

2017-2018 ANNUAL REPORT:
CHAIN EXPLORATION CENTER
INC.

Summary

The founding members worked diligently to gather a group of volunteers throughout the 2018-2019 school year that eventually formed the governing board of the Chain Exploration Center. Work began to create the charter that would outline the mission and vision of the school to be approved by the Waupaca School Board, followed by the bylaws the governing board would abide by. The School District of Waupaca Board of Education approved the charter school in January, the final version of the charter contract was approved in February.

The governing board, called the Governance Council applied for the Federal Sub-Grant and currently is awaiting a response from the State of Wisconsin. Fundraising efforts began with our first annual U-Rah-Rah to clear out furniture that could not be utilized. The efforts raised about \$2,000 that will be utilized in the upcoming school year.

The hiring of a Lead Advisor, along with two additional Advisor's occurred in March. One teacher was retained from the Chain Elementary, the school the Chain Exploration Center will be replacing. An additional teacher from the district was retained with one outside hire.

The staff of the Chain Exploration Center along with members of the Governance Council worked with a local contractor to make the changes necessary to create the environment conducive for a multi-age, project-based learning environment. Construction began in June and is slated to be complete by the opening in September of 2018.

Accomplishments to Date:

- Charter Contract
- Formation and Organization of the Governance Council
- Bylaws
- Logo and Marketing
- Hiring of Staff
- Grant Award from the County for Kayaks
- Grant Award for an Orchard
- Federal Sub-Grant Application
- Newsletter Publication
- Facilities Plan and Construction
- First Fundraising Event

- Website
- Student Handbook

Future:

- Apply for 501(c)(3)
- Recruit for Governance Council
- Develop Music Program – Explore Suzuki in Schools

Administrator's Annual Report 2017-18

ENROLLMENT

The Waupaca School Board accepted our proposal of accepting 59 students for the first year of our operation. Since the time of the May School Board meeting, we have had one student rescind their acceptance. Our current enrollment is at 58 students, of which 22 are third graders, 20 are fourth graders, and 16 are fifth graders. The students have already been placed into Advisory groups and will receive a placement letter in early August. There are four students on a waiting list, which will remain in effect until January 1.

Looking forward, it is clear that many slots in upcoming years will be filled with younger siblings of students currently enrolled. In fact in the year 2019-20 and again in 2021-22, there are enough siblings that it may be necessary to go to lottery just with siblings and no other enrollees.

ADVISORS' GOALS and STRUCTURE OF SCHOOL DAY

The three main Advisors met with ISN Consulting for two full days this month and have mapped out the first 30 days of instruction, including the first two guided projects: Orchard, and Me Project. Other items they completed are:

- Culture building activities and Schedule for them
- Revised daily class schedule
- Revised project proposal form
- Report card
- Student supply list
- Template of a personalized learning plan
- Administrative duties chart* not complete--to be reviewed with GC
- Culture building activities within staff group

Delegated to and completed by the Principal were:

- Family Handbook
- Ordering all needed Curriculum materials
- Volunteer/live source list
- Family orientation Night plans
- Orchard Field trip transportation and registration
- Apple Fest plans

FACILITIES UPDATE

Over the course of the year, the Facilities Committee met regularly to revise and update plans as needed to be up to code and budget restrictions.. Currently, the main research and presentation room is taking shape, the gym is being painted, a new sound system has arrived, the walls in the future health room and the community room closet/toy room/resource room are being demolished. The lockers have been removed and plans were made for a mural.

Outdoor changes are minimal so far, other than a new sign that has been ordered. We also have received new garage doors, had planters donated and planted, a fish raising tank donated, and Mr Pat Phair has indicated interest in meeting with us to plan for the moving of the Community Garden. Plans are in the works for the start of an orchard to be planted by the first class.

Treasurer's Report

There was a significant amount of progress made in our first year, with many initiatives completed and many more in progress. The following is a summary of some of the key activities completed throughout the year or currently in process:

- Established the Chain Exploration Center (CEC) as an entity in the state of Wisconsin as Chain Exploration Center Inc.
- Through the creation the CEC's contract and bylaws, many key internal financial controls and procedures were established and documented.
- Worked through administrative activities related to general ledger accounting, bank reconciliations, and other finance responsibilities with Carl Hayek.
- Bank account set up initiated with the assistance of Carl Hayek.
- First fundraising efforts held raising nearly \$2,000.

- Two grants awarded to CEC.
- Annual budget created.
- Federal employee identification number (EIN) applied for and obtained.
- Federal not-for-profit application (501(c)3) application process (Form 1023) started. This required the creation of the CEC Conflicts of Interest Policy and disclosure statement. All governance council officers have acknowledged and signed the disclosure statements.
- Drafted Form W-9, Request for Taxpayer Identification Number and Certification, for use in grant applications.
- Created an initial list of local businesses with planning initiated to develop strategic community partnerships and a messaging strategy to engage such partners. Both the Community Outreach Committee and Fundraising Committee will be integral with the development of this initiative.