of the Board of Trustees. The meeting is not open to questions or comments from anyone other than Board members (including approved members awaiting final authorizer approval) and staff.”

3. Faculty Recognition:

None at this time. We will start this back up in September 2020.

4. Committee Updates:

Committee	Update
Executive	<i>Met and discussed school objectives and committees, landed on committee format, objectives, and themes; Carlos Cong to craft and draft for Board of Trustees approval</i>
Facilities	<i>NA</i>
BOT Recruitment	<i>NA</i>
Finance	<i>Finance committee met; things are on track and nothing alarming at this time</i>

5. Approvals

Accept the Financial Report

Motion to approve by: *Maya Crane*

2nd by: *Samantha Colson*

Favor: *ALL*

Opposed: *none*

Abstained: *none*

Ratify the email approval of May 22, 2020 Minutes

Motion to ratify by: *Maya Crane*

2nd by: *Sam Pitts*

Favor: *ALL*

Opposed: *none*

Abstained: *none*

Ratify the email approval of June 12, 2020 Minutes

Motion to ratify by: *Maya Crane*

2nd by: *Sam Pitts*

Favor: *ALL*

Opposed: *none*

Abstained: *none*

Ratify the email approval of Hybrid SY 2020-2021 Reopening Plan.

Motion to ratify by: *Maya Crane*

2nd by: *Samantha Colson*

Favor: *ALL*

Opposed: *none*

Abstained: *none*

Ratify the email approval of the purchase of the HEPA filtration system not to exceed \$2,000 for the Isolation Room off the Nurse's Station.

Motion to ratify by: *Maya Crane*
 2nd by: *Sam Pitts*
 Favor: *ALL*
 Opposed: *none*
 Abstained: *none*

Ratify the email approval of the purchase of the Qualtrics program not to exceed \$10,000 to use for SY 2020-2021 symptoms screening in response to COVID-19.

Motion to ratify by: *Maya Crane*
 2nd by: *Samantha Colson*
 Favor: *ALL*
 Opposed: *none*
 Abstained: *none*

Approve the July 10, 2020 Minutes

Tabled

6. Purchases

Approve resolution to purchase Konica Minolta copier.

Exploration Elementary Charter School current situation						Konica Minolta Solution					
						r					
Maintenance Only						Maintenance only					
Equipment			CPC	Volume	Totals	Equipment		CPC	Volume	Totals	
Toshiba	Quarterly	Color	0.0482	69559	\$3,352.74	Bizhub C550i	Opt-1	Color	Unlimited	\$945.00	Quarterly
		B/W	0.00682	77814	\$530.69	Bizhub C659	Opt-2	B/W	Unlimited	\$1,260.00	Quarterly
Overage						Overage				N/A	
Lease 60 mos					N/A	One Rate 60 month lease				N/A	
						Includes service and all supplies except paper					
						Buyout included in new Lease payment (If applicable)					
Total Cost					\$3,883.44	Total Investment					Opt-1 \$945.00
											Opt-2 \$1,260.00

7. School Leader Report
Operations – Ms. Vargas

○ *Enrollment:*

Grade	Open Offers	Accepted	Registration Completed	Goal	Offers Needed Acceptance
Kinder	8 (-2)**	16 (+2)	64 (-)	88	8
First	2 (-2)	1 (-1)	12 (+3)	7	-4*
Second	1 (+1)	0 (-)	4 (-1)	1	-4*
Third	0 (-1)	2 (+1)	3 (-)	2	-1*
Fourth	0 (-)	0 (-1)	0	0	-1***

*Over offered to account for Urban Suburban & SPED Placement Changes

**Sent more overs after learning some may not return

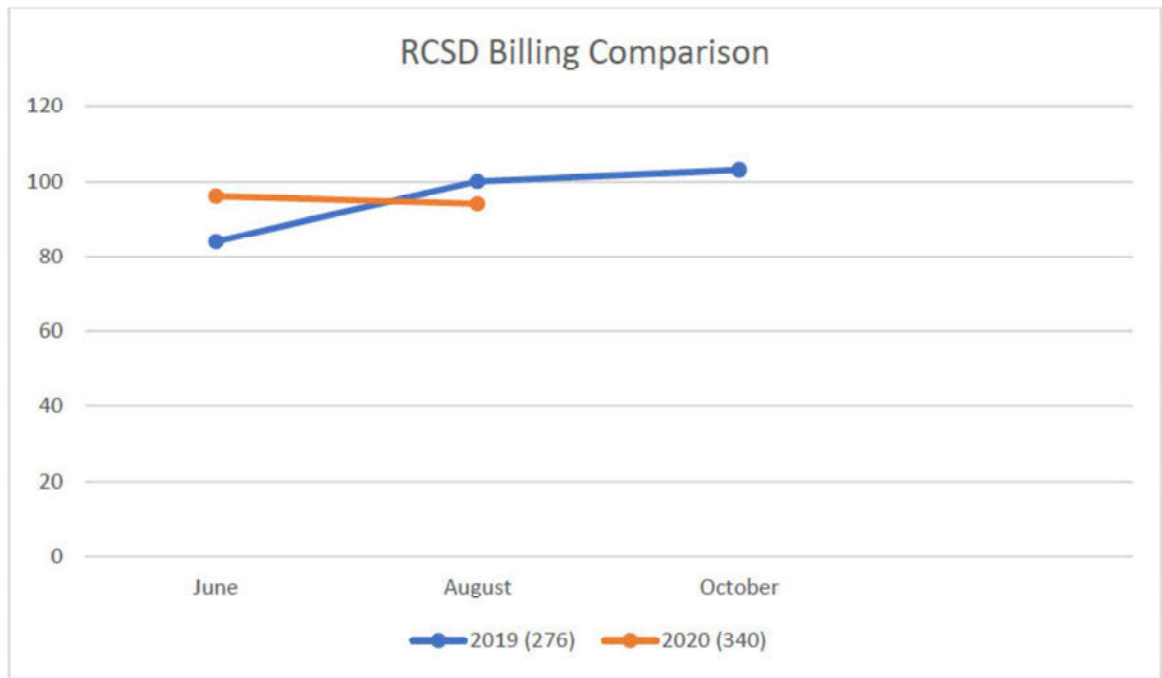
***Sibling to a Kindergartener

Waitlisted	277 (+37) Kinder – 42 (+2) First – 29 (+9) Second – 63 (+10) Third – 60 (+5) Fourth – 83 (+11)
Target Enrollment	364/382 (Enrolled & registration in progress) (-8)
Target 15% Attrition Rate	340

○ *Hiring:*

Descriptor	Number
Total Staff	61
Not currently filling (SPED & Front Office)	2
Contracts Signed & Received	44
Pending Offers	1
Reference Check Stage	2
ISS Needed	1 (6 on hold)
Campus Mentor Needed	1
Makerspace Teacher Needed	1
Classroom Teachers Needed	3
Art Teacher Needed	1
Total Open Positions	6

○ *RCSD Billing*



- *PPP Update*
 - Loan Forgiveness Application opens week of 8/17
- *Technology Update*
 - Still waiting on remaining 132 Chromebooks to arrive, back order for another 4-6 weeks

Wellness – Ms. Hawkins

- *None at this time*

Academics – Ms. Simmons

- Staff Return Wed 8/19

Other – Ms. Simmons

- RCSD will be full virtual – we will go full virtual
- We have called families to understand their preference regarding re-opening::
 - 134 – Remote (60%)
 - 89 – Hybrid (40%)
- If we proceed with the hybrid model, we would only give Gen. Ed. Students 1 day of in-person; special populations would have 3 and half days of in-person
- Based on our discussions with families we have found that only 2 students may consider a different school if we go to full virtual

Approve the School Leader Report.

Motion to approve by: *Maya Crane*

2nd by: *Sam Pitts*
Favor: *ALL*
Opposed: *none*
Abstained: *none*

8. Motion to Adjourn – 8:55 am

Motion to adjourn by: *Maya Crane*
2nd by: *Samantha Colson*
Favor: *ALL*
Opposed: *none*
Abstained: *none*

Next Meeting – August 28, 2020 at 8:00 am
Exploration Rochester Virtual Meeting Room
<https://explorationroc.webex.com/meet/cvargas>

EXPLORATION ELEMENTARY CHARTER SCHOOL BOARD OF TRUSTEES

April 15, 2021

MEETING MINUTES

Due to the COVID-19 School Closure – The Board of Trustees meeting was held remotely using Cisco-WebEx Conferencing, in accordance with Executive Orders issued by the Governor of the State of New York. The meeting information was included in Public Notice as well as on the school's website:

Topic: Board of Trustees Meeting

Time: 5:30pm

Join WebEx Meeting

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

Trustees Present: Carlos Cong, Kimi LaMagglio, Samantha Colson, Sam Pitts, Ciera Caldwell, Lonette Merriman

Trustees Excused: Maya Crane, Debra McEwen,

Non-Trustees Present: Maggie Camacho, Rachelle Simmons, Steve Polowitz, Angella Cocchiara, Toshia Mitchell, Chelsea Manning

1. Call to Order: 5:30pm

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

2. Proof of Public Notice of Meeting

The following information was provided on the notarized affidavit of public notice: That, on **March 15, 2021**, a Public Notices was posted at the school location (1001 Lake Avenue) to indicate a board meeting and on the school's website ([Exploration Elementary Charter School for Science and Technology | Rochester, NY](#))

3. Conflict of Interest Reminder

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

4. Opportunity for Public Comment: “No Public Speaker”

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

5. Committee Reports:

a. Executive Committee: Carlos Cong

There are two pieces of information from the most recent Board of Regents meeting that Exploration should consider with respect to renewal. Regents are looking very positively at:

1. District partnerships. We should consider a formal partnership with the district.
2. Community-based school model.

Motion to accept Executive Committee report made by Kim LaMaglio, Seconded by Lonette Merriman, Approved unanimously.

b. Governance Committee: Maya Crane (Committee Meeting Occur Quarterly-February, May, August, November) No Update

c. Academics Committee: Samantha Colson

We have a significant percentage of students whose families have opted out of in person learning. Committee has been discussing implementation of a summer learning program and to highly encourage students that are in the red zone, and that have not been engaging remotely to attend a summer program. Further discussion around supplemental supports for students in the red zone as far as their social and emotional needs. (In recent weeks students 2 students in the 3rd grade have lost parents.)

d. Finance Committee: Lonette Merriman

Key takeaways from the February Financials: Most of the increase in operational expenses in February were primarily due to the reopening, office supplies, classroom supplies, and student services. There was some increase in minor equipment expenses due to purchase of the air purifiers, LCD monitors, as well as cover shields for student desks who are in the Hybrid program in the building.

The PPP (Paycheck protection program) loan was fully forgiven.

Discussed some questions regarding the budget for 2021-2022, particularly an increase in staff. We didn't have precise information about proposed staffing, but are looking at the budget impact based on several hypothetical staffing models.

Facilities update: If we do intend to engage with Charter School Capital we need to get some idea of the possible cost from other charters schools that have utilized their services. We need to know what we could potentially afford. The leadership team is preparing a preliminary draft budget to present to the Finance Committee.

The Rochester City School District (RCSD) will be receiving a large allocation of funding from the American Relief Plan (ARP). We do not yet know what the allocations to charter schools will be and aren't yet sure if charters will receive a direct allocation or a possible allocation From the RCSD.

Without knowing what the funding for the School is going to be, it is almost impossible to move forward with any concrete summer school plans

Motion to accept the Finance Committee report Moved by Kim LaMaglio, Seconded by Samantha Colson, Approved unanimously

F. HR Committee: Ciera Caldwell

The first meeting of the HR committee is on Monday, April 19th, and we will meet every 2nd Monday from 5:00pm to 6:30pm. Rachelle, Cassandra and Cierra met to discuss the HR position and if the HR position should be a leadership position. Need to be sure that this position does not duplicate existing responsibilities of current staff. Looking for individuals who can incorporate professional development into the role and report on staff culture, etc.

6. BOT Strategic Plan Goals Update – no update.

7. School Leader Report

Weighted Lottery: Leadership has been working on our Admission's Policy to increase enrollment numbers for Multi-Lingual/English Learning Students and Special Education. The board approved the Weighted Lottery policy in November, 2020. We submitted the materials regarding the proposed policy change to Susan Gibbons following the November meeting and have been in frequent communication with her regarding the final policy language.

Amended Lease: This year we paid \$9.03 per square foot and next year it will increase to \$9.41 effective on July 1, 2021. We also received a decrease in the School's pro rata

share because we share the building with Academy of Health Sciences and they are taking more space as they grow. This will mean a decrease in our utility expenses.

Operations: We have prepared a month by month comparison for attrition going back 2 years to see why we lost students – left the district, went to other charters, left the state, home school, private or unknown. Several have gone to Rochester prep and review of exit slips shows some to Rochester prep because a parent works at there. Majority of our withdrawals are leaving the district (11), followed by 9 to other charters. Next for this year is tied between home school or private. We saw an increase in home school this year because of the pandemic.

Our attrition to date for this year is 7 students higher than last year. At the same time, we have maintained 10 to 12 students over our budget number of 340. Some students left for other schools because families wanted/needed in person learning.

Next year enrollment projections - we had 105 seats open for this year vs. only 85 seats open for next school year at this time, and the majority of those are kindergarten. Student recruitment has started and leadership will provide updated numbers at the next BOT meeting.

Wellness: We traveled to the AMC theater in Webster for the March Family meeting to watch The Croods. 200 people attended from 86 families. We had 11 theaters just for Exploration, with a capacity of 20 allowed in each. Our next family night will be May 27th.

Virtual Science Fair - will be partnering with the Rochester Museum on their science fair projects and will be starting as we go into Quarter 4.

The wellness coordinator and her team are preparing wellness center referral data including data that is coming from our hybrid learners, and we will have a report on their behavior and social emotional needs in May.

Academic performance - we are getting data that shows where our students are and where they need to be. It is really important when we start to look at academic data that we remember who we are and the families that we serve. We started the school year with internet connectivity issues for many families. Currently we provide over 50 families with internet access and we pay their monthly bill.

Thanks to Mrs. Chelsea Manning and her intern who loaded up her van and distributed work-books and materials to students who could not come to the school building to pick them up.

Social skills is an area of struggle for our students. The wellness team has continued “lunch bunches” where they offer time for brief counseling based on individual needs, and we also have our teachers doing morning meetings every morning where they are doing emotional check-ins with the students.

Family engagement has gone above and beyond phone calls, text messages, class tag posts and family nights. We are also doing family visits either virtually or meeting somewhere in person depending on family preference.

A serious challenge is loss. At least seven of our students have experienced a loss in the last month. From the beginning of the school year, twenty-one of our students have been affected, with the majority of them the result of violence (which is rising in the city).

Academic progress: ELA- 121 out of 265 were assessed in January, which amounts to only 75% of our students who took the diagnostic in January. The chart shows red to yellow zones – 16 are increasing, yellows to green – 14 and in the yellow zone 53 learners are growing their score.

Math - 102 of our 265 that took the assessment in January showed growth. This is about 48%. The 4th grade is struggling.

A shout out to Ms. Toshia Mitchell, the 3rd grade teacher who is on this call. A lot of the growth in 3rd grade is attributed to Ms. Mitchell's learners. Of 91 learners, 76 took the reading assessment, 79 took the math and you can see the percentage of change in the charts. In 1st grade the number of students who took the assessment is lower, and there is demonstrated growth of 32% in math.

The state wants schools to use local assessments and is requiring them to be given at least 2 times per year. We already give the Iready 3 times per year. Data will be presented at the May meeting for the most recent Iready assessments. Overall, we are showing growth.

Quarter 4 starts on Monday, April 19th. We will be welcoming 60 more students back starting Monday May 3rd. We will be adding 1 more hybrid classroom to every grade level. Casandra will be getting hot meals for our students in the Cafeteria. We were able to solidify this by volunteering staff to serve our students lunch. If anyone is interested please come on down.

Schoolworks continues to meet with us bi- weekly for our charter renewal application. We will be meeting with Maria next Tuesday and to finalize benchmarks for teaching and learning.

Motion to Accept School Leader Report

Moved by: Lonette Merriman, Seconded by: Samantha Colson, Approved Unanimously

8. Resolution to approve the Lease Amendment with Landlord for the 2021-2022 school year

Moved by: Kim LaMaglio, Seconded by Sam Pitts, Approved unanimously

9. Other Matters for Consideration:

- a. Old Business - None
- b. New Business - None

10. Employee Recognition

- a. Tina Spano - Reading Teacher has gone above and beyond in her 2 years with Exploration. She is an innovative Reading teacher who also works with Special Education students. Ms. Spano looks for innovative ways to help her students excel in their reading and comprehension.
- b. Ben Matz - Campus Mentor works with our Wellness Team as a Mentor and has gone above and beyond. Mr. Matz has stepped into his role and has exceeded expectations and is a valuable member of our wellness team.

11. Motion to Approve the March 19, 2021 Board Meeting Minutes

Moved by: Maya Crane, Seconded by: Samantha Colson, Approved unanimously

11. Motion to Adjourn:

Moved by: Lonette Merriman , Seconded by Kim LaMagglio, Approved unanimously.
Meeting adjourned at: **7:00pm**

Next Meeting-May 20, 2021 at 5:30pm
Exploration Rochester Virtual Meeting Room

EXPLORATION ELEMENTARY CHARTER SCHOOL BOARD OF TRUSTEES

February 19, 2021

MEETING MINUTES

Due to the COVID-19 School Closure – The Board of Trustees meeting was held remotely using Cisco-WebEx Conferencing, in accordance with Executive Orders issued by the Governor of the State of New York. The meeting information was included in Public Notice as well as on the school's website:

Topic: Board of Trustees Meeting

Time: 8:00am

Join WebEx Meeting

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

Trustees Present: Kimi LaMaglio, Carlos Cong, Maya Crane, Sam Pitts, Debra McWen, Cierra Caldwell

Trustees Excused: Casandra Vargas

Non-Trustees Present: Rachelle Simmons, Courtney Hawkins, Steve Polowitz

1. Call to Order: 8:00am

- a. The Board Chair called the meeting to order at **8:00am** and it was determined that a lawful quorum of seven was present.

2. Proof of Public Notice of Meeting

The following information was provided on the notarized affidavit of public notice: That, on **February 15, 2021**, a Public Notices was posted at the school location (1001 Lake Avenue) to indicate a board meeting ad on the school's website ([Exploration Elementary Charter School for Science and Technology | Rochester, NY](#))

3. Conflict of Interest Reminder

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

4. Opportunity for Public Comment: “No Public Speaker”

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

5. Committee Reports:

a. Executive Committee: Carlos Cong

See attached committee meeting minutes which are made a part of these Board meeting minutes:

The Executive committee has been working with board candidates, Schoolworks-redline Word document. The Committee members have had conversations on potential candidates coming into the boards. They have one potential member that currently is in flight and Maya Crane is working with. They also talked about school, College and where we are technology wise. Meeting for February was previously canceled.

There will be another meeting in March so these notes and comments were from January, 2021.

b. Governance Committee: Maya Crane (Committee Meeting Occur Quarterly-February, May, August, November)

See attached committee meeting minutes which are made a part of these Board meeting minutes:

The members of the Governance had a great conversation with potential board parent and Cassandra is going to follow up this week to see where she is in her decision. Casandra needs to speak with the candidate’s supervisor, because of the time of the meetings and making sure that timing will work. The committee met this Wednesday to go over some feedback that we received from Schoolworks. One of the things they have asked us to do is to take a word document of the bylaws and red line strikeout and read some of the changes we want to make. The parent board candidate, Maya Crane is still working on the board candidate. There is a part that we are waiting on from the candidate. This missing piece has been requested several time so it is on the board candidate. Kevin williams has been speaking to a potential candidate and Maya met with the potential parent rep two weeks ago via phone This family has a kindergartener at Exploration.

c. Academics Committee: Kevin Williams

See attached committee meeting minutes which are made a part of these Board meeting minutes:

The Academic committee met and discussed Academics and the wellness of the staff and the students because we have been aware that with Covid 19 going on there has been a lot of loss in the building for students and for staff. We discussed how do we support them? Because we know they're going through these challenges that they're not going to be able to be engaged and be focused on their academic portion of school. This is a topic that we've added into the academic meetings. Leadership has noticed that students are showing up but, they're not engaged and we're hoping that with switching to the hybrid model that we will see a shift in that number and how they do when we check where they're at as far as their academics. We are hoping for a big shift with them being back in the building. We talked about two stem Individuals w

d. Finance Committee: Lonette Merriman

See attached committee meeting minutes which are made a part of these Board meeting minutes: The Committee met to review and close out December 2020 Financials, and do a preliminary read of January. In December, we saw some Marketing and Advertising and that's primarily driven by the testimonial video and the newsletter. The value prop had a slight increase as well as staff recruitment and retention, and this is due to the holiday gift cards. We also received our billing through September for legal services. December balance, our key bank credit card carried some charges, and those were from the Chromebooks and innovative solution. We also did mcdonald's gift cards for student attendance. Overall there is no concerns as the month closed, as we expected from our preliminary read of the month prior. What we're doing is on a monthly basis, we're looking at specifically anything that pops or is unfavorable. The committee digs into variances to make sure that we understand whether the expenses were as as to be expected, or was there a one time pit, or something that we need to reflect ongoing forward. Teachers pay teachers is how it rounded out the review of preliminary January.

HR Committee: Ciera Caldwell

See attached committee meeting minutes which are made a part of these Board meeting minutes:

6. BOT Strategic Plan Goals Update

7. School Leader Report

Moved by: Maya Crane, Seconded by: Kimi LaMaglio, Approved unanimously

8. New Business

a. Employee Recognition

Kelda Deprez

Our first Employee Recognition goes to our Specials area department Teacher: Ms. Kelda DePrez. She's one of our PE teachers. She was with us last year and has done a great job this year helping to acclimate our new PE teacher, Our teaching assistant that supports the PE department has gone above and beyond to learn different technology to support our learners in a remote setting. So, congratulations to Mr DePrez.

Toshia Mitchell

The second Employee Recognition goes to our 3rd grade teacher who goes above and beyond when it comes to data collection and using data to drill down and see where she needs to pivot in her curriculum to meet her students at their level.

b. Consent Agenda:

December, 2020- BOT Minutes

Approval of the following: Minutes from Previous BOT Minutes for October 2020.

Moved by Maya Crane, Seconded by Kimi LaMaglio, Approved unanimously.

9. Old Business

10. Resolutions:

a. Resolution to remove Kevin Williams as an authorized signatory from all Exploration Elementary Charter accounts.

Moved by: Maya Crane, Seconded By: Sam Pitts , Approved unanimously

b. Resolution to approve Samantha Colson as new signatory on all Exploration accounts to replace Kevin Williams.

Moved by: Samantha Colson, Seconded By: Sam Pitts, Approved unanimously

c. Resolution to approve budget amendment shifting \$16,000 from the salaries/wages line to Other/Purchases/Prof Consulting line for BriteStar contract.

Moved by:Sam Pitts, Seconded By: Maya Crane , Approved unanimously

d. Resolution to accept the Financial Report for the month of December, 2020.

Moved by:Maya Crane, Seconded By: Sam Pitts, Approved unanimously

e. Resolution to Ratify the purchase of air purifiers per USA Sealing quote in the amount of \$7,501.00.

Moved by Lonette Merrimen, Seconded By:DebraMcWen, Approved
unanimously

11. Motion to Adjournment: Moved by:akimi LaMaglio , Seconded by Sam Pitts, Approved
unanimously. motion to adjourn meeting at: **9:30am**

Next Meeting-April , 2021 at 8:00am
Exploration Rochester Virtual Meeting Room

<https://explorationroc.webex.com/webappng/sites/explorationroc/recording/4fa7cd8d4e01406e822e5d32ef85c7e9/playback>

EXPLORATION ELEMENTARY CHARTER SCHOOL
FOR SCIENCE AND TECHNOLOGY

ROCHESTER, NEW YORK

AUDITED FINANCIAL STATEMENTS

REPORT REQUIRED BY
GOVERNMENT AUDITING STANDARDS

AND

INDEPENDENT AUDITOR'S REPORTS

JUNE 30, 2021
(With comparative totals for 2020)

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INDEPENDENT AUDITOR’S REPORT

Board of Trustees
Exploration Elementary Charter School for Science and Technology

Report on the Financial Statements

We have audited the accompanying financial statements of Exploration Elementary Charter School for Science and Technology, which comprise the statement of financial position as of June 30, 2021, 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.

Management’s Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes 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.

Auditor’s Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit 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. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor’s judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity’s preparation and fair presentation of the financial statements 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 the entity’s internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Exploration Elementary Charter School for Science and Technology as of June 30, 2021, 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.

Report on Summarized Comparative Information

We have previously audited Exploration Elementary Charter School for Science and Technology's June 30, 2020 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated September 17, 2020. In our opinion, the summarized comparative information presented herein as of June 30, 2020 is consistent, in all material respects, with the audited financial statements from which it has been derived.

Other Report Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated October 5, 2021 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 on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Exploration Elementary Charter School for Science and Technology's internal control over financial reporting and compliance.

Mengel, Metzger, Barw & Co. LLP

Rochester, New York
October 5, 2021

EXPLORATION ELEMENTARY CHARTER SCHOOL FOR SCIENCE AND TECHNOLOGY

STATEMENT OF FINANCIAL POSITION

JUNE 30, 2021
(With Comparative Totals for 2020)

	June 30,	
	2021	2020
<u>ASSETS</u>		
<u>CURRENT ASSETS</u>		
Cash	\$ 1,878,295	\$ 535,988
Grants and other receivables	142,068	146,985
Prepaid expenses and other current assets	55,692	210
TOTAL CURRENT ASSETS	2,076,055	683,183
<u>PROPERTY AND EQUIPMENT</u> , net	345,621	289,850
<u>OTHER ASSETS</u>		
Security deposit	26,555	26,555
Cash in escrow	75,000	75,000
	101,555	101,555
TOTAL ASSETS	\$ 2,523,231	\$ 1,074,588
<u>LIABILITIES AND NET ASSETS</u>		
<u>CURRENT LIABILITIES</u>		
Accounts payable and accrued expenses	\$ 261,841	\$ 41,671
Accrued payroll and benefits	415,157	187,856
Current portion of long term debt - Paycheck Protection Program	-	146,732
TOTAL CURRENT LIABILITIES	676,998	376,259
<u>OTHER LIABILITIES</u>		
Deferred lease liability	38,808	132,956
Long term debt - Paycheck Protection Program	-	303,268
	38,808	436,224
TOTAL LIABILITIES	715,806	812,483
<u>NET ASSETS</u>		
Without donor restrictions	1,785,856	237,986
With donor restrictions	21,569	24,119
TOTAL NET ASSETS	1,807,425	262,105
TOTAL LIABILITIES AND NET ASSETS	\$ 2,523,231	\$ 1,074,588

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, 2021
(With Comparative Totals for 2020)

	Year ended June 30,			
	2021			2020
	Without donor restrictions	With donor restrictions	Total	Total
Operating revenue and support:				
State and local per pupil operating revenue	\$ 4,699,312	\$ -	\$ 4,699,312	\$ 3,936,821
Students with disabilities	56,314	-	56,314	52,891
Government grants	362,844	-	362,844	145,676
Private grants	485	-	485	34,544
Contributed services	220,947	-	220,947	176,970
Paycheck Protection Program loan forgiveness	450,000	-	450,000	-
Miscellaneous income	1,296	-	1,296	243
	5,791,198	-	5,791,198	4,347,145
Net assets released from restrictions	2,550	(2,550)	-	-
TOTAL OPERATING REVENUE AND SUPPORT	5,793,748	(2,550)	5,791,198	4,347,145
Expenses:				
Program:				
Regular education	3,010,891	-	3,010,891	2,836,615
Special education	573,965	-	573,965	507,424
Management and general	661,022	-	661,022	610,531
TOTAL EXPENSES	4,245,878	-	4,245,878	3,954,570
CHANGE IN NET ASSETS	1,547,870	(2,550)	1,545,320	392,575
Net assets (deficiency) at beginning of year	237,986	24,119	262,105	(130,470)
NET ASSETS AT END OF YEAR	\$ 1,785,856	\$ 21,569	\$ 1,807,425	\$ 262,105

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, 2021
(With Comparative Totals for 2020)

	No. of Positions	Year ended June 30, 2021				Total	June 30, 2020
		Program Services		Supporting Services	Management and		
		Regular Education	Special Education	Sub-total			
Personnel services costs:							
Administrative staff personnel	9	\$ 291,028	\$ 184,032	\$ 475,060	\$ 299,587	\$ 774,647	\$ 665,902
Instructional personnel	47	1,325,793	243,950	1,569,743	-	1,569,743	1,349,382
Non-instructional personnel	2	-	-	-	33,287	33,287	28,615
Total salaries and costs	58	1,616,821	427,982	2,044,803	332,874	2,377,677	2,043,899
Fringe benefits and payroll taxes							
Retirement		212,901	56,356	269,257	43,832	313,089	327,239
Legal service		91,434	28,331	119,765	9,015	128,780	122,941
Accounting / audit services		-	-	-	22,997	22,997	16,661
Other purchased / professional / consulting services		-	-	-	16,446	16,446	21,461
Building and land rent / lease		307,194	19,200	326,394	57,599	383,993	382,518
Repairs and maintenance		294,003	-	294,003	78,153	372,156	447,652
Insurance		72,610	-	72,610	19,301	91,911	74,915
Utilities		36,111	-	36,111	5,879	41,990	31,594
Supplies / materials		45,676	-	45,676	7,435	53,111	58,200
Equipment / furnishings		108,619	6,682	115,301	-	115,301	103,924
Staff development		57,645	15,259	72,904	13,671	86,575	40,436
Marketing / recruitment		26,444	-	26,444	4,305	30,749	18,154
Technology		16,964	-	16,964	18,049	35,013	15,930
Student services		42,034	5,531	47,565	7,743	55,308	122,628
Office expense		7,520	546	8,066	-	8,066	50,172
Depreciation and amortization		18,105	-	18,105	2,947	21,052	21,482
Other		53,185	14,078	67,263	10,950	78,213	37,216
		3,625	-	3,625	9,826	13,451	17,548
		\$ 3,010,891	\$ 573,965	\$ 3,584,856	\$ 661,022	\$ 4,245,878	\$ 3,954,570

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, 2021
(With Comparative Totals for 2020)

	<u>Year ended June 30,</u>	
	<u>2021</u>	<u>2020</u>
<u>CASH FLOWS - OPERATING ACTIVITIES</u>		
Change in net assets	\$ 1,545,320	\$ 392,575
Adjustments to reconcile change in net assets to net cash provided from operating activities:		
Depreciation and amortization	78,213	37,216
Paycheck Protection Program loan forgiveness	(450,000)	-
Changes in certain assets and liabilities affecting operations:		
Grants and other receivables	4,917	(2,797)
Prepaid expenses and other current assets	(55,482)	477
Accounts payable and accrued expenses	181,848	4,041
Accrued payroll and benefits	227,301	28,313
Deferred lease liability	(94,148)	(8,043)
NET CASH PROVIDED FROM OPERATING ACTIVITIES	1,437,969	451,782
<u>CASH FLOWS - INVESTING ACTIVITIES</u>		
Purchases of property and equipment	(95,662)	(205,146)
NET CASH USED FOR INVESTING ACTIVITIES	(95,662)	(205,146)
<u>CASH FLOWS - FINANCING ACTIVITIES</u>		
Net repayments on line of credit	-	(145,000)
Borrowings on long term debt - Paycheck Protection Program	-	450,000
NET CASH PROVIDED FROM FINANCING ACTIVITIES	-	305,000
NET INCREASE IN CASH AND RESTRICTED CASH	1,342,307	551,636
Cash and restricted cash at beginning of year	610,988	59,352
CASH AND RESTRICTED CASH AT END OF YEAR	\$ 1,953,295	\$ 610,988
<u>SUPPLEMENTAL CASH FLOW INFORMATION:</u>		
Interest expense paid during the year	\$ 1,364	\$ 1,176
Purchases of property and equipment included in accounts payable	\$ 38,322	\$ -

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

EXPLORATION ELEMENTARY CHARTER SCHOOL FOR SCIENCE AND TECHNOLOGY

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2021

(With Comparative Totals for 2020)

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 expires June 30, 2022.

Financial Statement presentation

The financial statements of the Charter School have been prepared on the accrual basis of accounting in conformity with accounting principles generally accepted in the United States of America (GAAP). The Charter School reports information regarding its financial position and activities according to two classes of net assets: net assets without donor restrictions and net assets with donor restrictions.

These classes of net assets are defined as follows:

Net Assets With Donor Restrictions – Net assets subject to donor (or certain grantor) imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both. At June 30, 2021 the Charter School had \$21,569 in net assets with donor restrictions. At June 30, 2020 the Charter School had \$24,119 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.

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

EXPLORATION ELEMENTARY CHARTER SCHOOL FOR SCIENCE AND TECHNOLOGY

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2021

(With Comparative Totals for 2020)

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

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,		
	2021	2020	2019
Grants and other receivables	\$ 798	\$ 63,201	\$ 100,352

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, 2021

(With Comparative Totals for 2020)

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

Grant revenue

Some of the Charter School's revenue is derived from cost-reimbursable federal and state contracts and grants, which are conditioned upon certain performance requirements and/or the incurrence of allowable qualifying expenses. Amounts received are recognized as revenue when the Charter School has incurred expenditures in compliance with specific contract or grant provisions. Certain grants are subject to audit and retroactive adjustments by its funders. Any changes resulting from these audits are recognized in the year they become known. Qualifying expenditures that have been incurred but are yet to be reimbursed are reported as grants receivable in the accompanying statement of financial position. The Charter School received cost-reimbursement grants of approximately \$24,391 and \$81,623 that have not been recognized at June 30, 2021 and 2020, respectively, because qualifying expenditures have not yet been incurred.

Cash

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

Cash in escrow

The Charter School maintains cash in an escrow account in accordance with the terms of its charter agreement. The amount in escrow was \$75,000 at both June 30, 2021 and 2020.

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, 2021 and 2020.

Property and equipment

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

Contributed services

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

The Charter School received contributed reading services and professional developmental services which were valued at \$220,947 and \$176,970 for the years ended June 30, 2021 and 2020, respectively. These amounts are included in contributed services in the accompanying statement of activities and changes in net assets.

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, 2021

(With Comparative Totals for 2020)

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, 2018 through June 30, 2021 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 \$35,000 and \$15,900 for the years ended June 30, 2021 and 2020, respectively.

Deferred lease liability

The Charter School leases its facility. The lease contains significant pre-determined fixed escalations of the base rent. In accordance with GAAP, the Charter School recognizes the related rent expense on a straight-line basis and records the difference between the recognized rental expense and the amounts paid under the lease as a deferred lease liability. The amounts paid under the lease in excess of rent expense recognized was \$94,148 and \$8,043 for the years ended June 30, 2021 and 2020, 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, 2020

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, 2020, from which the summarized information was derived.

EXPLORATION ELEMENTARY CHARTER SCHOOL FOR SCIENCE AND TECHNOLOGY

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2021

(With Comparative Totals for 2020)

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

New accounting pronouncements:

Leases

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

Gifts-in-kind

In September 2020, the FASB issued a new accounting update to improve transparency in the reporting of contributed nonfinancial assets, also known as gifts-in-kind. The update requires not-for-profit entities to present contributed nonfinancial assets separately on the statement of activities, apart from contributions of cash and other financial assets. In addition, the update requires not-for-profit entities to disclose in the notes to the financial statements a breakout of the different types of gifts-in-kind recognized, any donor restrictions associated with the gift, the valuation technique(s) used to arrive at the fair value measure, whether or not the gift-in-kind was monetized, and any policies on monetization. The update is effective for fiscal years beginning after June 15, 2021 and will be applied on a retrospective basis. The Charter School is currently evaluating the provisions of this update to determine the impact it will have on the Charter School's financial statements.

Subsequent events

The Charter School has conducted an evaluation of potential subsequent events occurring after the statement of financial position date through October 5, 2021, which is the date the financial statements are available to be issued. No subsequent events requiring disclosure were noted.

EXPLORATION ELEMENTARY CHARTER SCHOOL FOR SCIENCE AND TECHNOLOGY

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2021

(With Comparative Totals for 2020)

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. Refer to the statement of cash flows which identifies the sources and uses of the Charter School's cash and shows positive cash generated by operations for fiscal year 2021.

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:

		June 30,	
		2021	2020
Cash		\$ 1,878,295	\$ 535,988
Grants and other receivables		<u>142,068</u>	<u>146,985</u>
Total financial assets available			
within one year		2,020,363	682,973
Less:			
Amounts unavailable for general expenditures			
within one year due to:			
Restricted by donors with purpose restrictions		<u>(21,569)</u>	<u>(24,119)</u>
Total financial assets available to management			
for general expenditures within one year		<u>\$ 1,998,794</u>	<u>\$ 658,854</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, 2021 and 2020 there were no amounts outstanding on this line.

EXPLORATION ELEMENTARY CHARTER SCHOOL FOR SCIENCE AND TECHNOLOGY

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2021

(With Comparative Totals for 2020)

NOTE C: PROPERTY AND EQUIPMENT

Property and equipment consisted of the following:

	<u>June 30,</u>	
	<u>2021</u>	<u>2020</u>
Office equipment	\$ 26,938	\$ 16,650
Classroom furniture and equipment	166,780	144,953
Computer equipment	294,993	193,124
Leasehold improvements	<u>36,328</u>	<u>36,328</u>
	525,039	391,055
Less accumulated depreciation and amortization	<u>179,418</u>	<u>101,205</u>
	<u>\$ 345,621</u>	<u>\$ 289,850</u>

Total depreciation and amortization expense was \$78,213 and \$37,216 for the years ended June 30, 2021 and June 30, 2020, respectively.

NOTE D: SCHOOL FACILITY

The Charter School signed a lease for its facility with a third party commencing July 1, 2017 through June 30, 2022. The Charter School signed fifth and sixth lease amendments in June 2020 and June 2021, respectively. The terms of the fourth amendment included a one-time rent reduction of \$50,000. Base rent is increasing each subsequent year as additional square footage is added to accommodate the growth of the Charter School. Total rental expense was approximately \$367,800 and \$442,400 for the years ended June 30, 2021 and 2020, respectively. A security deposit of \$25,215 was paid by the Charter School relative to this lease.

The approximate future minimum payments on this agreement are as follows:

<u>Year ending June 30,</u>	<u>Amount</u>
2022	<u>\$ 493,000</u>

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 4.75% at June 30, 2021) 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, 2021 or June 30, 2020.

EXPLORATION ELEMENTARY CHARTER SCHOOL FOR SCIENCE AND TECHNOLOGY

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2021

(With Comparative Totals for 2020)

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, 2021 and 2020, approximately 99% and 43%, respectively, of grants and other receivables are due from a New York State agency related to certain grants.

During the years ended June 30, 2021 and 2020, approximately 82% and 92%, 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: RETIREMENT PLANS

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

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

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

The Charter School is required to contribute at an actuarially determined rate, currently 9.53% of the annual covered payroll for the fiscal year ended June 30, 2021. The rate applicable for the fiscal year ended June 30, 2020 was 8.86%. 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, 2021 and 2020 was \$128,780 and \$122,941, 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, 2021 and 2020.

EXPLORATION ELEMENTARY CHARTER SCHOOL FOR SCIENCE AND TECHNOLOGY

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2021

(With Comparative Totals for 2020)

NOTE I: COMMITMENTS

The Charter School entered into a technology maintenance and service agreement requiring monthly payments of \$3,283 through August 2022. The Charter School also leases computer equipment under a non-cancelable lease requiring monthly payments of \$1,340 through November 2021. A security deposit of \$1,340 was paid by the Charter School relative to this lease. The Charter School also entered into a three-year lease for technology management services through February 2024. The monthly expenses amount to approximately \$6,750 for the year ended June 30, 2021. Monthly expense is based on number of users, and the Charter School has estimated that for the following years, monthly expenses will approximate \$9,700. The approximate future minimum payments under these agreements are as follows:

<u>Year ending June 30,</u>	<u>Amount</u>
2022	\$ 161,000
2023	120,000
2024	<u>78,000</u>
	<u>\$ 359,000</u>

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 (DEFICIENCY)

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

	<u>June 30,</u>	
	<u>2021</u>	<u>2020</u>
Undesignated	\$ 1,440,235	\$ (51,864)
Invested in property and equipment	<u>345,621</u>	<u>289,850</u>
	<u>\$ 1,785,856</u>	<u>\$ 237,986</u>

Net assets with donor restrictions are as follows:

	<u>June 30,</u>	
	<u>2021</u>	<u>2020</u>
Student support and leadership development	\$ 10,950	\$ 13,500
Wellness center	<u>10,619</u>	<u>10,619</u>
	<u>\$ 21,569</u>	<u>\$ 24,119</u>

EXPLORATION ELEMENTARY CHARTER SCHOOL FOR SCIENCE AND TECHNOLOGY

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2021

(With Comparative Totals for 2020)

NOTE L: CASH AND RESTRICTED CASH

Cash and restricted cash balances at June 30, 2021 and 2020 consisted of the following:

	June 30,	
	2021	2020
Cash	\$ 1,878,295	\$ 535,988
Cash in escrow	75,000	75,000
	<u>\$ 1,953,295</u>	<u>\$ 610,988</u>

NOTE M: ACCOUNTING IMPACT OF COVID-19 OUTBREAK

On January 30, 2020, the World Health Organization (“WHO”) announced a global health emergency because of a new strain of coronavirus (the “COVID-19 outbreak”) and the risks to the international community as the virus spreads globally beyond its point of origin. In March 2020, the WHO classified the COVID-19 outbreak as a pandemic, based on the rapid increase in exposure globally. The full impact of the COVID-19 outbreak continues to evolve as of the date of this report. As such, it is uncertain as to the full magnitude that the pandemic will have on the Charter School’s financial condition, liquidity, and future results of operations. Management is actively monitoring the global situation on its financial condition, liquidity, operations, suppliers, industry, and workforce. Given the daily evolution of the COVID-19 outbreak and the global responses to curb its spread, the Charter School is not able to estimate the effects of the COVID-19 outbreak on its results of operations, financial condition, or liquidity for fiscal year 2022.

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

In response to the COVID-19 outbreak, the Federal Government passed several COVID relief acts which include funding for elementary and secondary education. The Elementary and Secondary School Emergency Relief Fund (ESSER Fund) was established to award grants to state and local educational agencies. The Charter School has recognized \$170,600 of revenue relative to ESSER grants during the year ended June 30, 2021.

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, 2022. The renewal process includes review by New York State Education Department (NYSED) of various operational and governance aspects, including fiscal health and internal controls, board governance, and academic performance. The School has submitted its application for renewal. Upon review of the application and results, NYSED will determine if the charter should 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.

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

REPORT REQUIRED BY GOVERNMENT AUDITING STANDARDS

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, 2021 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 5, 2021.

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) to determine the audit 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 over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting 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 determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of This Report

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

Mengel, Metzger, Barw & Co. LLP

Rochester, New York
October 5, 2021

EXPLORATION ELEMENTARY CHARTER SCHOOL BOARD OF TRUSTEES

MEETING MINUTES

NOVEMBER 13, 2020

Due to the COVID-19 School Closure – The Board of Trustees meeting was held remotely using Cisco-WebEx Conferencing, in accordance with Executive Orders issued by the Governor of the State of New York. The meeting information was included in Public Notice as well as on the school's website:

Topic: Board of Trustees Meeting

Time: 8:00am

Join WebEx Meeting

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

Trustees Present: Debra McEwen, Sam Pitts, Maya Crane, Kevin Williams, Kimi LoMaglio, Lonette Merriman, Samantha Colson

Trustees Excused: Carlos Cong, Ciera Caldwell

Non-Trustees Present: Rachelle Simmons, Courtney Hawkins, Casandra Vargas, Maggie Camacho, Steve Polowitz, Imani Coley, Lisa Standing, Susan Gibson, David Frank

1. Call to Order:

- a. The Chair called the meeting to order at **8:00am** and it was determined that a lawful quorum of seven was present.

2. Proof of Public Notice of Meeting

The following information was provided on the notarized affidavit of public notice: That, on **November 13, 2020**, a Public Notices was posted at the school location (1001 Lake Avenue) to indicate a board meeting ad on the school's website (<https://www.explorationrochester.org>)

3. Conflict of Interest Reminder

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

4. Opportunity for Public Comment: “No Public Notice”

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

5. Committee Reports:

- a. Executive Committee: Carlos Cong** See attached committee meeting minutes which are made a part of these Board meeting minutes: [Executive Committee November \(1\).docx](#)

The Board Chair shared the following updates regarding last meeting during summer meetings where alignments with Benchmark were compared (from the state) all of which we're making progress on by increasing membership from 7 to 10. We've already added 2 members and we're on the verge of a 3rd by the end of this school year. Further added that will be available to support and assist school leadership as needed to achieve school objectives, this school year. This includes coaching, mentoring and guidance as requested and on going. Each one of our leaders have coaches and mentors, and the board is very much involved in several different activities, maintaining strong financial performance for the close of the fiscal oversight, including awareness and understanding the core 5 committees, executive, governing, academic and finance and HR. Our meetings consistently provide guidance, looking around corners and helping to drive school resolution as needed. We are on track for four of thousands of schools in attrition and retention. We have one committee pending, which is now going to be going forward with Sierra called while joining our board she is going to be the chair of our HR committee. So we're incredibly excited about that. She comes with experience.

- b. Governance: Maya Crane** See attached committee meeting minutes which are made a part of these Board meeting minutes [Governance Committee 1152020 meeting.docx](#) Maya Crane updated the board regarding the 1st meeting with the governance committee, and the work of going through our bylaws. Bylaws were last updated and amended in early 2018. Overseeing and making sure that they are where they need to be, we are looking at board terms as well as making sure there's clarification regarding board members and their duties. As well as making some

updates to the committee and there needs to be an ad hoc versus what needs to actually be.

c. Academics Committee: Kevin Williams

See attached committee meeting minutes which are made a part of these Board meeting minutes: [11-2-20 Academics Committee Meeting](#)

Kevin Williams updated the board regarding the 1st meeting of the relaunch of the Academic committee. We've had academic committees before. The 1st agenda was to level set around what are the tools we use to measure academic performance. We will use these tools to drive performance throughout the organization. I think it's good to start by making sure that the committee members have a deeper understanding of the tools and how they're used to drive that performance. We use that to capture data and then communicate it. throughout the organization, and then ultimately down through the staff that everyone has a level understanding of what it is. The committee will see how we are using that data to not only track performance but then pivot when necessary and be proactive to address any. higher standards. Utilizing a consistent process, stick with your process to drive excellence. Rochelle Simmons talked about having some additional support for teachers coming in and pulling students out to spend some of that extra time with them to hopefully close that gap a little faster, and get them where they need to be. also focus on what are some of the barriers for teachers and for staff around really embracing these, this rigor and this curriculum.

d. Finance Committee: Lonette Merriman See attached committee meeting minutes which are made a part of these Board meeting minutes: [11-6-2020 Finance Mtg.](#)

Lonette Merriman updated the board in regards to the monthly Financial committee meeting and its purpose. To ensure that we are reviewing. Balance sheets, PNL and cash flow statement as well as the overall health of the school. Our committee is made up of myself, Rochelle and Ann, and everyone kind of brings to the table various aspects and various points of view. To ensure that, as we're reviewing. the line items that we can provide context and insight into how the school looks each month. We also try to review at a lag. So, as you'll as you'll see in our report. We talk through on our notes. We're reviewing the month of September close. This gives us the ability to fully close the month of a month before reviewing it and bringing those financials to the board. Then we'll also review at a high level the interim month. That would be October. We give kind of a Pre read. A few accounts that were over in our classroom supplies and our printing copying, budget lines were to be expected. We often see an increase in expenses in the beginning part of the year, as we gear up for the school year. So that's normal. In our world, and then we often see by the. PNL standpoint and, we review that as well. We're looking good from the current month as well as the fiscal year.

e. HR Committee: Ciera Caldwell

“No meeting held”

we're not going to talk about HR today. Here is just joining us today, and she needs to get that committee stood up and have some discussions with our operations manager and that team.

6. BOT Strategic Plan Goals Update

- a.** Kevin Williams updated the board in regards to some of our new recruits as well. The addition of Deborah McEWEN and Ciera Caldwell seating for the board that brings us to a total of 9 seated members. The questions that had been asked regarding Deborah M, (I found some, some gaps in her information sheet so she just needs to send it to me and that will be submitted soon. So that would take us to 10. Lynette Merriman had brought forth a candidate. Ms. Brock. spoke with her yesterday and reaffirmed her interest in candidacy. The biggest news, and most exciting is that we have a parent written in. I spoke to her and she's really excited and ready to get going with the process. She has many ways of connecting with the parent groups, and just some, some ideas of our own, which is really exciting. I want to add that I think we should as a subgroup of Board members (that have been working on recruitment) should set up a quick session with the potential board members.) This would really be less about evaluation But really more as a support measure. This will allow us to introduce more of who we are as board members and then let them ask any questions. At this moment that is where we are. It would then be at 11 members. aiming for 12 members by the end of the year at latest.

7. School Leader Report:

[School Leaders Report 11-13-2020.docx](#)

Simmons shared research from i-Ready stating that, “More students entering school this fall are unprepared for grade level work (i.e., testing two or more grade levels below their current grade). These differences are especially stark across Grades 2-4 and are worse in Mathematics than in Reading. Typically, 19 percent of second graders place in the fall at least two grade levels below in Reading. In 2020 that rose to 25 percent: six percentage points higher than the historical average.”

8. Approve Leader Report:

Moved by Samantha Colson, Seconded by Maya Crane, Approved unanimously.

9. Old Business:

a. Resolution to approve the September 11, 2020 Minutes.

[Minutes 9-11-2020.final clean.pdf](#)

Moved by Kevin Williams, Seconded by Kimi LaMaglio, Approved unanimously.

b. Resolution to approve the October 16, 2020 Minutes.

[Minutes 10-16-2020.SHP Final clean.pdf](#)

Moved by Maya Crane, Seconded by Sam Pitts, Approved Unanimously.

10. New Business:

a. Faculty Recognition:

Jordan Martens - Second Grade Teacher is recognized for going above and beyond for her students by creating a Book Club.

Naila Cornier - Front Office Administrative Assistant is recognized for her efforts in Onboarding students, parent assistance with technology and last minute mailing requests. Both employees were recognized and issued an award for their hard work and contributions to the school.

11. Resolutions:

a. Resolution to accept the Financial Report for the month of November 2020. Moved by Maya Crane Seconded by Samantha Colson, Approved unanimously.

b. Resolution to Approve the November 13, 2020 Financial Minutes

c. Resolution to accept the Financial Report for the Month of September, 2020.
Moved by Maya Crane, Seconded by Samantha Colson, Approved unanimously.

f. Resolution to ratify the email approval of the changes in the school's admissions policy to include a lottery preference for ENL/MLL students (Benchmark #9 Recruitment Goal #2)

Moved by Samantha Colson, Seconded by Maya Crane, Approved unanimously.

g. Resolution to approve Ciera Caldwell as a Board of Trustee effective 11/13/2020

Moved by Maya Crane, Seconded by Sam Pitts, Approved unanimously.

12. Adjournment: Moved by Maya Crane, Seconded by Kevin Williams Unanimously approved a motion to adjourn meeting at **9:30 am**.

Next Meeting- December 18, 2020 at 8:00am
Exploration Rochester Virtual Meeting Room

[Join Meeting](#)

<https://explorationroc.webex.com/webappng/sites/explorationroc/recording/7a5d09aed26440b5b7edd4e7a80fc636/playback>

EXPLORATION ELEMENTARY CHARTER SCHOOL
FOR SCIENCE AND TECHNOLOGY

REPORT TO THE BOARD OF TRUSTEES

JUNE 30, 2021

October 5, 2021

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, 2021, and have issued our report thereon dated October 5, 2021. 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 May 1, 2021, 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.

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 changes in significant accounting policies or their application during fiscal year 2021. 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.

Identified or Suspected Fraud

We encountered no identified or suspected fraud in dealing with management relating to the performance of the audit.

Significant Difficulties Encountered during the Audit

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

Uncorrected and Corrected Misstatements

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

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to 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, Michelle Cain or Kate VanBramer will be happy to meet with you at your convenience.

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

Very truly yours,

Mengel, Metzger, Barr & Co. LLP

MENGEL, METZGER, BARR & CO. LLP



Annual Financial Statement Audit Report

for Board of Regents Authorized Charter Schools

School Name:	Exploration Elementary Charter School for Science and Technolog
Date (Report is due Nov. 1):	November 1, 2021
Primary District of Location (If NYC select NYC DOE):	Rochester City School District
If located in NYC DOE select CSD:	-
School Fiscal Contact Name:	Casandra Vargas
School Fiscal Contact Email:	[REDACTED]
School Fiscal Contact Phone:	[REDACTED]
School Audit Firm Name:	Mengel Metzger Barr @ Co. LLP
School Audit Contact Name:	Michelle Cain
School Audit Contact Email:	[REDACTED]
School Audit Contact Phone:	[REDACTED]
Audit Period:	2020-21
Prior Year:	2019-20

The following items are required to be included:

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

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

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

Exploration Elementary Charter School for Science and Technology
Statement of Financial Position
as of June 30

	<u>2021</u>	<u>2020</u>
<u>CURRENT ASSETS</u>		
Cash and cash equivalents	\$ 1,878,295	\$ 535,988
Grants and contracts receivable	142,068	146,985
Accounts receivables	-	-
Prepaid Expenses	55,692	210
Contributions and other receivables	-	-
Other current assets	-	-
TOTAL CURRENT ASSETS	<u>2,076,055</u>	<u>683,183</u>
<u>NON-CURRENT ASSETS</u>		
Property, Building and Equipment, net	\$ 345,621	\$ 289,850
Restricted Cash	75,000	75,000
Security Deposits	26,555	26,555
Other Non-Current Assets	-	-
TOTAL NON-CURRENT ASSETS	<u>447,176</u>	<u>391,405</u>
TOTAL ASSETS	<u><u>2,523,231</u></u>	<u><u>1,074,588</u></u>
<u>CURRENT LIABILITIES</u>		
Accounts payable and accrued expenses	\$ 261,841	\$ 41,671
Accrued payroll, payroll taxes and benefits	415,157	187,856
Current Portion of Loan Payable	-	146,732
Due to Related Parties	-	-
Refundable Advances	-	-
Deferred Revenue	-	-
Other Current Liabilities	-	-
TOTAL CURRENT LIABILITIES	<u>676,998</u>	<u>376,259</u>
<u>LONG-TERM LIABILITIES</u>		
Loan Payable; Due in More than One Year	\$ -	\$ -
Deferred Rent	38,808	132,956
Due to Related Party	-	-
Other Long-Term Liabilities	-	303,268
TOTAL LONG-TERM LIABILITIES	<u>38,808</u>	<u>436,224</u>
TOTAL LIABILITIES	<u>715,806</u>	<u>812,483</u>
<u>NET ASSETS</u>		
Unrestricted	\$ 1,785,856	\$ 237,986
Temporarily restricted	21,569	24,119
Permanently restricted	-	-
TOTAL NET ASSETS	<u>1,807,425</u>	<u>262,105</u>
TOTAL LIABILITIES AND NET ASSETS	<u><u>2,523,231</u></u>	<u><u>1,074,588</u></u>

Exploration Elementary Charter School for Science and Technology
Statement of Activities
as of June 30

	2021			2020
	Unrestricted	Temporarily Restricted	Total	Total
OPERATING REVENUE				
State and Local Per Pupil Revenue - Reg. Ed	\$ 4,699,312	\$ -	\$ 4,699,312	\$ 3,936,821
State and Local Per Pupil Revenue - SPED	56,314	-	56,314	52,891
State and Local Per Pupil Facilities Revenue	-	-	-	-
Federal Grants	362,844	-	362,844	145,676
State and City Grants	-	-	-	-
Other Operating Income	672,728	-	672,728	211,757
Food Service/Child Nutrition Program	-	-	-	-
TOTAL OPERATING REVENUE	5,791,198	-	5,791,198	4,347,145
EXPENSES				
Program Services				
Regular Education	\$ 3,010,891	\$ -	\$ 3,010,891	\$ 2,836,615
Special Education	573,965	-	573,965	507,424
Other Programs	-	-	-	-
Total Program Services	3,584,856	-	3,584,856	3,344,039
Management and general	661,022	-	661,022	610,531
Fundraising	-	-	-	-
TOTAL EXPENSES	4,245,878	-	4,245,878	3,954,570
SURPLUS / (DEFICIT) FROM OPERATIONS	1,545,320	-	1,545,320	392,575
SUPPORT AND OTHER REVENUE				
Interest and Other Income	\$ -	\$ -	\$ -	\$ -
Contributions and Grants	-	-	-	-
Fundraising Support	-	-	-	-
Investments	-	-	-	-
Donated Services	-	-	-	-
Other Support and Revenue	-	-	-	-
TOTAL SUPPORT AND OTHER REVENUE	-	-	-	-
Net Assets Released from Restrictions / Loss on Disposal of Assets	\$ 2,550	\$ (2,550)	\$ -	\$ -
CHANGE IN NET ASSETS	1,547,870	(2,550)	1,545,320	392,575
NET ASSETS - BEGINNING OF YEAR	\$ 237,986	\$ 24,119	\$ 262,105	\$ (130,470)
PRIOR YEAR/PERIOD ADJUSTMENTS	-	-	-	-
NET ASSETS - END OF YEAR	\$ 1,785,856	\$ 21,569	\$ 1,807,425	\$ 262,105

Exploration Elementary Charter School for Science and Technology
Statement of Cash Flows

as of June 30

	<u>2021</u>	<u>2020</u>
CASH FLOWS - OPERATING ACTIVITIES		
Increase (decrease) in net assets	\$ 1,545,320	\$ 392,575
Revenues from School Districts	-	-
Accounts Receivable	-	-
Due from School Districts	-	-
Depreciation	78,213	37,216
Grants Receivable	4,917	(2,797)
Due from NYS	-	-
Grant revenues	-	-
Prepaid Expenses	(55,482)	477
Accounts Payable	181,848	4,041
Accrued Expenses	227,301	28,313
Accrued Liabilities	-	-
Contributions and fund-raising activities	-	-
Miscellaneous sources	-	-
Deferred Revenue	(94,148)	(8,043)
Interest payments	-	-
Other Paycheck Protection Program loan forgiveness	(450,000)	-
Other	-	-
NET CASH PROVIDED FROM OPERATING ACTIVITIES	\$ 1,437,969	\$ 451,782
CASH FLOWS - INVESTING ACTIVITIES	\$	\$
Purchase of equipment	(95,662)	(205,146)
Other	-	-
NET CASH PROVIDED FROM INVESTING ACTIVITIES	\$ (95,662)	\$ (205,146)
CASH FLOWS - FINANCING ACTIVITIES	\$	\$
Principal payments on long-term debt	-	(145,000)
Other	-	450,000
NET CASH PROVIDED FROM FINANCING ACTIVITIES	\$ -	\$ 305,000
NET (DECREASE) INCREASE IN CASH AND CASH EQUIVALENTS	\$ 1,342,307	\$ 551,636
Cash at beginning of year	610,988	59,352
CASH AND CASH EQUIVALENTS AT END OF YEAR	\$ 1,953,295	\$ 610,988

Exploration Elementary Charter School for Science and Technology
Statement of Functional Expenses
as of June 30

	No. of Positions	2021					2020				
		Program Services		Supporting Services			2020		2020		
		Regular Education	Special Education	Other Education	Total	Fundraising	Management and General	Total	Total	Total	Total
Personnel Services Costs		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Administrative Staff Personnel	9.00	291,028	184,032	-	475,060	-	299,587	299,587	774,647	665,902	1,349,382
Instructional Personnel	47.00	1,325,793	243,950	-	1,569,743	-	-	-	1,569,743	1,349,382	28,615
Non-Instructional Personnel	2.00	-	-	-	-	-	33,287	33,287	33,287	2,043,899	327,239
Total Salaries and Staff	58.00	1,616,821	427,982	-	2,044,803	-	332,874	332,874	2,377,677	313,089	122,941
Fringe Benefits & Payroll Taxes		212,901	56,356	-	269,257	-	43,832	43,832	313,089	122,941	-
Retirement		91,434	28,331	-	119,765	-	9,015	9,015	128,780	-	-
Management Company Fees		-	-	-	-	-	-	-	-	16,661	21,461
Legal Service		-	-	-	-	-	22,997	22,997	16,446	383,993	447,652
Accounting / Audit Services		-	-	-	-	-	16,446	16,446	57,599	74,915	31,594
Other Purchased / Professional / Consulting Services		307,194	19,200	-	326,394	-	57,599	57,599	78,153	58,200	103,924
Building and Land Rent / Lease		294,003	-	-	294,003	-	78,153	78,153	13,671	86,575	40,436
Repairs & Maintenance		72,610	-	-	72,610	-	19,301	19,301	4,305	30,749	18,154
Insurance		36,111	-	-	36,111	-	5,879	5,879	7,435	53,111	115,301
Utilities		45,676	-	-	45,676	-	7,435	7,435	-	-	-
Supplies / Materials		108,619	6,682	-	115,301	-	-	-	13,671	13,671	13,671
Equipment / Furnishings		57,645	15,259	-	72,904	-	13,671	13,671	4,305	4,305	4,305
Staff Development		26,444	-	-	26,444	-	4,305	4,305	18,049	18,049	18,049
Marketing / Recruitment		16,964	-	-	16,964	-	18,049	18,049	7,743	7,743	7,743
Technology		42,034	5,531	-	47,565	-	7,743	7,743	-	-	-
Food Service		-	-	-	-	-	-	-	-	-	-
Student Services		7,520	546	-	8,066	-	-	-	8,066	8,066	8,066
Office Expense		18,105	-	-	18,105	-	2,947	2,947	21,052	21,052	21,052
Depreciation		53,185	14,078	-	67,263	-	10,950	10,950	78,213	78,213	78,213
OTHER		3,625	-	-	3,625	-	9,826	9,826	13,451	13,451	13,451
Total Expenses		\$ 3,010,891	\$ 573,965	\$ -	\$ 3,584,856	\$ -	\$ 661,022	\$ 661,022	\$ 4,245,878	\$ 3,954,570	\$ 3,954,570

New York State Education Department

Request for Proposals to Establish Charter Schools Authorized by the Board of Regents

2021-2022 Budget & Cash Flow Template

General Instructions and Notes for New Application Budgets and Cash Flows Templates

1	Complete ALL SIX columns in BLUE
2	Enter information into the GRAY cells
3	Cells containing RED triangles in the upper right corner in columns B through G contain guidance on that particular item
4	School district per-pupil tuition information is located on the State Aid website at https://stateaid.nysed.gov/charter/ . Rows may be inserted in the worksheet to accomodate additional districts if necessary.
5	The Assumptions column should be completed for all revenue and expense items unless the item is self-explanatory. Where applicable, please reference the page number or section in the application narrative that indicates the assumption being made. For instance, student enrollment would reference the applicable page number in Section I, C of the application narrative.

PROJECTED BUDGET FOR 2021-2022

[illegible]

Exploration Charter School

PROJECTED BUDGET FOR 2021-2022

July 1, 2021 to June 30, 2022

	Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.					Assumptions	
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable
Total Revenue	5,803,052	426,046	-	-	-	6,229,098	
Total Expenses	4,661,386	715,245	-	-	742,380	6,119,011	
Net Income	1,141,666	(289,199)	-	-	(742,380)	110,087	
Actual Student Enrollment	414	-	-	-	-	-	
Total Paid Student Enrollment	414	-	-	-	-	414	

	PROGRAM SERVICES					SUPPORT SERVICES	
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
Therapists & Counselors	131,629	14,625	-	-	-	146,254	Counselor 2.0 FTE, Social Worker 1.0 FTE
Other	213,907	11,243	-	-	-	224,850	Campus Mentor 2.0 FTE, Wellness Specialist 3.0 FTE, Wellness Asst 1.0 FTE
TOTAL INSTRUCTIONAL	2,498,737	46,548	-	-	-	2,964,022	
NONINSTRUCTIONAL PERSONNEL COSTS							
Nurse	-	-	-	-	-	-	
Librarian	-	-	-	-	-	-	
Custodian	-	-	-	-	-	-	
Security	-	-	-	-	-	-	
Other	66,250	-	-	-	80,250	146,500	Family Liaison, Registrar, IT Support, 1.0 FTE each
TOTAL NONINSTRUCTIONAL	66,250	-	-	-	80,250	146,500	
SUBTOTAL PERSONNEL SERVICE COSTS	2,805,415	47,343	-	-	328,674	3,607,372	
PAYROLL TAXES AND BENEFITS							
Payroll Taxes	214,614	36,206	-	-	25,144	275,964	
Fringe / Employee Benefits	322,408	80,264	-	-	48,249	450,921	
Retirement / Pension	244,482	75,755	-	-	24,104	344,341	
TOTAL PAYROLL TAXES AND BENEFITS	781,504	192,225	-	-	97,497	1,071,226	
TOTAL PERSONNEL SERVICE COSTS	3,586,919	665,568	-	-	426,171	4,678,598	
CONTRACTED SERVICES							
Accounting / Audit	-	-	-	-	27,000	27,000	Includes yearly audit
Legal	-	-	-	-	33,000	33,000	
Management Company Fee	-	-	-	-	-	-	
Nurse Services	-	-	-	-	-	-	
Food Service / School Lunch	-	-	-	-	-	-	
Payroll Services	-	-	-	-	37,000	37,000	
Special Ed Services	-	-	-	-	-	-	
Titlment Services (i.e. Title I)	-	-	-	-	-	-	
Other Purchased / Professional / Consulting	83,600	5,225	-	-	15,675	104,500	Management support services
TOTAL CONTRACTED SERVICES	83,600	5,225	-	-	112,675	201,500	
SCHOOL OPERATIONS							
Board Expenses	-	-	-	-	2,500	2,500	
Classroom / Teaching Supplies & Materials	28,000	-	-	-	-	28,000	Based on \$1K/room, plus \$250 reimbursement
Special Ed Supplies & Materials	-	10,250	-	-	-	10,250	Based on 10% FTE @ \$250/student
Textbooks / Workbooks	14,000	1,000	-	-	-	15,000	Based on per pupil estimates
Supplies & Materials other	27,060	3,690	-	-	-	30,750	
Equipment / Furniture	34,272	9,072	-	-	4,656	48,000	
Telephone	8,000	-	-	-	4,000	12,000	
Technology	76,000	10,000	-	-	-	100,000	
Student Testing & Assessment	13,500	1,500	-	-	-	15,000	
Field Trips	19,000	1,500	-	-	-	20,500	
Transportation (student)	18,000	-	-	-	-	18,000	
Student Services - other	18,000	1,000	-	-	-	19,000	
Office Expense	5,000	-	-	-	20,000	25,000	
Staff Development	50,000	-	-	-	6,000	56,000	
Staff Recruitment	11,000	1,000	-	-	3,000	15,000	
Student Recruitment / Marketing	14,000	1,000	-	-	-	15,000	
School Meals / Lunch	-	-	-	-	-	-	
Travel (Staff)	600	-	-	-	400	1,000	
Fundraising	-	-	-	-	-	-	
Other	29,000	-	-	-	3,000	32,000	
TOTAL SCHOOL OPERATIONS	365,432	40,812	-	-	57,556	463,000	
FACILITY OPERATION & MAINTENANCE							
Insurance	51,600	-	-	-	8,400	60,000	
Janitorial	72,800	-	-	-	19,578	92,378	

Exploration Charter School

PROJECTED BUDGET FOR 2021-2022

July 1, 2021 to June 30, 2022

Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.							Assumptions
DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable							
	PROGRAM SERVICES			SUPPORT SERVICES			TOTAL
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL		
Total Revenue	5,803,052	426,046	-	-	-	-	6,229,098
Total Expenses	4,661,386	715,245	-	-	742,380	-	6,119,011
Net Income	1,141,666	(289,199)	-	-	(742,380)	-	110,087
Actual Student Enrollment	414	-	-	-	-	-	-
Total Paid Student Enrollment	414	-	-	-	-	-	414
PROGRAM SERVICES							
	PROGRAM SERVICES			SUPPORT SERVICES			TOTAL
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL		
Building and Land Rent / Lease	393,635	-	-	-	99,500	-	493,135
Repairs & Maintenance	13,500	-	-	-	1,500	-	15,000
Equipment / Furniture	3,000	-	-	-	3,000	-	6,000
Security	-	-	-	-	-	-	-
Utilities	37,400	-	-	-	7,000	-	44,400
TOTAL FACILITY OPERATION & MAINTENANCE	571,535	-	-	-	130,978	-	710,913
DEPRECIATION & AMORTIZATION	53,500	4,500	-	-	7,000	-	65,000
DISOLUTION ESCROW & RESERVES / CONTINGENCY	-	-	-	-	-	-	-
TOTAL EXPENSES	4,661,386	715,245	-	-	742,380	-	6,119,011
NET INCOME	1,141,666	(289,199)	-	-	(742,380)	-	110,087
ENROLLMENT - *School Districts Are Linked To Above Entries*							
	ENROLLMENT			TOTAL ENROLLED			TOTAL
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	
District of Location	410	-	-	410	-	-	410
East Irondequoit CSD	1	-	-	1	-	-	1
Greece CSD	1	-	-	1	-	-	1
East Rochester CSD	1	-	-	1	-	-	1
Webster CSD	1	-	-	1	-	-	1
TOTAL ENROLLMENT	414	-	-	414	-	-	414
REVENUE PER PUPIL	14,017	-	-	-	-	-	-
EXPENSES PER PUPIL	11,259	-	-	-	-	-	-

placed under Cash Flow Adjustment in the renewal application.

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

Name:

____ Carlos Cong

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

_____ Exploration Charter for Science and
Technology _____

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

Board Chair

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

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

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

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

NO

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

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

NO

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

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

NO

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

___ Yes ___X___ No

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

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

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

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

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 and time entry		Carlos Cong	Recuse from discussion or decision around Payroll or Time Entry

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

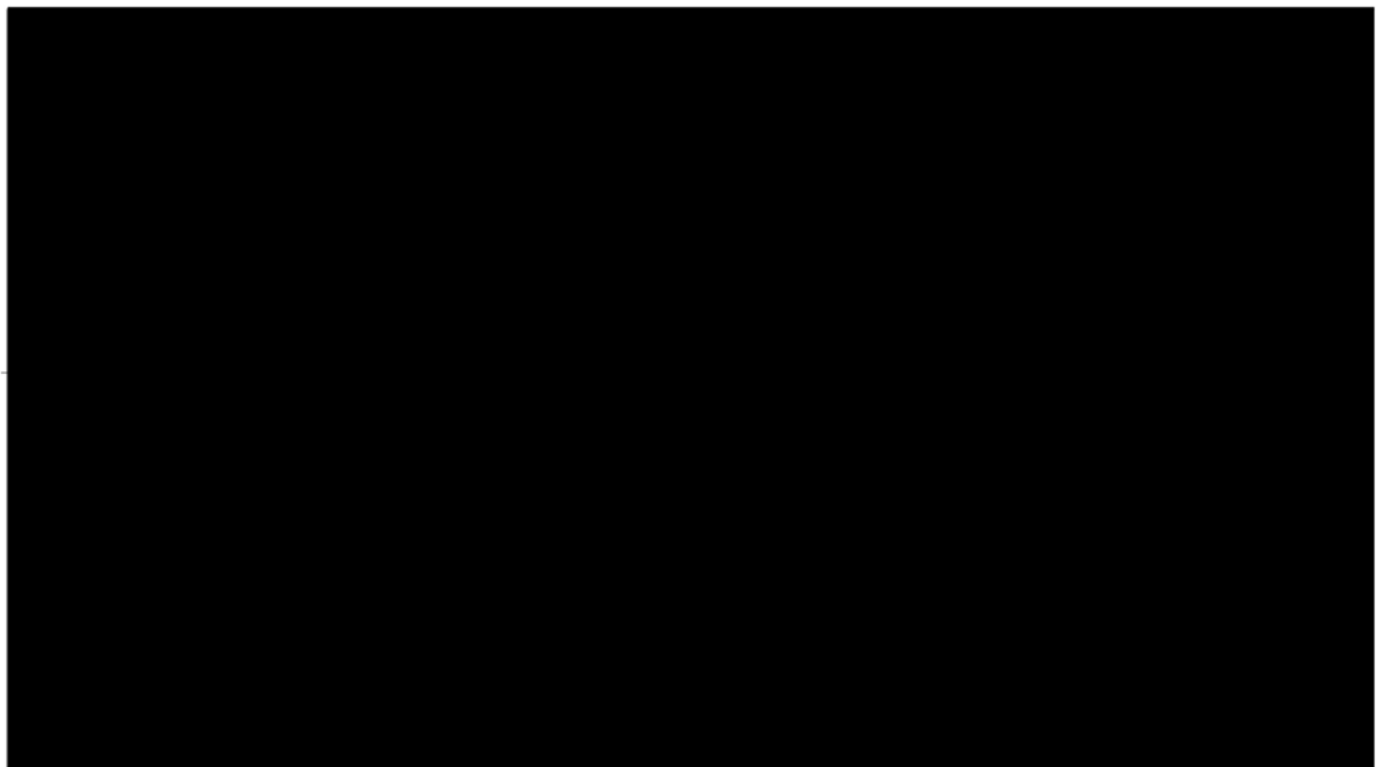
Carlos Cong (digital signature, 8/4/2021)

8/4/2021

Signature

Date

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

Name:

Maya Crane _____

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

Exploration Elementary Charter School of Science and Technology_____

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

Vice chair, governance chair

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

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

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

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

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

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

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

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

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

☐ Yes ☒ No

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

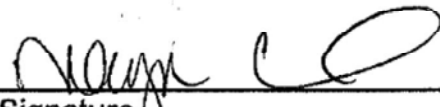
7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the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

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
		NONE	

8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people

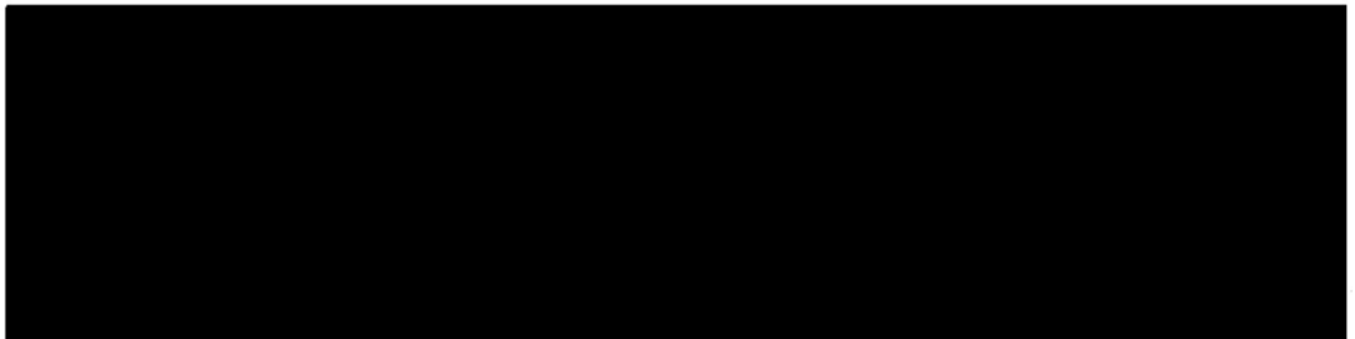
doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "None."

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


Signature


Date

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





Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee

Trustee Name:

____ Kimberly LoMaglio _____

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

Exploration Elementary Charter School for Science & Technology

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).
 - a. Board Secretary
 - b. Finance Committee Participant

2. Is the trustee an employee of any school operated by the Education Corporation?
____ Yes _X_ No

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

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?
____ Yes _X_ No

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

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in	Name of person holding interest or engaging in transaction and
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		discussion)	relationship to yourself
None			

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, 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) governed by the Education Corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
Paychex Inc.	Payroll Services		Kimberly LoMaglio (self) – employee of Paychex Inc.	I recuse myself from conversations and votes surrounding this service.

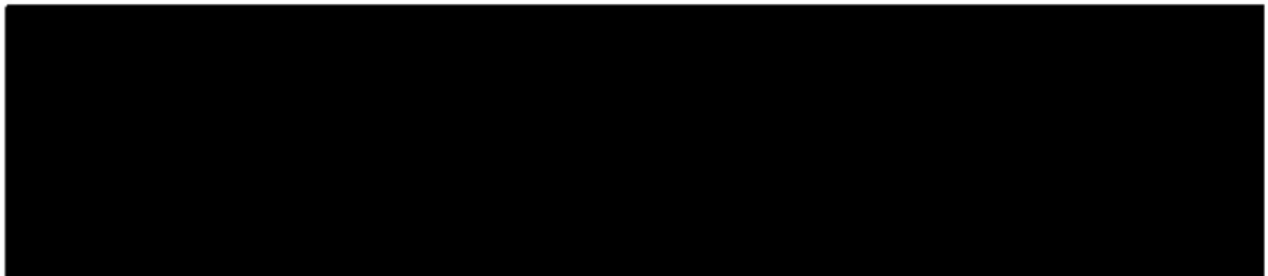
Kimberly LoMaglio

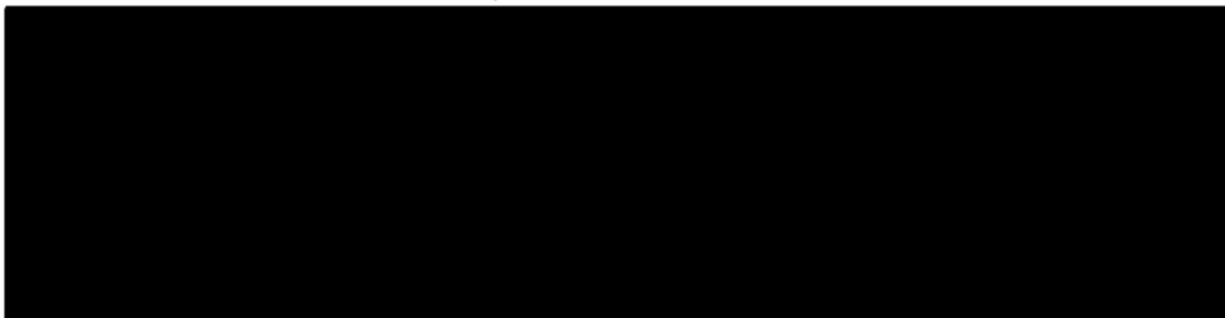
8/4/2021

Signature

Date

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





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

Name:

Debra A. Joseph-McEwen

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

____ Exploration Elementary Charter School for Science and Technology ____

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

Board Member

Special Projects Committee Member

Academic Committee

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

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

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

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

No

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

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

No

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

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

No

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

☐ Yes ☒ No

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

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

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
None	None	None	None

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

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

Debra A. Joseph-McEwen

08/02/2021

Signature

Date

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



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

Name:

Samantha S. Colson

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

Exploration Elementary Charter School

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

Chair of Academic Committee

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

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

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

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

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

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

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

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

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

 Yes X No

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

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

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

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

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

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

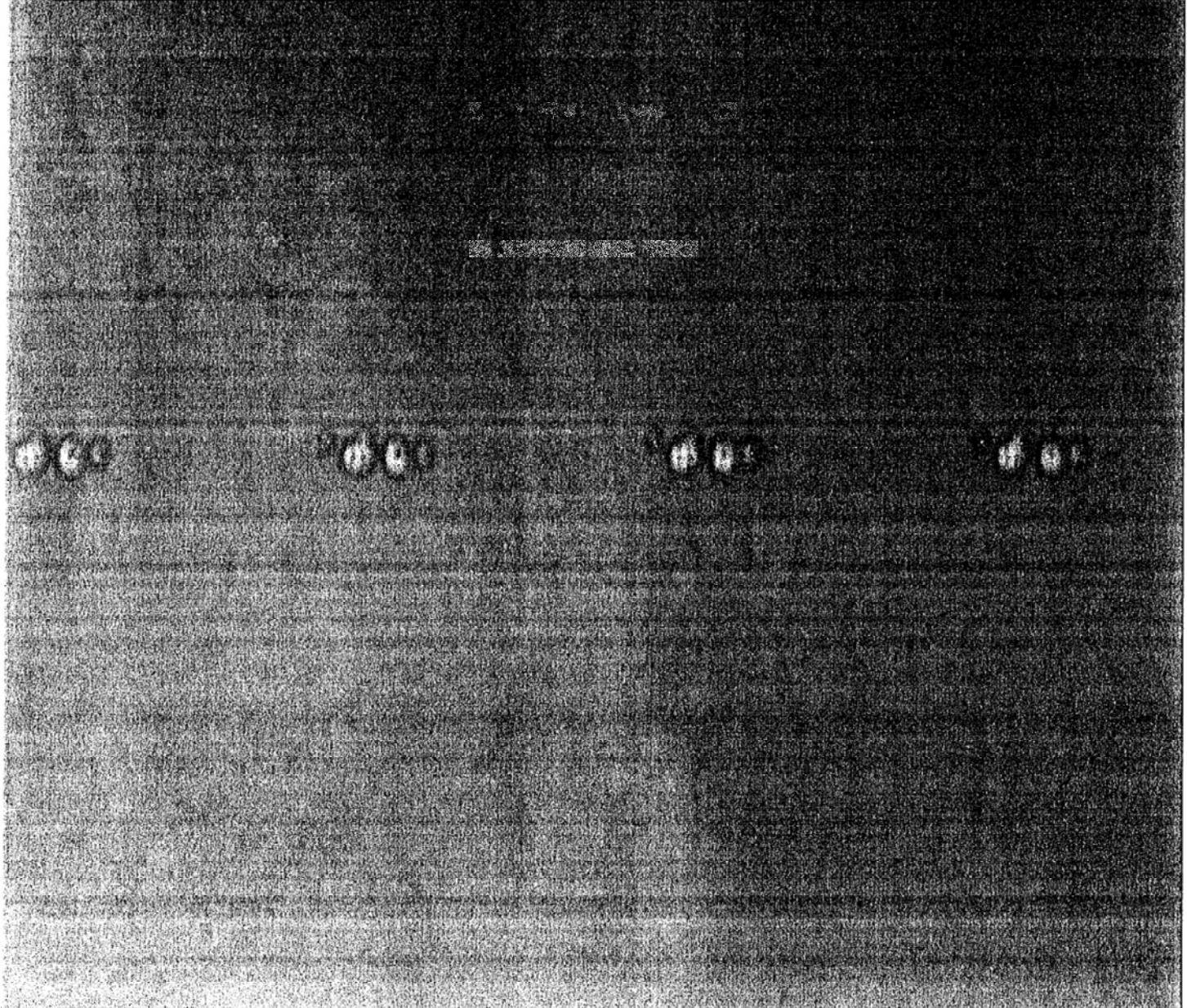
Samantha S. Carlson
Signature

Date

08/01/2021

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





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

Name:

Herbert Escher

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

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

Board of Trustees

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

 Yes *X* No

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

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

No

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

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

No

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

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

No

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

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

 Yes ✓ No

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

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

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
Please write <i>None</i>	<i>None</i>	<i>None</i>	<i>None</i>

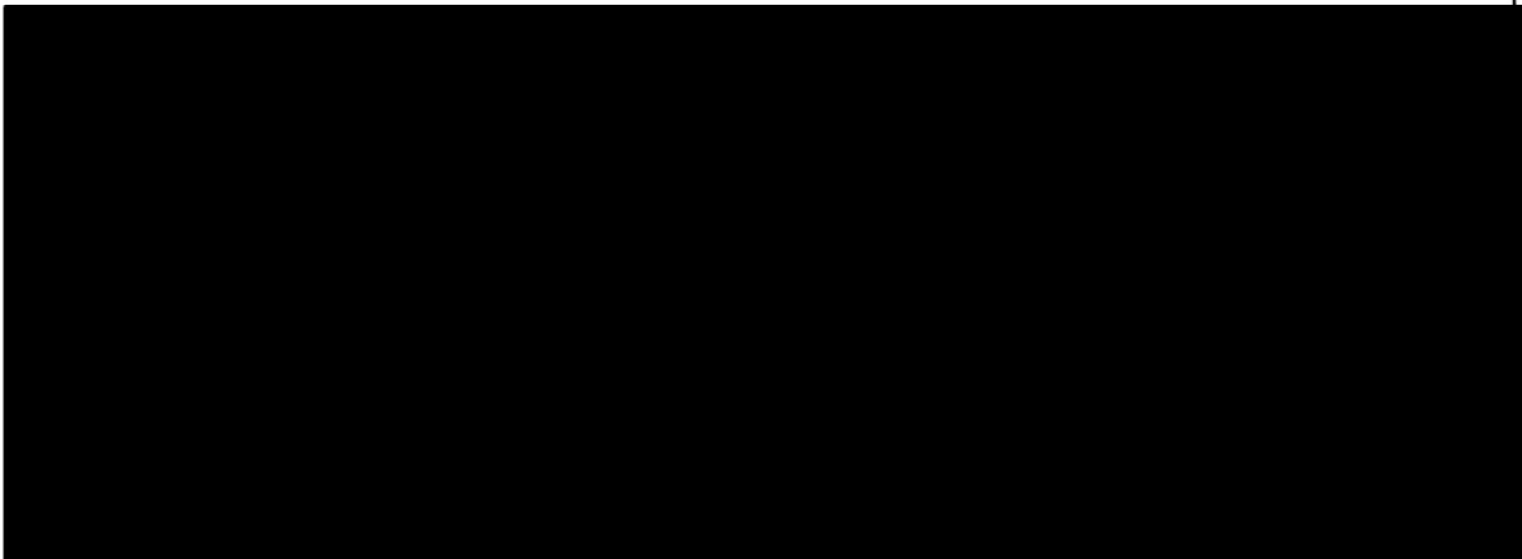
8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation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

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

Robert E. Egan *8/5/21*
 Signature Date

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





11/2/77 11:11 AM

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

Name:

Sam Pitts

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

Exploration Elementary Charter School

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

Board member

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

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

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

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

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

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

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

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

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

 Yes **X** No

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

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

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
NONE.			

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

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

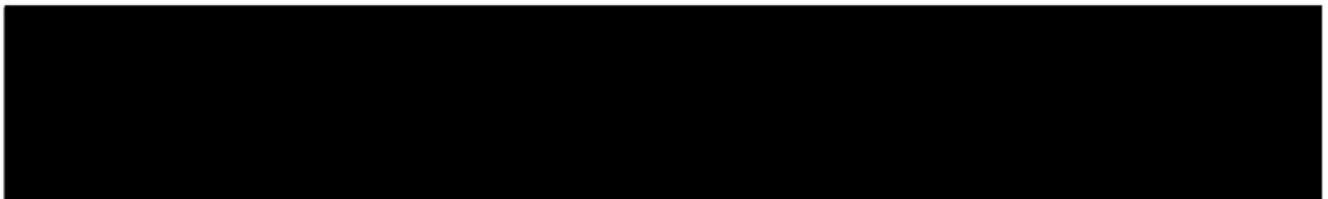
Sam Pitts

Signature

8/6/2021

Date

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





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

Name:
Ciera Caldwell

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

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

Board member

Chair, HR Committee

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

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

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

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

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

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

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

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

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

___ Yes ___X___ No

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

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

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
NONE			

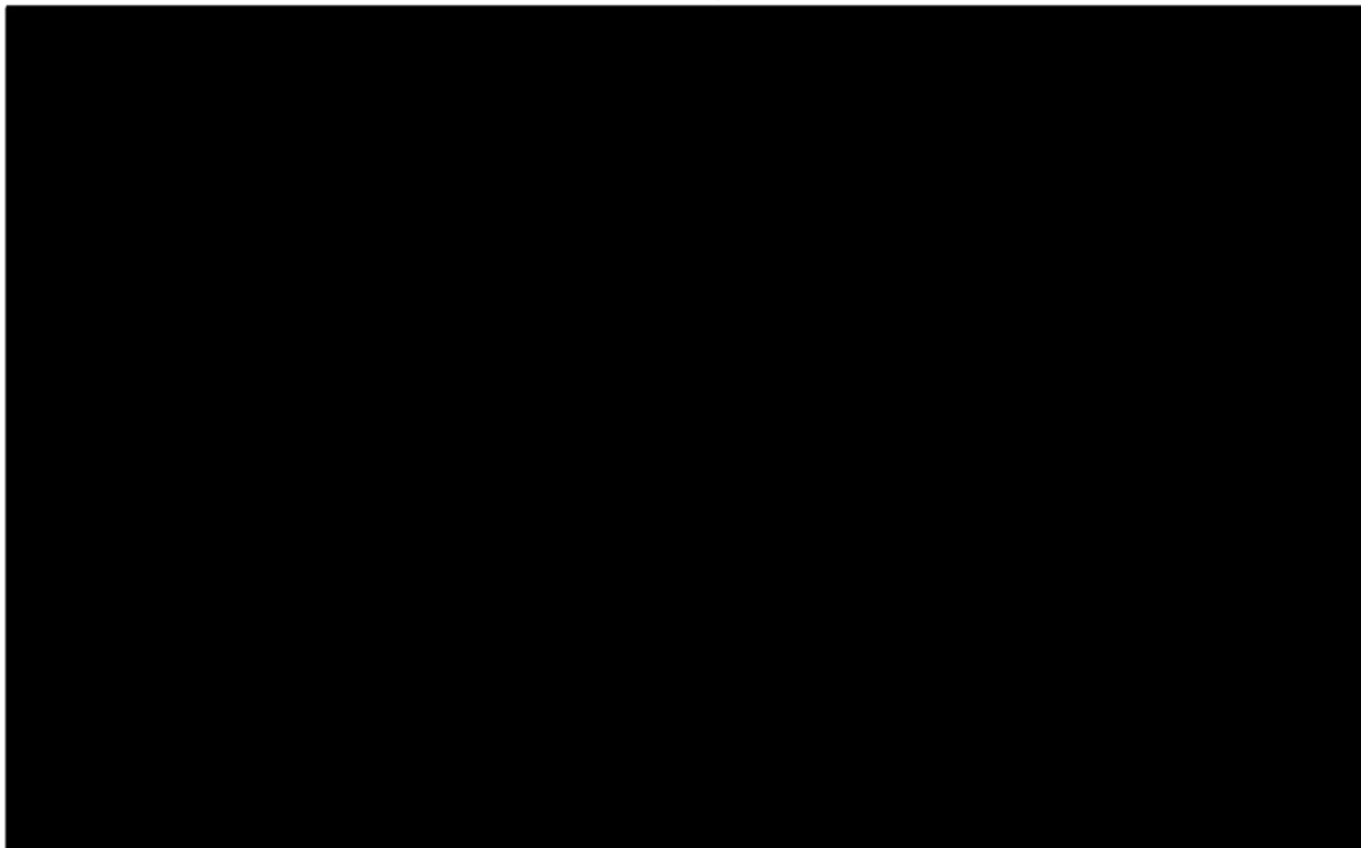
8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation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

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

Signature _____

Date _____

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



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

Name:

___Kevin W. Williams, Ph. D.

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

_____Exploration Elementary Charter School for Science and Technology_____

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

Board President and Chair, Vice Chair, Academic Committee

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

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

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

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

No

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

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

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

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

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

___ Yes _X_ No

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

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

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

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

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

Kevin W. Williams
Signature

1/17/22
Date

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



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

Name: Lonette K Merriman

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

Exploration Elementary Charter School for Science and Technology

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

Treasurer

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

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

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

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

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

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

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

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

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

☐ Yes ☒ No

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

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

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
<i>None</i>			

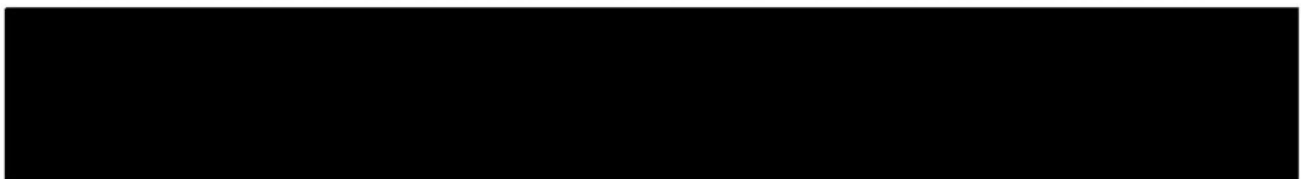
8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation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

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

Ronette H. Merrins
Signature

8/3/2021
Date

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





EXPLORATION ELEMENTARY CHARTER SCHOOL BOARD OF TRUSTEES

May 20, 2021

MEETING MINUTES

Due to the COVID-19 School Closure – The Board of Trustees meeting was held remotely using Cisco-WebEx Conferencing, in accordance with Executive Orders issued by the Governor of the State of New York. The meeting information was included in Public Notice as well as on the school’s website:

Topic: Board of Trustees Meeting

Time: 5:30pm

Join WebEx Meeting

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

Trustees Present: Samantha Colson, Debra McEwen, Samantha Colson, Lonette Merriman, Sam Pitt, Carlos Cong, Kim LaMagglio,

Trustees Excused: Ciera Caldwell

Non-Trustees Present: Maggie Camacho, Rachelle Simmons, Steve Polowitz, Al Ambroselli, Courtney Hawkins, Liza Savage Kaiz, Toshia Mitchell

1. Call to Order: 5:30pm

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

2. Proof of Public Notice of Meeting

The following information was provided on the notarized affidavit of public notice: That, on **May 15, 2021**, a Public Notices was posted at the school location (1001 Lake Avenue) to indicate a board meeting and on the school’s website ([Exploration Elementary Charter School for Science and Technology | Rochester, NY](#))

3. Conflict of Interest Reminder

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

4. Opportunity for Public Comment: “No Public Speaker”

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

Lisa Savage Kaiz, CO, founder and creator of “Kaleidoscope Me and the Active Life Curriculum” shared a video of Exploration students working on the program which focuses on creating a social-emotional learning platform for children.

5. Committee Reports:

a. Executive Committee: Carlos Cong

Executive update: Committee members are in the process of finalizing Job Description for HR Position.

b. Governance Committee: Maya Crane (Committee Meeting Occur Quarterly-February, May, August, November)

Meeting moved to next week. Update on changes to the By-Laws that will be presented to the executive committee for approval and for presentation to the board.

c. Academics Committee: Samantha Colson

Committee meeting minutes from the April 9, 2021 meeting are made part of these Board Meeting minutes:

The committee met and focused on staffing structure for 2021/22SY. We discussed having team teaching in the 4th and 5th grade classrooms. We will have one teacher who will focus on ELA and one teacher that will focus on Math. We have checked with our committee members to ensure that we are not missing anything and that going forward we need to

focus on what the Exploration team may need from the Committee. The Intervention Plan Model will be submitted to the Committee for review.

d. Finance Committee: Lonette Merriman

Committee meeting minutes from the April 2020, meeting is made part of these Board Meeting minutes:

Some line items such as office supplies and classroom supplies show an uptick. This is largely due to the timing of when the items are getting ordered and entered.

We have reviewed the ratio of current assets and liabilities over a year's time. We have a consistent composite score of 3. Our ratio of current Assets and Liabilities are in a good place.

e. HR Committee: Ciera Caldwell

On Leave - Working on posting HR Position.

6. BOT Strategic Plan Goals Update – no update.

7. School Leader Report

Academics-Growth Update: - Jan Richardson Running Reading Record:

The graph below shows academic progress and indicates the percentage of students whose learning currently meets or exceeds their grade-level standards. The growth model measures changes in students' performance (while taking into consideration variables that are out of the control of the school or teacher).

Grade	Increase	No Change	Decrease	No 2nd Data	Total Student
Kinder	_____	_____	_____	_____	_____
First	21	20	12	13	66
Second	38	18	12	25	93
Third	35	13	9	18	75
Fourth	8	9	13	5	35
Total	102	60	46	61	269

Percentage	38%	22%	17%	23%	
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The running record is for January of 2021, so to the comparison is January 2020, or the fall of 2020. No change - 22% of our students. We have seen a decrease for 17% . The biggest issue is the 4th graders. As we have shared previously, a lot of our 4th graders are caring for smaller siblings at home, thereby impacting their engagement level. Teachers working to increase that engagement. We are expecting to see some greater growth as more students are brought back into the building. Iready advised that they are getting ready to release data by state. Cannot get Iready data from individual schools

Operations:

We are almost at full enrollment for the 2021/22SY; still have 18 kindergarten seats to fill. Last school year we had 88 kindergarten seats, but due to the Covid-19 response plan, we will have smaller class next year.

Recruitment & Enrollment: We currently have 351 students

- Enrollment structure for SY 21-22 totals 435 students
- Only need 84 more students to get to 435
- 115 seats were opened due to attrition
- Based on COVID response plan and research we need to decrease our class sizes
- budget for 2020-2021 is built on 404 students

Wellness:

Update on wellness referrals: approximately 107 referrals to date. Last year we ended it at 187. The year before we ended at 982. We are significantly down from where we were two years ago

Kindergarten - 21 referrals. One student in kindergarten represents 14 of these referrals. This student does have a behavior plan and is receiving outside counseling. This Student also participates in the small group counseling which is facilitated by our school counselor as well as participating in the Kaleidoscope Me program.

1st grade - 31 referrals. One student represents 26 out of these referrals. This student was referred for outside counseling, in addition to small group counseling and meetings with the school counselor.

2nd grade - 32 referrals which represent 2 students. One student represents 7 of those referrals. This student has experienced the loss of her mother and her grandmother. Participates in the School's grief group and has been referred to outside counseling.

Students are happy to be back in the building. They are on task. Some students have experienced personal loss. Three students lost their fathers to violent crimes. One student lost her mother. All these students have been referred to outside counseling.

Reminder: May Family Night: "Take a Tour at our Virtual Science Museum" Thursday, May 27, 2021 between 6:00pm - 7:30pm.

Facilities:

We have had a few meetings with Charter School Capital (CSC). Our most recent meeting was to get a better understanding of the process. Their acquisitions person will begin the process of working with a broker to locate a facility on . There will be no compensation or any agreement required by CSC until they have found a facility. We are scheduled to meet with Matt and Dennis from CSC on Wednesday, May 26. They have already had preliminary conversations with a broker.

Motion to Accept School Leader Report

Moved by: Lonette Merriman, seconded by Sam Pitts, Approved Unanimously

8. Resolutions

a. Resolution to accept the Financial Report for the month of April 2021.

Moved by: Kim LaMaglio Seconded By: Maya Crane, Approved unanimously

b. Resolution to approve the 21/22 SY calendar

Moved by Kim LaMaglio, Seconded By: Lonette Merriman, Approved unanimously

c. Resolution to ratify the approval of purchase 75 devices for staff.

Moved by Kim LaMaglio, Seconded By: Sam Pitt, Approved unanimously

9. Other Matters for Consideration:

a. **Old Business**

Resolution: The EXPLORATION ELEMENTARY CHARTER SCHOOL FOR SCIENCE & TECHNOLOGY Board of Trustees, having conducted a thorough criminal history record check via fingerprinting which is deemed acceptable by NYSED, and having discovered no State or federal criminal history, or having provided information regarding such history to NYSED, if found, and having verified that any academic and/or professional credential or qualification presented by the proposed member is genuine, and having reviewed the application in its entirety, has voted to select HERB ESCHER as a member to its Board of Trustees, with a term expiring on 1/1/2021, pending approval by NYSED. The resolution approving HERB ESCHER is adopted upon NYSED's approval.

Moved by Maya Crane, Seconded By: Kim LaMaglio, Approved unanimously

b. **New Business** – CSSRA Act 2021 and ARP ESSER funding allocations
No Report

10. Employee Recognition

- a. **Ahmaad Ellis- Instructional support staff:** Mr. Ellis joined Exploration in January 2020 and has been a constant in this classroom. He has been supporting and diving in with instruction to help the new teacher transition.
- b. **Maggie Camacho - Registrar and Front Office Support:** This faculty member supports the front of the front office to cover for the Receptionist. She is also the Student Registrar and Board Clerk. We would also like to report that she has filled 74 seats out of 115.

11. Motion to Approve the April 15, 2021 Board Meeting Minutes

Moved by: Lonette Merriman, seconded by Sam Pitts, Approved unanimously

12. Motion to Adjourn:

Moved by Sam Pitt, seconded by Maya Crane, Approved unanimously.
Meeting adjourned at: **7:00pm**

Next Meeting-June 17, 2021 at 5:30pm
Exploration Rochester Virtual Meeting Room

EXPLORATION ELEMENTARY CHARTER SCHOOL BOARD OF TRUSTEES

June 17, 2021

MEETING MINUTES

Due to the COVID-19 School Closure – The Board of Trustees meeting was held remotely using Cisco-WebEx Conferencing, in accordance with Executive Orders issued by the Governor of the State of New York. The meeting information was included in Public Notice as well as on the school's website:

Topic: Board of Trustees Meeting

Time: 5:30pm

Join WebEx Meeting

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

Trustees Present: Samantha Colson, Debra McEwen, , Lonette Merriman, Sam Pitt, Carlos Cong, Kim LaMagglio,

Trustees Excused: Herb Escher

Non-Trustees Present: Maggie Camacho, Rachelle Simmons

1. Call to Order: 5:30pm

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

2. Proof of Public Notice of Meeting

The following information was provided on the notarized affidavit of public notice: That, on **June 15, 2021**, a Public Notices was posted at the school location (1001 Lake Avenue) to indicate a board meeting and on the school's website ([Exploration Elementary Charter School for Science and Technology | Rochester, NY](#))

3. Conflict of Interest Reminder

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

4. Opportunity for Public Comment: “No Public Speaker”

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

5. Committee Reports:

a. Executive Committee: Carlos Cong

Committee meeting minutes from the May 20, 2021, meeting are made part of these Board Meeting minutes: The Executive committee had discussions regarding committee membership and the need for additional members on several committees. Members reviewed and discussed the Organizational Chart for approval. Carlos noted that the BOT meeting for July 15, 2021, will be a longer meeting due to the scheduling of the Board of Trustees Annual Meeting on the same date. Due to the exposure the media has given the “Critical Race Theory” we want to make sure that the school is prepared and can define how this will look, what is the desired outcome and what will the curriculum entail.

Herb Escher has officially been approved to the board by the CSO.

Motion to accept the report of the Executive Committee:

Moved by: Kimi LaMaglio, seconded by: Sam Pitts, Approved Unanimously

b. Governance Committee: Maya Crane (Committee Meeting Occur Quarterly-February, May, August, November) No Updates

Motion to accept the report of the HR Committee

Moved by: seconded by: Approved Unanimously

c. Academic Committee: Samantha Colson

The Academic committee would like to give a shout out to (49) forty-nine of our students who had perfect attendance this school year.

While we have seen some upticks in negative behaviors, these are a result of both students and parents feeling antsy as we approach the end of the school year.

Summer school starts on Tuesday, July 6, 2021, and will run through Thursday, August 5, 2021. We are happy to have Deborah join us, and we will send out the information for the month of July. We are very thankful to have another board member with us.

Motion to accept the report of the Academic Committee

Moved by: Kimi LaMagglio, seconded by: Debra McEwen, Approved Unanimously

d. Finance Committee: Kimi LaMagglio

The finance committee reviewed the month of April finances. We have had some Increases across Professional Development and across our legal fees, which is to be expected. Changes that we have seen in classroom supplies or curriculum would be pushed forward to current funds. In reviewing the financials there were no concerns from a financial standpoint on us closing the year. We are consistently doing well, and for the fiscal year, we look well.

Motion to accept the report of the Finance Committee

Moved by: Debra McEwen, seconded by: Samantha Colson, Approved Unanimously

e. HR Committee: Ciera Caldwell - No Updates

Motion to accept the report of the HR Committee

Moved by: seconded by: Approved Unanimously

6. Motion to Approve the May 2021 Board Meeting Minutes

Moved by: Debra McEwen, seconded by Kimi LaMagglio, Approved unanimously

7. BOT Strategic Plan Goals Update – no update.

8. School Leader Report:

Updates:

- **Fully Enrolled for SY 21-22**

We are fully enrolled for the school year 2021-22. We have an extremely healthy waitlist. We are sufficiently over-enrolled (30 students over) to prepare for attrition typically seen before fall

- **Summer School**

Enrollment for Summer School is complete. We have sent the list of students to the transportation department for summer school pick up. We built the cost of summer school into the budget for next school year, so there are no barriers to our students for summer school.

- **72% of Staff are vaccinated**

- **Hiring process**

We have started reviewing resumes for all of our open positions and conducting telephone screening.

We have several open TA and Teacher positions

- **Wellness Referral End of Year Report (to be presented in July, 2021)**

- **Academic Final Report (to be presented in July, 2021)**

Motion to Accept School Leader Report

Moved by: Samantha Colson, **Seconded By:** Maya Crane , **Approved unanimously**

9. Employee Recognition

- a. We are recognizing all staff for all their hard work throughout the year. We will be having an “End of Year Celebration” for all at TC Hooligans on Friday, June 25 from 4:30pm - 6:30pm.

10. Resolutions

- a. **Resolution to approve Financial Policy (Signature Process)**

Moved by: Sam Pitts, second by: Debra McEwen, Approved Unanimously

- b. **Resolution to approve Organizational Structure**

Moved by: Kimi LaMagglio, second by: Debra McEwen, Approved Unanimously

- c. **Resolution to approve SY 21-22 Budget**

Moved by: Maya Crane, second by: Debra McEwen, Approved Unanimously

- d. Resolution to approve a Non-Material Revision to the Charter instituting a Summer School Program subject to authorizer approval.**

Moved by Kimi LaMagglio:, Second by: Sam Pitts , Approved Unanimously

11. Other Matters for Consideration:

a. Old Business

b. New Business

12. Motion to Enter Executive Session at 5:56pm

Moved by: Maya Crane, Seconded by: Kimi LaMagglio

13. Motion to leave Executive Session at 6:44pm

Moved by: Kimi LaMagglio, Second by: Maya Crane

14. Motion to Adjourn:

Moved by: Maya Crane, seconded by: Ciera Caldwell, Approved unanimously.

Meeting adjourned at: **6:50pm**

Next Meeting-July 15, 2021, at 5:30pm
Exploration Rochester Virtual Meeting Room

Minutes

REGULAR MEETING OF THE BOARD OF TRUSTEES EXPLORATION ELEMENTARY CHARTER SCHOOL FOR SCIENCE & TECHNOLOGY

September 11, 2020 – 8:00 am

Location: Exploration School
Virtual Meeting Room

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

In accordance with Executive Orders issued by the Governor of the State of New York

Exploration's mission is to engage learners, 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 today's global world.

1. Welcome & Call to Order – 8:04 am

"The Chair reminds everyone that if a potential conflict of interest exists concerning a subject under discussion by the Board that 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."

Trustees Present: Carlos Cong, Kimi LoMaglio, Maya Crane, Samantha Colson, Sam Pitts

Trustees Excused: *Lonette Merriman, Kevin Williams*

Non-Trustees Present: *Casandra Vargas, Steve Polowitz, Courtney Hawkins, Rachelle Simmons*

2. Proof of Public Notice of Meeting: The following information was included on the notarized affidavit of public notice: That, on August 31, 2020, a Public Notice was posted at the school location to indicate a board meeting and on the School's website (<https://www.explorationrochester.org/>).

"The Chair notes that under the NY open meetings law, this is a publicly noticed Regular business meeting of the Board of Trustees. The meeting is not open to questions or comments from anyone other than Board members (including approved members awaiting final authorizer approval) and staff."

3. Faculty Recognition:

4. Committee Updates:

Committee	Update
Executive	<i>Decided to restructure, school objectives from a board lens, Rachelle's assessment, and the board's structure, shared the committees, chairs, and the meeting cycles</i>
Facilities	<i>None at this time</i>
BOT Recruitment	<i>2 members are ready to move forward with a Board resolution on, Deborah McEwen</i>
Finance	<i>Right on track at this time of year, uptick in supplies with the start-up of the new school year as well as janitorial/custodial line to prepare the building for COVID-19 CDC and local health dept. guidelines</i>

5. Update from Attorney Steve Polowitz

- *Discussed compliance, particularly in view of fact that next year will be the School's renewal year and that the renewal application must be submitted in August 2021. Focused on (1) need to decide on all committee chairs and members so that appropriate Resolution can be adopted at the October meeting, and (2) urgency around commencing the renewal application preparation process as soon as possible, and selecting the right consultant(s) to assist with preparation of the renewal application .*
- *Looking at things through an attorney lens as far as risk management; that with renewal looming and likely budget cuts due to the pandemic, Academic Accountability and Finance committees will be the most active, Board members willing to sit on those 2 committees, in particular, need to understand that time commitment will be greater than ordinary.*

6. Approvals

Accept the July Financial Report

Motion to approve by: Kimi

2nd by: Maya

Favor: All

Opposed: None

Abstained: None

Approve the June 26, 2020 Minutes.

Motion to approve by: Maya Crane

2nd by: Samantha Colson

Favor: All

Opposed: None

Abstained:None

Approve the July 10, 2020 Minutes.

Motion to approve by: Maya Crane
2nd by: Sam Pitts
Favor: All
Opposed: None
Abstained: None

Approve the August 14, 2020 Minutes

Motion to approve by: Kimi LoMaglio
2nd by: Sam Pitts
Favor: All
Opposed: None
Abstained: None

6. Resolutions

Resolution to Approve Leadership Coaching Contract for Assistant Principal & Operations Manager with Ms. Hanmer in the amount of \$6,900 subject to legal counsel final review. (Contract uploaded in BoardBookIt)

Motion to approve by: Maya Crane
2nd by: Sam Pitts
Favor: All
Opposed: None
Abstained: None

Resolution to Approve Leadership Coaching Contract for Principal with Ms. Cheves in the amount \$4,800 subject to legal counsel final review. (Contract uploaded in BoardBookIt)

Motion to approve by: Kimi LoMaglio
2nd by: Maya Crane
Favor: All
Opposed: None
Abstained: None

Resolution to Approve the following new committees: Academics, Human Resources, Governance and remove Facilities.

Tabled

Resolution to Approve the following committee chairs for SY 20-21

Tabled

Resolution to Approve Deborah McEwen as a Board Trustee effective 9/11/2020.

Motion to approve by: Maya Crane

2nd by: Sam Pitts

Favor: None

Opposed: None

Abstained: None

Resolution directing School Leadership to (1) commence the process of conducting an RFP for a consultant(s) to assist with preparation of our charter renewal application, (2) determining the approximate cost of same and (3) advising the Finance Committee of the amount so that Finance Committee can review budget and recommend any necessary budget revision to the Board for approval at the October Board meeting.

Motion to approve by: Kimi LoMaglio

2nd by: Samantha Colson

Favor: All

Opposed: None

Abstained: None

7. School Leader Report

Operations – Ms. Vargas

o Enrollment:

Grade	Open Offers	Accepted	Registration Completed	Goal to close gap	Offers Needed Acceptance
Kinder	19 (+11)	1 (-15)	0 (-64*)	19	19
First	5 (+3)	0 (-1)	0 (-12*)	5	5
Second	5 (+4)	0 (-)	0 (-4*)	5	5
Third	13 (+13)	0 (-2)	0 (-3*)	13	13
Fourth	0 (-)	0 (-)	0	0	0
Total Students Needed: 42					

*All K-4 students were rolled over to official enrollment in SchoolTool bringing these numbers down to 0. 9/10/2020 new offers were sent to grades K-3 as seen in the table above to close the enrollment gap.

Waitlisted	228 (-49) Kinder – 18 (-24) First – 16 (-13) Second – 57 (-6) Third – 51 (-9) Fourth – 86 (+3)
Target Enrollment	382 (Currently 340)
Target 15% Attrition Rate	340

Withdrawals

27 withdrawals between August 1 and September 10

Out of District	Home School	Out of State	Other Charter	RCSD	Unknown
-----------------	-------------	--------------	---------------	------	---------

8	1	6	10	2	0
---	---	---	----	---	---

*26 at this time last year

- *Hiring Needs:*
 - *Second Grade Classroom Teacher - Interview Next Week*
 - *Sped Teacher - Interview Next Week*
 - *Makerspace Teacher - Interview later today, 9/11/2020*
- *PPP Update*
 - Loan Forgiveness Application due to open up later this month
- *Technology Update*
 - Still waiting on remaining 132 Chromebooks to arrive, however with current devices all students were able to receive a device for Quarter 1's Remote Learning
 - Preliminary Numbers for Spectrum access to at least 40 students, staff will submit their onboarding checklist for EOD today and I will cross check the families who said they needed internet to the 40 that Spectrum already notified me of
- *ESSA Funds*
 - Submitted for Titles I, II, III, & IV totalling approximately \$200,000
 - Joined Consortium with RA for Title 3
- *CARES Act application Submitted*
 - Technology and PD for Remote Learning

Wellness – Ms. Hawkins

- *Wellness team to support teachers during virtual learning*
- *PBIS Back to School Drive-By Parade (9/18 from 1-3)*
- *Strengthening our school-wide tier 1 SEL supports (KaleidoscopeMe)*
- *Rachelle and I will meet to review the no call no show meet & greet requirements. The wellness team will support by making follow-up calls and family visits as needed to ensure 100% participation.*

Academics – Ms. Simmons

- 9/9-9/11 Staff Meet & Greets
- Preliminary Numbers show 70% attendance to get learning materials for Quarter 1 from Meet & Greet Appointments (239 out of 340 students)
- Live Instruction begins week of 9/14/2020
- K, 3 & 4 to run 2 academic groups - a.m. and a p.m. to meet the commitment of no more than 10 students on a live session
- 1 & 2 grades to run 3 academic groups to meet the commitment of no more than 10 students on a live session
- Special Area Teachers are currently offering 2-40 min time blocks a day by grade level
- Students Live Instruction time for ELA, Math, & Morning Meeting totals 2 and half hours
- Students are required 30 minutes of i-Ready Reading and another 30 minutes of i-Ready Math daily
- Students who do not attend live instruction are required to submit an artifact by 11:59 day of, as evidence of the lesson that was given during live instruction in order to receive attendance for that day
- i-Ready training later today for all staff
 - Diagnostics to be assigned for 9/21-10/9 for both ELA and Math

- Running Record Assessments will be conducted week of 9/21 for Grades 1-4, parents made appointments during meet & greets

Other – Ms. Simmons

- Financial Update Regarding potential 20% decrease:
Current Approved Budget:
Option B
15% Attrition Rate (340 students) - 10.5% decrease in per pupil funding (w/ 5.5% we already know + additional 5% decrease)

What we have prepared already to prepare for another 15% decrease:

- Option D**
15% Attrition Rate (340 students) - 20.5% decrease in per pupil funding (w/ 5.5% we already know + additional 15% decrease)

What does this mean?

Currently we only have 6 ISS (2 Kinder & 3 First) and option D leaves

Currently we only have 1 Special ISS (1 in PE)

Currently we have 3 Campus Mentors

Approve the School Leader Report.

Motion to approve by: Kimi LoMaglio

2nd by: Maya Crane

Favor: All

Opposed: None

Abstained: None

8. Motion to Adjourn – 9:15 am

Motion to adjourn by: Kimi LoMaglio

2nd by: Maya Crane

Favor: All

Opposed: None

Abstained: None

Next Meeting – October 9, 2020 at 8:00 am
Exploration Rochester Virtual Meeting Room
<https://explorationroc.webex.com/meet/cvargas>

Minutes

REGULAR MEETING OF THE BOARD OF TRUSTEES EXPLORATION ELEMENTARY CHARTER SCHOOL FOR SCIENCE & TECHNOLOGY

October 16, 2020 – 8:00 am

Location: Exploration School
Virtual Meeting Room

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

In accordance with Executive Orders issued by the Governor of the State of New York

Exploration's mission is to engage learners, 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 today's global world.

1. Welcome & Call to Order – 8:00am

"The Chair reminds everyone that if a potential conflict of interest exists concerning a subject under discussion by the Board that 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."

Trustees Present: Carlos Cong, Maya Crane, Sam Pitts, Kimberly LaMaglio, Kevin Williams, Debra Joseph-McEwen, Lonnette Merriman, Samantha Colson

Trustees Excused: None

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

2. Proof of Public Notice of Meeting: The following information was included on the notarized affidavit of public notice: That, on August 31, 2020, a Public Notice was posted at the school location to indicate a board meeting and on the School's website (<https://www.explorationrochester.org/>).

"The Chair notes that under the NY open meetings law, this is a publicly noticed Regular business meeting of the Board of Trustees. Other than Public Comments at the beginning of the meeting as noted below, the meeting is not open to questions or comments from anyone other than Board members (including approved members awaiting final authorizer approval) and staff."

3. Public Comment

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

No speakers present

4. Faculty Recognition:

Mrs. Carolyn Cronmiller - Kindergarten Teacher, for her efforts in building relationships with her families. She added in an extra family town hall with all of her families to go through expectations and went above and beyond. That was not an expectation from leadership.

Ms. Theresa Brown - Wellness Coordinator Mr. Theresa Brown assumed the role of all of the onboarding of the outstanding children who had not been on board in our meet and greet.

Ms. Angella Cocchiara - is our Math Intervention Teacher, but stepped in as the long term sub in 2nd grade for the month of September before we welcomed our new 2nd grade teacher, Mrs. Samuel.

These 3 staff members are recognized and we will do our next Faculty recognition on Friday, October 30th at 1:30pm.

5. Committee Updates:

Committee	Update
Executive	Committee-Executive
Facilities	None
BOT Recruitment	None
Finance	Read Minutes - Board to Approve the Minutes Read out from the Finance Committee https://admin.boardbookit.com/Company/4288/Document/Index/207?fileId=219

5. Resolutions

Resolution to accept the Financial Report for the Month of August 2020.

Motion to approve by: Maya Crane
2nd by: Samantha Colson
Favor: All
Opposed: None
Abstained: None

Resolution to approve the September 11, 2020 Minutes.

Approval of the Minutes is tabled until the November Meeting

Resolution to ratify the seating of of board member, Debra Joseph-McEwen due to CSO approval.

Motion to approve by: Lonette Merriman
2nd by: Maya Crane
Favor: All
Opposed: None
Abstained: None

Resolution to approve the addition of the Governance Committee.

Motion to approve by: Maya Crane
2nd by: Sam Pitts
Favor: All
Opposed: None
Abstained: None

Resolution approving 2020-2021 Chairs and Members of the BOT Finance, Executive, Academic and Governance Committees.

Finance

Chair: Lonette Merriman

Members: Sam Pitts, Kimi LoMaglio, Casandra Vargas, Rachelle Simmons, Anne Culver

Executive

Chair: Carlos Cong

Members: Kimi LoMaglio, Kevin Williams, Lonette Merriman, Maya Crane

Academic

Chair: Kevin Williams

Members: Samantha Colson, Rachelle Simmons, Courtney Hawkins, Maggie Eichelberger, Lisa Standing, Stephanie Raker

Governance

Chair: Maya Crane

Members: Mathew Zelehowsky, Torry Butler, Rashondra Martin

Motion to approve by: Kim LoMaglio
2nd by: Lonette Merriman

Favor: All
Opposed: None
Abstained: None

Resolution to approve the School Year 2020-2021 Staff Handbook.

Staff Handbook with redlined changes/revisions was uploaded on Friday, October 2, 2020 and it has been shared. Notable changes changes: (1) Language related to part time employees was removed since we do not have any part time employees; and (2). Required Covid 19 policies have been added.

Motion to approve by: Maya Crane
2nd by:
Favor: All
Opposed: None
Abstained: None

7. School Leader Report

Operations – Ms. Vargas

○ Enrollment:

Grade	Open Offers	Accepted	Registration Completed	Goal to close gap	Offers Needed Acceptance
Kinder	1 (-18)	1 (-)	70	18 (-1)	18
First	3 (-2)	0 (-)	73	5 (-)	5
Second	2 (-3)	1 (+1)	93	3 (-2)	3
Third	5 (-8)	2 (+2)	70	10 (-3)	13
Fourth	0 (-)	0 (-)	0	0	0
Total Students Needed: 36 (-6)					

*All K-4 students were rolled over to official enrollment in SchoolTool bringing these numbers down to 0. 9/10/2020 new offers were sent to grades K-3 as seen in the table above to close the enrollment gap.

Waitlisted	131 (-97) Kinder – 13 (-5) First – 9 (-7) Second – 24 (-33) Third – 0 (-51) Fourth – 83 (-3)
Target Enrollment	382 (Currently 346)
Target 15% Attrition Rate	340

- *Hiring Needs:*
 - (2) *Sped Teachers*
- *PPP Update*
 - No new updates, invite hasn't been sent yet to start the process for loan forgiveness
- *Technology Update*
 - 132 Chromebooks to arrive in January, however with current devices all students were able to receive a device for Quarter 1's Remote Learning
- *Started Coaching with Deb Hanmer*

Wellness – Ms. Hawkins

- *Began 1:1 coaching with Deb Hanmer*
- *Family Night "Expoween" (10/29 from 6:00pm-7:30pm)*
- *In the hiring process for a Campus Mentor*

Academics – Ms. Simmons

- 98% of Students were on-boarded with materials by Friday, 9/25
- Students are finishing i-Ready Reading & Math Diagnostic
- Reading Teachers & Coordinators are finishing Fountas & Pinnell running record assessments, cut off for preliminary data for presentation to the Academic Committee is Friday, 10/30/20
- Coaching for SY 20-21 has started with Helen Jae
- Partnership with Deb Hanmer for Student Support Model Redesign focus for the month is prioritizing PD to support our staff, Deb has the handbook already drafted to outline Behavior Supports, Working with Deb to incorporate the Academics to show how both sides mirror each other to support the "whole child"
- Hawkins & Simmons starting 30 day check-ins with ALL staff, staff were also asked to complete their own self-evaluation using the same evaluation that is used for them at the end of the year to determine employment agreement renewal
- DRAFT CSO Midterm Report - see documents

Other – Ms. Simmons

- Family Night is Thurs. 10/29/20 Exploration's Expoween

Motion to approve by: Maya Crane

2nd by: Kimi LaMaglio

Favor: All

Opposed: None

Abstained: None

8. Motion to Adjourn –9:30 am

Some board members' schedules are changing and are ever changing. So, after the November meeting, We propose to move these meetings to the 3rd Friday. If there are concerns around that, please let me know. However, please plan on these being the 3rd, Friday of every month moving forward.

Motion to adjourn by: Samantha Colson

2nd by: Kevin Williams

Favor: All

Opposed: None

Abstained: None

Next Meeting – November 13, 2020 at 8:00 am

Exploration Rochester Virtual Meeting Room

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

EXPLORATION ELEMENTARY CHARTER SCHOOL BOARD OF TRUSTEES

DECEMBER 18, 2020

MEETING MINUTES

Due to the COVID-19 School Closure – The Board of Trustees meeting was held remotely using Cisco-WebEx Conferencing, in accordance with Executive Orders issued by the Governor of the State of New York. The meeting information was included in Public Notice as well as on the school’s website:

Topic: Board of Trustees Meeting

Time: 8:00am

Join WebEx Meeting

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

Trustees Present: Debra McEwen, Sam Pitts, Maya Crane, Kevin Williams, Kimi LoMaglio, Lonette Merriman, Samantha Colson

Trustees Excused: Carlos Cong, Ciera Caldwell

Non-Trustees Present: Theresa Brown, Steve Polowtiz, Wanda Samuel, Al Ambroselli, Carole Rogers, Courtney Hawkins, Rachelle Simmons, Maggie Camacho, Dr. Heather Feinman

1. Call to Order:

- a. The Board Chair called the meeting to order at **8:00am** and it was determined that a lawful quorum of seven was present.

2. Proof of Public Notice of Meeting

The following information was provided on the notarized affidavit of public notice: That, on **December 18, 2020**, a Public Notices was posted at the school location (1001 Lake Avenue) to indicate a board meeting ad on the school’s website ([Exploration Elementary Charter School for Science and Technology | Rochester, NY](#))

3. Conflict of Interest Reminder

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

4. Opportunity for Public Comment: “No Public Speaker”

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

5. Committee Reports:

a. Executive Committee: Carlos Cong

See attached committee meeting minutes which are made a part of these Board meeting minutes: [Executive Committee Meeting Minutes](#)

Carlos Cong, Board Chair submitted an updated report to the board regarding the Executive Committee meeting. The Executive committee and The Board of Trustees agreed to move forward with Herb Escher as new board member. Kevin Williams will reach out to Herb to complete his application.

CSO Mid-term report;

BoT noted that the report was released late, not in time for summer retreat discussion, particularly around our SY4 objectives and progress made since SY3 that largely fills the gaps noted in the report. BOT is committed to filling the gaps on the technical improvement areas noted in the findings

CSO mid-term report findings update

Committee believes that through school committees and board chair 1x1's, the board should be receiving frequent updates on progress. School leaders must maintain a clear, organized way to report out on progress and raise concerns as early as possible and often.

School Q2 schedule

School leaders are outlining their approach, Board would like to see this decision driven with data that should include:

implications of the decisions, cost and resources available to support approach, Change Management - i.e. - what additional training may be required, behavior required and risks.

b. Governance Committee: Maya Crane

See attached committee meeting minutes which are made a part of these meeting minutes and available in Boardbookit. **(Committee Meetings to occur Quarterly-February, May, August, November.)** Maya Crane updated the board in regards to the Governance committee.

c. Academics Committee: Kevin Williams

See attached committee meeting minutes which are made a part of these Board meeting minutes: [12-7-2020 Academics Committee Meeting](#)

Rochelle Simmons will cover this in detail in her report.

Discussion about the latest academic checkpoints. Some regression from our last checkpoint. Talked through what the data actually means. Regarding feedback from CSO calls about our use of data: What is proper data? What are the external Benchmarks? Discussion about what corrective actions we need to take as a school. Discussion about unrealistic expectation that the curriculum we have is just as effective for-in in a school - vs online/remote. Rachelle Simmons added that reading does seem to be an area that is a struggle, especially for our 3rd and 4th grader. Samantha Colson added that some of the students are not attending for various reasons, and at the end of day this is a burn out for some.

d. Finance Committee: Lonette Merriman

See attached committee meeting minutes which are made a part of these Board meeting minutes:

[12-11-2020 Finance Committee Meeting Minutes](#)

Everything was under budget, except a couple lines that we were prepared for; appear to be on track for the rest of the year. Finance did talk about 3 upcoming purchases. 1. Schoolworks - Charter Renewal Application, 2. Bright IT Solutions - Computer Help Desk and 25 student laptops.

1. Old Business:

- a. October P & L, 530 School Operations. Everything under budget except the following:
 - 530-075 Interest Expense - due to Credit Card & Amazon Line of Credit interest
 - 530-105 Student Services - due to 1st family night, each family night is allotted \$2500, budget splits it out over 12 months
 - 530-130 Minor Equipment/Furniture - purchase of 23 monitors, Dutch door, BakUSA lease, outlet installation for new copier

2. New Business:

- a. Preliminary November P & L, 530 School Operations: Everything is under budget except the following:
 - 530-030 - Postage & Mailing - due to report card & materials mailing due to remote learning

530-060 - Professional Development - due to increased PD to support staff during remote learning

530-075 - Interest Expense - due to Credit Card & Amazon Line of Credit interest

550 Facility Operations Everything is under budget except the following:

550-010 Janitorial-due to positive COVID-19 staff member cleaning, product for stripping and waxing of floors Preliminary. November Balance Sheet. Nothing to note currently.

3. Next Steps & Action Items:

- a. Board Approval Needed for October Financials
- b. Casandra to work with Accountant to complete a line by line budget review to flag potential areas of savings to cover the costs of:
 - i. Consultant for Charter Renewal
 - ii. Consultant for Newsletter
 - iii. Increased Tech Services
 - iv. Holiday Bonus Recommendation

d. HR Committee: Ciera Caldwell

“No meeting held”

6. BOT Strategic Plan Goals Update

- a. Board meeting schedule and projects:
Chair has asked Debra McEwen, to chair our “special projects” ad-hoc committee. Debra will hold a meeting to align on next steps

7. School Leader Report:

<https://drive.google.com/file/d/1sZB5lQvAawytAaRy0tVHoTYymiB67Luo/view?usp=sharing>

a. Recruitment update:

Rachelle presented the Report

(Casandra Vargas is off today). Ms. Courtney Hawkins is leading online wellness center roll out this morning with all grade levels. Enrollment numbers are holding at 356 out of 382. Budget is built on 340. We are at 16 students above the budgeted number. New Enrollees are only added at the discretion of the school leader.

b. H R Update:

Regarding hiring needs, still looking for a SPED teacher. These positions are quickly-being absorbed around the area. Still looking for a maker space teacher, and 4th grade classroom teacher. Temporarily- filled with our intervention staff to keep us where we need to be.

c. **Technology update:** Outstanding order for devices ordered back in April is set to arrive January 2021. There are 17 current devices that are at the Buffalo Lenovo (warranty issues) and Cassandra purchased 25 devices from Best Buy to fill our current gap.

d. **COVID-19 Testing update:** Dr.Mendoza(Monroe County Dept. of Health), will no longer be able to allow us to use his certification or credentials for our school. The school we share the building with has a board member that will be our laboratory director for our nursing station. Will be partnering with them to have this switch done as of January 1, which will allow us to come back as hybrid in quarter 3, which starts February. 1st.

e. **Hiring update:** At the moment SPED and Maker Space positions are the main concern. We have 3 possibilities that made it through phone screening that will move to phase 2 of the interview process. Want to have them in place by January 13th so that they can get familiarized with the building and technology before hybrid begins.

8. Approve the School Leader Report:

Moved by Kimi LaMaglio, Seconded by Kevin Williams, Approved unanimously

9. Consent Agenda:

November BOT Minutes “Tabled”

Minutes from Previous BOT Minutes for October 2020. “Tabled”

10. Old Business:

a. Resolution to approve - Law 2 D (Data Privacy) policy.

Moved by Lonette Merriman, Seconded by Kevin Williams, Approved unanimously.

Steve Polowitz noted that all vendors are subject to the policy and that all 3rd party contracts need to incorporate the Data Privacy Agreement and Policy.

Questions regarding training were raised. Is there an additional expense for that training?

a. Resolution to approve consulting services proposal with SchoolWorks to assist with the charter renewal application.

Moved by: Lonette Merriman, Second by: Sam Pitts, Approved unanimously

The SchoolWorks proposal is for consulting services in connection with preparation of the charter renewal application. This the only organization that responded to the RFP. It did go out to several other companies and was posted on our website.

Resolution to accept the Financial Report for the month of November 2020.

Moved by Maya Crane Seconded by Samantha Colson, Approved unanimously.

- b. **Rescind the following resolution: “to approve the changes in the school’s admission policy to a lottery preference for ENL/MLL students.**

Moved by Kimi LaMaglio, seconded by Samantha Colson, Approved unanimously

- c. **Ratify the email resolution and BoardBookit vote to approve the changes in the school’s admission policy to a weighted lottery for ENL/MLL.**

Moved by Kevin Williams, seconded by Sam Pitts, Approved unanimously

11. New Business:

- a. **Faculty Recognition:**

Julie Catan - Reading Intervention Teacher

Currently is reading intervention, teacher, and she has stepped in to be our interim 4th grade teacher. Leadership really wants to note that Ms Catan is always taking initiative, trying everything that she can to grow our Explorers as readers and is willing to take on any challenge and continue to engage students, whether it's in her new classroom, or in her former reading role.

Chelsea Manning - Social Worker

Chelsea has gone above and beyond. She has not only accepted the role as our Covid 19 - safety coordinator, but she also continues to go to great lengths to engage these families and do home visits to support them. If they are struggling with technology needs, attendance issues. Her most recent initiative was to help leadership sponsor 45 families for the holidays.

12. Resolutions:

- a. **Resolution to accept the Financial Report for the month of October 2020.** Moved

Moved by Kimi LaMaglio, Seconded by Kevin Williams, Approved unanimously.

13. Executive Session-9:12am

Motion to go into executive session to discuss a pending legal matter.

Moved by Maya Crane, Seconded by Kimi LaMaglio, Approved unanimously.

Motion to come out of executive session-9:23am

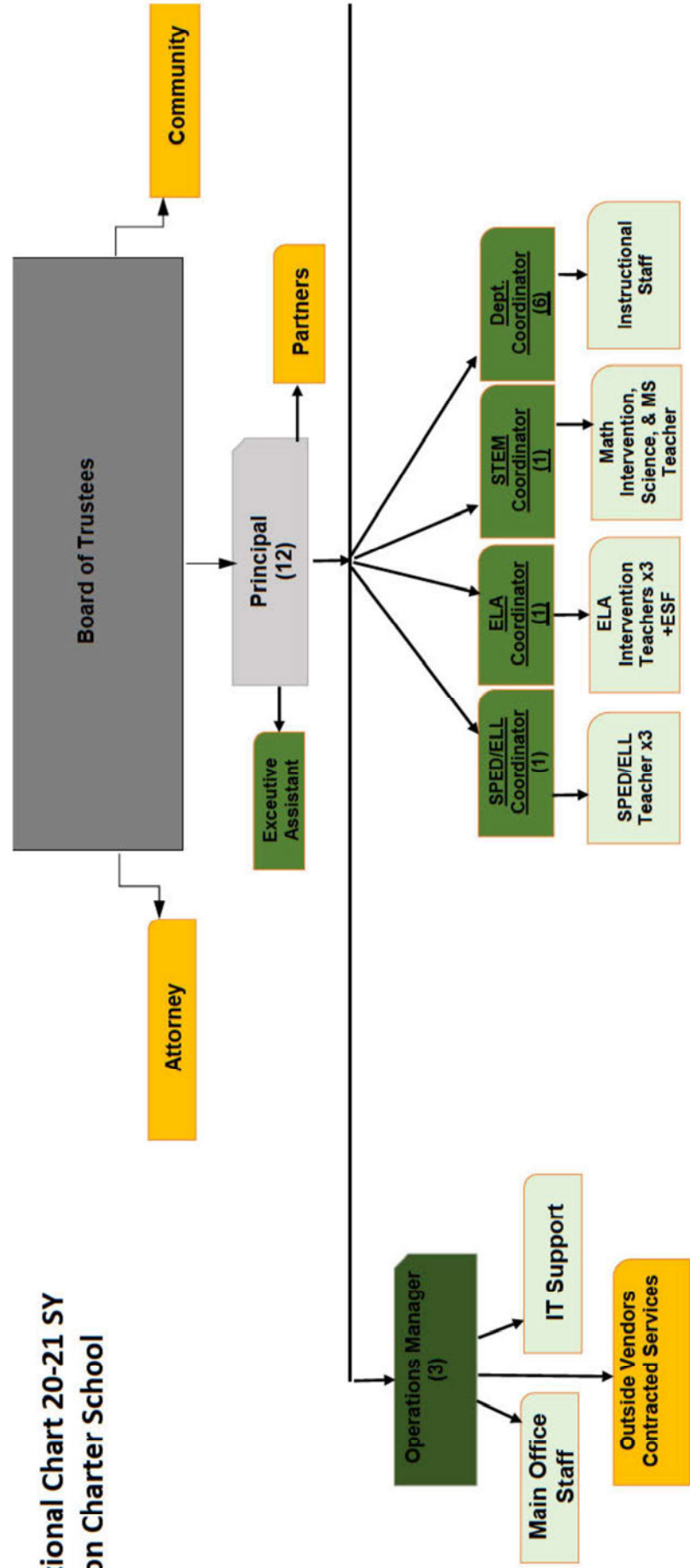
Moved by Kimi LaMaglio, Seconded by Kevin Williams, Approved unanimously.

14. Motion to Adjourn: Moved by: Kevin Williams, Seconded by: Kimi LaMaglio, Unanimously approved a motion to adjourn meeting at **9:24am**.

Next Meeting- January 15, 2020 at 8:00am
Exploration Rochester Virtual Meeting Room
<https://explorationroc.webex.com/meet/cvargas>

<https://explorationroc.webex.com/webappng/sites/explorationroc/recording/c18e06fbb5d84e53a41b4c8154257871/playback>

Organizational Chart 20-21 SY
Exploration Charter School



Exploration Elementary Charter School | 2021-2022 Calendar

School Hours: 9:00am - 4:00pm
Friday (half day dismissal): 9:00am - 12:30pm

5 Observance Day

JULY 2021						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
						0

17 M.L. King Day
28 End of Marking Period 2

JANUARY 2022						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					20

23-31 Staff PD

AUGUST 2021						
S	M	T	W	Th	F	S
	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
						0

17 Family Night
21 President's Day
(All Facilities Closed)
22-25 Recess (School not in Session
12-month staff report)

FEBRUARY 2022						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					
						15

1-2 Staff PD
3-6 Labor Day
7 District Day
8 First day of school

SEPTEMBER 2021						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
						17

1 Parent-Teacher Conferences
3 Parent-Teacher Conferences
4 Half-day for all students
24 Family Night
29-31 NYS Testing (3-8 ELA
Assessment)

MARCH 2022						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
						23

11 Columbus Day
21 Family Night

OCTOBER 2021						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	
						20

8 End of Marking Period 3
11 Half-day for all students
12 District Day
15 Good Friday
(All Facilities Closed)
18-22 Recess (School not in Session –
12 month staff report)
26-28 NYS Testing (3-8 Math
Assessments)

APRIL 2022						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
						15

2 District Day
4 Parent-Teacher
Conferences Evening
5 Half-day for all students
5 End of Marking Period 4
11 Veterans' Day
12 Parent-Teacher
Conferences Afternoon
25-26 Thanksgiving Recess

NOVEMBER 2021						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
						19

11 Half-day for all students
12 District Day
30 Memorial Day

MAY 2022						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
						21

10 Half-day for all students
24-27 Christmas observed
(All Facilities Closed)
28-30 Recess (School not in
Session -12-month staff report)
31 New Year's Day Observed
(All Facilities Closed)

DECEMBER 2021						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
						17

16 Family Night
17 End of Marking Period 4
20 Juneteenth Observance
(All Facilities Closed)
23 Last day for students
24 Last day for staff

JUNE 2022						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
						16

Key:

- Holiday- No School for Staff & Students
- District Day- No School for Students
- NYS Assessment Day
- Early Dismissal Day -12:30 Dismissal
- Last Day of school for students -12:30 Dismissal

Teacher Days= 195 (including District Days)
Student Days= 183
12 Month Employee Days= 247

General Information and Fire/Life Safety History

Inspection Date:

7/6/21

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?:

Yes

5a. Tenant Name:

Academy of Health Science

5a. Tenant Address:

1001 Lake Ave

5a. Tenant Address2:

Rochester, NY 14613

5a. Tenant Phone #:

(585) 254-1003

6. Square footage:

102000

8a. Fire drill manuals distributed?

Yes

8d. Average evacuation time:

2 minutes 24 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 7, 2020	Evacuation
2	Dec 9, 2020	Evacuation
3	Dec 9, 2020	Evacuation
4	Dec 11, 2020	Evacuation
5	Dec 14, 2020	Evacuation
6	May 20, 2021	Lockdown

	Date	Type
7	Dec 16, 2020	Evacuation
8	Dec 18, 2020	Evacuation
9	Dec 2, 2020	Lockdown
10	Mar 10, 2021	Lockdown
11	May 11, 2021	Lockdown
12	Dec 16, 2020	Evacuation

Insufficient Fire & Emergency Drills Reason

- Drills were conducted in December as that is when we had multiple staff on site to hold these drills with a larger crowd because we know that the intent is to practice with student and staff. Unfortunately students did not return to the building until 2/22/2021. 12/9/2020 drill was a morning and an afternoon drill

Initial Inspector

Brian Anten

Phone #: (Phone Number) [REDACTED]

Certification #: (Certification Number) [REDACTED]
[REDACTED]

Building Administrator

Cassandra Vargas

Phone #: (Phone Number) (585) 498-4700

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:

Jul 14, 2021

Created By:

rachelle.simmons

Date Modified:

Jul 26, 2021

Modified By:

rachelle.simmons

Date Certified:

Jul 26, 2021

Certified By:

rachelle.simmons

Certificate History

Certificate Type

Date Certified

Certified By

Certificate of Occupancy

Jul 26, 2021

rachelle.simmons

Non-conformances

Item	Date Corrected	Date Reinspected
17L-1	Jul 6, 2021	Jul 6, 2021



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: July 14, 2021
Effective Date: July 01, 2021
Expiration Date: July 01, 2022


Commissioner of Education

OBTAIN FIRE SAFETY REPORT FROM DISTRICT OFFICE

THIS CERTIFICATE VOIDS ANY PREVIOUSLY ISSUED