

## Minutes

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

June 25, 2018 – 5:00 pm

Location: Exploration School Room 203  
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: Algernon Kelley, Kevin Williams, Carlos Cong, Matt Winslow (video conference, non-voting)

Trustees Excused: Lonette Merriman

Non-Trustees Present: Jennifer Bulling, Heather Donnelly, Kelley Delmonte,

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

That, on June 18, 2018, a Public Notice was posted at the school location and website to indicate a board meeting.

*“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. Motion to approve a request to the School's authorizer for a non-material change to the School's charter changing Exploration's school schedule for 2018/2019 school year to half days each Wednesday for all students, and to approve the implementation of the schedule change immediately upon authorizer approval.**

Motion to approve by: Carlos Cong

2<sup>nd</sup> by: Kevin Williams

Favor: All

Opposed: None

Abstained: None

Discussion: **As discussed during the June 14, 2018 BOT regular meeting by Heather Donnelly, the School's Executive Director, all staff would stay for the full day. Students will dismiss at 12:30 after lunch. Staff will stay at school to meet from 1:30 - 4:30 for Professional Development or other activities as listed below:**

- Curriculum development
- Data driven instruction - analysis of student work to plan targeted instruction
- Collaborative planning time
- Content area planning - Literacy, Math, Science
- Home Visits
- Team building
- Scoring of student work - progress reports and report cards
- Phone calls home
- Individual planning time
- Care and maintenance of classrooms and shared spaces, i.e. displays of student work, cleaning classrooms, decorating for holidays
- Planning for school-wide events, i.e. Science Fair and other family nights
- We will have 1089 hours of instructions with early dismissal on Wednesdays and with delay school opening

**4. Motion to approve a request to the School's authorizer for a non-material change to the School's charter changing the starting date for the 2018/2019 Exploration students' school year to August 27th as opposed to August 20<sup>th</sup>, and to approve implementation of the calendar change immediately upon authorizer approval.**

Motion to approve by: Carlos Cong

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

Favor: All

Opposed: None

Abstained: None

Discussion: **As discussed during the June 14, 2018 BOT Regular meeting by School's Executive Director, Heather Donnelly**, pushing back the student start date will allow the staff an additional week to prepare for the upcoming school year, work on curriculum, student and school wide rituals and routines, kindergarten open house for parents and students to come in and meet their teachers, see their classrooms. Additionally this change will save us \$20K in student transportation costs for a positive budget impact. Revised 5 year budget attached showing the savings in year 2. Delayed school opening is only requested for 2018/2019 academic school year.

**5. Other Business related to change in School's 2018/2019 schedule**

None

**6.** Next meeting is July 12, 2018 at 6.00 pm at Exploration School Room 203, 1001 Lake Ave., Rochester, New York 14613

**7. Adjournment - Motion to adjourn 5:37pm**

Motion to adjourn by: Kevin Williams

2nd by: Algernon Kelley

Favor: All

Opposed: None

Abstained: None