



Entry 1 School Information and Cover Page

Last updated: 08/01/2018

Please be advised that you will need to complete this cover page (including signatures) before all of the other tasks assigned to you by your authorizer are visible on your task page. While completing this task, please ensure that you select the correct authorizer (**as of June 30, 2018**) or you may not be assigned the correct tasks.

a. SCHOOL NAME EXPLORATION ELEMENTARY CS FOR SCIENCE AND TECHNOLOGY (REGENTS)
(Select name from the drop down menu)

b. CHARTER AUTHORIZER (As of June 30th, 2018) Regents-Authorized Charter School

(For technical reasons, please re-select authorizer name from the drop down menu).

c. DISTRICT / CSD OF LOCATION Rochester

d1. SCHOOL INFORMATION

	PRIMARY ADDRESS	PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
	1001 Lake Avenue Rochester, NY 14613	[REDACTED]		

d2. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES

Contact Name	Jennifer Bulling
Title	Director of Operations
Emergency Phone Number (###-###-####)	[REDACTED]

e. SCHOOL WEB ADDRESS (URL) www.explorationrochester.org

f. DATE OF INITIAL CHARTER 11/2015

g. DATE FIRST OPENED FOR INSTRUCTION 08/2017

h1. APPROVED SCHOOL MISSION (Regents, NYCDOE, and Buffalo BOE authorized schools only)

MISSION STATEMENT

The mission of Exploration Elementary Charter School for Science and Technology (Exploration) is to engage students, 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 in today’s interconnected world.

h2. KEY DESIGN ELEMENTS (Regents, NYCDOE, and Buffalo BOE authorized schools only)

KEY DESIGN ELEMENTS (Brief heading followed by a description of each Key Design Elements (KDE). KDEs are those general aspects of the school that are innovative or unique to the school’s mission and goals, are core to the school’s overall design, and are critical to its success. The design elements may include a specific content area focus; unique student populations to be served; specific educational programs or pedagogical approaches; unique calendar, schedule, or configurations of students and staff; and/or innovative organizational structures and systems.

Variable 1	Cross-Cutting Curricular, Scientific Inquiry, and Lab-Based Learning Opportunities: - Full time Science teacher, daily science curriculum interwoven into all subject areas - Daily time for all students in either Science Lab or Maker Space -Development of partnerships to support STEM programming and literacy development
Variable 2	Balanced and Differentiated Instruction & Rigorous Standards: -Positioned students as active learners and emphasized deep learning/understanding through both inquiry-based learning and targeted intervention/enrichment (Taylor, 2000; Burnard, 1999). -Provided all students supports toward mastery and success -Daily 30 minute RTI targeting every student in our population based on individual needs -Instructional Support Team met on a weekly basis to review teacher-based student referrals that stemmed from social-emotional, behavioral, or academic need. Interventions were developed to support those students.
Variable 3	Ongoing Professional Development and Learning: -Staff constantly assessed, explored, examined, and improved their professional practices -Monthly staff meetings were held to address school wide continuous improvement

	<ul style="list-style-type: none"> -Partners in Restorative Initiatives (PIRI) was brought in for a day of professional development -Members of the Special Education team attended trainings at Monroe 1 BOCES -Therapeutic Crisis Intervention training was provided for approximately 50% of staff. -Collaboration with Rochester Museum & Science Center and the STEM Coordinator to increase STEM activities to increase academic success -Trauma informed care professional development was provided to all staff
Variable 4	<p>Data-Driven Instruction and Accountability Aligned to Rigorous Academic Standards:</p> <ul style="list-style-type: none"> -Daily 30 minute RTI targeting every student in our population based on individual needs -Instructional Support Team met on a weekly basis to review teacher based student referrals that stemmed from social emotional, behavioral, or academic need. Interventions were developed to support those students. -Teachers were provided with a daily 35 minute preparation period -Collected school wide behavior data and used it to isolate trends, then used those trends to make purposeful changes school-wide
Variable 5	<p>Community Connections and Partnerships:</p> <ul style="list-style-type: none"> -Collaborated with Rochester Museum and Science Center (RMSC) to provide unique STEM based learning opportunities. -Quarterly family nights -Parent EXPO (Exploration) group -EXPO closet to provide resources including, but not limited to, books, toys, uniforms, school supplies etc. -Teachers were given opportunities to shop at Pencil & Paper where they could select supplies for free not exceeding a retail amount of \$200 -Participated in the Foodlink Backpack program -Collaborated with Little Medical School of Rochester to provide students with an enrichment program teaching elementary children about the exciting field of medicine throughout hands on demonstration, crafts, and games. -Hosted the first annual Science Fair
Variable 6	<p>Serving the Diverse Needs of All Students:</p> <ul style="list-style-type: none"> -NWEA was administered on a quarterly basis -Jan Richardson running records were completed -Science Fair -Reading specialist serviced a targeted population of students based on academic needs -Rochester City School District came in to provide Related Services (OT, Speech) -School Counselor and Social Worker collaboratively worked

	to identify social emotional needs to create case loads for 1:1 counseling as well as peer group counseling. -Re-Entry meetings were provided for children as a restorative initiative
Variable 7	(No response)
Variable 8	(No response)
Variable 9	(No response)
Variable 10	(No response)

i. TOTAL ENROLLMENT ON JUNE 30, 2018 123

j. GRADES SERVED IN SCHOOL YEAR 2017-18

Check all that apply

Grades Served	K, 1
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k1. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION? No

l1. FACILITIES

Does the school maintain or operate multiple sites?

	No, just one site.
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12. SCHOOL SITES

Please list the sites where the school will operate for the upcoming school year.

	Physical Address	Phone Number	District/CSD	Grades Served at Site (K-5, 6-9, etc.)	Receives Rental Assistance	Rental Assistance for Which Grades (write N/A if applicable)
Site 1 (same as primary site)	1001 Lake Ave. Rochester, NY 14613	[REDACTED]	Rochester	K-2	No	N/A
Site 2						
Site 3						

12a. Please provide the contact information for Site 1.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Heather Donnelly	[REDACTED]	[REDACTED]	[REDACTED]
Operational Leader	Jennifer Bulling	[REDACTED]	[REDACTED]	[REDACTED]
Compliance Contact	Jennifer Bulling	[REDACTED]	[REDACTED]	[REDACTED]
Complaint Contact	Heather Donnelly	[REDACTED]	[REDACTED]	[REDACTED]
DASA Coordinator	Casandra Vargaas	[REDACTED]	[REDACTED]	[REDACTED]

m1. Are any sites in co-located space? If yes, please proceed to the next question. No

IF LOCATED IN PRIVATE SPACE IN NYC OR DISTRICTS OUTSIDE NYC

m3. Upload a current Certificate of Occupancy (COO) for each school site that is located in private space in NYC or located outside of NYC. Except for schools in district space (co-location space), school must provide a copy of the annual fire inspection report.

Site 1 Certificate of Occupancy (COO)

<https://nysed-cso-reports.fluidreview.com/resp/17957655/yFPTXS6fVy/>

Site 1 Fire Inspection Report

<https://nysed-cso-reports.fluidreview.com/resp/17957655/nBjtmqxAKU/>

Site 2 Certificate of Occupancy

(No response)

Site 2 Fire Inspection Report

(No response)

Site 3 Certificate of Occupancy

(No response)

Site 3 Fire Inspection Report

(No response)

n1. Were there any revisions to the school's charter during the 2017-18 school year? (Please include approved or pending material and non-material charter revisions). No

o. Name and Position of Individual(s) Who Completed this Annual Report. Jennifer Bulling

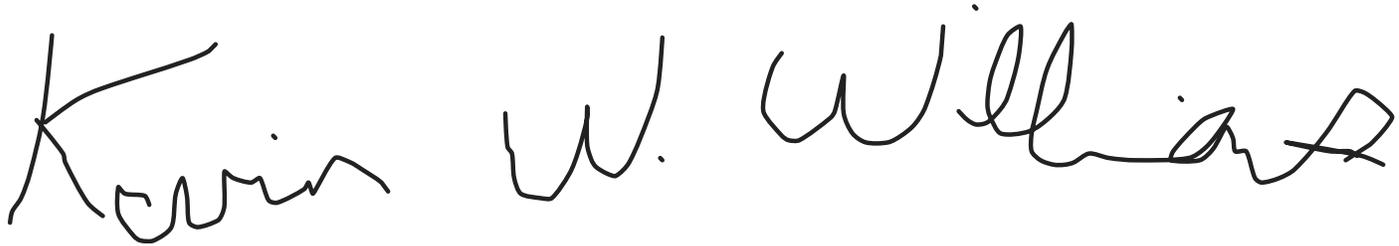
p. Our signatures (Head of School and Board President) below attest that all of the information contained herein is truthful and accurate and that this charter school is in compliance with all aspects of its charter, and with all pertinent Federal, State, and local laws, regulations, and rules. We understand that if any information in any part of this report is found to have been deliberately misrepresented, that will constitute grounds for the revocation of our charter. Check **YES if you agree and then use the mouse on your PC or the stylist on your mobile device to sign your name).**

Yes

Signature, Head of Charter School

A handwritten signature in black ink, enclosed within a hand-drawn, irregular rectangular border. The signature is highly stylized and difficult to decipher, appearing to consist of several overlapping loops and lines.

Signature, President of the Board of Trustees

A handwritten signature in black ink that reads "Kevin W. Williams". The signature is written in a cursive, flowing style.

Date

2018/08/01

Thank you.

Part I: General Information and Fire/Life Safety History
(to be completed annually)

The annual fire safety inspection for this building took place on:

0	1	23	18
Month		Day	
year			

1. Indicate the primary use of this facility: (check one box)

a) Student Instruction	<input checked="" type="checkbox"/>	f) Bus Maintenance w/ or w/out storage	<input type="checkbox"/>
b) Administration	<input type="checkbox"/>	g) Public Library	<input type="checkbox"/>
c) Storage	<input type="checkbox"/>	h) Vacant	<input type="checkbox"/>
d) Maintenance	<input type="checkbox"/>	i) Other (specify)	<input type="checkbox"/>
e) Bus Storage Only	<input type="checkbox"/>		<input type="checkbox"/>

2. Is there a fire sprinkler system in this facility? Yes ___ No

If yes, is the sprinkler alarm connected with the building alarm? Yes ___ No ___

3. Is there a fire hydrant system for facility protection? Yes No ___

If yes, indicate ownership of the system.

Public Owned School Owned ___ Other _____ (specify)

4. Indicate the ownership of this facility.

Leased Owned ___ Other _____ (specify)

5. What is the current gross square footage of this facility?
 (to the nearest whole ten feet)

		1	0	2	0	0	0
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6. If this facility is used for instruction, complete (a) – (d); otherwise go to question #7.

a) Fire drills were held in accordance with Section 807 of State Education Law and Section F405 of the 2015 International Fire Code and F403.5.4 of the NYS 2016 Uniform Code Supplement. Yes No ___

b) Average time to evacuate this facility:

3

4	2
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 Minutes Seconds

c) Arson and fire prevention instruction was provided in accordance with Section 808 of State Education Law; which requires every school in New York State to provide a minimum of 45 minutes of instructions in arson, fire prevention, injury prevention, and life safety during each month that school is in session.. Yes No ___

d) Employee fire prevention, evacuation, and fire safety training was provided and Records maintained in accordance with Section F406 of the 2015 International Fire Code.

Yes No

7. If the fire alarm was activated since the last annual fire inspection, was the fire department immediately notified?

Yes No

8. Have there been any fires in this facility since the last annual fire inspection?

Yes No

If yes, indicate:

a) Number of fires

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b) Total number of injuries

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c) Total cost of property damage

\$

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Part II: Public School Fire Safety Non-Conformance Report Sheet

School District Exploration Elementary Charter School Building Name Exploration Elementary
 Facility # _____

Part II-A (to be completed for public schools only - except "Big 4")					Part II-B					Part II-B					Part II-B					
Item #	Non-Conformance	Date Corrected	Date Reinspected		Item #	Non-Conformance	Date Corrected	Date Reinspected		Item #	Non-Conformance	Date Corrected	Date Reinspected		Item #	Non-Conformance	Date Corrected	Date Reinspected		
01A-2					08A-2					120-2					19D-1					
01B-1					08B-2					13A-2					19E-1					
01C-1					08C-2					13B-2					19F-1					
01D-1					08D-2					14A-2					19G-1					
01E-1					08E-2					14B-2					19H-2					
02A-2					09A-2					14C-2					20A-1					
02B-1					09B-2					14D-1					20B-1					
02C-3					09C-1					14E-1					20C-1					
02D-1					09D-1					15A-2					21A-3					
02E-2					09F-2					15B-1					22A-3					
02F-3					09G-2					15C-2					22B-3					
02G-2					10A-2					15D-2					22C-3					
03A-3					10B-2					15E-1					23A-1					
03B-1					10C-1					16A-2					23B-1					
04A-2					10D-1					16B-2					23C-1					
04B-2					11A-2					16C-2					23D-2					
04C-1					11B-1					17A-3					24A-3					
05A-3					11C-2					17B-2					25A-3					
05B-2					11D-2					17C-2										
05C-2					11E-1					17D-2										
06A-1					12A-1					17E-1										
06B-1					12B-3					17F-3										
06C-1					12C-2					17G-1										
06D-2					12D-2					17H-2										
06E-3					12E-1					17I-2										
06F-1					12F-1					17J-1										
06G-1					12G-1					17K-1										
06H-2					12H-1					17L-1										
07A-3					12I-1					18A-2										
07B-2					12J-1					18B-2										
07C-2					12K-1					18C-2										
					12L-1					19A-3										
					12M-1					18D-2										
					12N-1					19B-2										
										19C-1										

If any additional non-conformances are observed, check item 25A-3 and list the Code section below.

Inspector:
 The inspector has been provided with a copy of the previous year's school fire safety report:

Yes _____ No _____

All schools complete Section 8 only if the building has electrically-operated folding partitions.

Initial Inspection:
 Fire Safety Inspector: Name Stephen J. Morgan
 Date 1/23/18

Registry # 1211-0316 (26E-4)

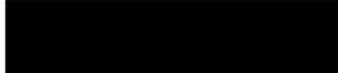
Final Inspection (if required):
 Fire Safety Inspector: Name _____
 Date _____

Registry # _____ (26F-4)

Part III: Public School Certifications

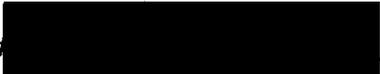
Section III-A. Fire Inspector

The individual noted below inspected this building and the information in this Fire Safety Report represents, to the best of their knowledge and belief, an accurate description of the building and conditions they observed. The individual that performed this inspection has maintained their certification requirements pursuant to Title 19 Part 1208

Name: Stephen J. Morgan Telephone #: 
Title: Fire Marshal Inspector Registry # 1211-0316
(as designated by the NYS Secretary of State)

Section III-B. Building Administrator or Designee

The individual noted below certifies that this building was inspected on 01/23/2018 (date) as indicated in Section III-A above.

Name: Jennifer Bulling Telephone #: 
Title: Director of Operations

Section III-C. School Superintendent

I hereby submit this fire inspection report on behalf of the Board of Education and certify that:

1. Public notice of report availability has been published, and that
2. Any nonconformances noted as corrected on the *Public School Fire Safety Non-Conformance Report Sheet* portion of this report were corrected on the date indicated, and that
3. For any uncorrected nonconformances that appear on this report, the Board of Education or Board of Trustees, at the meeting held pursuant to Section 807-a of the State Education Law, adopted a written plan of correction for those nonconformances, and such plan is available for public scrutiny.

Name: Lisa Clark Telephone #: 
Title: School Leader (CEO) Electronic Signature (via NYSED Portal)

*University of the
Education*



*State of New York
Department*

CERTIFICATE OF OCCUPANCY

VALID FOR FACILITY:

NAZARETH ACADEMY BUILDING
1001 LAKE AVENUE
ROCHESTER, NEW YORK 14613

DISTRICT:

EXPLORATION ELE CS - SCIENCE-TECHNOL
LISA CLARK
1001 LAKE AVE
ROCHESTER, NEW YORK 14613

Building ID: 261600918001

Issuance Date: January 30, 2018

Effective Date: November 01, 2017

Expiration Date: November 01, 2018



Entry 2 NYS School Report Card Link

Last updated: 08/01/2018

EXPLORATION ELEMENTARY CS FOR SCIENCE AND TECHNOLOGY (REGENTS)

1. CHARTER AUTHORIZER (As of REGENTS-Authorized Charter School June 30th, 2018)

(For technical reasons, please re-select authorizer name from the drop down menu).

2. NEW YORK STATE REPORT CARD

<https://data.nysed.gov/profile.php?instid=800000086905>

Provide a direct URL or web link to the most recent New York State School Report Card for the charter school (See <https://reportcards.nysed.gov/>).

(Charter schools completing year one will not yet have a School Report Card or link to one. Please type "URL is not available" in the space provided).



Entry 3 Progress Toward Goals

Created: 08/01/2018 • Last updated: 10/29/2018

PROGRESS TOWARD CHARTER GOALS

Board of Regents-authorized and NYCDOE-authorized charter schools only. Complete the tables provided. List each goal and measure as contained in the school's currently approved charter, and indicate whether the school has met or not met the goal. Please provide information for all goals by November 1st.

1. ACADEMIC STUDENT PERFORMANCE GOALS

If performance data is not available by August 1st, please state this in the last column and update by November 1st.

2017-18 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met or Not Met	Indicate if data is not available. If/when available, Describe Efforts School Will Take If Goal Is Not Met
		<p>Method 1 (Aggregate Growth): Each year, under the state's growth model, the school's mean unadjusted growth percentile in ELA for all tested students in grades 4-6 will meet or exceed the state's unadjusted median growth percentile (50%).</p> <p>Method 2 (Subgroup Growth): Each year, under the state's growth model, the school's mean unadjusted growth percentile in ELA, for all tested students with special needs in grades 4-8, will meet or exceed the state's unadjusted median growth percentile.</p>		

Method 3
(Performance Index: Aggregate Growth to Proficiency): Each year, the school's aggregate Performance Level Index (PLI) will meet the Annual Measurable Objective (AMO) as set forth in the NCLB accountability system.

Method 4
(Performance Index: Subgroup Growth to Proficiency): Each year, the school's aggregate Performance Level Index (PLI), for students with special needs, will meet the AMO as set forth in the NCLB accountability system.

Method 5 (Aggregate Proficiency): By year three of the charter term, 40% of students who have sustained enrollment in Exploration for at least two years will attain a level 3 or 4 on the NYS ELA exam. By year four of the charter term 50% of students who have been enrolled in Exploration for at least two years will attain a level 3 or 4 on the NYS ELA exam. By year five of the charter term, 60% of students who have sustained

Methods 1, 2, 5, 6, 7, 8, and 9 are too early to report out on. We either do not have students in those higher grades, do not have the historical information necessary to report out on, or do not have students in grades where standardized testing

Academic Goal 1

Exploration students will perform at or above grade level in ELA.

enrollment in Exploration for at least two years will attain a level 3 or 4 on the NYS ELA assessment.

Method 6 (Subgroup Proficiency): By year three of the charter term 15% of students with special needs, who have sustained enrollment in Exploration for at least two years will attain a level 3 or 4 on the NYS ELA exam. By year four of the charter term, 25% of students with special needs who have been enrolled in Exploration for at least two years, will attain a level 3 or 4 on the NYS ELA exam. By year five of the charter term, 35% of students with special needs or ELL students who have sustained enrollment in Exploration for at least two years, will attain a level 3 or 4 on the NYS ELA assessment.

Method 7 (Similar Schools Comparison): Each year, Exploration will exceed its predicted level of performance on the NYS ELA exam with by an effect size of at least 0.3 (performing higher than expected to a small degree), as measured by an annual comparative

Not Met

takes place.

Method 3: The performance levels for the 17/18 school year in kindergarten Reading Assessments showed that 39% of our students met or exceeded the proficiency level as stated by the NWEA normative measures and 42% of our first grade students met or exceeded the same proficiency levels.

Method 4: The performance levels for the 17/18 school year in kindergarten Reading Assessments showed that 37.5% of our students with special needs met or exceeded the proficiency level as stated by the NWEA normative measures and 0% of our first grade students with special needs met or exceeded the same proficiency levels.

Method 10: The number of kindergarten students achieving their growth target in Reading for the 17/18 school year is 54% based on the NWEA-MAP assessment. The number of first grade students achieving their growth target in Reading for the 17/18 school year is 76.9% based on the NWEA-MAP assessment.

regression analysis, controlling for economically disadvantaged students among all public schools in NYS.

Method 8 (District Comparison): Each year, students who have sustained enrollment in Exploration for at least two years will outperform their grade level counterparts in the RCSD by 10 percentage points in proficiency, as measured by the percentage of students at levels 3 and 4 on the NYS ELA assessment.

Method 9 (District Comparison, Subgroups): Each year, students with disabilities and ELL students who have sustained enrollment in Exploration for at least two years will outperform their grade level counterparts in the RCSD by 10 percentage points in proficiency, as measured by the percentage of students at levels 3 and 4 on the NYS ELA assessment.

Method 10 (Growth): By the end of each year, 95% of students will have achieved their growth target in

reading based on mean growth in the latest norming study for students who had a starting RIT score in the same 10 point block, as measured by performance on the Northwest Evaluation Association Measures of Academic Progress assessment.

Method 1: (Aggregate Growth): Each year, under the state's growth model, the school's mean unadjusted growth percentile in mathematics for all tested students in grades 4-6, will meet or exceed the state's unadjusted median growth percentile (50%).

Method 2 (Subgroup Growth): Each year, under the state's growth model, the school's mean unadjusted growth percentile in mathematics, for all tested students with special needs students in grades 4-6, will meet or exceed the state's unadjusted median growth percentile.

Method 3 (Performance Index: Aggregate Growth to Proficiency): Each year, the school's aggregate Performance Level Index (PLI) will meet

Methods 1, 2, 5, 6, 7, 8, and 9 are too early to report out on. We either do not have students in those higher grades, do not have the historical information necessary to report out on, or do not have students in grades where standardized testing takes place.

Method 3: The performance levels for the 17/18 school year in kindergarten Math Assessments showed that 34% of our students met or exceeded the

Academic Goal 2

Exploration students will perform at or above grade level in mathematics.

the Annual Measurable Objective (AMO) as set forth in the NCLB accountability system.

Method 4 (Performance Index: Subgroup Growth to Proficiency): Each year, the school's aggregate Performance Level Index (PLI) for students with special needs will meet the AMO as set forth in the NCLB accountability system.

Method 5 (Aggregate Proficiency): By year three of the charter term, 50% of students who have sustained enrollment in Exploration for at least two years will attain a level 3 or 4 on the NYS math exam. By year four of the charter term 60% of students who have been in enrolled in Exploration for at least two years will attain a level 3 or 4 on the NYS mathematics exam. By year five of the charter term 75% of students who have sustained enrollment in Exploration for at least two years will attain a level 3 or 4 on the NYS mathematics assessment.

Method 6 (Subgroup

Not Met

proficiency level as stated by the NWEA normative measures and 42% of our first grade students met or exceeded the same proficiency levels.

Method 4: The performance levels for the 17/18 school year in kindergarten Math Assessments showed that 50% of our students with special needs met or exceeded the proficiency level as stated by the NWEA normative measures and 0% of our first grade students with special needs met or exceeded the same proficiency levels.

Method 10: The number of kindergarten students achieving their growth target in Math for the 17/18 school year is 54% based on the NWEA-MAP assessment. The number of first grade students achieving their growth target in Math for the 17/18 school year is 76.9% based on the NWEA-MAP assessment.

		Proficiency): By year three of the charter term, 15% of students with special needs who have sustained		
Academic Goal 3	Exploration students will perform at or above grade level in Science.	<p>Method 1 (Absolute): Each year, 85% of students who have sustained enrollment in Exploration for at least two years will attain a level 3 or 4 on the NYS science assessment.</p> <p>Method 2(Comparative): Each year, students who have sustained enrollment in Exploration for at least two years will outperform their grade level counterparts in the RCSD by 10 percentage points in proficiency, as measured by the percentage of students at levels 3 and 4 on the NYS science assessment.</p>	Not Met	We have only been in operation for one year there are currently no students who have sustained enrollment in Exploration for at least two years at this time. Therefore we have no measurable data to report towards this goal.
Academic Goal 4	Exploration will achieve an Accountability Status of "In Good Standing" each year, as measured by the NCLB accountability system.	Method 1: Exploration will achieve an Accountability Status of "In Good Standing" each year, as measured by the NCLB accountability system.	Met	Received letter of "In Good Standing" from NYS Counsel and Deputy Commissioner on April 12, 2018 for the 2017/2018 school year.
Academic Goal 5				
Academic Goal 6				

Academic Goal 7				
Academic Goal 8				

2. Do we have more academic goals to add? No

3. Do we have more academic goals to add? No

4. ORGANIZATIONAL GOALS

2017-18 Progress Toward Attainment of Organizational Goals

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met or Not Met	If Not Met, Describe Efforts School Will Take
Org Goal 1	The Board will meet no fewer than 10 times per year; all meetings will be properly noticed. A Board retreat will be held annually.	The Board posted and held over 10 meetings during the 17/18 SY. These meetings were posted and noted by meeting minutes. A board retreat was held in January 2018.	Met	
Org Goal 2	The Board and Leadership Team will promote parental and staff involvement in School Governance.	Board Members conducted check-in meetings with staff to access staff input and ideas. Board members met with parent group and recruited a parent board representative. Board members regularly attended school family nights and science fairs.	Met	

Org Goal 3	The Board will consist of at least 5 but not more than 11 voting members, one will be a parent representative.	We consistently maintained 5 or more active Board members during the 17/18 School Year. A parent representative was identified. The parent rep. is in the process of being approved by NYSED as an active voting member now.	Met	
Org Goal 4	Admission, Enrollment, Attendance policies in place and followed consistent with applicable laws and regulations.	Exploration exceeded the number of lottery applications for the number of available seats for the 17/18 school year. Proper documentation was provided to the district of residence to support the enrollment of each of our students. Attendance is kept and recorded daily. This information is reported out to NYSED, posted on our website and hard copy on file in our fiscal records.	Met	We have board approved admission, enrollment and attendance policies in place and being followed during the 17/18 school year. We did dip below our required enrollment number half way through the school year. This was reported to the CSO office and we developed a Corrective Action Plan in support of recruiting and retaining students moving into the 18/19 school year.
	Establish student	Exploration has worked with the Rochester City School District (RCSD) to establish and maintain each of these services to support our students. Transportation has been set up for students attending our charter from		

Org Goal 5	transportation services, health services and food services to support our students daily academic programming.	RCSD, Greece and Irondequoit. Our school is staffed full time with a school nurse to support out students medical needs. We have breakfast served to our students daily, along with hot and cold lunch options and a daily snack. Three times per week a healthy snack is also provided to our students in the form of a seasonal fruit or vegetable.	Met	
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5. Do you have more organizational goals to add? No

6. FINANCIAL GOALS

2017-18 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met or Not Met	If Not Met, Describe Efforts School Will Take
Financial Goal 1	Fund the escrow account with \$25,000 in year one.	Bank statement showing dedicated escrow account with full balance funded.	Met	
Financial Goal 2	Provide an Initial Statement of adequate controls being maintained and followed as evaluated by an outside independent auditing firm.	The Initial Statement was prepared and an Independent Auditors Report was submitted verifying the school has the necessary process and procedures in place to ensure proper financial controls over the	Met	

		schools finances.		
Financial Goal 3	Financial statements will be prepared monthly and presented to the Board including a Statement of Financial Position, Statement of Activities and Statement of Cash Flows.	Board meeting minutes showing presentation and review of monthly financial statements and meeting minutes documenting meetings of the finance committee.	Met	
Financial Goal 4	Exploration shall retain and independent CPA to perform an audit of the annual financial statements.	Exploration retained the services of Mengel, Metzger, Barr to perform the annual audit by Nov. 1, 2018. This audit included financial review and reporting from the date of inception thru June 30, 2018, the end of the first operational year.	Met	
Financial Goal 5	Exploration shall prepare and provide to SED a copy of its annual budget and monthly cash flow projections for the fiscal year by Aug. 1st of that fiscal year.	Exploration submitted a board approved 18/19 budget and monthly cash flow projections ahead of the August 1, 2018 deadline.	Met	



Entry 4 Expenditures per Child

Last updated: 08/01/2018

EXPLORATION ELEMENTARY CS FOR SCIENCE AND TECHNOLOGY (REGENTS)Section Heading

Financial Information

This information is required of ALL charter schools. Provide the following measures of fiscal performance of the charter school in Appendix B (Total Expenditures and Administrative Expenditures Per Child):

1. Total Expenditures Per Child

To calculate '**Total Expenditures per Child**' take total expenditures (from the unaudited 2017-18 Schedule of Functional Expenses) and divide by the year end FTE student enrollment. (Integers Only. No dollar signs or commas).

Note: *The information on the Schedule of Functional Expenses on pages 41-43 of the Audit Guide can help schools locate the amounts to use in the two per pupil calculations:* <http://www.p12.nysed.gov/psc/AuditGuide.html>

Line 1: Total Expenditures	2535418
Line 2: Year End FTE student enrollment	144
Line 3: Divide Line 1 by Line 2	17607

2. Administrative Expenditures per Child

To calculate **'Administrative Expenditures per Child'** To calculate "Administrative Expenditures per Child" first *add* together the following:

1. Take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the unaudited 2017-18 Schedule of Functional Expenses)
2. Any contracted administrative/management fee paid to other organizations or corporations
3. Take the total from above and divide it by the year-end FTE enrollment. The relevant portion that must be included in this calculation is defined as follows:

Administrative Expenditures: Administration and management of the charter school includes the activities and personnel of the offices of the chief school officer, the finance or business offices, school operations personnel, data management and reporting, human resources, technology, etc. It also includes those administrative and management services provided by other organizations or corporations on behalf of the charter school for which the charter school pays a fee or other compensation. Do not include the FTE of personnel whose role is to directly support the instructional program.

Notes:

The information on the Schedule of Functional Expenses on pages 41-43 of the Audit Guide can help schools locate the amounts to use in the two per pupil calculations:

<http://www.p12.nysed.gov/psc/AuditGuide.html>.

Employee benefit costs or expenditures should not be reported in the above calculations.

Line 1: Relevant Personnel Services Cost (Row)	152125
Line 2: Management and General Cost (Column)	101417
Line 3: Sum of Line 1 and Line 2	253542
Line 5: Divide Line 3 by the Year End FTE student enrollment	1761

Thank you.

EXPLORATION ELEMENTARY CHARTER SCHOOL
FOR SCIENCE AND TECHNOLOGY

ROCHESTER, NEW YORK

AUDITED FINANCIAL STATEMENTS

OTHER FINANCIAL INFORMATION

REPORT REQUIRED BY
GOVERNMENT AUDITING STANDARDS

AND

INDEPENDENT AUDITOR'S REPORTS

JUNE 30, 2018



MENGEL METZGER BARR & CO. LLP

Certified Public Accountants

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INDEPENDENT AUDITOR'S REPORT

Board of Trustees
Exploration Elementary Charter School for Science and Technology

Report on the Financial Statements

We have audited the accompanying financial statements of Exploration Elementary Charter School for Science and Technology, which comprise the statement of financial position as of June 30, 2018, and the related statements of activities and changes in net assets (deficiency), functional expenses, and cash flows for the period from November 17, 2015 (date of inception) to June 30, 2018, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Exploration Elementary Charter School for Science and Technology as of June 30, 2018, and the changes in its net assets (deficiency) and its cash flows for the period from November 17, 2015 (date of inception) to June 30, 2018, in accordance with accounting principles generally accepted in the United States of America.

Other Report Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated October 4, 2018 on our consideration of Exploration Elementary Charter School for Science and Technology's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Exploration Elementary Charter School for Science and Technology's internal control over financial reporting and compliance.

Mengel, Metzger, Baw & Co. LLP

Rochester, New York
October 4, 2018

EXPLORATION ELEMENTARY CHARTER SCHOOL FOR SCIENCE AND TECHNOLOGY

STATEMENT OF FINANCIAL POSITION

JUNE 30, 2018

ASSETS

CURRENT ASSETS

Cash	\$ 14,840
Grants and other receivables	240,834
Prepaid expenses and other current assets	<u>22,936</u>
TOTAL CURRENT ASSETS	278,610

PROPERTY AND EQUIPMENT, net 155,468

OTHER ASSETS

Security deposit	25,215
Cash in escrow	<u>25,075</u>
	<u>50,290</u>
TOTAL ASSETS	<u>\$ 484,368</u>

LIABILITIES AND NET DEFICIENCY

CURRENT LIABILITIES

Accounts payable and accrued expenses	\$ 142,117
Accrued payroll and benefits	136,666
Line of credit	<u>292,300</u>
TOTAL CURRENT LIABILITIES	571,083

DEFERRED LEASE LIABILITY 45,612

NET DEFICIENCY, unrestricted (132,327)

TOTAL LIABILITIES AND NET DEFICIENCY \$ 484,368

The accompanying notes are an integral part of the financial statements.

EXPLORATION ELEMENTARY CHARTER SCHOOL FOR SCIENCE AND TECHNOLOGY

STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS (DEFICIENCY)

PERIOD FROM NOVEMBER 17, 2015 (DATE OF INCEPTION) TO JUNE 30, 2018

Operating revenue and support:		
State and local per pupil operating revenue		\$ 1,903,956
Students with disabilities		25,151
Government grants		836,475
Private grants		6,480
Contributed services		<u>97,249</u>
	TOTAL OPERATING REVENUE AND SUPPORT	2,869,311
Expenses:		
Program:		
Regular education		1,944,248
Special education		325,886
Management and general		<u>731,504</u>
	TOTAL EXPENSES	<u>3,001,638</u>
	CHANGE IN NET ASSETS (DEFICIENCY)	(132,327)
Unrestricted net assets at beginning of period		<u>-</u>
	UNRESTRICTED NET DEFICIENCY AT END OF PERIOD	<u>\$ (132,327)</u>

The accompanying notes are an integral part of the financial statements.

EXPLORATION ELEMENTARY CHARTER SCHOOL FOR SCIENCE AND TECHNOLOGY

STATEMENT OF FUNCTIONAL EXPENSES

PERIOD FROM NOVEMBER 17, 2015 (DATE OF INCEPTION) TO JUNE 30, 2018

	No. of Positions	Program Services			Supporting Services	Total
		Regular Education	Special Education	Sub-total	Management and General	
Personnel services costs:						
Administrative staff personnel		\$	\$	\$ 236,612	\$ 316,992	\$
Instructional personnel	21		83,490			553,604
Non-instructional personnel	<u>2</u>	153,122	111,086			
Total salaries and costs	7 30	715,489	868,611	826,575	320,361	826,575
Fringe benefits and payroll taxes		-		1,063,187	3,369 50,336	1,383,548
Retirement			194,576	70,796	17,245	
Legal service		153,440		194,065	70,568	70,568
Accounting / audit services			40,625	-	12,133	244,401
Other purchased / professional / consulting services		53,967	16,829	-	90,934	88,041
Building and land rent / lease		-			76,914	12,133
Repairs and maintenance		278,953		326,739		417,876
Insurance		247,738	47,786	-		24,178
Utilities				247,738		8,547
Supplies / materials		5,761		5,761	2,786	141,484
Equipment / furnishings		19,648		19,648	4,530	
Staff development		25,051		25,051	6,944	20,589
Marketing / recruitment		122,628		139,266	22,292	
Technology		9,908		15,994	2,275	14,806
Food service		15,994		5,739	4,595	
Student services		5,739	2,094	961		28,031
Office expense		34,792			3,950	41,242
Depreciation and amortization			2,500		15,839	2,094
Other		56,303	3,348	2,094	21,800	57,264
		<u>14,166</u>		<u>57,264</u>		<u>30,005</u>
		<u>1,944,248</u>	<u>\$ 325,886</u>	<u>\$ 2,270,134</u>	<u>\$ 731,504</u>	<u>\$ 3,001,638</u>
		21,308		24,656		29,947
		8,147	-	8,147	5,784	

The accompanying notes are an integral part of the financial statements.

EXPLORATION ELEMENTARY CHARTER SCHOOL FOR SCIENCE AND TECHNOLOGY

STATEMENT OF CASH FLOWS

PERIOD FROM NOVEMBER 17, 2015 (DATE OF INCEPTION) TO JUNE 30, 2018

CASH FLOWS - OPERATING ACTIVITIES

Change in net assets (deficiency)	\$ (132,327)
Adjustments to reconcile change in net assets (deficiency) to net cash used for operating activities:	
Depreciation and amortization	30,440
Changes in certain assets and liabilities affecting operations:	
Grants and other receivables	(240,834)
Prepaid expenses and other current assets	(22,936)
Accounts payable and accrued expenses	142,117
Accrued payroll and benefits	136,666
Deferred lease liability	<u>45,612</u>
NET CASH USED FOR OPERATING ACTIVITIES	(41,262)

CASH FLOWS - INVESTING ACTIVITIES

Purchases of property and equipment	(185,908)
Change in cash in escrow	(25,075)
Security deposit	<u>(25,215)</u>
NET CASH USED FOR INVESTING ACTIVITIES	(236,198)

CASH FLOWS - FINANCING ACTIVITIES

Borrowings on line of credit	300,000
Repayments on line of credit	<u>(7,700)</u>
NET CASH PROVIDED FROM FINANCING ACTIVITIES	<u>292,300</u>

NET INCREASE IN CASH 14,840

Cash at beginning of period	<u>-</u>
CASH AT END OF PERIOD	<u><u>\$ 14,840</u></u>

SUPPLEMENTAL CASH FLOW INFORMATION:

Interest expense paid during the year	<u><u>\$ 376</u></u>
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The accompanying notes are an integral part of the financial statements.

EXPLORATION ELEMENTARY CHARTER SCHOOL FOR SCIENCE AND TECHNOLOGY

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2018

NOTE A: THE CHARTER SCHOOL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Charter School

Exploration Elementary Charter School for Science and Technology (the “Charter School”) is an educational corporation that operates as a charter school in Rochester, New York. The Charter School promotes student excellence through an emphasis on science and technology skills for elementary aged students in a supportive and responsive learning environment. The Charter School’s students will be prepared for success in further schooling, with a positive sense of self, ready to design and realize their futures in college, community and career. On November 17, 2015 the Board of Regents of the University of the State of New York granted the Charter School a provisional charter valid for a term of five years and renewable upon expiration. The term expires June 30, 2021.

Financial Statement presentation

The financial statements of the Charter School have been prepared on the accrual basis of accounting in conformity with accounting principles generally accepted in the United States of America (GAAP). The Charter School reports information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets and permanently restricted net assets.

These classes of net assets are defined as follows:

Permanently restricted – Net assets resulting from contributions and other inflows of assets whose use by the Charter School is limited by donor-imposed stipulations that neither expire by passage of time nor can be fulfilled or otherwise removed by actions of the Charter School. The Charter School had no permanently restricted net assets at June 30, 2018.

Temporarily restricted – Net assets resulting from contributions and other inflows of assets whose use by the Charter School is limited by donor-imposed stipulations that either expire by passage of time or can be fulfilled and removed by actions of the Charter School pursuant to those stipulations. The Charter School had no temporarily restricted net assets at June 30, 2018.

Unrestricted – The net assets over which the Governing Board has discretionary control to use in carrying on the Charter School’s operations in accordance with the guidelines established by the Charter School. The Board may designate portions of the current unrestricted net assets for specific purposes, projects or investment.

Revenue and support recognition

Revenue from state and local governments resulting from the Charter School’s charter status and based on the number of students enrolled is recorded when services are performed in accordance with the charter agreement.

Revenue from federal, state and local government grants and contracts are recorded by the Charter School when qualifying expenditures are incurred and billable.

Contributions are recognized as revenue in the year the pledge is received and documented.

EXPLORATION ELEMENTARY CHARTER SCHOOL FOR SCIENCE AND TECHNOLOGY

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2018

NOTE A: THE CHARTER SCHOOL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES,

Cont'd

Contributions

Contributions received are recorded as unrestricted, temporarily or permanently restricted support depending on the existence of any donor restrictions. A contribution that is received and expended in the same year for a specific purpose is classified as unrestricted revenue.

Contributions are recorded as restricted support if they are received with donor stipulations that limit the use of the donated assets. When a donor restriction expires, that is, when a stipulated purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities and changes in net assets as net assets released from restrictions.

Cash

Cash balances are maintained at a financial institution located in New York and are insured by the Federal Deposit Insurance Corporation up to \$250,000. In the normal course of business, the cash account balances at any given time may exceed insured limits. However, the Charter School has not experienced any losses in such accounts and does not believe it is exposed to significant risk in cash.

Cash in escrow

The Charter School maintains cash in an escrow account in accordance with the terms of its charter agreement. The amount in escrow was \$25,075 at June 30, 2018.

Grants and other receivables

Grants and other receivables are stated at the amount management expects to collect from outstanding balances. Management provides for probable uncollectible amounts based on its assessment of the current status of individual receivables from grants, agencies and others. Balances that are still outstanding after management has used reasonable collection efforts are written off against the allowance for doubtful accounts. There was no allowance for doubtful accounts at June 30, 2018.

Property and equipment

Property and equipment are recorded at cost. Depreciation and amortization are computed using the straight-line method on a basis considered adequate to depreciate the assets over their estimated useful lives, which range from five to ten years.

Contributed services

The Charter School received donated transportation services that were provided for the students from the local district. The Charter School was unable to determine a value for these services.

The Charter School received contributed reading services and professional developmental services which were valued at \$97,249 for the period from November 17, 2015 (date of inception) to June 30, 2018. These amounts are included in contributed services in the accompanying statement of activities and changes in net assets.

The Charter School received contributed services from volunteers to serve on the Board of Trustees. These services are not valued in the financial statements.

EXPLORATION ELEMENTARY CHARTER SCHOOL FOR SCIENCE AND TECHNOLOGY

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2018

NOTE A: THE CHARTER SCHOOL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES,

Cont'd

In-kind contributions

Gifts and donations other than cash are recorded at fair market value at the date of contribution.

Tax exempt status

The Charter School is a tax-exempt organization under section 501(c)(3) of the Internal Revenue Code and applicable state regulations and, accordingly, is exempt from federal and state taxes on income.

The Charter School files Form 990 tax returns in the U.S. federal jurisdiction. The tax returns for the years ended June 30, 2016 through June 30, 2018 are still subject to potential audit by the IRS. Management of the Charter School believes it has no material uncertain tax positions and, accordingly it has not recognized any liability for unrecognized tax benefits.

Marketing costs

The Charter School expenses marketing costs as they are incurred. Total marketing and recruiting costs approximated \$28,000 for the period from November 17, 2015 (date of inception) to June 30, 2018.

Deferred lease liability

The Charter School leases its facility. The lease contains significant pre-determined fixed escalations of the base rent. In accordance with GAAP, the Charter School recognizes the related rent expense on a straight-line basis and records the difference between the recognized rental expense and the amounts paid under the lease as a deferred lease liability. The amount of additional rent expense recognized in excess of the amounts paid under the lease was \$45,612 for the period from November 17, 2015 (date of inception) to June 30, 2018.

Use of estimates in the preparation of financial statements

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

Subsequent events

The Charter School has conducted an evaluation of potential subsequent events occurring after the statement of financial position date through October 4, 2018, which is the date the financial statements are available to be issued. No subsequent events requiring disclosure were noted, except as disclosed in Note K.

EXPLORATION ELEMENTARY CHARTER SCHOOL FOR SCIENCE AND TECHNOLOGY

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2018

NOTE B: PROPERTY AND EQUIPMENT

At June 30, 2018, property and equipment consisted of the following:

Office equipment	\$ 16,650
Classroom furniture and equipment	89,576
Computer equipment	43,354
Leasehold improvements	<u>36,328</u>
	185,908
Less accumulated depreciation and amortization	<u>30,440</u>
	<u>\$ 155,468</u>

Total depreciation and amortization expense was \$30,440 for the period from November 15, 2015 (date of inception) to June 30, 2018.

NOTE C: SCHOOL FACILITY

The Charter School signed a lease for its facility with a third party commencing July 1, 2017 through June 30, 2022. The Charter School is currently negotiating the third amendment to the lease and expects this amendment to be signed in 2018. The terms of the third amendment include base rent of \$302,582, increasing each subsequent year as additional square footage is added to accommodate the growth of the school. Total rental expense was approximately \$323,000 for the period from November 17, 2015 (date of inception) to June 30, 2018. A security deposit of \$25,215 was paid by the Charter School relative to this lease.

The approximate future minimum payments on this agreement are as follows:

<u>Year ending June 30,</u>	<u>Amount</u>
2019	\$ 351,500
2020	440,400
2021	464,100
2022	<u>506,900</u>
Total	<u>\$ 1,762,900</u>

NOTE D: LINE OF CREDIT

The Charter School has a \$300,000 line of credit due to a bank upon demand. Amounts borrowed bear interest at prime plus 1.5% (effective rate of 6.5% at June 30, 2018) and are secured by substantially all of the business assets of the School. There was \$292,300 outstanding under this arrangement at June 30, 2018.

EXPLORATION ELEMENTARY CHARTER SCHOOL FOR SCIENCE AND TECHNOLOGY

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2018

NOTE E: CONTINGENCY

Certain grants and contracts may be subject to audit by funding sources. Such audits might result in disallowance of costs submitted for reimbursement by the Charter School. Management is of the opinion that such disallowances, if any, will not have a material effect on the accompanying financial statements. Accordingly, no amounts have been provided in the accompanying financial statements for such potential claims.

NOTE F: CONCENTRATIONS

At June 30, 2018, approximately 99% of grants and other receivables are due from a New York State agency related to certain grants.

During the period from November 17, 2015 (date of inception) to June 30, 2018, approximately 67% of total operating revenue and support came from per-pupil funding provided by New York State. The per-pupil rate is set annually by the State based on the school district in which the Charter School's students are located.

NOTE G: MAJOR GRANTOR

One federal start-up grant accounted for over 26% of total operating revenue and support for the period from November 17, 2015 (date of inception) to June 30, 2018.

NOTE H: RETIREMENT PLANS

The Charter School participates in the New York State Teachers' Retirement System (NYSTRS). This System is a cost sharing multiple employer public employee retirement system. The System offers a wide range of plans and benefits which are related to years of service and final average salary, vesting of retirement benefits, death and disability.

The New York State Teachers' Retirement Board administers NYSTRS. The System provides benefits to plan members and beneficiaries as authorized by the Education Law and the Retirement and Social Security Law of the State of New York. NYSTRS issues a publicly available financial report that contains financial statements and required supplementary information for the System. The report may be obtained by writing to NYSTRS, 10 Corporate Woods, Albany, NY 12211-2395.

The System is noncontributory for the employee, except for those who joined the System after July 27, 1976 and before January 1, 2010 with less than ten years membership, who contribute 3% of their salary. Those joining on or after January 1, 2010 are required to contribute 3.5% of their annual salary for their entire career. Pursuant to Article 11 of the Education Law, the New York State Teachers' Retirement Board establishes rates annually for NYSTRS.

The Charter School is required to contribute at an actuarially determined rate, currently 9.80% of the annual covered payroll for the fiscal period ended June 30, 2018. The Charter School's contributions made to the system was equal to 100% of the contributions required for each year. The required contributions for period from November 17, 2015 (date of inception) to June 30, 2018 was \$88,041.

EXPLORATION ELEMENTARY CHARTER SCHOOL FOR SCIENCE AND TECHNOLOGY

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2018

NOTE H: RETIREMENT PLANS, Cont'd

Effective January 2017, the School established an Employee Retirement 401(k) Plan for all employees. The Charter School may make a discretionary contribution to the Plan. There were no discretionary contributions made by the Charter School for the period from November 17, 2015 (date of inception) to June 30, 2018.

NOTE I: COMMITMENTS

The Charter School entered into a technology maintenance and service agreement requiring monthly payments of \$3,283 through August 2022. The approximate future minimum payments on this agreement is as follows:

<u>Year ending June 30,</u>	<u>Amount</u>
2019	\$ 39,396
2020	39,396
2021	39,396
2022	39,396
2023	<u>3,283</u>
Total	<u>\$ 160,867</u>

NOTE J: MANAGEMENT'S PLANS

At June 30, 2018, the Charter School has a net deficiency of \$132,327. In addition, current liabilities exceed current assets by \$292,473. The accompanying financial statements have been prepared assuming the Charter School will continue as a going concern. During the 2017-2018 school year, the Charter School experienced a decline in student enrollment which led to a year end net deficit in line with the loss of student revenue. As a result, leadership of the Charter School has created a strategic plan to support 2018-2019 student enrollment targets which support a positive net income at the end of fiscal year 2019. The 2018-2019 budget in place is a balanced budget and cash projections show positive trends. The Charter School has secured a line of credit to assist in any operational cash needs that arise during the year. The strategic plan outlines measurable milestones throughout the school year in areas to support enrollment including: curriculum and instruction, school culture, family engagement, and financial management. The Charter School's leadership in conjunction with the Board of Trustees are progress monitoring this monthly and believes that the Charter School will be viable during the next fiscal year and beyond.

NOTE K: SUBSEQUENT EVENT

In August 2018, the New York State Education Department (NYSED) notified the Charter School that it had over-allocated \$7,917 in Title IIA funding to the Charter School for the period ended June 30, 2018. NYSED will reduce the Charter School's Title IIA funding for a period of up to five years to recoup the over-allocated funding. The Charter School has not accounted for this over-allocated funding as a liability as of June 30, 2018.

EXPLORATION ELEMENTARY CHARTER SCHOOL
FOR SCIENCE AND TECHNOLOGY

OTHER FINANCIAL INFORMATION

INDEPENDENT AUDITOR'S REPORT ON OTHER FINANCIAL INFORMATION

Board of Trustees
Exploration Elementary Charter School for Science and Technology

We have audited the financial statements of Exploration Elementary Charter School for Science and Technology as of June 30, 2018 and for the period from November 17, 2015 (date of inception) to June 30, 2018, and have issued our report thereon dated October 4, 2018, which contained an unmodified opinion on those financial statements. Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The financial information hereinafter is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements for the period from November 17, 2015 (date of inception) to June 30, 2018.

Mengel, Metzger, Baw & Co. LLP

Rochester, New York
October 4, 2018

EXPLORATION ELEMENTARY CHARTER SCHOOL FOR SCIENCE AND TECHNOLOGY

SCHEDULE OF ACTIVITIES

YEAR ENDED JUNE 30, 2018 AND THE PERIOD FROM
NOVEMBER 17, 2015 (DATE OF INCEPTION) TO JUNE 30, 2017

	Year ended June 30, 2018	Period from November 17, 2015 (date of inception) to June 30, 2017	Total
Operating revenue and support:			
State and local per pupil operating revenue	\$ 1,903,956	\$ -	\$ 1,903,956
Students with disabilities	25,151	-	25,151
Government grants	473,316	363,159	836,475
Private grants	6,255	225	6,480
Contributed services	<u>97,249</u>	<u>-</u>	<u>97,249</u>
TOTAL OPERATING REVENUE AND SUPPORT	2,505,927	363,384	2,869,311
Personnel services costs:			
Administrative staff personnel	413,224	140,380	553,604
Instructional personnel	826,575	-	826,575
Non-instructional personnel	<u>3,369</u>	<u>-</u>	<u>3,369</u>
Total salaries and costs	1,243,168	140,380	1,383,548
Fringe benefits and payroll taxes	225,662	18,739	244,401
Retirement	76,151	11,890	88,041
Legal service	45,907	24,661	70,568
Accounting / audit services	9,803	2,330	12,133
Other purchased / professional / consulting services	398,418	19,255	417,673
Building and land rent / lease	324,652	-	324,652
Repairs and maintenance	8,473	74	8,547
Insurance	22,847	1,331	24,178
Utilities	30,550	1,445	31,995
Supplies / materials	110,923	30,561	141,484
Equipment / furnishings	14,806	-	14,806
Staff development	17,592	2,997	20,589
Marketing / recruitment	12,284	15,747	28,031
Technology	32,774	8,468	41,242
Food service	2,094	-	2,094
Student services	57,264	-	57,264
Office expense	18,888	11,117	30,005
Depreciation and amortization	30,440	-	30,440
Other	<u>29,096</u>	<u>851</u>	<u>29,947</u>
TOTAL EXPENSES	<u>2,711,792</u>	<u>289,846</u>	<u>3,001,638</u>
CHANGE IN NET ASSETS (DEFICIENCY)	<u>\$ (205,865)</u>	<u>\$ 73,538</u>	<u>\$ (132,327)</u>

**EXPLORATION ELEMENTARY CHARTER SCHOOL FOR SCIENCE AND
TECHNOLOGY**

REPORT REQUIRED BY GOVERNMENT AUDITING STANDARDS

INDEPENDENT AUDITOR’S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND
ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS
PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

Board of Trustees
Exploration Elementary Charter School for Science and Technology

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Exploration Elementary Charter School for Science and Technology, which comprise the statement of financial position as of June 30, 2018 and the related statements of activities and changes in net assets (deficiency), functional expenses and cash flows for the period from November 17, 2015 (date of inception) to June 30, 2018 and the related notes to the financial statements, and have issued our report thereon dated October 4, 2018.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered Exploration Elementary Charter School for Science and Technology’s internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Exploration Elementary Charter School for Science and Technology’s internal control. Accordingly, we do not express an opinion on the effectiveness of Exploration Elementary Charter School for Science and Technology’s internal control.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as described in the accompanying Schedule of Findings and Responses, we identified a certain deficiency in internal control over financial reporting that we consider to be a material weakness.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. We consider the deficiency described in the accompanying Schedule of Findings and Responses (Finding 2018-001) to be a material weakness.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Exploration Elementary Charter School for Science and Technology's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

We noted certain other matters that we have reported to management of Exploration Elementary Charter School for Science and Technology in a separate letter dated October 4, 2018.

Exploration Elementary Charter School for Science and Technology's Response to Finding

Exploration Elementary Charter School for Science and Technology's response to the finding identified in our audit is described in the accompanying Schedule of Findings and Responses. Exploration Elementary Charter School for Science and Technology's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Mengel, Metzger, Baw & Co. LLP

Rochester, New York
October 4, 2018

EXPLORATION ELEMENTARY CHARTER SCHOOL FOR SCIENCE AND TECHNOLOGY

SCHEDULE OF FINDINGS AND RESPONSES

YEAR ENDED JUNE 30, 2018

Finding 2018-001

Statement of condition

During our audit, we noted rent expense was understated. According to accounting principles generally accepted in the United States of America, a rental lease agreement which includes escalation clauses should be recognized on a straight-line basis over the term of the agreement. Management had recorded rent expense in accordance with the lease agreement and did not take into account the need to straight line the escalating payments. This resulted in a material audit adjustment to record additional rent expense and a corresponding deferred lease liability of approximately \$45,600.

Criteria and effect of conditions

According to accounting principles generally accepted in the United States of America, the Charter School should recognize rent expense on a straight-line basis and record the difference between the recognized rental expense and the amounts paid under the lease as a deferred lease liability.

Recommendation

We recommend the Charter School review all rental lease agreements and ensure that the expense is recorded in accordance with accounting principles generally accepted in the United States of America.

Management response

Management acknowledges the deferred lease liability entry and will ensure, as part of the year-end close process, the rent recognition journal entry will be made in accordance with GAAP.



Annual Financial Statement Audit Report

School Name:	Exploration Elementary Charter School for Science & Technology
Date (Report is due Nov. 1):	11/01/18
Primary District of Location (If NYC select NYC DOE):	Rochester City School District
If located in NYC DOE select CSD:	-
School Fiscal Contact Name:	Jennifer Bulling
School Fiscal Contact Email:	[REDACTED]
School Fiscal Contact Phone:	[REDACTED]
School Audit Firm Name:	Mengel Metzger Barr & Co
School Audit Contact Name:	Michelle Cain
School Audit Contact Email:	[REDACTED]
School Audit Contact Phone:	[REDACTED]
Audit Period:	2017-18
Prior Year:	-

The following items are required to be included:

- 1.) The independent auditor's report on financial statements and notes.
- 2.) Excel template file containing the Financial Position, Statement of Activities, Cash Flow and Functional Expenses worksheets.
- 3.) Reports on internal controls over financial reporting and on compliance.

The additional items listed below should be included if applicable. Please explain the reason(s) if the items are not included. Examples might include: a written management letter was not issued; the school did not expend federal funds in excess of the Single Audit Threshold of \$750,000; the management letter response will be submitted by the following date (should be no later than 30 days from the submission of the report); etc.

Item	If not included, state the reason(s) below (if not applicable fill in N/A):
Management Letter	
Management Letter Response	
Federal Single Audit (A-133)	Exploration did not expend federal funds in excess of the Single Audit Threshold of \$750,000
Corrective Action Plan	

Exploration Elementary Charter School for Science & Technology
Statement of Financial Position
as of June 30

	<u>2018</u>	<u>-</u>
CURRENT ASSETS		
Cash and cash equivalents	\$ 14,840	\$ -
Grants and contracts receivable	240,834	-
Accounts receivables	-	-
Prepaid Expenses	22,936	-
Contributions and other receivables	-	-
Other current assets	-	-
TOTAL CURRENT ASSETS	278,610	-
NON-CURRENT ASSETS		
Property, Building and Equipment, net	\$ 155,468	\$ -
Restricted Cash	-	-
Security Deposits	25,215	-
Other Non-Current Assets	25,075	-
TOTAL NON-CURRENT	205,758	-
TOTAL ASSETS	<u>484,368</u>	<u>-</u>
CURRENT LIABILITIES		
Accounts payable and accrued expenses	\$ 142,117	\$ -
Accrued payroll, payroll taxes and benefits	136,666	-
Current Portion of Loan Payable	292,300	-
Due to Related Parties	-	-
Refundable Advances	-	-
Deferred Revenue	-	-
Other Current Liabilities	-	-
TOTAL CURRENT	571,083	-
LONG-TERM LIABILITIES		
Loan Payable; Due in More than One Year	\$ -	\$ -
Deferred Rent	45,612	-
Due to Related Party	-	-
Other Long-Term Liabilities	-	-
TOTAL LONG-TERM	45,612	-
TOTAL LIABILITIES	<u>616,695</u>	<u>-</u>
NET ASSETS		
Unrestricted	\$ (132,327)	\$ -

Temporarily restricted	-	-
Permanently restricted	-	-
TOTAL NET ASSETS	<u>(132,327)</u>	-
TOTAL LIABILITIES AND NET ASSETS	<u>484,368</u>	<u>-</u>

Exploration Elementary Charter School for Science & Technology
Statement of Activities
as of June 30

	2018			-
	Unrestricted	Temporarily Restricted	Total	Total
OPERATING REVENUE				
State and Local Per Pupil Revenue - Reg. Ed	\$ 1,903,956	\$ -	\$ 1,903,956	\$ -
State and Local Per Pupil Revenue - SPED	25,151	-	25,151	-
State and Local Per Pupil Facilities Revenue	-	-	-	-
Federal Grants	836,475	-	836,475	-
State and City Grants	-	-	-	-
Other Operating Income	-	-	-	-
Food Service/Child Nutrition Program	-	-	-	-
TOTAL OPERATING REVENUE	2,765,582	-	2,765,582	-
EXPENSES				
Program Services				
Regular Education	\$ 1,944,248	\$ -	\$ 1,944,248	\$ -
Special Education	325,886	-	325,886	-
Other Programs	-	-	-	-
Total Program Services	2,270,134	-	2,270,134	-
Management and general	731,504	-	731,504	-
Fundraising	-	-	-	-
TOTAL EXPENSES	3,001,638	-	3,001,638	-
SURPLUS / (DEFICIT) FROM OPERATIONS	(236,056)	-	(236,056)	-
SUPPORT AND OTHER REVENUE				
Interest and Other Income	\$ -	\$ -	-	\$ -
Contributions and Grants	6,480	-	6,480	-
Fundraising Support	-	-	-	-
Investments	-	-	-	-
Donated Services	97,249	-	97,249	-
Other Support and Revenue	-	-	-	-
TOTAL SUPPORT AND OTHER REVENUE	103,729	-	103,729	-
Net Assets Released from Restrictions / Loss on Disposal	\$ -	\$ -	-	\$ -
CHANGE IN NET ASSETS	(132,327)	-	(132,327)	-
NET ASSETS - BEGINNING OF YEAR	\$ -	\$ -	-	\$ -
PRIOR YEAR/PERIOD ADJUSTMENTS	-	-	-	-

NET ASSETS - END OF YEAR

\$ (132,327) \$ - \$ (132,327) \$ -

**Exploration Elementary Charter School for Science & Technology
Statement of Cash Flows**

as of June 30

	<u>2018</u>	<u>-</u>
CASH FLOWS - OPERATING ACTIVITIES		
Increase (decrease) in net assets	\$ (132,327)	\$ -
Revenues from School Districts	-	-
Accounts Receivable	-	-
Due from School Districts	-	-
Depreciation	30,440	-
Grants Receivable	(240,834)	-
Due from NYS	-	-
Grant revenues	-	-
Prepaid Expenses	(22,936)	-
Accounts Payable	142,117	-
Accrued Expenses	136,666	-
Accrued Liabilities	45,612	-
Contributions and fund-raising activities	-	-
Miscellaneous sources	-	-
Deferred Revenue	-	-
Interest payments	-	-
Other	-	-
Other	-	-
NET CASH PROVIDED FROM OPERATING ACTIVITIES	\$ (41,262)	\$ -
CASH FLOWS - INVESTING ACTIVITIES	\$	\$
Purchase of equipment	(185,908)	-
Other	(50,290)	-
NET CASH PROVIDED FROM INVESTING ACTIVITIES	\$ (236,198)	\$ -
CASH FLOWS - FINANCING ACTIVITIES	\$	\$
Principal payments on long-term debt	300,000	-
Other	(7,700)	-
NET CASH PROVIDED FROM FINANCING ACTIVITIES	\$ 292,300	\$ -
NET (DECREASE) INCREASE IN CASH AND CASH EQUIVALENTS	\$ 14,840	\$ -
Cash at beginning of year	-	-
CASH AND CASH EQUIVALENTS AT END OF YEAR	\$ 14,840	\$ -

Exploration Elementary Charter School for Science & Technology
Statement of Functional Expenses
as of June 30

		2018						
		Program Services				Supporting Services		
	No. of Positions	Regular	Special	Other	Total	Fundraising	Management	Total
		Education	Education	Education		and General		
Personnel Services Costs		\$	\$	\$	\$	\$	\$	\$
Administrative Staff Personnel	7.00	153,122	83,490	-	236,612	-	316,992	316,992
Instructional Personnel	21.00	715,489	111,086	-	826,575	-	-	-
Non-Instructional Personnel	2.00	-	-	-	-	-	3,369	3,369
Total Salaries and Staff	30.00	868,611	194,576	-	1,063,187	-	320,361	320,361
Fringe Benefits & Payroll Taxes		153,440	40,625	-	194,065	-	50,336	50,336
Retirement		53,967	16,829	-	70,796	-	17,245	17,245
Management Company Fees		-	-	-	-	-	-	-
Legal Service		-	-	-	-	-	70,568	70,568
Accounting / Audit Services		-	-	-	-	-	12,133	12,133
Other Purchased / Professional / Consulting Services		278,953	47,786	-	326,739	-	90,934	90,934
Building and Land Rent / Lease		247,738	-	-	247,738	-	76,914	76,914
Repairs & Maintenance		5,761	-	-	5,761	-	2,786	2,786
Insurance		19,648	-	-	19,648	-	4,530	4,530
Utilities		25,051	-	-	25,051	-	6,944	6,944
Supplies / Materials		122,628	16,638	-	139,266	-	2,218	2,218
Equipment / Furnishings		9,908	2,623	-	12,531	-	2,275	2,275
Staff Development		15,994	-	-	15,994	-	4,595	4,595
Marketing / Recruitment		5,739	-	-	5,739	-	22,292	22,292
Technology		34,792	2,500	-	37,292	-	3,950	3,950
Food Service		2,094	-	-	2,094	-	-	-
Student Services		56,303	961	-	57,264	-	-	-
Office Expense		14,166	-	-	14,166	-	15,839	15,839
Depreciation		21,308	3,348	-	24,656	-	5,784	5,784
OTHER		8,147	-	-	8,147	-	21,800	21,800
Total Expenses		\$ 1,944,248	\$ 325,886	\$ -	\$ 2,270,134	\$ -	\$ 731,504	\$ 731,504

		-
Total		
\$		\$
	553,604	-
	826,575	-
	3,369	-
	1,383,548	-
	244,401	-
	88,041	-
	-	-
	70,568	-
	12,133	-
	417,673	-
	324,652	-
	8,547	-
	24,178	-
	31,995	-
	141,484	-
	14,806	-
	20,589	-
	28,031	-
	41,242	-
	2,094	-
	57,264	-
	30,005	-
	30,440	-
	29,947	-
\$	<u>3,001,638</u>	\$ -



Entry 5c Additional Financial Docs

Created: 10/23/2018 • Last updated: 10/29/2018

The additional items listed below should be uploaded if applicable. Please explain the reason(s) if the items are not included. Examples might include: a written management letter was not issued; the school did not expend federal funds in excess of the Single Audit Threshold of \$750,000; the corrective action plan will be submitted by the following date (should be no later than 30 days from the submission of the report); etc.

Section Heading

1. Management Letter

<https://nysed-cso-reports.fluidreview.com/resp/19956149/8mMlunnVv3/>

Explanation for not uploading the Management Letter. (No response)

2. Form 990

(No response)

Explanation for not uploading the Form 990. extension filed for 990

3. Federal Single Audit

Note: A copy of the Federal Single Audit must be filed with the Federal Audit Clearinghouse. Please refer to OMB Uniform Guidelines for the federal filing requirements.

(No response)

Explanation for not uploading the Federal Single Audit. Exploration did not expend federal funds in excess of the Single Audit Threshold of \$750,000

4. CSP Agreed Upon Procedure Report

<https://nysed-cso-reports.fluidreview.com/resp/19956149/dQZm1h8CfC/>

Explanation for not uploading the procedure report. (No response)

5. Evidence of Required Escrow Account

<https://nysed-cso-reports.fluidreview.com/resp/19956149/pN6H0Nalce/>

Explanation for not uploading the Escrow evidence. (No response)

6. Corrective Action Plan

A **Corrective Action Plan** for Audit Findings and Management Letter Recommendations, which must include:

- a. The person responsible
- b. The date action was taken, or will be taken
- c. Description of the action taken
- d. Evidence of implementation (if available)

<https://nysed-cso-reports.fluidreview.com/resp/19956149/JDKdnGTC4H/>

Explanation for not uploading the Corrective Action Plan. There were no audit findings requiring a Corrective Action Plan

EXPLORATION ELEMENTARY CHARTER SCHOOL
FOR SCIENCE AND TECHNOLOGY

ADVISORY COMMENT LETTER

JUNE 30, 2018



MENGEL METZGER BARR & CO. LLP

Certified Public Accountants

October 4, 2018

Board of Trustees
Exploration Elementary Charter School for Science and Technology

In planning and performing our audit of the financial statements of Exploration Elementary Charter School for Science and Technology (the "Charter School") as of June 30, 2018 and for the period from November 17, 2015 (date of inception) to June 30, 2018, in accordance with auditing standards generally accepted in the United States of America, we considered the Charter School's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Charter School's internal control. Accordingly, we do not express an opinion on the effectiveness of the Charter School's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses and therefore, material weaknesses may exist that were not identified. However, as discussed below, we identified a certain deficiency in internal control that we consider to be a material weakness.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A reasonable possibility exists when the likelihood of an event occurring is either reasonably possible or probable as defined as follows:

- *Reasonably possible.* The chance of the future event or events occurring is more than remote but less than likely.
- *Probable.* The future event or events are likely to occur.

We consider the following deficiency in the entity's internal control to be a material weakness:

Material audit adjustment

During our audit, we noted rent expense was understated. According to accounting principles generally accepted in the United States of America, a rental lease agreement which includes escalation clauses should be recognized on a straight-line basis over the term of the agreement. Management had recorded rent expense in accordance with the lease agreement and did not take into account the need to straight line the escalating payments. This resulted in a material audit adjustment to record additional rent expense and a corresponding deferred lease liability of approximately \$45,600.

Recommendation

We recommend the Charter School review all rental lease agreements and ensure that the expense is recorded in accordance with accounting principles generally accepted in the United States of America.

During the course of our audit of the financial statements of Exploration Elementary Charter School for Science and Technology as of June 30, 2018 and for the period from November 17, 2015 (date of inception) to June 30, 2018, we observed the Charter School’s significant accounting policies and certain business, financial and administrative practices. As a result of our observations, we noted the following, which we do not consider to be a significant deficiency or material weakness:

Supporting Documentation for Credit Card Purchases

During our audit, we noted that the Charter School’s Financial Management Policy states that credit card charges shall be reported by staff and each charge checked against the receipts by the Operations Manager. Our testing of the August 2017, September 2017, and May 2018 credit card statements found 12 instances out of 48 transactions where proper receipts were not attached to the credit card statements.

Recommendation

We recommend proper procedures for credit card purchases are followed as documented in the Financial Management Policy.

* * * * *

This communication is intended solely for the information and use of Management, the Finance Committee and the Board of Trustees and is not intended to be and should not be used by anyone other than these specified parties.

We appreciate the outstanding cooperation from your staff that our personnel received during the audit of the Charter School’s financial statements. Should you have any questions or comments, please contact Michelle Cain or Kate Welc.

Very truly yours,



MENGEL, METZGER, BARR & CO. LLP

EXPLORATION ELEMENTARY CHARTER SCHOOL
FOR SCIENCE AND TECHNOLOGY

AGREED UPON PROCEDURES

PERIOD FROM
NOVEMBER 17, 2015 (Date of Inception)
TO JUNE 30, 2018



MENGEL METZGER BARR & CO. LLP

Certified Public Accountants

INDEPENDENT ACCOUNTANT’S REPORT ON CSP FUNDING

Board of Trustees
Exploration Elementary Charter School for Science and Technology

We have performed the procedures enumerated below, which were agreed to by the management of Exploration Elementary Charter School for Science and Technology (the “Charter School”) and the New York State Education Department (“NYSED”), solely to assist the specified parties in evaluating the Charter School’s assertion to NYSED that it has maintained compliance with the requirements of the CSP grant and Federal and NYSED guidelines in managing the CSP grant. The Charter School’s management is responsible for these procedures. The sufficiency of these procedures is solely the responsibility of the parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures enumerated below either for the purpose for which the report has been requested or for any other purpose.

The procedures we performed and the related results are as follows:

Procedure #1: We will obtain the detail of expenditures incurred for the period under review relating to the CSP grant from the Charter School’s accounting software and reconcile to the grant revenue recorded by the Charter School. If the CSP grant revenue does not equal the grant expenditures, we will investigate the differences.

Result

We obtained the detail of expenditures incurred for the period under review relating to the CSP grant from the Charter School’s accounting software. We observed that the CSP revenue reported equaled the CSP grant expenditures.

Procedure #2: We will obtain the NYSED approved CSP grant award information, including the budget and any amendments, to determine if the revenue and expenditures recorded for the period appear reasonable.

Result

We observed the Charter School’s approved FS-10, FS-10-A, and final expenditure summary, and it appears that revenue and expenditures in the period are reasonable.

Procedure #3: We will select a sample of expenditures from the detail obtained in Procedure #1.

- a. Payroll – We will select 10 items or 10% of the total number of payroll items charged to the grant, whichever is less.
- b. Other expenditures – We will select 10 items or 10% of the total number of other expenditures items charged to the grant, whichever is less.
- c. Using the above selected items, we will:
 - i. Determine if the expenditure is in accordance with the purpose of the grant and that pre-opening expenditures are charged to pre-opening periods.
 - ii. Determine if the expenditure falls into an approved budget category.
 - iii. Determine if the expenditure was charged to the appropriate fiscal period.

Result

We selected a sample of ten payroll items and ten other expenditures. Based on our testing, we noted that the payroll items and other expenditures fall into the appropriate budget category and that the payroll items and other expenditures were charged to the appropriate fiscal period. For all selections, we observed that the payroll items and other expenditures were in accordance with the purpose of the grant, and that pre-opening payrolls and other expenditures were charged to pre-opening periods.

Procedure #4: We will obtain FS-25 form(s) submitted to NYSED during the period under review and perform the following:

- a. Trace expenditures selected in Procedure #3 to requests for reimbursement. Determine that items requested for reimbursement had previously been expended or were expended within a month following the request for reimbursement. If items have not yet been requested for reimbursement, inquire of responsible charter school officials as to the plan for requesting reimbursement, and determine if a receivable is recorded, if appropriate.
- b. If FS-25 forms included amounts on Line 4 (Cash Expenditures Anticipated During Next Month), we will select one FS-25 and determine if funds were expended within one month following the date of the request.

Result

We obtained the Charter School’s FS-25s and noted the selected items were appropriately included in the request for reimbursement. The requests for reimbursement appear to be in the appropriate period. The Charter School had five FS-25s during the period which had a balance on Line 4 (Cash Expenditures Anticipated During Next Month). We noted the funds were not expended within one month following the date of request, as shown below:

<u>Month</u>	<u>Amount reported on line 4</u>	<u>Amount expended in the following 30 days</u>
May 2017	\$160,150	\$60,244

Management Response

The Charter School did not expend the funds within one month following the date of request due to temporarily delays within the Charter School's processes including purchasing and invoicing payments. This was due to turnover of key management during June 2017. All funds received under the CSP grant were properly expended and tagged during the period ended June 30, 2018. An additional \$125,418 was spent from June 19, 2017 to June 30, 2017.

Procedure # 5: For schools with a weighted lottery during the period under review we will:

- a. Obtain documentation that the school received permission from the NYSED Charter School Office for the weighted lottery.
- b. Obtain the results of the weighted lottery.
 - Note that weighted lotteries must be conducted using the NYSED Weighted Lottery Generator (WLG). When the WLG is used, a copy of the 'lottery PDF' should be observed. (This PDF is generated after the WLG has conducted the lottery.)

Result

The Charter School did not hold a weighted lottery during the period under review.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, on these procedures. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of Exploration Elementary Charter School for Science and Technology and the New York State Education Department, and it is not intended to be and should not be used by anyone other than the specified parties.

Mengel, Metzger, Baw & Co. LLP

Rochester, New York
September 18, 2018

**Exploration Elementary Charter School
June 30, 2018
Corrective Action Plan for Audit Recommendations**

Management Letter Recommendation 1: Record rental lease agreements in accordance with accounting principals generally accepted in the United States of America	
Person Responsible:	Anne Culver, Premier Accounting; Jennifer Bulling, Director of Operations, Finance & Partnerships
Date action was or will be taken:	Year End Close Action Item June 2019
Description of action taken or to be taken:	We will review all rental lease agreements during our year end close process and ensure that a rent recognition journal entry is recorded in accordance with accounting principals generally accepted in the United States of America.
Evidence of implementation (if available):	2018/2019 Year End Audit will not have a finding or recommendation in this area.

Management Letter Recommendation 2: Obtain and file proper receipts with each credit card statement.	
Person Responsible:	Jennifer Bulling, Director of Operations, Finance & Partnerships
Date action was or will be taken:	On-going throughout the 2018/2019 fiscal year
Description of action taken or to be taken:	Revision to the credit card request form has been made to further document details of the purchase and person requesting use of the card. A sign out sheet for the use of the credit card has been implemented 10/15/2018.
Evidence of implementation (if available):	Credit card sign-out log, approved credit card use forms, receipts for purchases attached to credit card statements.

EXPLORATION ELEMENTARY CHARTER SCHOOL FOR SCIENCE AND TECHNOLOGY

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2018

NOTE A: THE CHARTER SCHOOL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES,

Cont'd

Contributions

Contributions received are recorded as unrestricted, temporarily or permanently restricted support depending on the existence of any donor restrictions. A contribution that is received and expended in the same year for a specific purpose is classified as unrestricted revenue.

Contributions are recorded as restricted support if they are received with donor stipulations that limit the use of the donated assets. When a donor restriction expires, that is, when a stipulated purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities and changes in net assets as net assets released from restrictions.

Cash

Cash balances are maintained at a financial institution located in New York and are insured by the Federal Deposit Insurance Corporation up to \$250,000. In the normal course of business, the cash account balances at any given time may exceed insured limits. However, the Charter School has not experienced any losses in such accounts and does not believe it is exposed to significant risk in cash.

Cash in escrow

The Charter School maintains cash in an escrow account in accordance with the terms of its charter agreement. The amount in escrow was \$25,075 at June 30, 2018.

Grants and other receivables

Grants and other receivables are stated at the amount management expects to collect from outstanding balances. Management provides for probable uncollectible amounts based on its assessment of the current status of individual receivables from grants, agencies and others. Balances that are still outstanding after management has used reasonable collection efforts are written off against the allowance for doubtful accounts. There was no allowance for doubtful accounts at June 30, 2018.

Property and equipment

Property and equipment are recorded at cost. Depreciation and amortization are computed using the straight-line method on a basis considered adequate to depreciate the assets over their estimated useful lives, which range from five to ten years.

Contributed services

The Charter School received donated transportation services that were provided for the students from the local district. The Charter School was unable to determine a value for these services.

The Charter School received contributed reading services and professional developmental services which were valued at \$97,249 for the period from November 17, 2015 (date of inception) to June 30, 2018. These amounts are included in contributed services in the accompanying statement of activities and changes in net assets.

The Charter School received contributed services from volunteers to serve on the Board of Trustees. These services are not valued in the financial statements.



Entry 5d Financial Services Contact Information

Last updated: 10/23/2018

Regents, NYCDOE and Buffalo BOE authorized schools should enter the financial contact information requested and upload the independent auditor's report and internal controls reports as one combined file.

EXPLORATION ELEMENTARY CS FOR SCIENCE AND TECHNOLOGY (REGENTS)Section Heading

1. School Based Fiscal Contact Information

	School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone
	Jennifer Bulling	[REDACTED]	[REDACTED]

2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
	Mengel Metzger Barr & Co.	[REDACTED]	[REDACTED]	1.5

3. If applicable, please provide contact information for the school's outsourced financial services firm.

	Firm Name	Contact Person	Mailing Address	Email	Phone	Years with Firm
	Premier Accounting	Anne Culver	[REDACTED]	[REDACTED]	[REDACTED]	2

New York State Education Department

Request for Proposals to Establish Charter Schools Authorized by the -
Board of Regents -

2018-19 Budget & Cash Flow Template

General Instructions and Notes for New Application Budgets and Cash Flows Templates

1	Complete ALL SIX columns in BLUE
2	Enter information into the GRAY cells
3	Cells containing RED triangles in the upper right corner in columns B through G contain guidance on that particular item
4	School district per-pupil tuition information is located on the State Aid website at https://stateaid.nysed.gov/charter/ . Rows may be inserted in the worksheet to accommodate additional districts if necessary.
5	The Assumptions column should be completed for all revenue and expense items unless the item is self-explanatory. Where applicable, please reference the page number or section in the application narrative that indicates the assumption being made. For instance, student enrollment would reference the applicable page number in Section I, C of the application narrative.

Exploration Elementary Charter School for Science & Technology

PROJECTED BUDGET FOR 2018-2019

July 1, 2018 to June 30, 2019

Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Total Revenue	3,304,216	285,763	-	-	-	3,589,979
Total Expenses	2,924,473	289,622	-	-	368,305	3,582,400
Net Income	379,743	(3,859)	-	-	(368,305)	7,579
Actual Student Enrollment	224	16				-
Total Paid Student Enrollment	222	16				238

PROGRAM SERVICES

SUPPORT SERVICES

REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
----------------------	----------------------	-------	-------------	-------------------------	-------

REVENUE

REVENUES FROM STATE SOURCES

Per Pupil Revenue

CY Per Pupil Rate

District of Location

\$13,684.00

School District 2 (Enter Name)

School District 3 (Enter Name)

School District 4 (Enter Name)

School District 5 (Enter Name)

3,284,160	-	-	-	-	3,284,160
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
3,284,160					3,284,160

Special Education Revenue

Grants

Stimulus

Other

Other State Revenue

	139,603	-	-	-	139,603
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-

TOTAL REVENUE FROM STATE SOURCES

3,284,160	139,603				3,423,763
-----------	---------	--	--	--	-----------

REVENUE FROM FEDERAL FUNDING

IDEA Special Needs

Title I

Title Funding - Other

School Food Service (Free Lunch)

Grants

Charter School Program (CSP) Planning & Implementation

Other

Other Federal Revenue

-	-	-	-	-	-
-	125,040	-	-	-	125,040
-	21,120	-	-	-	21,120
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-

TOTAL REVENUE FROM FEDERAL SOURCES

	146,160				146,160
--	---------	--	--	--	---------

LOCAL and OTHER REVENUE

Contributions and Donations, Fundraising

Erate Reimbursement

Interest Income, Earnings on Investments,

NYC-DYCD (Department of Youth and Community Developm.t.)

Food Service (Income from meals)

Text Book

Other Local Revenue

12,500	-	-	-	-	12,500
7,556	-	-	-	-	7,556
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-

TOTAL REVENUE FROM LOCAL and OTHER SOURCES

20,056					20,056
--------	--	--	--	--	--------

TOTAL REVENUE

3,304,216	285,763				3,589,979
-----------	---------	--	--	--	-----------

EXPENSES

ADMINISTRATIVE STAFF PERSONNEL COSTS

No. of Positions

Executive Management

1.00

Instructional Management

1.00

Deans, Directors & Coordinators

3.00

CFO / Director of Finance

-

55,000	-	-	-	55,000	110,000
50,000	-	-	-	50,000	100,000
247,000	-	-	-	-	247,000
-	-	-	-	-	-

Exploration Elementary Charter School for Science & Technology

PROJECTED BUDGET FOR 2018-2019

July 1, 2018 to June 30, 2019

Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
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Net Income	379,743	(3,859)	-	-	(368,305)	7,579
Actual Student Enrollment	224	16	-	-	-	-
Total Paid Student Enrollment	222	16	-	-	-	238

PROGRAM SERVICES

SUPPORT SERVICES

		REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Operation / Business Manager	1.00		-	-	-	49,440	49,440
Administrative Staff	4.00	31,166	-	-	-	31,166	62,332
TOTAL ADMINISTRATIVE STAFF	10	383,166				185,606	568,772
INSTRUCTIONAL PERSONNEL COSTS							
Teachers - Regular	11.00	516,000	-	-	-	-	516,000
Teachers - SPED	-	-	88,600	-	-	-	88,600
Substitute Teachers	-	-	-	-	-	-	-
Teaching Assistants	-	406,000	-	-	-	-	406,000
Specialty Teachers	12.00	153,390	100,000	-	-	-	253,390
Aides	-	-	-	-	-	-	-
Therapists & Counselors	2.00	138,350	-	-	-	-	138,350
Other	-	-	-	-	-	-	-
TOTAL INSTRUCTIONAL	25	1,213,740	188,600				1,402,340
NON-INSTRUCTIONAL PERSONNEL COSTS							
Nurse	-	-	-	-	-	-	-
Librarian	-	-	-	-	-	-	-
Custodian	-	-	-	-	-	-	-
Security	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
TOTAL NON-INSTRUCTIONAL							
SUBTOTAL PERSONNEL SERVICE COSTS	35	1,596,906	188,600			185,606	1,971,112
PAYROLL TAXES AND BENEFITS							
Payroll Taxes		143,720	16,974	-	-	16,705	177,399
Fringe / Employee Benefits		159,690	18,860	-	-	18,560	197,110
Retirement / Pension		147,869	15,088	-	-	10,500	173,457
TOTAL PAYROLL TAXES AND BENEFITS		451,279	50,922			45,765	547,966
TOTAL PERSONNEL SERVICE COSTS		2,048,185	239,522			231,371	2,519,078
CONTRACTED SERVICES							
Accounting / Audit			-	-	-	24,000	24,000
Legal			-	-	-	25,000	25,000
Management Company Fee			-	-	-	-	-
Nurse Services			-	-	-	-	-
Food Service / School Lunch			-	-	-	-	-
Payroll Services			-	-	-	23,000	23,000
Special Ed Services			-	-	-	-	-
Titlement Services (i.e. Title I)		2,500	-	-	-	-	2,500
Other Purchased / Professional / Consulting		168,000	25,000	-	-	-	193,000
TOTAL CONTRACTED SERVICES		170,500	25,000			72,000	267,500

Exploration Elementary Charter School for Science & Technology

PROJECTED BUDGET FOR 2018-2019

July 1, 2018 to June 30, 2019

Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.

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Actual Student Enrollment	224	16	-	-	-	-
Total Paid Student Enrollment	222	16	-	-	-	238

PROGRAM SERVICES

SUPPORT SERVICES

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
SCHOOL OPERATIONS						
Board Expenses		-	-	-	2,500	2,500
Classroom / Teaching Supplies & Materials	15,700	3,500	-	-	-	19,200
Special Ed Supplies & Materials		8,100	-	-	-	8,100
Textbooks / Workbooks	30,000	6,000	-	-	-	36,000
Supplies & Materials other	12,500	2,500	-	-	-	15,000
Equipment / Furniture	17,000	1,000	-	-	2,000	20,000
Telephone	8,600	-	-	-	1,000	9,600
Technology	65,760	-	-	-	-	65,760
Student Testing & Assessment	15,600	-	-	-	-	15,600
Field Trips	12,000	-	-	-	-	12,000
Transportation (student)	38,400	-	-	-	-	38,400
Student Services - other	3,000	-	-	-	-	3,000
Office Expense	16,000	-	-	-	-	16,000
Staff Development	20,000	4,000	-	-	1,000	25,000
Staff Recruitment	5,000	-	-	-	-	5,000
Student Recruitment / Marketing	10,000	-	-	-	-	10,000
School Meals / Lunch	4,920	-	-	-	-	4,920
Travel (Staff)	4,250	-	-	-	250	4,500
Fundraising	-	-	-	-	-	-
Other	14,120	-	-	-	-	14,120
TOTAL SCHOOL OPERATIONS	292,850	25,100			6,750	324,700
FACILITY OPERATION & MAINTENANCE						
Insurance	16,840	-	-	-	16,840	33,680
Janitorial	1,500	-	-	-	1,000	2,500
Building and Land Rent / Lease	294,309	-	-	-	32,701	327,010
Repairs & Maintenance	5,000	-	-	-	-	5,000
Equipment / Furniture	1,500	-	-	-	-	1,500
Security	-	-	-	-	-	-
Utilities	14,850	-	-	-	1,650	16,500
TOTAL FACILITY OPERATION & MAINTENANCE	333,999				52,191	386,190
DEPRECIATION & AMORTIZATION	53,939				5,993	59,932
DISSOLUTION ESCROW & RESERVES / CONTIGENCY	25,000					25,000
TOTAL EXPENSES	2,924,473	289,622			368,305	3,582,400
NET INCOME	379,743	(3,859)			(368,305)	7,579

ENROLLMENT - *School Districts Are Linked To Above Entries*

	REGULAR EDUCATION	SPECIAL EDUCATION	TOTAL ENROLLED
District of Location	224	16	240
School District 2 (Enter Name)			-
School District 3 (Enter Name)			-
School District 4 (Enter Name)			-
School District 5 (Enter Name)			-

Exploration Elementary Charter School for Science & Technology

PROJECTED BUDGET FOR 2018-2019

July 1, 2018 to June 30, 2019

Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.

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Net Income	379,743	(3,859)	-	-	(368,305)	7,579
Actual Student Enrollment	224	16				-
Total Paid Student Enrollment	222	16				238

PROGRAM SERVICES

SUPPORT SERVICES

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
TOTAL ENROLLMENT	224	16	240			
REVENUE PER PUPIL	14,751	17,860	-			
EXPENSES PER PUPIL	13,056	18,101	-			

Assumptions

DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable

Operations Manager

Data Coord. 1.0 FTE, IT Coord. 1.0 FTE, Admin Asst 1.0 FTE, Parent Liaison 1.0 FTE

Technology innovation Instructor 1.0 FTE, Science Innovation Instructor 1.0 FTE,
Intervention Specialist 3.0 FTE, Apprentice Teacher 6.0 FTE, Art/Music Teacher .5
FTE, PE Teacher 0.5 FTE

School Social Worker 1.0 FTE, School Counselor 1.0 FTE

Accounting Services, Audit Services Financial Consulting

Includes funding for academic/curriculum science & technology consulting, Behavioral
and Academic Intervention Support Services, management support services,
substitute teacher services

**Disclosure of Financial Interest by a Current or Proposed Charter School
Education Corporation Trustee**

Trustee Name:
Dr. Kevin W. Williams

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

Exploration Elementary Charter School for Science and Technology

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative). President, Chairman

2. Is the trustee an employee of any school operated by the Education Corporation?
 Yes No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?
 Yes No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
<i>Please write "None" if applicable. Do not leave this space blank.</i>			

--	--	--	--

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed by the Education Corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
<i>Please write "None" if applicable. Do not leave this space blank.</i>				

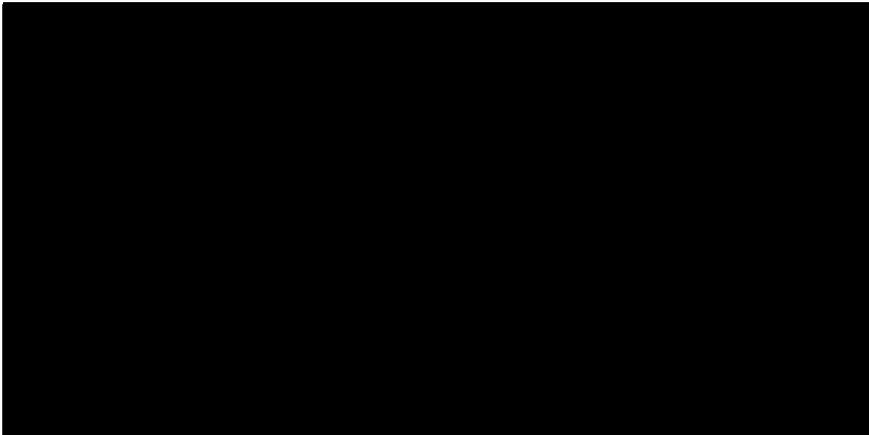
Karin W. Williams

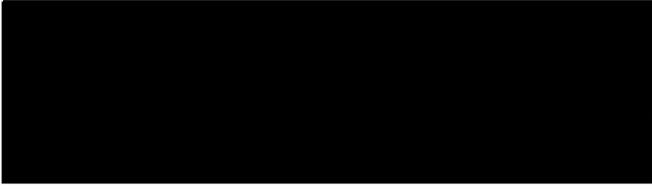
 Signature

6/5/2018

 Date

Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.





Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee

Trustee Name:

Algernon Kelley

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

Exploration Elementary Charter School for Science and Technology

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

2. Is the trustee an employee of any school operated by the Education Corporation?
 Yes No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?
 Yes No

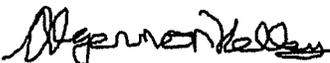
If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
None	None	None	None

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed by the Education Corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
None	None	None	None	None



 Signature

6/5/2018

 Date

Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.

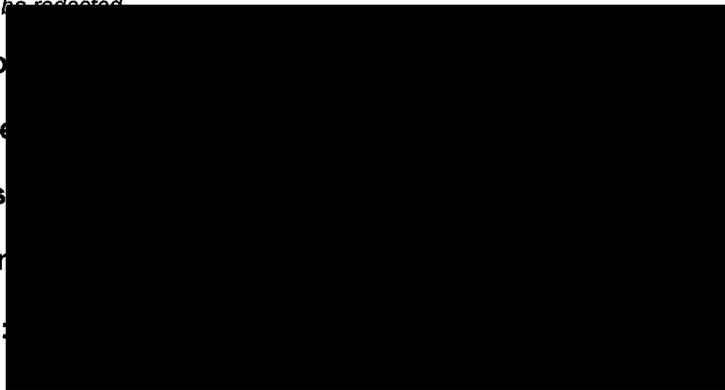
Business Telephone: _____

Business Address: _____

E-mail Address: _____

Home Telephone: _____

Home Address: _____



Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee

Trustee Name:

Kelley Demonte

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

Exploration Elementary Charter School

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

2. Is the trustee an employee of any school operated by the Education Corporation?
 Yes No

If Yes, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?

Yes No

If Yes, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
<u>Please write "None" if applicable. Do not leave this space blank.</u>			

--	--	--	--

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed by the Education Corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
<i>Please write "None" if applicable. Do not leave this space blank.</i>				
<i>None</i>				

Kelley DeHnte
Signature

7/10/18
Date

Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.

Business Tel
Business Ad
E-mail Address
Home Telephone
Home Address



**Disclosure of Financial Interest by a Current or Proposed Charter School
Education Corporation Trustee**

Trustee Name:

____Kimberly LoMaglio_____

**Name of Charter School Education Corporation (for an unmerged school,
this is the Charter School Name):**

Exploration Elementary Charter School for Science & Technology

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

a. Finance Committee Participant

2. Is the trustee an employee of any school operated by the Education Corporation?
____Yes _X_ No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?

____Yes _X_ No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself

None			
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5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed by the Education Corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write None.

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
None				

Kimberly LoMaglio

 Signature

July 10, 2018

 Date

Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.

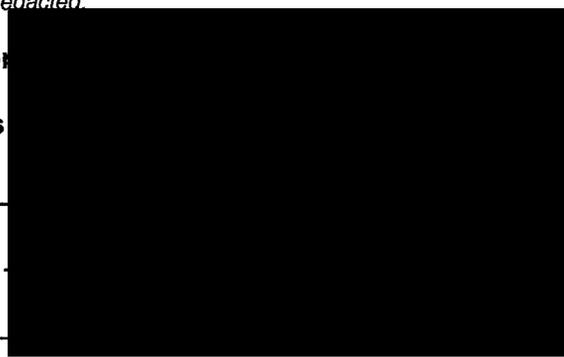
Business Telephone: _____

Business Address: _____

E-mail Address: _____

Home Telephone: _____

Home Address: _____



Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee

Trustee Name:

Matt Winslow

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

Exploration Elementary Charter School for Science and Technology

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

Trustee

2. Is the trustee an employee of any school operated by the Education Corporation?
 Yes No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?
 Yes No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
May/June 2017	Loan from Education Success Network,	I do not serve on the executive committee	Richard Sands – Father-in-Law

	property landlord and support organization, to The Exploration School. My wife's family foundation, The Sands Family Foundation has donated money to the Education Success Network and my wife's father, Richard Sands was the founder of the Education Success Network. My wife Courtney Winslow serves on the board of the Education Success Network.	on the Exploration board nor do I participate in any votes that pertain to the Education Success Network.	
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5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed by the Education Corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

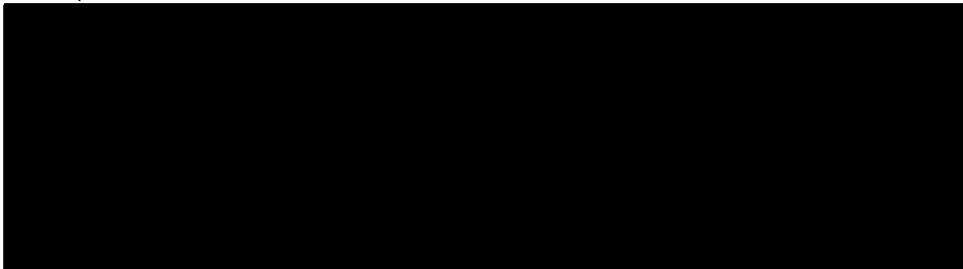
Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
The Education Success Network	The Education Success Network is a not-for-profit support organization that has provides resources	TBD	Richard Sands, Founder of Education Success Network is my father-in-law Courtney Winslow, Education Success Network board member is my wife	I do not serve on the executive committee on the Exploration board nor do I participate in any votes that pertain to the

	(for a fee) to The Exploration School.			Education Success Network.
--	-------------------------------------------------	--	--	----------------------------------

MPCW
Signature

2/14/17
Date

Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.



Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee

Trustee Name:

Carlos Cony

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

Exploration Charter for Science & ~~Tested~~ Technology

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative). Interim Board chair

2. Is the trustee an employee of any school operated by the Education Corporation?
 Yes No

If Yes, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?
 Yes No

If Yes, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
<u>None</u>	<u>None</u>	<u>None</u>	<u>None</u>

Please write "None" if applicable. Do not leave this space blank.

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5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real-estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed by the Education Corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
Paychex	Payroll Services	\$18K	Carlos Cony	recused myself

Please write "None" if applicable. Do not leave this space blank.

Signature  Date 8-1-18

Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.

Business Telephone: _____
 Business Address: _____
 E-mail Address: _____
 Home Telephone: _____
 Home Address: _____



Entry 8 BOT Table

Last updated: 08/01/2018

1. Current Board Member Information (Enter info for each BOT member)

	Trustee Name and Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2017-18
1	Kevin Williams	Chair	Executive, Audit/Finance, HR, Academic	Yes	1	1/1/2018	12/31/2020	11
2	Carlos Cong	Vice Chair	Executive, Audit/Finance	Yes	1	1/1/2018	12/31/2020	9
3	Algernon Kelley	Secretary	Executive, Academic	Yes	1	1/1/2018	12/31/2020	11
4	Kimberly LoMaglio	Trustee/Member	Audit/Finance	Yes	1	6/12/2018	12/31/2020	5 or less
5	Kelley Delmonte	Trustee/Member	Audit/Finance	No	1	8/9/2018	12/31/2020	5 or less
6	Lonette Merriman	Trustee/Member	HR/Hiring	Yes	1	5/10/2018	12/31/2020	5 or less

7								
8								
9								

1a. Are there more than 9 members of the Board of Trustees? No

2. Total number of members on June 30, 2018 5

3. Total number of members joining the Board during the 2017-18 school year 3

4. Total number of members departing the Board during the 2017-18 school year 3

5. Number of voting members in 2017-18, as set by the by-laws, resolution or minutes 5

6. Number of Board meetings conducted during the 2017-18 School Year 13

7. Number of Board meetings scheduled for the coming 2018-19 school year 12

Thank you.



Entry 9 - Board Meeting Minutes

Last updated: 08/01/2018

[Instructions for submitting minutes of the BOT monthly meetings](#)

Regents, NYCDOE, and Buffalo BOE authorized schools must either provide a link to a complete set of minutes that are posted on the charter school website, or upload a complete set of board meeting minutes from July 2017--June 2018, which should match the number of meetings held during the 2017-18 school year.

EXPLORATION ELEMENTARY CS FOR SCIENCE AND TECHNOLOGY (REGENTS)

Are all monthly BOT meeting minutes posted, which should match the number of meetings held during 2017-18 school year, on the charter school's website?

Yes

the charter school's website.

A. Provide if posted on the charter school's website a URL link to the Monthly Board Meeting Minutes, which should match the number of meetings held during the 2017-18 school year.

<https://www.explorationrochester.org/meeting-minutes>



Entry 10 Enrollment and Retention of Special Populations

Last updated: 08/01/2018

[Instructions for Reporting Enrollment and Retention Strategies](#)

Describe the efforts the charter school has made in 2017-18 toward meeting targets to attract and retain enrollment of students with disabilities, English language learners, and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2018-19.

EXPLORATION ELEMENTARY CS FOR SCIENCE AND TECHNOLOGY (REGENTS)Section Heading

Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2017-18	Describe Recruitment Plans in 2018-19)
Economically Disadvantaged	<ul style="list-style-type: none"> -Mailers -Door-to-door visits -Banners within the community -Screenings -Professional Development around Special Populations, and SES/SED 	<ul style="list-style-type: none"> -Attending Head Start Open Houses -Direct mailings to RCSD pre-K populations -Brochures in school and community locations -Bill Boards -Bus Signs -Postcard mailers -Radio Announcement -Door-to-Door neighborhood recruitment -Parent word of mouth -Host Open Houses information sessions -Attend community events (Rochester Maker Space Open Nights, and Lego Club)
English Language Learners	<p>Exploration translated recruitment materials into Spanish targeting ELL student.</p>	<ul style="list-style-type: none"> -Attending Head Start Open Houses -Direct mailings to RCSD pre-K populations -Brochures in school and community locations -Bill Boards -Bus Signs -Postcard mailers -Radio Announcement -Door-to-Door neighborhood recruitment -Parent word of mouth -Host Open Houses information sessions -Attend community events (ESOL Classes at Winton Library)
Students with Disabilities	<ul style="list-style-type: none"> -Mailers -Door-to-door visits -Banners within the community -Phone calls from the Student Services Coordinator -Home visits by the Student Services Coordinator -Hiring qualified service providers -Professional Development around Special Populations and disabilities 	<ul style="list-style-type: none"> -Phone calls regarding special programming offerings -Attending Head Start Open Houses -Direct mailings to RCSD pre-K populations -Brochures in school and community locations -Bill Boards -Bus Signs -Postcard mailers -Radio Announcement -Door-to-Door neighborhood recruitment -Parent word of mouth -Host Open Houses information sessions -Attend community events (Rochester Maker Space and Lego Club)

Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2017-18	Describe Retention Plans in 2018-19)

<p>Economically Disadvantaged</p>	<ul style="list-style-type: none"> -Increased positive school events (Science Fair, Spring Fling, Fantastic Fridays, Bright Smiles Colgate van, Cooking Classes, Moving Up ceremony, Field Days) -Student jobs -FoodLink Program -Expo Parent Supply Closet -One-on-One counseling sessions -Summer School Enrollment Opportunities -Music and dance opportunities -Surprise recess and outside play times -Celebrations for high achievement -Increased parent engagement and communication -Monthly Newsletter -Backpack communications -Weekly email communications highlighting weekly activities -School-wide Dojo group -Parent satisfaction survey -Family Corner Page on website -Maintain waitlist for the 18/19 school year -Volunteer Appreciation Lunch -Partnership with ESN Navigator Services -Connections to community resources and programs 	<ul style="list-style-type: none"> -Increased positive student moral -Family Visits -Summer program opportunities -Partnership with ESN Navigator Services -FoodLink Program -Exp3 Supply Closet maintained -Increased family engagement -In-house/External resource connections -Self-advocacy opportunities for students -Consistent communication on assessment data -Partnership with community resources supporting special populations -Professional development of staff to support special populations
<p>English Language Learners</p>	<ul style="list-style-type: none"> -Increased positive school events (Science Fair, Spring Fling, Fantastic Fridays, Bright Smiles Colgate van, Cooking Classes, Moving Up ceremony, Field Days) -Student jobs -School-wide Culture Day -One-on-One counseling sessions -Summer School Enrollment Opportunities -Music and dance opportunities -Surprise recess and outside play times -Celebrations for high achievement -Increased parent engagement and communication -Monthly Newsletter -Backpack communications -Weekly email communications highlighting weekly activities -School-wide Dojo group -Parent satisfaction survey -Family Corner Page on website -Maintain waitlist for the 18/19 school year -Volunteer Appreciation Lunch -Partnership with ESN Navigator Services -Connections to community resources and programs 	<ul style="list-style-type: none"> -Increased positive student moral -Increased parent communication with translated -Family Visits -Summer program opportunities documents in home language -Translation services offered/accessible -Check-in meetings by Student Services Coordinator -Programming pamphlets -Family Visits -Self-advocacy opportunities for students -Consistent communication on assessment data -Partnership with community resources supporting special populations -Professional development of staff to support special populations

Students with Disabilities

- Annual Program Meetings held
- IEP and Progress reports mailed/shared with parents
- Positive phone calls and mailings
- Increased positive school events (Science Fair, Spring Fling, Fantastic Fridays, Bright Smiles Colgate van, Cooking Classes, Moving Up ceremony, Field Days)
- Student jobs
- One-on-One counseling sessions
- Summer School Enrollment Opportunities
- Music and dance opportunities
- Surprise recess and outside play times
- Celebrations for high achievement
- Increased parent engagement and communication
- Monthly Newsletter
- Backpack communications
- Weekly email communications highlighting weekly activities
- School-wide Dojo group
- Parent satisfaction survey
- Family Corner Page on website
- Maintain waitlist for the 18/19 school year
- Volunteer Appreciation Lunch
- Partnership with ESN Navigator Services
- Connections to community resources and programs

- Increased positive student moral
- Safety Net Documents shared
- Family Visits
- Summer program opportunities
- Increased documents focused on NYSED special services requirements
- Save the date mailers to increase parent attendance in CSE meetings
- Programming pamphlets
- Family Visits
- Self-advocacy opportunities for students
- Check-in meetings by Student Services Coordinator
- Consistent communication on assessment data
- Partnership with community resources supporting special populations
- Professional development of staff to support special populations



Entry 11 Classroom Teacher and Administrator Attrition

Last updated: 08/01/2018

Report changes in teacher and administrator staffing.

Instructions for completing the Classroom Teacher and Administrator Attrition Tables

Charter schools must complete the tables titled 2017-2018 Classroom Teacher and Administrator Attrition to report changes in teacher and administrator staffing during the 2017-2018 school year. Please provide the full time equivalent (FTE) of staff on June 30, 2017; the FTE for any departed staff from July 1, 2017 through June 30, 2018; the FTE for added staff from July 1, 2017 through June 30, 2018; and the FTE of staff added in newly created positions from July 1, 2017 through June 30, 2018 using the tables provided.

1. Classroom Teacher Attrition Table

FTE Classroom Teachers on 6/30/17	FTE Classroom Teachers Departed 7/1/17 - 6/30/18	FTE Classroom Teachers Filling Vacant Positions 7/1/17 - 6/30/18	FTE Classroom Teachers Added in New Positions 7/1/17 - 6/30/18	FTE of Classroom Teachers on 6/30/18
0	11	24	2	14

2. Administrator Position Attrition Table

FTE Administrative Positions on 6/30/17	FTE Administrators Departed 7/1/17 - 6/30/18	FTE Administrators Filling Vacant Positions 7/1/17 - 6/30/18	FTE Administrators Added in New Positions 7/1/17 - 6/30/18	FTE Administrative Positions on 6/30/18
4	3	3	0	4

3. Tell your school's story

Charter schools may provide additional information in this section of the Annual Report about their respective teacher and administrator attrition rates as some teacher or administrator departures do not reflect advancement or movement within the charter school networks. Schools may provide additional detail to reflect a teacher's advancement up the ladder to a leadership position within the network or an administrator's movement to lead a new network charter school.

(No response)

4. Charter schools must ensure that all prospective employees receive clearance through [the NYSED Office of School Personnel Review and Accountability \(OSPRA\)](#) prior to employment. After an employee has been cleared, schools are required to maintain proof of such clearance in the file of each employee. For the safety of all students, charter schools must take immediate steps to terminate the employment of individuals who have been denied clearance. Once the employees have been terminated, the school must terminate the request for clearance in the TEACH system.

Have all employees have been cleared through the NYSED TEACH system?

Yes

5. For perspective or current employees whose clearance has been denied, have you terminated their employment and removed them from the TEACH system?

	No
--	----

Thank you



Entry 12 Uncertified Teachers

Last updated: 08/01/2018

**FTE Count of All Teachers 18.5
(Certified and Uncertified) as of
6/30/18**

**FTE Count of All Certified 11
Teachers as of 6/30/18**

Instructions for Reporting Percent of Uncertified Teachers

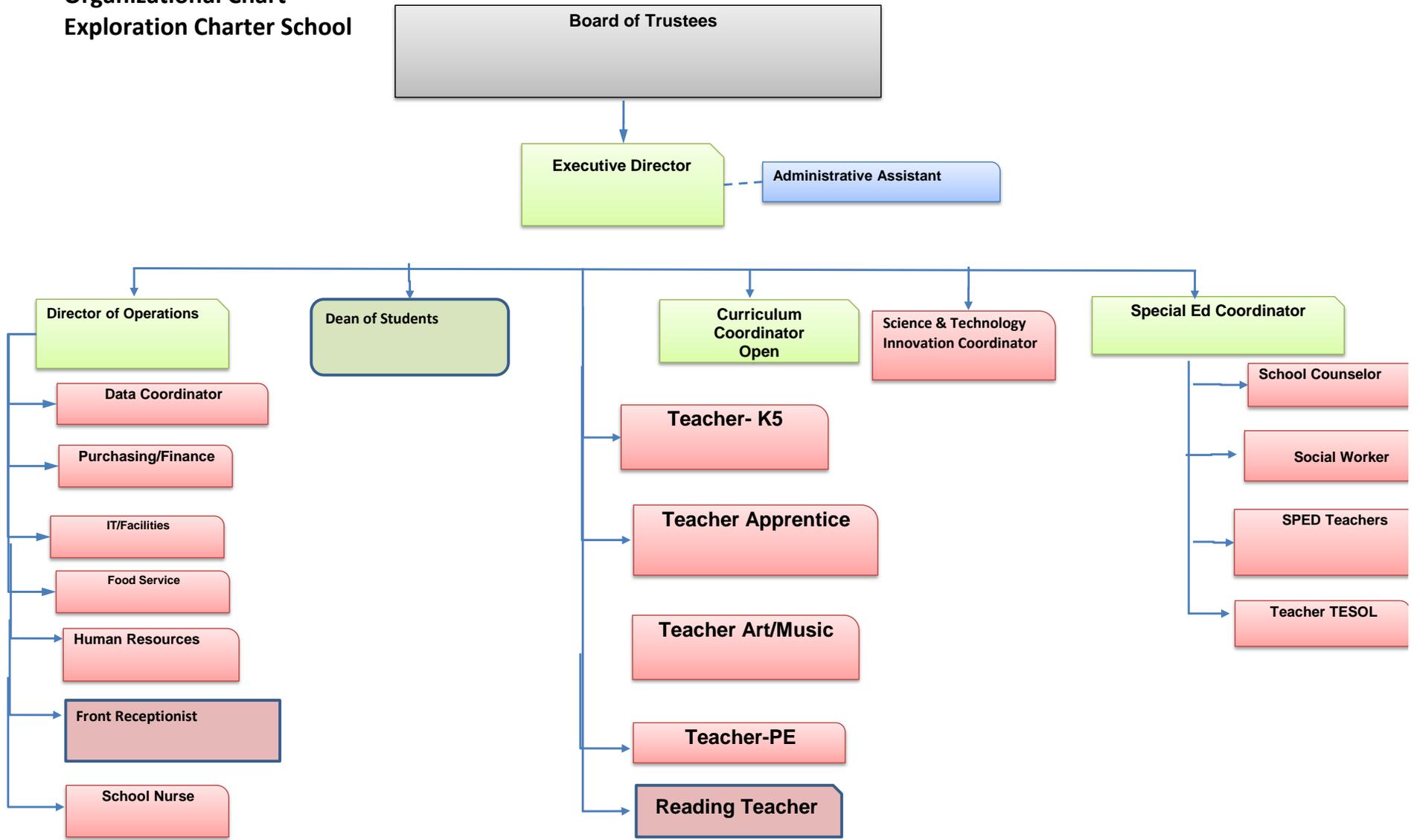
The table below is reflective of the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Enter the relevant full time equivalent (FTE) count of teachers in each column. For example, a school with 20 full time teachers and 5 half time teachers would have an FTE count of 22.5. If more than one column applies to a particular teacher, please select one column for the FTE count. Please do not include paraprofessionals, such as teacher assistants.

FTE count of uncertified teachers on 6/30/18, and each uncertified teacher should be counted only once.

	FTE Count
1. Total FTE count of uncertified teachers (6-30-18)	5.5
2. FTE count of uncertified teachers with at least three years of elementary, middle or secondary classroom teaching experience (6-30-18)	3.5
3. FTE count of uncertified teachers who are tenured or tenure track college faculty (6-30-18)	0
4. FTE count of uncertified teachers with two years of Teach for America experience (6-30-18)	0
5. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (6-30-18)	1
6. FTE count of uncertified teachers who do not fit into any of the prior four categories (6-30-18)	1

Thank you.

Organizational Chart Exploration Charter School



Exploration Elementary Charter School

SCHOOL CALENDAR 2018-2019

School Hours: 8:00am - 4:00pm
Wednesday: 8:00am - 12:45pm

July 2018 (0)

Mon	Tue	Wed	Thu	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

July 4 SCHOOL CLOSED 4th of July Holiday
 July 24 Family Night/Ice Cream Social

August 6 thru August 24 Staff Professional Development
 August 21 Kindergarten Open House/ Meet and Greet
 August 27, 28 Kindergarten Orientation- Kindergartners ONLY - **half day**
 August 29, 30 First and Second Grade Orientation- Grades 1 & 2 ONLY - **half day**
 August 31 SCHOOL CLOSED- Labor Day Holiday

January 2019 (21)

Mon	Tue	Wed	Thu	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

August 2018 (4)

Mon	Tue	Wed	Thu	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

September 3 SCHOOL CLOSED - Labor Day Holiday
 September 4 First full day of school for all grades
 September 18 Family Night at Exploration
 October 4 School Picture Day
 October 5 NO SCHOOL
 October 8 SCHOOL CLOSED - Columbus Day Holiday
 October 16 Family Night at Exploration
 October 24 Parent Teacher Conferences
 November 6 NO SCHOOL

February 2019 (15)

Mon	Tue	Wed	Thu	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	

September 2018 (19)

Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

November 7 Parent Teacher Conferences
 November 12 SCHOOL CLOSED - Veteran's Day Holiday
 November 15 School Picture Make-up Day
 November 20 Family Night at Exploration
 November 21 NO SCHOOL - Recess Day
 November 22, 23 SCHOOL CLOSED - Thanksgiving Holiday
 December 18 Science Fair/ Family Night at Exploration
 December 21, 24, 25, 26, 27, 28, 31 NO SCHOOL - Christmas Holiday
 January 1 SCHOOL CLOSED - New Years Day Holiday
 January 15 Family Night at Exploration

March 2019 (20)

Mon	Tue	Wed	Thu	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

October 2018 (21)

Mon	Tue	Wed	Thu	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

January 21 NO SCHOOL - Martin Luther King Jr. Day
 February 18, 19, 20, 21, 22 NO SCHOOL - February Recess
 February 26 Family Night at Exploration
 March 13 Parent Teacher Conference Day
 March 19 Family Night at Exploration

April 2019 (17)

Mon	Tue	Wed	Thu	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

November 2018 (17)

Mon	Tue	Wed	Thu	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

March 22 NO SCHOOL
 March 27 Parent Teacher Conference Day
 April 15, 16, 17, 18, 19 NO SCHOOL - Spring Recess
 April 23 Family Night at Exploration

May 2019 (21)

Mon	Tue	Wed	Thu	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

December 2018 (14)

Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

May 21 Family Night at Exploration
 May 24 NO SCHOOL
 May 27 NO SCHOOL- Memorial Day
 June 18th Science Fair/Family Night at Exploration

June 2019 (17)

Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

June 25, 2019 - Last Day of School for Students (186 days)
 June 28, 2019 - Last Day of School for Teachers (206 days)

KINDERGARTEN ORIENTATION
FIRST AND SECOND GRADE ORIENTATION
LAST DAY OF SCHOOL
SCHOOL IS CLOSED (HOLIDAYS)
HALF DAY WEDNESDAY (Teacher Professional Development)
FAMILY NIGHTS AT EXPLORATION