



Exploration Elementary Charter School for Science and Technology

Minutes

March Board of Trustees Meeting

Date and Time

Thursday March 30, 2023 at 6:15 PM

Location

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

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

Mission Statement:

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

Every Child. Every Family. Every Day.

Proof of Public Notice of Meeting: The following information was included on the notarized affidavit of Public Notice that on Monday March 27, 2023, a Public Notice was posted at the school location (1001 Lake Avenue) to indicate a board meeting and on the school's website (Exploration Elementary Charter School for Science and Technology, Rochester, NY. A notice was also sent to the following local media to publish: news@13wham.com, newsroom@wroctv.com, and news1@whec.com.

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

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

Trustees Present

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

Trustees Absent

K. LoMaglio

Guests Present

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

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

M. Crane called a meeting of the board of trustees of Exploration Elementary Charter School for Science and Technology to order on Thursday Mar 30, 2023 at 6:15 PM.

C. Approve Minutes

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

S. Colson seconded the motion.

Approved-All/Opposed-None/Abstained-None

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

II. Executive Committee

A. Executive Committee Update

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

III. Academics Committee

A. Academic Committee Update

- Reviewed March 2023 meeting minutes

IV. Facilities Ad Hoc Committee

A. Ad Hoc Facility Update

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

V. Finance Committee

A. Finance Committee Update

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

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

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

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

D. Joseph-McEwen made a motion to Accept January 2023 Financials.

S. Colson seconded the motion.

Approved-All/Opposed-None/Abstained-None

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

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

VI. Governance Committee

A. Governance Committee Update

Reviewed March 2023 Governance Meeting Minutes

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

VII. HR Committee

A. HR Committee Update

HR Committee did not meet in March 2023

VIII. School Leader Report

A. School Leader Update

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

- Reviewed slides
- Enrollment is holding at 408 students
- ENL EVERS are added into the 2022-2023 ENL subgroup enrollment, the percentage goes up to 3% instead of 2% & SPED EVERS is 10% not 9%
- Decrease in Student Attrition for February 2023
- Increase in initiatives for families that have completed an application for next school year. Bike Raffle done at March Family Night. Open House was Friday 3/24/23 & 4 families came in for a tour. The deadline for application submission through Good Schools Roc is April 1st. Parent University will also be happening for incoming families. Approximately 330 applications have been received for the 2023-2024 School Year.
- Staffing - 5th grade staffing continues to be a struggle. One of the Restorative Champion Staff who has been at Expo for over 4 years, who started as a TA, has agreed to finish the year in a fifth grade classroom as a TA.
- Fifth grade is no longer switching classes which should increase classroom learning through the end of the year.
- Behavior Data - A new initiative for children not getting out of their seats will be started after Spring Break. Mr Norman will be in charge of this. A fifth grade

initiative will also be instituted which will have them working towards a class trip at the end of the year. There has been a decrease in behaviors this month.

- Attendance....Finally at 91% attendance for all students.
- Family Night for March was Movie Night. It had an attendance of about 200 family members.
- Student are preparing for NYS Testing in ELA & Math
- 2nd Graders went to Bergmann Associates for a field trip and students reported that these field trips were the best they have had.

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

H. Escher seconded the motion.

Approved-All/Opposed-None/Abstained-None

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

IX. Other Business

A. Code of Conduct for Board Approval

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

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

D. Joseph-McEwen seconded the motion.

Approved-All/Opposed-None/Abstained-None

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

B. Complaint Policy for Board Approval

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

C. Cong made a motion to approve Compliant Policy.

S. Colson seconded the motion.

Approved-All/Opposed-None/Abstained-None

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

C. By-Laws for Board approval

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

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

C. Cong seconded the motion.

Approved-All/Opposed-None/Abstained-None

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

D. Admission Policy for Board approval

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

C. Cong made a motion to approve Admission Policy.

D. Joseph-McEwen seconded the motion.

Approved-All/Opposed-None/Abstained-None

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

E. Proposal review for review of renewal of Consulting Services

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

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

D. Joseph-McEwen seconded the motion.

Approved-All/Opposed-None/Abstained-None

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

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

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

G. Next Board of Trustees Meeting

Thursday April 20, 2023

6:00pm - 7:30pm

1001 Lake Avenue, Rochester, NY 14613

X. Closing Items

A. Adjourn Meeting

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

Respectfully Submitted,

C. Villanueva

Documents used during the meeting

- Academic Committee March Minutes 2023.docx.pdf
- Jan 2023 P&L - 03.05.23.xlsx
- Jan 2023 BS - 03.05.23.xlsx
- 3-3-2023 Finance Mtg..pdf
- 3.25.23SchoolLeaderReport.pptx.pdf

- Code of Conduct_Discipline Policy 03.13.23REDLINE.docx
- Complaint Policy.SHP revision (1).12-23-2022.docx
- ByLaws.Amended_____2021 Redline Version.docx
- Non-Material_Admissions Policy Redline Version.docx
- SchoolWorks- Renewal Purposal 2023.pdf