

# MINUTES

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

October 19, 2017 – 7:30 am

**Location: Exploration School Cafeteria  
1001 Lake Ave., Rochester, New York, 14613**

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

*“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: Kevin Williams, Carlos Congo (via video conference), Matt Winslow, Algernon Kelley

Trustees Excused: Michelle Swanger-Gagne

Non-Trustees Present: Mike Sutton, Lisa Clark (video conference), Jennifer Bullings, Kelley Demonte, Steven Polowitz, legal counsel, Mother and Father of students enrolled at Exploration Charter school

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

That, on October 10, 2017, a Public Notice was posted at the school location to indicate a board meeting. In addition, the date, location and time of meeting was posted on school website

*“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. Resolution to Approve the September 22, 2017 Board Minutes



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Motion to approve by: Algernon Kelley

2<sup>nd</sup> by: Matt Winslow

Favor: All

Opposed: None

Abstained: None

Discussion: Correct minutes to note that date of meeting was September 21, 2017.

### 4. Finance Report and School Director Report Updates (Lisa Clark/Jennifer Bulling)



School Director Report  
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Head of School Report - Lisa Clark began her report by reading the School's "Official Media Statement" in response to the Metro Justice Center press release announcing the press conference to held in front of the School at noon today

- 1.) Lisa reviewed steps, modifications and additional practices that Exploration is proactively making to enhance a positive, safe and supportive school and learning environment including:
  - a. During a professional development day on October 6, teachers and staff participated in a diversity workshop titled "Playing our Roles as Change Agents" led by Baden Street Settlement. This workshop offered teachers relevant strategies and techniques for working with students with high needs.
  - b. The School is implementing *Second Step*, a social and emotional curriculum for students that focuses on positive behavioral interventions and practices throughout the School.
  - c. The School is identifying additional professional development and training opportunities for staff members, specifically, Therapeutic Crisis Intervention (TCI) and trauma-informed practices. All staff members are to receive TCI training. The School Counselor and Social Worker will complete the trainer workshop and will serve as turn-key trainers for all new staff members and for staff refresher training. Staff are attending

professional development workshops to increase their capacity to manage challenging behaviors in the classroom.

- d. The Dean of Students, School Counselor, Student Special Services Coordinator, and teachers are tracking student behaviors throughout the day to identify peaks in student behaviors and offer *Just in Time* supports to encourage positive behaviors.
  - e. The School engaged a social work consultant in trauma-informed practices to visit classrooms and consult with teachers to assist them in understanding how to best serve the needs of students with trauma in the classroom.
  - f. In addition to the Sensory Room, a time out/quiet room is in use for students needing time away from the classroom or an activity. This room is used when students become excessively overstimulated, excited, or disruptive and are having difficulty focusing and redirecting in the classroom.
  - g. Parents are encouraged to spend time with their child in the classroom and during lunch times. The first meeting of our School parent group is scheduled for late October. A parent liaison is in place and will begin working with parents and families full-time October 30 to increase communication and parent involvement in the School.
- 2.) Student Enrollment Statistics Dashboard is operational.
- 3.) Employee handbook has been updated and reviewed and waiting for board approval.
- 4.) Staffing Update
- a. Hired new Lead Kindergarten Teacher for newly created kindergarten classroom, currently interviewing for assistant teacher
  - b. Hired TESOL\Special Education Teacher for kindergarten and grade one (effective on 10/31/2017)
  - c. Currently looking to hire school Psychologist after receiving board approval
  - d. Professional Development
    - i. Trauma Informed Practices with teaching staff
    - ii. Therapeutic Crisis Intervention Training
    - iii. Culturally relevant teaching practices
    - iv. Effectively tracking student behavior
- 5.) ESN is currently working on upgrading all outside building speakers, and the School is setting up additional cameras in various locations inside the school building.

- 6.) As of this date, NWEA and ESL assessments of students are completed. In addition, academic intervention for students has begun.
  
- 7.) To better engage with parents of students enrolled in the school, the following events are planned:
  - a. Discussion around the school Curriculum is planned for the evening of October 23<sup>rd</sup>
  - b. Parent group meeting is scheduled for October 25<sup>th</sup>
  
- 8.) Exploration October 2017, Finance Report - Jennifer Bulling
  - a. Students enrolled as of October 2017 - 183 students; 4 students live outside of RSCD.
  - b. Received the first payment of CSP Grant
  - c. Received last funding for planning year
  - d. As expected, the School's expenses are still running high due to the school's opening. Much of this expense is attributed to the large amount of materials that needed to be ordered for the school's opening/classroom setup, new kindergarten classroom, supplies, dues, memberships, and purchasing big ticketed items
  - e. Salary line is below budget at this point, but will increase in November when benefits payments start to be incurred.
  - f. Transportation cost were high during initial 2 weeks of school because RCSD was not in session yet (RCSD only pays for Exploration bussing when RCSD is in session).

**Motion to accept the School Director Report Finance Report**

**Motion by:** Algernon Kelley

2<sup>nd</sup> by: Matt Winslow

Favor: All

Opposed: None

Abstained: None

Discussion: None

**5. Motion to Approve Exploration Staff Handbook**



Exploration

**Motion by:** Algernon Kelley

2<sup>nd</sup> by: Matt Winslow

Favor: All  
Opposed: None  
Abstained: None  
Discussion: None

- 6. Motion to enter executive session at 7:55 a.m. to discuss Private Student Matter, and to permit the following non-Board members to remain in attendance:** Mike Sutton, Lisa Clark (video conference), Jennifer Bulling, Kelley Demonte, Steven Polowitz, legal counsel Mother and Father of students enrolled at Exploration Charter school

*“Because the discussion will involve confidential student information, the Board of Trustees is required to enter into “Executive Session” under federal and state laws. The Regular business meeting will resume after we exit the Executive Session.*

**Motion by:** Algernon Kelley  
**Seconded by:** Matt Winslow  
**In Favor:** All  
**Opposed:** None  
**Abstained:** None  
**Discussion:** None

- 7. Motion to exit Executive Session at 8:15 am**

**Motion by:** Algernon Kelley  
**Seconded by:** Matt Winslow  
**In Favor:** All  
**Opposed:** None  
**Abstained:** None

Discussion: School will work on a plan to better communicate with parents and on how to obtain information when an incident occurs. In addition to posting on the School website, letters will be sent home to advising of when and where all BOT meetings will be held.

- 8. Next meeting is November 30, 2017 at 7:30 am at 16 Lake View Park Conference Room**

**Adjournment - Motion to adjourn at 8:20 am**

Motion by: Algernon Kelley  
2<sup>nd</sup> by: Kevin Williams  
Favor: All  
Opposed: None  
Abstained: None  
Discussion: None