**Executive Director Report**

**Board Meeting: January 23, 2018**

**ACADEMIC UPDATE:**

**mClass**

Mid-year mClass testing is being conducted from January 3-24. Mclass is a universal screener that measures the development of reading skills of all students in grades K-5. Two main assessments are utilized: Dynamic Indicators of Basic Early Literacy Skills (DIBELS) and the Text Reading Comprehension (TRC) assessments. Reading Level Benchmark goals are below:



**MAP Testing**

Winter MAP testing is currently in progress to monitor and measure student performance, growth, and skills mastery to help support learning for every student. Results will be compared with the beginning of the year MAP testing.

Elementary:

* 3rd Grade – Math – January 24
* 4th Grade -Reading - January 23
* 5th Grade – Reading- January 24
* 4th Grade – Math – January 30
* 5th Grade – Math – January 31
* Make Up Testing Day – February 6

Middle:

* 6th- Jan 29-31st
* 7th- Jan 23-26
* 8th- Three Fridays 10:30-12:30

**Research with NC State Scientists**

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| --- | --- | --- | --- | --- |
| **Grade** | **topic** | **teacher** | **scientist** | **activity** |
| K / 1st | Compare animals; counting |  | Magda Sorger | Ant Picnic |
| 2nd / 3rd | Life cycles, phenology | AnnMarie | Sean Ryan | Rearing caterpillars |
| 4th / 5th | (a)biotic factors, interdependence between plants and animals | Leah R/Annah | Lori ShapiroKaberi Kar Gupta | Pumpkin projectChili project |
| 6th | History of earth | Juliana | Bucky Gates | Shark Teeth Forensics/fossils |
| 7th  | Digestion, nutrition | Emily/Tom | Erin McKenney | Foods, guts, bugs (and dissections) |
| 8th | Microorganisms | Shannon/Remi | Erin McKenney, Anne Madden | Sourdough kinetics, sensory evaluation |

**PERSONNEL:**

Enrollment of exceptional children and identification of students has grown from 43 in April, 2017 to 50 on Dec 1, 2017. There are also 2 Middle School and 7 elementary students in process of further evaluation that we anticipate qualifying for services moving forward. EC Director, Sharon Cuffe, is overseeing a time study with all EC staff to further understand student service requirements, planning time. EC Time Study is currently underway to evaluate staffing needs for the future.

Moving forward Sharon Cuffe EC Director will oversee EC Teachers and ensure the paperwork and services are compliant with student’s IEP’s and oversee the development of EC grants.

Board Approval is requested to approve an additional $3,000 stipend for the EC Director supervisory role increasing Sharon Cuffe’s salary from $47,030 to $50,030.

Koren Morgan will be assuming the 4/5 teaching role for the remainder of the year. A long term sub will replace her as teaching partner for the remainder of the year.

Currently interviewing for the Administrative Assistant position at the Elementary campus. Some functions of Mae’s position have been assumed by other staff members.

**OPERATIONS:**

**Enrollment Report**

KG - 28

1 - 31

2 - 31

3 - 30

4 - 42

5 - 42

6 - 74

7 - 74

8 - 68

**Total - 420**

December Fire Drills -

Middle – 12/11/16

Elementary – 12/11/17

Performance Framework standards report documented that all standards for Exploris are compliant.

**Study Team Updates**

**Building Transition Team**

**Goal: Single Grade, Co-teaching at all grade levels to prepare for new building model**

Proposal for 2018-2019:

* Single grade groupings, K-8
* Co-teaching for all grades, K-8.
* Crew teacher to student ratio 1:19 – exception rising 4th grade has 42 total
* 3rd grade will move to the “new” classroom in ½ of the multi-purpose room
* K-5 = 2 crews per grade, 6-8 = 4 crews per grade
* Renovation needed at Elementary
* ModSpace has provided a $9,000 quote.
* Additional Staff: 1 EC teacher for K-5, 1 Global Arts, 2 Crew Teachers
* Working on a schedule to get equitable planning time for all grades, K-8.
* Working on refining Global Arts schedule for K-8
* Evaluating Explorations model and parent volunteer capacity

Financial Impact of Building Transition

Enrollment Increase from 420 to 460 (40 additional students)

4 Teachers – 2 new Crew Teachers, 1 EC Teachers, 1 Global Arts Teacher

Revenue Projection - $300,000

Expense Projection - $270,200

Expense Projection includes: salary, benefits, renovations, additional instructional supplies and software, and contracted services per student

Surplus - $29,800

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**Rigor Team**

**Results to Date-**

* Determined student-led conference practices at each grade level
* Began identifying portfolio guidelines
* Focused on core values for crew comments rather than habits of scholarship

**Next steps -**

* Mine achievement reports for exemplar crew and subject-area comments to create resource for teachers
* Determine portfolio guidelines

**Enrollment Planning Team**

* Discussed diversity definition (race, socioeconomic, religion, special needs)
* Analyzed Wake County diversity data versus Exploris diversity data
* Michelle and Cori are liaisons to diversity board subcommittee
* Board Meeting in January where 4/5 students are presenting on Why Diversity Matters @ Exploris
* Recruitment Efforts for faculty
* Rather than focusing socioeconomic, remember racial diversity in recruitment of faculty and students

**Green Team**

* Green Ribbon School
	+ Team is evaluating requirements to sustain this award
	+ Ensure consistency between middle and elementary campuses
	+ Assessing transition of Green Ribbon requirements in new building
* Terracycle
	+ Evaluating starting this back up again
* Rain Barrels
	+ Implemented at ES
	+ Assess new system for MS
* Zero Waste Lunch
	+ Look into reusable snack bags
* Emily is doing a “trash audit” - [link is here](https://docs.google.com/document/d/15FGZzCCq4EYQvCaYSs5KZ22OLgIRTdxHQqNrbTc-O5A/edit?usp=sharing)
* My Hot Lunch waste is a concern
* Recycling inventory/criteria from the City of Raleigh
* Evaluating CSA Produce Boxes/Seafood
	+ This was a fundraiser for the school
* Disposable silverware
* Lights are left on at the MS
* Encourage Bike/walk to school day once a month
* Integrate practices between ES and MS
* New building policies (all tenants turn lights off, etc.)
* Shredding Plans
* Sustainability Day (Earth day) Crews focus on these issues
* Green Team after school club
* Compost
* Paper towel usage
* Worm bins

Next Steps

* Review Green Ribbon School criteria and make sure we are still doing these things on both campuses

**FINANCE**

Capital Campaign Fundraising Update

|  |  |
| --- | --- |
| Total Pledged | **$225,837.09** |
| Total Collected | **$106,671.77** |
|  |  |
| Rollover "Savings" | $304,705.68 |
|  |  |
| Total Amount | **$530,542.77** |

**100% of Board and Staff have contributed**

Board approval requested to move $16,842.83 from the Foundation account to the school account to cover expenses incurred by the school on behalf of the Foundation. Expenses are outlined below.

|  |  |
| --- | --- |
| **Foundation Expenses**  | **2017-2018** |
| Legal Fees to Set Up |  $ 1,166.77  |
| Copying -Reimb to LA |  $ 97.30  |
| Blue Forest- video |  $ 4,281.96  |
| Laut-Grapic design |  $ 1,615.00  |
| Logo Design - Laut |  $ 313.31  |
| DDI Printing  |  $ 2,051.00  |
| Planning meeting |  $ 77.49  |
| Donor Perfect |  $ 2,690.00  |
| Bowen Studios- Renderings |  $ 4,550.00  |
|   |  **$ 16,842.83**  |

Monthly Financial Update

Board approval requested to authorize Charter Success to complete the books for the Foundation account. Annual cost would be $2,400 service fee plus pass through cost for Quickbooks.

Christine and Ellie would like to add members to the Finance committee and establish priorities moving forward.

Budget Report, Income Statement, and Balance sheet are attached. Total Assets: $868,348.26, Budget projections through the end of year shows a $2,793.86 surplus.

**Japan Trip (3/9 – 3/21)**

Staff chaperoning trip: Ellie Schollmeyer, Tom Simmons, Lisa Fernando

Any PTO donations of excess inventory of Exploris shirts, soaps, water bottles would be appreciated to be given to Japanese hosts and school administrators