

# Application: Explore Charter School

Rachel Wiley - rwiley@explorenetwork.org  
2022-2023 Annual Report

## Summary

**ID:** 0000000166  
**Status:** Annual Report Submission  
**Last submitted:** Jul 31 2023 04:42 PM (EDT)

## Entry 1 School Info and Cover Page

**Completed** - Jul 13 2023

### Instructions

#### Required of ALL Charter Schools

Each Annual Report begins with a completed School Information and Cover Page. The information is collected in a survey format within the [Annual Report Portal](#). When entering information in the portal, some of the following items may not appear, depending on your authorizer and/or your responses to related items.

## Entry 1 School Information and Cover Page

(New schools that were not open for instruction for the 2022-2023 school year are not required to complete or submit an annual report this year).

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 school's authorizer are visible on your task page. While completing this cover page task, please ensure that you select the correct authorizer (**as of June 30, 2023**) or you may not be assigned the correct tasks.

## BASIC INFORMATION

### a. SCHOOL NAME

(Select name from the drop down menu)

EXPLORE CHARTER SCHOOL 800000048424

**a1. Popular School Name**

Explore Charter School

**b. CHARTER AUTHORIZER (As of June 30th, 2023)**

Please select the correct authorizer as of June 30, 2023 or you may not be assigned the correct tasks.

SUNY BOARD OF TRUSTEES

**c. School Unionized**

Is your charter school unionized?

No

**d. DISTRICT / CSD OF LOCATION**

CSD #17 - BROOKLYN

**e. Date of Approved Initial Charter**

Jun 1 2001

**f. Date School First Opened for Instruction**

Sep 1 2002

**g. Approved School Mission and Key Design Elements**

*(Regents, NYCDOE and Buffalo BOE authorized schools only)*

NA

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**h. School Website Address**

<https://exploreschools.org/>

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**i. Total Approved Charter Enrollment for 2022-2023 School Year**

540

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**j. Total Enrollment on June 30, 2023 - excluding Pre-K program enrollment**

502

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## k. Grades Served

Grades served during the 2022-2023 school year (exclude Pre-K program students):

Use the CTRL button to select multiple grades to accurately capture every grade level served.

### Responses Selected:

k
1
2
3
4
5
6
7
8

## I. Charter Management Organization

Do you have a [Charter Management Organization?](#)

Yes

### I1. Charter Management Organization Name

Explore Schools, Inc.

**I2. Charter Management Organization Email Address**

[information@explorenetwork.org](mailto:information@explorenetwork.org)

**I3. Charter Management Organization Email Phone Number**

917-710-2482

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## **FACILITIES INFORMATION**

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**m. FACILITIES**

Will the school maintain or operate multiple sites in 2023-2024?

	No, just one site.
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**School Site 1 (Primary)**

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**m1. SCHOOL SITES**

Please provide information on Site 1 for the upcoming school year.

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for previous year (K-5, 6-9, etc.)	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 1	655 Parkside Ave, Brooklyn NY 11226	718-703-4484	NYC CSD 17	K-8	K-8	No

**m1a. Please provide the contact information for Site 1.**

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Jeremy Thomas	Senior Director of Special Projects	917-710-2482		<a href="mailto:jstthomas@explor.network.org">jstthomas@explor.network.org</a>
Operational Leader	Veronica Woolley	Managing Director of Operations	347-576-3087		<a href="mailto:vwoolley@explor.network.org">vwoolley@explor.network.org</a>
Compliance Contact	Veronica Woolley	Managing Director of Operations	347-576-3087		<a href="mailto:vwoolley@explor.network.org">vwoolley@explor.network.org</a>
Complaint Contact	Jeremy Thomas	Senior Director of Special Projects	917-710-2482		<a href="mailto:jstthomas@explor.network.org">jstthomas@explor.network.org</a>
DASA Coordinator	Veronica Woolley	Managing Director of Operations	347-576-3087		<a href="mailto:vwoolley@explor.network.org">vwoolley@explor.network.org</a>
Phone Contact for After Hours Emergencies	Veronica Woolley	Managing Director of Operations	347-576-3087		<a href="mailto:vwoolley@explor.network.org">vwoolley@explor.network.org</a>

**m1b. Is site 1 in public (co-located) space or in private space?**

Co-located Space

**m1c. Please list the terms of your current co-location.**

	Date school will leave current co-location	Is school working with NYCDOE to expand into current space?	If so, list year expansion will occur.	Is school working with NYCDOE to move to separate space?	If so, list the proposed space and year planned for move	School at Full Capacity at Site
Site 1	2999	No		No		Yes

**IF LOCATED IN PRIVATE SPACE IN NYC OR IN DISTRICTS OUTSIDE NYC**

**m1d. Upload a current Certificate of Occupancy (COO) and the annual Fire Inspection Report for school site 1 if located in private space in NYC or located outside of NYC .**

**Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2023.**

- **Fire inspection certificates must be updated annually. For the upcoming school year 2023-2024, submit a current fire inspection certificate.**
- **If the fire inspection certificate is dated after the August 1, 2022 submission of the Annual Report, please submit the new certificate with the Annual Report entries due on November 1, 2023.**

**Site 1 Certificate of Occupancy (COO)**

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**Site 1 Fire Inspection Report**

*This is required, marked optional for administrative purposes.*

**n. List of owned, rented, leased facilities not used to educate students**

Separate by semi-colon (;)

None

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**CHARTER REVISIONS DURING THE 2022-2023 SCHOOL YEAR**

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**o. Were there any revisions to the school's charter during the 2022-2023 school year? (Please include approved or pending material and non-material charter revisions).**

*Please note, listing the revisions here does not constitute a request. Schools are advised to seek revision requests through their authorizer directly.*

No

## ATTESTATIONS

**p. Individual Primarily Responsible for Submitting the Annual Report. (To write type in a phone number with an extension, please use this format: 123-456-7890-3. The dash and number 3 at the end of the phone number refers to the individual's phone extension. Do not type in the work extension or the abbreviation for it - just the dash and the extension number after the phone number).**

Name	Rachel Wiley
Position	Senior Operations and Reporting Manager
Phone/Extension	347-971-2482
Email	<a href="mailto:rwiley@explorenetwork.org">rwiley@explorenetwork.org</a>

**q. Our signatures (Executive Director/School Leader/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. Click **YES** to agree and then use the mouse on your PC or the stylus on your mobile device to sign your name).**

## Responses Selected:

Yes

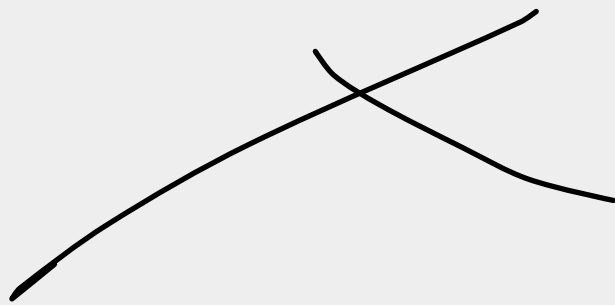
As outlined in ENTRY 10:

Our signatures (Executive Director/School Leader/Head of School and Board President) below attest that our school has reviewed, understands and will comply with the employee clearance and fingerprint requirements as outlined in Entry 10 and found in the [NYSED CSO Fingerprint Clearance Oct 2019 Memo](#). Click **YES** to agree.

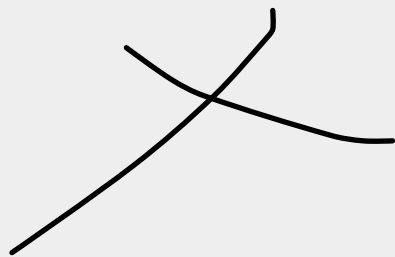
**Responses Selected:**

Yes

**Signature, Head of Charter School**



**Signature, President of the Board of Trustees**



**Date**

Jul 13 2023

Thank you.



## Entry 2 Links to Critical Documents on School Website

Completed - Jul 13 2023

### Instructions

**Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item 5: Authorizer-approved DASA policy and NYSED-Approved School Discipline Policy**

By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the link from the school's website for each of the items:

1. Current Annual Report (i.e., 2021-2022 Annual Report);[\[1\]](#)
2. Board meeting notices, agendas and documents;
3. New York State School Report Card;
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy **(For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)**;
5. District-wide safety plan, not a building level safety plan (as per the September 2021 [Emergency Response Plan Memo](#));
6. Authorizer-approved FOIL Policy; and
7. Subject matter list of FOIL records. (Example: See [NYSED Subject Matter List](#))

[\[1\]](#) Each charter school is required to make the Annual Report publicly available by August 1 and to post on their respective charter school website. Each school should post an updated and complete version to include accountability data and financial statements that are not or may not be available until after the August deadline (i.e., Report when financials have been submitted in November.)

## Form for Entry 2 Links to Critical Documents on School Website

School Name: Explore Charter School

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**Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item 4: Authorizer-approved DASA policy and NYSED-Approved School Discipline Policy**

By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the **link** from the school's website for each of the items:

[New York State Report Card](#)

[Emergency Response Plan Memo](#)

[NYSED Subject Matter List](#)

	Link to Documents
1. Current Annual Report (i.e., 2022-2023 Annual Report)	<a href="https://exploreschools.org/governance/">https://exploreschools.org/governance/</a>
2. Board meeting notices, agendas and documents	<a href="https://exploreschools.org/governance/">https://exploreschools.org/governance/</a>
3. New York State School Report Card	<a href="https://exploreschools.org/governance/">https://exploreschools.org/governance/</a>
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	
5. District-wide safety plan, not a building level safety plan (as per the September 2021 Emergency Response Plan Memo	<a href="https://exploreschools.org/governance/">https://exploreschools.org/governance/</a>
6. Authorizer-approved FOIL Policy	<a href="https://exploreschools.org/governance/">https://exploreschools.org/governance/</a>
7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List)	<a href="https://exploreschools.org/governance/">https://exploreschools.org/governance/</a>

Thank you.



## Entry 3 Accountability Plan Progress Reports

Incomplete

## Instructions

**SUNY-Authorized Charter Schools ONLY- Complete Template and Upload to Epicenter**

SUNY-authorized charter schools must download an Accountability Plan Progress Report template at [Accountability Plan Progress Report](#). After completing, SUNY-authorized charter schools must upload the document into the Annual Report Portal, and into the SUNY Epicenter document management system by September 15, 2023.

**PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.**

## Entry 4 - Audited Financial Statements

Incomplete

### Required of ALL Charter Schools

**ALL SUNY-authorized charter schools** must upload the financial statements and related documents in PDF format into the [Annual Report Portal](#) and into the SUNY Epicenter document management system no later than **November 1, 2023**. **SUNY-authorized charter schools** are asked to ensure that security features such as password protection are turned off.

**ALL Regents, NYCDOE, and Buffalo BOE-authorized charter schools** must upload final, audited financial statements to the [Annual Report Portal](#) no later than **November 1, 2023**. Upload the independent auditor's report, any advisory and/or management letter, and the internal controls report as one submission, combined into a PDF file, ensuring that security features such as password protections are removed from all school uploaded documents.

**PLEASE NOTE: This task appears as visible and optional task in the online portal until August 1 2023 but will be identified as a required task thereafter and due on November 1, 2023. This is a required task, and it is marked optional for administrative purposes only.**

## Entry 4a – Audited Financial Report Template (SUNY)

Incomplete

### Instructions - SUNY-Authorized Charter Schools ONLY

SUNY-authorized schools must download the Excel spreadsheet entitled “Audited Financial Statement Template” at <http://www.newyorkcharters.org/fiscal/>. After completing, schools must upload the document into the [Annual Report Portal](#) and into the SUNY Epicenter document management system no later than **November 1, 2023**.

**PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.**

## Entry 5 – Fiscal Year 2023-2024 Budget

Incomplete

**SUNY-authorized charter schools** should download the [2023-2024 Budget and Quarterly Report Template and the 2023-2024 Budget Narrative Questionnaire](#) from the SUNY website and upload the completed templates into the Annual Report Portal and into the Epicenter document management system. **Due November 1, 2023**.

**Regents, NYCDOE, and Buffalo BOE authorized charter schools** should upload a copy of the school's FY22 Budget using the [2023-2024 Budget Template](#) into the Annual Report Portal or from the Annual Report website. **Due November 1, 2023**.

The Assumptions column should be completed for all revenue and expense items unless the item is self-explanatory. Where applicable, 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.

**PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.**

## Entry 6 – Board of Trustees Disclosure of Financial Interest Form

Completed - Jul 31 2023

### Required of ALL Charter Schools

Each member of the charter school's Board of Trustees who served on a charter school education corporation governing one or more charter schools for any period during the 2022-2023 school year must complete and sign a

Trustee [Disclosure of Financial Interest Form](#) is due on August 1, 2023. Acceptable signature formats include:

- Digitally certified PDF signature (i.e., DocuSign)
- Manual signature (1. download to print, 2. manually sign, 3. scan signed document to PDF, and 4. upload into portal)

All completed forms must be collected and uploaded in .PDF format for each individual member. **The education corporation is responsible for ensuring that each member who served on the board during the 2022-2023 school year completes the form.**

Charter schools **must** submit the latest version of the form. Forms completed from past years will not be accepted.

Trustees serving on an education corporation that governs more than one school are not required to complete a separate disclosure for each school governed by the education corporation. In the Trustee Disclosure of Financial Interest Form, trustees must disclose information relevant to any of the schools served by the governing education corporation.

## [Financial Disclosure Form Explanation](#)

Filename: Financial\_Disclosure\_Form\_Explinat\_PVNOZDJ.pdf Size: 60.4 kB

## Entry 7 BOT Membership Table

Completed - Jul 31 2023

## Instructions

### Required of ALL charter schools

ALL charter schools or education corporations governing multiple schools must complete the Board of Trustees Membership Table within the online portal. Please be sure to include and identify parents who are members of the Board of Trustees and indicate whether parents are voting or non-voting members.

## Entry 7 BOT Table

1. SUNY-AUTHORIZED charter schools are required to provide information for VOTING Trustees only.
2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools are required to provide information for all --VOTING and NON-VOTING-- trustees.

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**Authorizer:**

Who is the authorizer of your charter school?

SUNY

**1. 2022-2023 Board Member Information (Enter info for each BOT member)**

	Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Completed Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2022-2023
1	Hank Mannix	<a href="mailto:Hmannix@kelso.com">Hmannix@kelso.com</a>	Treasurer	Finance	Yes	4	7/1/2022	06/30/2025	10
2	Angie Brice Thomas	<a href="mailto:angie.brice@teachforamerica.org">angie.brice@teachforamerica.org</a>	Chair	Accountability, Board Membership	Yes	3	07/01/2021	06/30/2024	8
3	Lindsay Danon	<a href="mailto:lindsaydanon@gmail.com">lindsaydanon@gmail.com</a>	Trustee/Member	Accountability	Yes	2	07/01/2022	06/30/2025	9
4	Shawn Jenkins	<a href="mailto:shjenkins@collegeboard.org">shjenkins@collegeboard.org</a>	Vice Chair	Board Membership	Yes	2	07/01/2023	06/30/2026	8
5	Tiffany Curtis	<a href="mailto:tiffany.a.curtis@gmail.com">tiffany.a.curtis@gmail.com</a>	Trustee/Member	NA	Yes	1	09/21/2021	06/30/2024	8
6	Kevin Bryant	<a href="mailto:kevinrbryant13@gmail.com">kevinrbryant13@gmail.com</a>	Trustee/Member	Accountability	Yes	1	09/21/2021	06/30/2024	6
7	Sherrard Zamore	<a href="mailto:sherrard.j.zamore@gmail.com">sherrard.j.zamore@gmail.com</a>	Trustee/Member	Finance	Yes	1	10/25/2022	06/30/2025	8
8	Karen Annette Francois	<a href="mailto:kfrancois@explor.network.org">kfrancois@explor.network.org</a>	Trustee/Member	NA	Yes	1	10/25/2022	06/30/2025	9
9	Lisa	<a href="mailto:lisa@onp">lisa@onp</a>	Trustee/	NA	Yes	1	06/13/20	06/30/20	5 or less

	Lurie	<a href="https://www.asolutions.com">asolutions.com</a>	Member			23	26	
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**1a. Are there more than 9 members of the Board of Trustees?**

No

**2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES**

- 1. SUNY-AUTHORIZED charter schools provide response relative to VOTING Trustees only.
- 2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools provide a response relative to all trustees.

a. Total Number of BOT Members on June 30, 2023	8
b.Total Number of Members Added During 2022-2023	3
c. Total Number of Members who Departed during 2022-2023	2
d.Total Number of members, as set in Bylaws, Resolution or Minutes	16

**3. Number of Board meetings held during 2022-2023**

10

**4. Number of Board meetings scheduled for 2023-2024**

10



Total number of Voting Members on June 30, 2023:

8

Total number of Voting Members added during the 2022-2023 school year:

3

Total number of Voting Members who departed during the 2022-2023 school year:

2

Total Maximum Number of Voting members in 2022-2023, as set by the board in bylaws, resolution, or minutes:

16

Thank you.

## Entry 9 Enrollment & Retention

Completed - Jul 31 2023

### [Instructions for submitting Enrollment and Retention Efforts](#)

#### **Required of ALL Charter Schools**

Describe the good faith efforts the charter school has made in 2022-2023 toward meeting targets to attract and retain the enrollment of Students with Disabilities (SWDs), English Language Learners (ELLs), 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 2023-2024.

#### **\*SUNY-authorized charter schools**

The education corporation must include a plan for the charter to meet or exceed enrollment and retention targets established by the SUNY Trustees for students with disabilities, ELLs, and students who are eligible to participate in the FRPL program. See the [enrollment and retention target calculator](#) to find specific targets.

## Entry 9 Enrollment and Retention of Special Populations

**Good Faith Efforts to Meet Recruitment Targets (Attract)**

	Describe Recruitment Efforts in 2022-2023	Describe Recruitment Plans in 2023-2024
Economically Disadvantaged	<p>Explore Charter School's overall recruitment strategy focuses on families living in the immediate neighborhood of the school, communities within 2 miles of the campus, and their centralized school district in order to best serve the school's geographic community. Given the demographics of the neighborhood served, by targeting these areas, the school recruits a large portion of students who qualify for free and reduced lunch (the majority of the school's current student population qualifies for free and reduced lunch).</p> <p>We've employed the following strategies to recruit families considered economically disadvantaged:</p> <p>We've worked to build relationships with local Pre-K programs and other Early Childhood Development Centers and engaged their school communities by inviting them to school visits and to learn more about our school community.</p> <p>We utilized family referral campaigns and partnered with local organizations, with the goal being to attract more families in the profile of the families it serves, who may have otherwise not heard about the</p>	<p>Explore Charter School plans to continue and improve the overall recruitment strategy and expand the family referral campaign in our communities in order to meet recruitment targets for economically disadvantaged students. The school will also continue to establish community partnerships with organizations that support families that may be economically disadvantaged. We also intend on collaborating across all schools in our network to further develop and leverage our brand in 23-24. We will also continue to employ the following strategies:</p> <p>Establish relationships/partnerships with other local educational programs within the community, Pre-K programs and other Early Childhood Development Centers and engaged their school communities by inviting them to school visits and to learn more about our school community.</p> <p>Expand the school brand in the community with bus shelter ads and more frequent campaigning with local grocery stores, housing developments and other community institutions.</p> <p>Will utilize family referral campaigns and partners with local organizations, with the goal being to</p>

	<p>school.</p> <p>We completed flyering and canvassing in the local community.</p> <p>We completed a series of 4 mailings within the local community focused on the zip codes we serve.</p> <p>We have participated in grassroots events to engage family and community members through apartment building canvassing as well as engaging community gate keepers to share material with their community members.</p> <p>We participate in annual community events such as the West Indian Day Parade and Unity Walk to share materials with community members and answer school-specific inquiries.</p>	<p>attract more families in the profile of the families it serves, who may have otherwise not heard about the school.</p> <p>We completed flyering and canvassing in the local community.</p> <p>We completed a series of 5 mailings within the local community focused on the zip codes we serve.</p>
<p>English Language Learners</p>	<p>In an effort to attract and enroll more English Language Learners, Explore Charter School created a set-aside lottery preference for English Language Learners. The set-aside preference seeks to fill 15% of the available kindergarten seats (about 9 out of 60 seats) with English Language Learners, in order to match or exceed the school district's ELL population. This set-aside preference is also included in our family information sessions, direct mail campaign, the school's website, and in the English, Spanish, and Haitian Creole versions of our application. Our schools focus on creating diverse community partnerships that also help engage families who speak languages other than English.</p>	<p>Explore Charter School will also continue to establish community partnerships with organizations that support families that may speak languages other than English. The school will maintain it's ELL set aside lottery preference and direct mailing, and will expand it's social media/website presence and family information sessions in order to meet recruitment targets for English Language Learners. Our applications will continue to be available in multiple languages.</p> <p>We will also ensure that all marketing materials are created in other languages.</p>

	<p>We also worked to ensure that most of the recruitment materials were created in languages that represent the communities we serve. We also worked with schools to identify staff members who were fluent in specific languages and were available for support with family questions and answers. In addition to this- we have a parent portal that disseminates school communications in 5 different languages and have created resources for school teams to use that provide more accessibility to families and their languages.</p>	<p>We will continue to develop our recruitment materials in languages that represent the communities we serve. We will also work with schools to identify staff members who were fluent in specific languages, were available for support with family questions and answers. Our schools continue to have the use of a Language translation hotline, which can be used to communicate with families who are more comfortable communicating in another language.</p> <p>We will further seek to establish relationships with 3-5 centers who support families who indicate English as a second language.</p>
<p>Students with Disabilities</p>	<p>Explore Charter School employs a support services lead and qualified staff to teach students with disabilities. We have a 12.1.1. educational setting available across three campuses in our network and we provide mandated IEP services, such as SETSS and ICT. In our recruitment efforts (mailings, our website, etc.), we specifically advertise services available to families to ensure they know that we welcome all students, including those with IEPs. In addition, during family information sessions, staff members are available to answer any additional questions regarding services available to students with disabilities.</p>	<p>Explore Charter School plans to continue and improve the overall recruitment strategy and expand the family referral campaign in our communities in order to meet recruitment targets for economically disadvantaged students. The school will also continue to establish community partnerships with organizations that support families that may have students with disabilities.</p> <p>We will also continue to employ the following strategies:</p> <p>We will ensure our marketing materials acknowledge the communities of students we serve, and support and services coordinated within our schools.</p> <p>We will assess if there are ECDC</p>

programs within our communities that support students with disabilities and work to share information about our schools with families.

**Good Faith Efforts To Meet Enrollment Retention Targets**

	Describe Retention Efforts in 2022-2023	Describe Retention Plans in 2023-2024
Economically Disadvantaged	<p>Explore Charter School provides robust support services for students who have a disability or require additional academic support. The school employs support services leads, learning specialists, social workers and guidance counselors that provide services and support for students who need it, as well as maintain communication with families to apprise them of student progress and how families can work with students at home.</p> <p>Through summer school wellness checks, we will begin regularly seeking family feedback on our programming so that we may address challenges throughout the school year and address trends that may impact school retention for students.</p> <p>We have continued to track retention information through various interventions that address the needs of families who might indicate a desire to withdraw, so that we have a window of time to address their concerns, before the end of the school.</p> <p>Mid school year in December – January, we reach out to families to find out their intention for the upcoming school year through an</p>	<p>Explore Charter School plans to continue and expand on ensuring our economically disadvantaged families have access to appropriate resources and that our school staff are providing effective support.</p> <p>Our school leadership teams will continue to engage in previous efforts to retain families who are economically disadvantaged. We will also seek information from our families about their programming experience to determine how we can improve their experiences.</p> <p>We will identify goals and actions to continue to improve retention efforts with all students and families.</p>

	<p>intention to return forms</p> <p>For families that are undecided or have indicated that they are not returning, we have operation team members reach out to families for additional context to their decision then escalate problem areas such as transportation, family dissatisfaction to leadership to intervene.</p> <p>For families that have withdrawn, the network team hosts focus groups to seek candid feedback in order to make improvements.</p>	
<p>English Language Learners</p>	<p>Explore Charter School provides robust support services for students who have a disability or require additional academic support. The school employs support services lead, learning specialists, social workers, and guidance counselors that provide services and support for students who need it, as well as maintain communication with families to apprise them of student progress and how families can work with students at home.</p> <p>Our support services coordinator provides a resource to families navigating the ELL services or 504 process, answering questions and helping families better understand the resources available to them. In addition, to ensure non-English speaking families feel welcomed and informed, the school ensures at least one Spanish or Kreyol-speaking staff member is available to guide families through paperwork and/or meetings and arranges an interpreter for family meetings upon request.</p>	<p>Explore Charter School plans to implement an ELL curriculum that will allow school staff members to engage in more advanced dialogue with parents. Support Services Coordinators will continue to provide differentiated and appropriate support to ELLs. Spanish-speaking staff members will continue to be available to guide families and arrange interpreter services as needed. During the 23-24 school year, support staff will be trained on best practices for supporting our undocumented ELL students and families.</p>

	<p>Our school leadership team will facilitate focus groups in multiple languages to seek information from our families about their programming experience to determine how we can improve their experiences. We will identify goals and actions to continue to improve retention efforts with all students and families.</p>	
<p>Students with Disabilities</p>	<p>Explore Charter School provides robust support services for students who have a disability or require additional academic support. The school employs support services leads, learning specialists, social workers, and guidance counselors that provide services and support for students who need it, as well as maintain communication with families to apprise them of student progress and how families can work with students at home.</p> <p>Four years ago, our network developed an improved 12.1.1 transfer process between schools to better place students with that mandate in available classrooms throughout the network. In addition, we now have a 12.1.1 program at three of our eight schools. Additionally, a support services coordinator provides a resource to families navigating the IEP or 504 process, answering questions and helping families better understand resources available to them.</p>	<p>Explore Charter School's Support Services Coordinator will continue to provide differentiated and appropriate support to students with disabilities. The SSC and the entire support team will continue to collaborate by providing resources to families navigating the IEP or 504 process, answering questions, and helping families better understand the resources available to them.</p> <p>Our school leadership teams will continue to engage in previous efforts to retain families with students with disabilities. We will also seek information from our families about their programming experience to determine how we can improve their experiences.</p> <p>We will identify goals and actions to continue to improve retention efforts with all students and families.</p>



Our school leadership team will continue to engage previous efforts and adopt new efforts by seeking information from our families about their programming experience to determine how we can improve their experiences. We will identify goals and actions to continue to improve retention efforts with all students and families.

## **Entry 10 – Teacher and Administrator Attrition**

Completed - Jul 13 2023

## **Form for "Entry 10 – Teacher and Administrator Attrition" Revised to Employee Fingerprint Requirements Attestation**

## A. TEACH System – Employee Clearance

### Required of ALL Charter Schools

Charter schools must ensure that all prospective employees<sup>[1]</sup> receive clearance through [the NYSED Office of School Personnel Review and Accountability](#) (OSPRA) prior to employment. **This includes paraprofessionals and other school personnel who are provided or assigned by the district of location, or related/contracted service providers.** 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.

In the Annual Report, charter schools are asked to confirm that all employees have been cleared through the NYSED TEACH system; and, if denied clearance, confirm that the individual or employee has been removed from the TEACH system, and is not employed by the school.

#### 1. Emergency Conditional Clearances

Charter schools are **strongly discouraged** from using the emergency conditional clearance provisions for prospective employees. This is because the school must request clearance through NYSED TEACH, and the school's emergency conditional clearance of the employee terminates automatically once the school receives notification from NYSED regarding the clearance request. Status notification is provided for all prospective employees through the NYSED TEACH portal within 48 hours after the clearance request is submitted. Therefore, at most, a school's emergency conditional clearance will be valid for only 48 hours after approval by the board.

Schools are not permitted to renew or in any way re-establish a prospective employee's emergency conditional clearance after status notification is sent by NYSED through the TEACH portal.

Schools are asked to attest that they have reviewed and understand these requirements. More information can be found in the memo at [NYSED CSO Employee Clearance and Fingerprint Memo 10-2019](#).

<sup>[1]</sup> Employees who must be cleared include, but are not limited to, teachers, administrative staff, janitors, security personnel and cafeteria workers, and other staff who are present when children are in the school building. **This includes paraprofessionals and other school personnel that are provided or assigned by the district of location, as well as related/contracted service providers.** See NYSED memorandum dated October 1, 2019 at <http://www.nysed.gov/common/nysed/files/programs/charter-schools/employeefingerprintoct19.pdf> or visit the NYSED website at: <http://www.highered.nysed.gov/tsei/ospra/fingerprintingcharts.html> for more information regarding who must be fingerprinted. Also see, 8 NYCRR §87.2.

## B. Emergency Conditional Clearances

### Emergency Conditional Clearances

Charter schools are **strongly discouraged** from using the emergency conditional clearance provisions for prospective employees. This is because the school must request clearance through NYSED TEACH, and the school's emergency conditional clearance of the employee terminates automatically once the school receives notification from NYSED regarding the clearance request. Status notification is provided for all prospective employees through the NYSED TEACH portal within 48 hours after the clearance request is submitted. Therefore, at most, a school's emergency conditional clearance will be valid for only 48 hours after approval by the board.

Schools are not permitted to renew or in any way re-establish a prospective employee's emergency conditional clearance after status notification is sent by NYSED through the TEACH portal.

Schools are asked to attest that they have reviewed and understand these requirements. More information can be found in the memo at [NYSED CSO Employee Clearance and Fingerprint Memo 10-2019](#).

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### Attestation

#### Responses Selected:

I hereby attest that the school has reviewed, understands, and will comply with these requirements.

## Entry 13 School Calendar

Completed - Jul 13 2023

[Instructions for submitting School Calendar](#)

### Required of ALL Charter Schools

If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 1, 2023 submission. Charter schools must upload a final school calendar into the portal and may do so at any time but no later than **September 15, 2023**.

School calendars must meet the [minimum instructional requirements](#) as required of other public schools "... *unless the school's charter requires more instructional time than is required under the regulations.*"

Board of Regents-authorized charter schools also are required to submit school calendars that clearly indicate the start and end date of the instructional year AND the number of instructional hours and/or instructional days for each month (also used to align to schools with extended days/years referenced in their mission statements/key design elements). See an example of a calendar showing the requested information. Schools **must** use a calendar format and ensure there is a monthly tally of instructional days.

**PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.**

### 23-24 Calendar

Filename: 23-24\_Calendar.pdf Size: 125.9 kB

# Optional Additional Documents to Upload (BOR)

Incomplete

Because the 22-23 Disclosure Form was not posted on SUNY's website until late June 2023 (which was after our last board meeting of the 22-23 school year) we were unable to get signatures of Financial Disclosure Forms during regularly scheduled meetings. Many individual board members are away for vacation at this time, so we will be unable to gather the disclosure forms until our first board meeting in September. I will revise this submission with these additions at that time. Please reach out to Rachel Wiley ([rwiley@explorenetwork.org](mailto:rwiley@explorenetwork.org)) and/or Jeremy Thomas ([JsThomas@explorenetwork.org](mailto:JsThomas@explorenetwork.org)) in the meantime with any questions or concerns.

# 2023-2024 Explore Schools Calendar

August						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## Holidays (in RED text)

Sep 4	Labor Day	Jan 1	New Year's	May 27	Memorial Day
Nov 23 & 24	Thanksgiving	Jan 15	Martin Luther King Day	Jun 19	Juneteenth
Dec 25	Christmas	Feb 19	Presidents' Day	Jul 4	Independence Day

## Key

	New Staff Orientation
	Staff In-service Days
	Staff Pre-Service/Post-Service Days (Students Off)
	Half Day for New Students (please view in desktop app)
	Half Day for Students (please view in desktop app)
	Fully-Remote Instructional Days
	Students and Teachers Off
	Family Teacher Conferences (scheduled by school)
	Staff Critical Days
	State Exams
	Network Shutdown: All year-round staff on vacation
	2pm Dismissal

\*First Day for All New Staff: 8/14

\*First Day for All Returning Staff: 8/21

\*New Student Orientation: 8/30

\*First Day of School: 8/31

Term 1: Aug 31- Nov 3 (44 days)

Term 2: Nov 6- Jan 26 (44 days)

Term 3: Jan 29 - Apr 19 (52 days)

Term 4: Apr 29 - Jun 25 (40 days)

Total days: 180