



## The Exploris School

### The Exploris School Board Meeting | September 2022

Open to the Exploris Community

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#### Date and Time

Thursday September 22, 2022 at 4:30 PM EDT

#### Location

**The Exploris School | Elementary Campus**

*5th Grade Classroom*

17 Swain St.

Raleigh, NC 27601

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#### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>4:30 PM</b>
<b>A. Record Attendance</b>		Eric Grunden	1 m
<b>B. Call the Meeting to Order</b>		Steven Darroch	1 m
<b>C. Approve Minutes</b>	Approve Minutes	Eric Grunden	2 m
Approve minutes for The Exploris Board Meeting   August 2022 on August 25, 2022			
<b>D. Public Comment</b>		Steven Darroch	15 m

#### PUBLIC COMMENT

Fifteen minutes will be allocated on the agenda for public input at each meeting. Additional time may be added at the discretion of the Chair.

Public comment may be oral, in person, or in written form to be read by the Chair.

Public comment is limited to no more than 3 minutes per person.

It is recommended that public comment be written out and provided to the board following the three minutes to ensure the entire message is heard by the board.

Each speaker will clearly state their full name and county of residence.

All public comment should be factual and should not include personally identifiable

	Purpose	Presenter	Time
information of students or personnel in order to maintain confidentiality. Speakers should avoid using names of students or staff and maintain confidentiality and privacy standards.			

All public comments will be taken under advisement by the Board, but will not elicit an immediate written or spoken response. The names of persons providing public comment and a brief summary of topics or input will be included in the meeting minutes published.

A response will be provided to the stakeholder within seven (7) days.

Specific issues about a particular student or teacher should be addressed to the elementary or middle school director, rather than the Board of Directors.

## II. Committee Reports

**4:49 PM**

<b>A. Finance Report</b>	Vote	Koren Morgan	10 m
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- Monthly Financial Reports

<b>B. Governance</b>	Discuss	Deborah Brown	10 m
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Committee Report:

1. Attendance Policy Discussion
2. Process for Recommending Committee Members

- Insuring transparency and inclusivity
- Voting vs. Non-voting members

<b>C. Educational Excellence</b>	FYI	Ethan Burton	5 m
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<b>D. Director Evaluation &amp; Support</b>	Discuss	Steven Darroch	5 m
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<b>E. Equity &amp; Diversity</b>	Discuss	Steven Darroch	5 m
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<b>F. Facilities</b>	Discuss	Theo Kingsberry	5 m
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## III. Meeting Items

**5:29 PM**

<b>A. Directors Report</b>	FYI	Josh Corbat	10 m
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- Monthly Report & Updates (The Directors Report will not be made verbally during meetings, starting this month. Please review the written report prior to the meeting. We will answer questions and provide critical updates and vote on any requested items.)

<b>B. Board Business</b>	Discuss	Steven Darroch	10 m
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	Purpose	Presenter	Time
1. General Discussions			
<b>IV. Closed Session</b>			<b>5:49 PM</b>
<b>A. Facilities &amp; Legal Items</b>	Discuss	Theo Kingsberry	15 m
• Updates on Facilities			
<b>V. Closing Items</b>			<b>6:04 PM</b>
<b>A. Adjourn Meeting</b>	Vote		

# Coversheet

## Approve Minutes

**Section:** I. Opening Items  
**Item:** C. Approve Minutes  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:**  
Minutes for The Exploris Board Meeting | August 2022 on August 25, 2022

APPROVED



## The Exploris School

### Minutes

#### The Exploris Board Meeting | August 2022

Open to the Exploris Community

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##### **Date and Time**

Thursday August 25, 2022 at 4:30 PM

##### **Location**

**The Exploris School: Elementary Campus**

*5th Grade Classroom*

17 S Swain St, Raleigh, NC 27601

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Topic: The Exploris School Board Month Meeting June 2022

Time: Thursday, Aug. 25th 4:30 pm Eastern Time (US and Canada)

In -person at Exploris Elementary School, 17 S. Swain St. Raleigh, NC

### **Directors Present**

A. Rodriguez, D. Deaton, E. Grunden, J. Hwang, L. Friedman, M. Townley, S. Carothers, S. Darroch, T. Kingsberry

### **Directors Absent**

E. Buchan, R. Boyce

### **Directors who arrived after the meeting opened**

J. Hwang, S. Carothers

### **Ex Officio Members Present**

C. Greer-Banks, D. Brown, E. Burton, J. Corbat

### **Non Voting Members Present**

C. Greer-Banks, D. Brown, E. Burton, J. Corbat

### **Guests Present**

K. Morgan

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## **I. Opening Items**

### **A. Record Attendance**

### **B. Call the Meeting to Order**

S. Darroch called a meeting of the board of directors of The Exploris School to order on Thursday Aug 25, 2022 at 4:29 PM.

### **C. Approve Minutes**

T. Kingsberry made a motion to approve the minutes from The Exploris School Board Meeting for July 28, 2022 on 07-28-22.

A. Rodriguez seconded the motion.

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

### **D. Public Comment**

No public comments requested.

## **II. Meeting Items**

### **A. Directors Report**

S. Carothers arrived at 4:41 PM.

1. Approval of cleaning contract moved to facilities committee report section.
2. What considerations are being made for wellness in possible future sites? JC - yes but dependent on market conditions. LF - can we partner with groups like YMCA? SD - Collaboration is a goal. DB - this is often an insurance issue. KM - cost also.

S. Darroch made a motion to accept resignations as presented in report.

T. Kingsberry seconded the motion.

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

T. Kingsberry made a motion to Approve Board on Track and cleaning facilities contracts.

D. Deaton seconded the motion.

JC explained terms of contract as shown in packet.

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

## **B. Finance Report**

J. Hwang arrived at 5:09 PM.

## **C. Board Business**

## **III. Committee Reports**

### **A. Governance**

A. Rodriguez made a motion to Approve Staff/Personnel, Family/Student Handbooks, Crisis Preparedness Manual.

T. Kingsberry seconded the motion.

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

### **B. Educational Excellence**

### **C. Director Evaluation & Support**

### **D. Equity & Diversity**

### **E. Facilities**

## **IV. Closing Items**

### **A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:02 PM.

Respectfully Submitted,

M. Townley

# Coversheet

## Finance Report

<b>Section:</b>	II. Committee Reports
<b>Item:</b>	A. Finance Report
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	06. Balance Sheet - 2022.08 - Exploris.pdf 8-31-22 Bank Account Balances.pdf 03. Board Repprt - 2022.08 - Exploris.pdf 05. Income Statement - 2022.08 - Exploris.pdf



THE EXPLORIS SCHOOL

Balance Sheet

Fiscal Year: 2023 | Fiscal Month: August

Include Funds: All

Assets

1.1010.000.000.000.000.00	Cash OP FCIT 6528	(2,243.19)
2.1010.000.000.000.000.00	Cash OP FCIT 6528	417,169.84
2.1011.000.000.000.000.00	Cash - Reserve	939,191.95
2.1180.000.000.000.000.00	Accounts Receivable - Employee	49.68
2.1611.000.000.000.000.00	Security Deposit	15,658.00
3.1010.000.000.000.000.00	Cash OP FCIT 6528	(39,232.67)
5.1010.000.000.000.000.00	Cash OP FCIT 6528	383,991.63

TOTAL Assets: 1,714,585.24

Liabilities

1.2291.000.000.000.000.00	EEs' Garnishment - Bankruptcy	58.10
2.2282.000.000.000.000.00	EEs' Flex Spending Deductions	(436.80)

TOTAL Liabilities: (378.70)

Reserves and Equity

2.2960.000.000.000.000.00	Fund Equity	1,414,482.62
5.2960.000.000.000.000.00	Fund Equity	383,991.63

TOTAL Reserves and Equity: 1,798,474.25

NET GAIN (LOSS): (83,510.31)

TOTAL LIABILITIES / RESERVES / INCOME: 1,714,585.24

8/31/2022 Account Balances	
Bank Account	Balance
The Exploris School Checking	\$1,054,162.56
The Exploris School Reserves	\$939,191.95
The Exploris School Foundation-Annual Fund	\$105,474.98
The Exploris School Foundation-Capital Campaign	\$542,096.70



# THE EXPLORIS SCHOOL

## Budget Analysis Report

Fiscal Year: 2023 | 8/01/2022 - 8/31/2022

Account	Budget	Period Activity	YTD Activity	Remaining Budget	% Used	EOY Projection	% of Total
<b>Revenues</b>							
STATE REVENUE	3,021,190.81	533,152.60	533,152.60	2,488,038.21	17.65	3,021,190.81	60.48
LOCAL REVENUE	1,434,500.00	159.52	319.01	1,434,180.99	0.02	1,434,819.01	28.72
NCACCESS GRANT REVENUE	150,000.00	0.00	0.00	150,000.00	0.00	150,000.00	3.00
FEDERAL REVENUE	269,173.26	25,478.16	25,478.16	243,695.10	9.47	269,173.26	5.39
FOUNDATION REVENUE	30,000.00	0.00	0.00	30,000.00	0.00	30,000.00	0.60
B&A CARE REVENUE	90,000.00	0.00	0.00	90,000.00	0.00	90,000.00	1.80
<b>Revenues</b>	<b>4,994,864.07</b>	<b>558,790.28</b>	<b>558,949.77</b>	<b>4,435,914.30</b>	<b>11.19</b>	<b>4,995,183.08</b>	
<b>Expenses</b>							
Account	Budget	Period Activity	YTD Activity	Remaining Budget	% Used	EOY Projection	% of Total
SALARIES AND BONUSES	3,056,991.90	238,198.80	443,156.06	2,613,835.84	14.50	3,056,991.90	62.24
BENEFITS	659,609.90	49,179.48	93,254.72	566,355.18	14.14	659,609.90	13.43
BOOKS AND SUPPLIES	79,057.00	978.98	5,626.11	73,430.89	7.12	79,057.00	1.61
TECHNOLOGY	84,787.00	4,244.33	9,174.39	75,612.61	10.82	84,787.00	1.73
NON-CAP EQUIPMENT & LEASES	17,000.00	0.00	0.00	17,000.00	0.00	17,000.00	0.35
CONTRACTED STUDENT SERVICES	92,000.00	0.00	0.00	92,000.00	0.00	92,000.00	1.87
FIELD TRIPS	11,000.00	0.00	0.00	11,000.00	0.00	11,000.00	0.22
STAFF DEVELOPMENT	8,000.00	0.00	190.00	7,810.00	2.38	8,000.00	0.16
ADMIN SERVICES	188,837.50	412.00	3,965.63	184,871.87	2.10	188,837.50	3.84
INSURANCES	40,150.00	0.00	1,355.00	38,795.00	3.37	40,150.00	0.82
FACILITIES	467,784.00	244.54	56,909.89	410,874.11	12.17	467,784.00	9.52
B&A CARE	55,901.50	0.00	0.00	55,901.50	0.00	55,901.50	1.14
CORONAVIRUS RELIEF FUND EXPENSES	0.00	11,261.90	22,108.30	(22,108.30)		415.50	0.01
VARIOUS GRANTS - NCACCESS	150,000.00	0.00	6,720.00	143,280.00	4.48	150,000.00	3.05
<b>Expenses</b>	<b>4,911,118.80</b>	<b>304,520.03</b>	<b>642,460.10</b>	<b>4,268,658.70</b>	<b>13.08</b>	<b>4,911,534.30</b>	
<b>SURPLUS/(DEFICIT)</b>	<b>83,745.27</b>	<b>254,270.25</b>	<b>(83,510.33)</b>			<b>83,648.78</b>	

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## THE EXPLORIS SCHOOL

## Income Statement

Fiscal Year: 2023 Month: August

Include Fund(s): 1, 2, 3, 5

Fund	Beg. Balance	MTD Actual	YTD Actual
Fund 1			
Revenue Total:	0.00	533,152.57	533,152.57
Expense Total:	269,807.48	265,646.38	535,453.86
Change in Fund 1 Balance:	(269,807.48)	267,506.19	(2,301.29)
Fund 2			
Revenue Total:	159.49	159.52	319.01
Expense Total:	37,811.78	4,483.58	42,295.36
Change in Fund 2 Balance:	(37,652.29)	(4,324.06)	(41,976.35)
Fund 3			
Revenue Total:	0.00	25,478.16	25,478.16
Expense Total:	30,320.77	34,390.06	64,710.83
Change in Fund 3 Balance:	(30,320.77)	(8,911.90)	(39,232.67)
Fund 5			
Revenue Total:	0.00	0.00	0.00
Expense Total:	0.00	0.00	0.00
Change in Fund 5 Balance:	0.00	0.00	0.00

# Coversheet

## Governance

**Section:** II. Committee Reports

**Item:** B. Governance

**Purpose:** Discuss

**Submitted by:**

**Related Material:**

Process for Recommending New Board Members\_ (annually plus as vacancies arise) (2).pdf

## Process for Recommending New Board Members: (annually plus as vacancies arise)

- Governance comm. develops a portrait:
  - How many parents/ how many community etc
  - What skill sets are needed?
    - **Development:** fundraising, PR, marketing
    - **E&D goals:** recruiting, training & retaining teachers from diverse background, recruiting & serving families from diverse backgrounds; Phase 2 of the weighted lotteries
    - **Facilities:** finance, real estate development, construction, city managers/connections
    - **Assessing academics** post-pandemic; addressing learning losses; new initiatives; integrating digital teaching & learning
    - **Legal**
- Ask for referrals
  - Board members each rec two
  - From parents & staff (school community)
- Ask for a resume
- Ideally it's a referral so check with the person who has recommended this candidate
- Governance committee meets to review & invite; get feedback by email
- interview/lunch w candidate/s
- Gov. make final recs to the Board
  - Explain process: time we took, questions we ask
  - We are recommending a vote on the slate
  - If you have questions about competency we should move to closed session
- Board discusses and votes
- Gov. committee chair reaches out to new candidates to make an offer
- Candidates who are not offered a seat?
  - Invite to serve on a committee
  - This will help them learn about Exploris
  - And will help us learn their skill sets, level of commitment, etc.

# Coversheet

## Facilities

<b>Section:</b>	II. Committee Reports
<b>Item:</b>	F. Facilities
<b>Purpose:</b>	Discuss
<b>Submitted by:</b>	
<b>Related Material:</b>	Facilities Report Sept 2022.pdf

## Facilities Report

9/22/22

- Work order system
  - Central location for facilities needs & concerns.
  - Central location to assess volunteer and/or contract needs.
  - Help establish preventive maintenance schedules.
  - This is currently in operation at the Elementary; Josh is working on solidifying this system K-8.
- Vetting properties
  - Facilities committee along with Performance, BCCG, and Bond representatives visited 3211 Bramer Drive.
  - Facilities member Sharon Moe has reached out to another potential site off of Old Poole Road.
  - Both sites pending full retrieval of full schematics, price, and other structural amenities in order to assess the viability of Exploris investigating further.
- Update on facilities cleaning (they're doing a great job!)
  - Veda and the team came to the recent staff meeting to meet our teachers and staff.
  - They are very responsive to feedback from us and have been doing a great job.
- Elementary Campus Work Day
  - Lots of cleanup projects were completed.
  - Repairs around campus were completed.
  - Working on replacing boards on the ES boardwalk.



# Coversheet

## Directors Report

<b>Section:</b>	III. Meeting Items
<b>Item:</b>	A. Directors Report
<b>Purpose:</b>	FYI
<b>Submitted by:</b>	
<b>Related Material:</b>	September 2022 Exploris Leadership Team Board Report.pdf



# The Exploris School

## Directors Report

**To:** Board Members  
**From:** Ethan, Josh, & Deb  
**Re:** Monthly Board Report

**Date:** Thursday, September 22, 2022

The following information is provided to the Board of Directors:

### Enrollment

Grade Level	Active Enrollment	Class Sizes	Withdrawals Since 9/1/22
Kindergarten	30	15	1
1 <sup>st</sup> Grade	35	17/18	1
2 <sup>nd</sup> Grade	38	19	
3 <sup>rd</sup> Grade	38	19	
4 <sup>th</sup> Grade	38	19	
5 <sup>th</sup> Grade	39	19/20	
6 <sup>th</sup> Grade	76	19	
7 <sup>th</sup> Grade	76	19	
8 <sup>th</sup> Grade	76	19	
<b>Total</b>	<b>446</b>		

### Student Support

Month	In School Suspension # students / # days	Out of School Suspension # students / # days	Behavior Referrals Major/minor
August	ES: 0/0 MS: 0/0	ES: 1/2 MS: 0/0	ES: 2/0 MS: 0/0
September	ES: 1/.5 MS: 2/.5	ES: 4/6 MS: 2/1	ES: 5/8 MS: 4/5
October	ES: -/- MS: -/-	ES: -/- MS: -/-	ES: -/- MS: -/-
November	ES: -/- MS: -/-	ES: -/- MS: -/-	ES: -/- MS: -/-
<b>Total</b>	<b>3/1</b>	<b>7/9</b>	<b>11/13</b>

### Updates on Goals/Issues for Discussion

- School Improvement Plan (SIP) Progress:** [Linked here](#) is the 2022-2023 Board approved School Improvement Plan. The Kaizen Team is still in the process of creating progress indicators and inputting them into the NCStar platform. In the interim:
  - Target Area #1 Student Support Alignment Progress:

- The [Jump Rope Platform](#) for documenting student conduct is operational. In order to document a student behavior, it must be tied to an infraction from the student and family handbook.
- Whole staff and campus specific meetings have focused on topics of universal expectations for behaviors
- The first of 4 [Responsive Classroom](#) trainings is scheduled for September 27th.
- The Beginning of the Year (BOY) Benchmark Window successfully ran from August 31st-September 23rd. All assessments are complete and the campus-specific meetings on October 12th will focus on reviewing BOY data and creating small group instruction plans.
- MAP testing is nearly complete at the Middle School and teams are meeting in vertical planning sessions on Fridays to compare data and share strategies for targeted growth in specific curriculum standards.
- Daily student attendance has been submitted by 100% of staff for each day this school year.
- Processes have been implemented to consistently use Schoolpass to document late arrivals and early dismissals to better track attendance
- We have contracted services for ELL (English Language Learners) and completed the WIDA testing to identify students who may need support and send letters to families to inform them of results. We are building a schedule with the services contractor to make sure students receive instruction to increase their English language proficiency and can access curriculum in class.
- Our counseling team launched the “Start with Hello” initiative, which is a week long program designed to help students make friends and create a more welcoming community

b. Target Area #2 Instructional Alignment Progress:

- The professional development for the year is [linked here](#) and planned through December.
- Three staff meetings so far this year have focused on the alignment, collaboration and execution of co-planning PBL units for experiential learning.
- Staff are prepared to submit their individual Professional Growth Plans to the Directors on September 23rd.
- As part of team Expedition design, several opportunities for community engagement and field experiences have been incorporated to the curriculum, including visits to the wastewater Treatment Plant, Walnut Creek Stream study and clean up, 8th grade canoe trip, Natural History museum visits and programs, guest speakers from the city of Raleigh planning department, virtual visits from local architects, to list a few.
- Upcoming trips include 7th grade’s day trip to Charlotte and 8th grade’s trip to the Civil Rights museum in Greensboro. We will also host the National Theatre for Children’s “Conservation Cafe” live performance at the middle school on Oct. 24th.
- Electives and Explorations are in full swing, with offerings including Cirque du Vol, Biking the City, Rocketry, and many other mini-topics and activities

c. Target Area #3 Community Engagement Progress:

- The staff has met twice to discuss [universal expectations](#) for student behavior that can be applied to every student from kindergarten to 8th grade. So far, staff focus is on shared spaces like bathrooms, hallways and outdoor areas for lunch/recess.
- In collaboration with the parent volunteers, Exploris recently secured grant funding from John Deere to provide [First Robotics](#) programming for student K-8. This builds on the success of the launch last year in kindergarten and first grade.
- The middle school drama club has begun rehearsals and will present a program at the fall festival and a full length musical in the spring
- The afterschool program is preparing to partner with the [North Carolina Education Corps](#) to provide targeted early literacy intervention.

- Middle School Pride and Save clubs have begun regular weekly meetings with strong attendance
- We are working with a community connection to offer an Ultimate Frisbee team again this year
- September saw the return of the tradition of the Friday Community Circle at the Elementary campus.
- Both the elementary and middle school held curriculum nights in September. The goal is provide families with insight on the main instructional goals for the year and provide clarity around grade-level processes. Meetings were held both in person and in virtual settings and recorded, to increase access to curriculum information for families whose schedules may not have allowed them to attend
- We also hosted our International Night information sessions for the exchanges to Japan and Germany for this year. Exploris students will both host visiting students from and travel to Germany this school year, and will travel to Japan in the spring. Applications are now available for middle school students who would like to host or travel.
- On Saturday, September 17th, a community clean up day was held at the elementary campus to build a fence around the streetside perimeter of the playground and replace old planks and rusted nails in the boardwalk.

### Human Resource Update

#### Resignations presented to the Board

Name	Position	Notes

#### New Hire Profiles for Approval

Name	Position	Licensure

#### Current Vacancies

**Middle School Exceptional Children's Teacher (2 positions)** Note: Offer pending for one of these positions. To date, we have interviewed 6 candidates.

**Middle School Movement Teacher (1 80% position)** nearly 30 applications have been received and 3 candidates interviewed. The team is very close to making an offer.

**Fiscal Operations Update :** *Provided during the Finance Committee Report*

#### Important Dates (Board Attendance Requested)

- Staff Holiday Get Together: Wednesday, December 14th from 4-5 PM
- Please schedule a tour of both the middle and elementary school campuses if you've never had a chance to visit!