

## Minutes

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

May 8, 2017 – 6:00pm

**Location: Exploration School Conference Room  
16 Lakeview Drive, Rochester 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

*“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, Matt Winslow, Lisa Hiley, Carlos Cong, Al Kelly, Michelle Swanger-Gagne,

Trustees Excused: None

Non-Trustees Present: Jona Wright, Mike Sutton, Steve Polowitz, Lonette Merriman, Kimi Lomagllio, Ashley Wilson

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

That on April 25, 2017 Public Notice was posted at the school location indicated an additional board meeting.

#### 3. **Resolutions to Approve April 27, 2017 Board Minutes**

Motion to approve by: Lisa Hiley 2<sup>nd</sup> by: Matt Winslow

Favor: All

Opposed: None

Abstained: None

Discussion: None

#### **4. Founders' and Finance Report**

- a. Treasurer's Report and Budget Review: The finance committee will be presenting the budget on May 18, 2017 for the full board to review and approve. The budget has been revised to account for market rate adjustments to faculty salaries, technology costs and benefits package from the original budget approved as part of the Charter application in January 2015. Matt Winslow will handle negotiations if we need to pursue a line of credit to fill budget gaps in the first months of operations.
- b. Board Training: Northeast Charter School Network provided Board training on May 5, 2017. As a result of the training the full and updated pre-opening checklist was provided in hard and electronic copy to the board.
- c. E-Rate: Exploration has entered into the e-rate process. RFPs were distributed and proposals returned from several e-rate eligible vendors; some of the items within each proposal are e-rate reimbursable (category 1 and category 2). After full review of the proposals staff recommended that the School go with Annese and Greenlight Networks, as they are inclusive of IT services, hardware and cabling. Additional quotes are being procured for production MFP (multi-functioning printer) devices for the main office and teachers' work room. Further, Annese has included a donation of a "high end integrated speaker system optimized for voice."

Ashley Wilson is working with the e-rate consultant and identified the following items as reimbursable from e-rate: access points, PoE Switches, security appliance, IP phones (partially eligible), and laptops (27 total). Additional devices for students and added software licenses are being pursued and costed out.

- i. Motion to approve Greenlight Networks as the internet service provider.  
Motion by: Algernon Kelley and 2nd by: Matt Winslow  
Favor: ALL  
Opposed: None  
Abstained: None  
Discussion: See above
  - ii. Motion to approve Annese Management IT as the network, security and IT service provider.  
Motion by: Lisa Hiley and 2nd by: Matt Winslow  
Favor: ALL  
Opposed: None  
Abstained: None  
Discussion: See above
- d. Student Management System: After comprehensively reviewing and vetting proposals and with consideration of add on features; including report card functions, staff has concluded that PowerSchool and SchoolTool are capable of providing the highest level

of services. and Both meet the NYSED requirements for data extraction. Staff recommends SchoolTool due to the fact that is a local provider, concentrates its activities only New York State and as such is fully conversant with NYS reporting requirements and has received favorable review from schools that currently use SchoolTool. The School's legal counsel has fully reviewed the proposed service agreements. The finance committee has reviewed the costs of SchoolTool and they align with proposals from other vendors.

- i. Motion to approve School Tool as Exploration's Student Management System.

Motion by: Carlos Cong and 2nd by: Matt Winslow

Favor: ALL

Opposed: NONE

Abstained: NONE

Discussion:

- e. Benefits and Payroll Provider: As a small organization (under 50 employees) we are eligible for community pricing. RFPs were distributed and the following organizations (providing both robust and singular services) were considered: ADP (payroll only), Excellus, MVP, United Health Care (no local options), Humana (no commercial insurance locally), BeneCare (services a la carte with fewer robust benefits), Austin and Co., Magellian Health (for EAP) and Paychex (robust line of services). Staff is keeping full records of all RFP responses and documentation (as well as staff rationale). The Paychex proposal was the strongest and best value provider offering services with HR, employee handbook distribution, safety program (e.g., blood borne pathogen training), COBRA administration, time and attendance tracking, EAP, GPO, 403b and payroll services. Further, Paychex will provide services of a safety coordinator to ensure NYSED regulations (e.g., compliance and guidance for the School Safety Plan) and support for TRS. The Paychex proposal was reviewed with the finance committee. Staff is recommending Paychex because of their experience with Charter schools, experience with new organizations and the robust services offered

- i. Motion to approve Paychex as the benefits and payroll provider.

Motion by: Lisa Hiley and 2nd by: Matt Winslow

Favor: All

Opposed: None

Recused: Carlos Cong, Michelle Swanger-Gagne and Kimi LoMaglio (though not yet approved as a Board member by NYSED CSO) recused themselves from both the discussion and vote due to conflicts of interest.

Discussion: See above

## **5. School Director Report**

- a. Enrollment: 86 pending kindergarteners and 23 pending 1st grade students. A wait list is established for the kindergarten students. Further efforts are underway to connect with local refugee resettlement agencies to ensure we have a diverse school and demonstrate serious

good faith efforts to enroll ELL students.

- b. Attendance Policy: The attendance policy for the school was reviewed and key points including immediate calls home, letter after 5 consecutive absences and subsequent consecutive absences. After 19 or more unexcused absences/25 or more unexcused tardies possible retention based on unexcused absences/lack of sufficient time in school. It should be noted that the school leadership and instructional staff will make all proactive efforts to ensure students' attendance and family engagement.

- i. Motion to approve the Exploration Attendance Policy as outlined.

Motion by: Lisa Hiley and 2nd by: Michelle Swanger-Gagne

Favor: ALL

Opposed: None

Abstained: None

Discussion: See above

- b. April Pre-Opening Checklist Items: Jona fully reviewed the full pre-opening checklist with the board; the document is color coded based on the source of the category/task. The Exploration Board has added additional items outlined by the NYSED CSO to include: create a report card, develop curricular scope and sequences, added professional development and school culture initiatives.

- i. Create Facility Completion Schedule, including renovations schedule and budget-nearing completion

- ii. Purchase classroom and office furniture- ongoing

- iii. Negotiate copy machine lease; purchase fax machine-decision tonight

- iv. Develop specific budgets: classroom and office furniture; technology; classroom supplies; textbooks; curriculum materials- nearing completion

- v. Create final organizational chart, if applicable- needs revision

- vi. Name permanent school leader/principal and other key leadership roles- complete

- vii. Develop Student and Family Handbook that includes all policies and protocols applicable as referenced individually in the checklist- nearing completion, no afterschool solution

- viii. Create personnel policies and procedures, including position descriptions for each role- job descriptions completed and posted, policies and procedures being completed

- ix. Select phone service; choose to buy or lease phone system- decision tonight

- x. Select internet connectivity service- decision tonight

- xi. Develop Transportation Services Plan and arrange for transportation services to be provided to eligible students.- working with RCSD to complete
- xii. Obtain copies of fingerprint-supported background checks for employees of supplemental services provider- completed for those hired, on-going
- xiii. Ensure that parent/guardian(s) complete request for transportation from the district of residency by April 1 (if appropriate)- on-going, RCSD due date June 1
- xiv. Conduct random selection admissions process (lottery) in compliance with lottery regulations- completed

c. May Pre-Opening Checklist Items:

- i. Create Food Services Program plan- working with RCSD to complete
- ii. Complete application materials if your school will participate in the National School Lunch Program- working with RCSD to complete
- iii. Finalize school calendar- completed

**7. Other Business**

- a. Next meeting is May 18, 2017 at 7:30am at 16 Lakeview Drive, Conference Room at the School Location.

**8. Adjournment** - Motion to adjourn by Kevin Williams and 2nd by Lisa Hiley at 7:35pm