

## Agenda

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

September 21, 2017 – 7:30 am

**Location: Exploration School Conference Room  
16 Lake View Park, 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, 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: Carlos Cong, Algernon Kelley, Matt Winslow, Kevin Williams  
Michelle Swanger-Gagne

Trustees Excused: Lisa Hiley

Non-Trustees Present: Lisa Clark, Jennifer Bulling, Kimi LoMigglio, Kelly Demonte;  
Steven Polowitz, legal Counsel (via teleconference)

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

That, on September 10, 2017, a Public Notice was posted at the school location to indicate a board meeting.

#### 3. **Resolution to Approve the August 17, 2017 Board Minutes**

Motion to approve the August 17, 2017 Exploration Science and Technology Charter School board meeting minutes upon final review and approval by legal counsel

Motion to approve by: Carlos Cong  
2<sup>nd</sup> by: Matt Winslow  
Favor: All  
Opposed: None  
Abstained: None  
Discussion: None

#### **4. School Director's Report (Lisa Clark)**

- a. Enrollment as of September 20, 2017: 130 Kindergarten students and 36 1st grade students are fully enrolled. 5 additional Kindergartners have verbally accepted seating and await orientation. One 1<sup>st</sup> grade student has fully registered and has a pending start date of September 21, 2017. 64 Kindergarteners and 22 1<sup>st</sup> graders are currently wait-listed.
- b. Discussion around providing professional development in TCI training to all faculty and staff members to help address some of the more serious behavior issues. A subcommittee of board members will be created to explore the best practices to help address the social and emotional needs of students enrolled at the school. Sub-committee to possibly be chaired by Michelle Swanger-Gagne.
- b. As of the September 21<sup>st</sup> board meeting, all staff positions have been filled with the exception of one Kindergarten teacher, one Apprentice Teacher, a Dean of Students, and a Receptionist.
  - i. Currently, interviews are being conducted to fill all remaining positions.
  - ii. One Kindergarten teacher resigned and the position was filled with new diversity hire
  - iii. A Special Education Teacher has resigned.
  - iv. Ms. Patrice James was promoted to Parent Liaison, a full-time position.
  - v. Two part-time lunch room assistants were recently hired.
- c. Phones are up and intercom system is being worked on. A full-size copier has been acquired.
- d. A request has been made to hire a part-time TA-certified IT technician to help with instructional support and help trouble shoot technology issues.
- e. The School Leader has requested help from the Board of Trustees to design a strategic plan for the school.

#### **5. Finance Report and Updates (Lisa Clark/Jennifer Bulling)**

- a. A new kindergarten classroom will be added, bringing the total of Kindergarten classrooms up to six. This will also reduce the current Kindergarten classroom size from 30 students per class down to 24 students per class.
- b. Teacher Retirement System payments have not started to accrued yet.
- c. The School currently has a positive cash flow:
  - i. Title I funding came in and was \$23,000.00 higher than budgeted.
  - ii. A Title IA grant of \$15,000.00 was awarded to the school.
- d. As expected, the School's expenses are running high due to the school's opening and are estimated to level off in the month of October. Much of this expense is attributed to the large amount of materials ordered for the school's opening/classroom setup, and to the cost of busing for the two weeks of transportation necessary prior to the start of school for the Rochester City School District's official start date

- e. The invoice for November and December billing will be submitted the first week of October.

**Motion to accept the Finance report and update given by Jennifer Bulling and Lisa Clark.**

**Motion by:** Carlos Cong  
2<sup>nd</sup> by: Algernon Kelley  
Favor: All  
Opposed: None  
Abstained: None  
Discussion: None

**6. Having reviewed their academic credentials, given their quality experiences, and having received their background check results and thus finding no cause to challenge their commitment to serve as Trustees, the Board hereby moves approve Kelly Demonte, Mike Sutton, Lonette Merriman, Kimi LoMigglio as trustees of Exploration Elementary Charter School, subject to the approval of the School's Authorizer, the New York State Education Department.**

**Motion by:** Carlos Cong  
2<sup>nd</sup> by: Matt Winslow  
Favor: All  
Opposed: None  
Abstained: None  
Discussion: None

**7. Motion to enter executive session at 9:15 a.m. to discuss confidential legal student matter, and to permit the following non-Board members to remain in attendance: Lisa Clark, Jennifer Bullings, Kimi LoMigglio**

**Motion by:** Carlos Cong  
2<sup>nd</sup> by: Matt Winslow  
Favor: All  
Opposed: None  
Abstained: None

**8. Motion to exit executive session at 9:41 a.m.**

**Motion by:** Kevin Williams  
2<sup>nd</sup> by: Matt Winslow  
Favor: All  
Opposed: None  
Abstained: None

**9. Other business: The Board accepted the resignation of Trustee Lisa Hiley, effective immediately.**

**Next meeting is October 19, 2017 at 7:30 a.m. at 16 Lake View Park Conference Room**

**10. Adjournment - Motion to adjourn**

**Motion by:** Kevin Williams

2nd by: Carlos Cong

Favor: All

Opposed: None

Abstained: None