



# The Exploris School

## Board Meeting

### Date and Time

Tuesday March 27, 2018 at 4:30 PM EDT

### Location

Middle School

### Agenda

	Purpose	Presenter	Duration
<b>I. Opening Items</b>			
<b>A.</b> Record Attendance and Guests		Keely Byars-Nichols	1 m
<b>B.</b> Call the Meeting to Order		Tom Miller	2 m
<b>C.</b> Approve Agenda	Vote	Tom Miller	2 m
<b>D.</b> Approve Board Meeting Minutes February	Approve Minutes	Tom Miller	5 m
Approve minutes for Annual Retreat on February 27, 2018			
<b>E.</b> Approve Minutes from Special Meeting 3/5	Approve Minutes	Tom Miller	5 m
Approve minutes for Special Board Meeting on March 5, 2018			
<b>F.</b> Public Comment		Tom Miller	15 m
The Board will allow for opportunity for comments from the public.			
Individuals will be provided three minutes of time to state their comment. There will be no rebuttal or discussion.			
Note: Comments shall be focused on issues identified by the public as areas for growth for the organization. Public comments should not be grievances regarding staff members or leadership. These issues should be brought to the operations team.			
<b>II. ED Report</b>			
<b>A.</b> Academic Update	FYI	Ellie Schollmeyer	30 m
Japan Cultural Exchange - Students will present highlights from their recent trip to Japan			

Academic Results - Amanda and Michelle will present a mid-year review of academic progress

<b>B. Operations</b>	Vote	Ellie Schollmeyer	5 m
----------------------	------	-------------------	-----

Board approval requested for Emergency Procedures Manual shared at February Retreat

<b>C. Personnel</b>	Vote	Ellie Schollmeyer	5 m
---------------------	------	-------------------	-----

Board approval requested for Guidance Intern from NYU for the remainder of the year to work with students and support school counselor.  
Update Board on reorganization of staff to support increase in EC students at elementary.

<b>D. Capital Campaign and Center for Innovation</b>	FYI	Ellie and Leah	5 m
--	-----	----------------	-----

Update on Capital Campaign Results  
Update on Staff Progress on Center for Innovation

<b>E. Closed Session</b>	Discuss	Ellie Schollmeyer	15 m
--------------------------	---------	-------------------	------

The board will go into closed session to consult with our attorney regarding legal matters.

**III. PTO Update**

<b>A. PTO Requests Update</b>	FYI	Alissa Hennen	10 m
-------------------------------	-----	---------------	------

PTO Rep Alissa Hennen will provide an update on the PTO's goals and financial requests from Exploris.

**IV. Finance Committee**

<b>A. Finance Committee</b>	Vote	Ellie and Christine	10 m
-----------------------------	------	---------------------	------

Review Monthly Results and YTD Financials  
Review 5 year projection information shared at the March retreat  
Approve State 17-18 Salary Guide as base for Exploris Salary plus Exploris Supplement

**V. Retreat Commitment Updates**

<b>A. Short Updates</b>	FYI	Committee Chairs	15 m
-------------------------	-----	------------------	------

The board will receive updates from the commitments and discussion from the retreat:

Kelly: Board Recruitment and Officer Positions  
Bob/Ellie: Current Facility Contracts  
Christine: Foundation Board

**VI. Closing Items**

<b>A. Adjourn Meeting</b>	Vote		
---------------------------	------	--	--

# Cover Sheet

## Approve Board Meeting Minutes February

**Section:** I. Opening Items  
**Item:** D. Approve Board Meeting Minutes February  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Annual Retreat on February 27, 2018



# The Exploris School

## Minutes

### Annual Retreat

---

**Date and Time**

Tuesday February 27, 2018 at 4:00 PM

**Location**

Google Fiber Conference Room, West Jones Street

---

This is the Board's Annual "Retreat" Meeting where we look strategically at the upcoming 1-5 years.

Location: Google Fiber Conference Room, West Jones Street. Seating will be limited.

---

**Directors Present**

C. Gray, C. Hutchens, C. Jones, J. Frawley, J. Gerds, K. Byars-Nichols, K. Furr, K. Von Weihe, M. Mitchell-Neal, T. Miller

**Directors Absent**

B. Kingery

**Directors Arrived Late**

M. Mitchell-Neal

**Guests Present**

A. Hennen, L. Perry-Lawless, Lisa Berwyn, Russ Partin

---

**I. Opening Items****A. Record Attendance and Guests****B. Call the Meeting to Order**

T. Miller called a meeting of the board of directors of The Exploris School to order on Tuesday Feb 27, 2018 @ 4:07 PM at Google Fiber Conference Room, West Jones Street.

**C. Approve Agenda**

C. Gray made a motion to approve agenda.  
K. Furr seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**D. Approve last meeting minutes**

C. Gray made a motion to approve minutes from the Board Meeting on 01-23-18.  
J. Frawley seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**E. Approve Special Meeting Minutes: November**

J. Gerdtz made a motion to approve minutes from the Special Meeting on 11-09-17.  
K. Von Weihe seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**II. Executive Director/School Business**

**A. Personnel Action**

T. Miller made a motion to approve three personnel expenses and contracts as proposed by ED.  
K. Furr seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**B. Operations and Finance Update**

C. Gray made a motion to approve proposed calendar (attached in packet).  
K. Furr seconded the motion.  
The board **VOTED** unanimously to approve the motion.  
K. Byars-Nichols made a motion to approve new lottery policy language (clarifying deadlines and language around multiple births), with friendly amendment to add the term "long term" to suspension language.  
J. Frawley seconded the motion.  
The board **VOTED** unanimously to approve the motion.  
M. Mitchell-Neal arrived late.

**C. Emergency Procedures**

Ellie updated the board on the new emergency procedures and drills that were tested and implemented this past week.

**III. Board Discussion on Key Challenges**

**A. Why are we here?**

Lisa began by inviting each board member to describe their vision for Exploris in 10 years. She asked us to consider the vision for the school as if we were not (as parents and staff) personally/emotionally invested in it.

**B. Facility Update**

Russ Partin updated the board on permitting process for the new building. He explained the reason for the delays in permitting and said that the proposed

August 2019 move-in date is slipping. Board members asked Russ to express our need for concrete timeline ASAP.

### **C. Fundraising and Development**

Lisa invited Kim to update the board on the Development Committee's work so far. Kim stated that big donors asks had been in a holding pattern, waiting on a definite time line from the development group. Lisa suggested that (since the current chair of the development committee is not on the board) we recruited our next board member with that in mind: we need a dedicated board member to chair and lead the development committee moving forward. What do we need to put in place to make Exploris the school we want it to be?

Lisa helped us distinguish between our two fundraising agendas: 1) raising the money to move into the building and 2) funding "programs" offered by the Center for Innovation. We all agreed that we need to develop a clear vision and plan for the Center for Innovation in order to get corporate donors.

### **D. Fiscal Vitality**

Ellie reported immediate fiscal needs to the board: improved security and intercom system, locking doors to classrooms, funds to extend land lease.

### **E. Board Health, Structure and Development**

The board discussed that according to our skills survey we need board members who have expertise in finance and development. We discussed exhausting our own networks, talking to 8th grade parents, and other community partners. Another board survey showed us that we have lots of room for growth in board composition and recruitment, board goals and development. We scored ourselves well in how the board is structured and how we hold meetings, as well as in academic oversight and finance.

### **F. Student and Staff Diversity**

Leah thankfully brought us back to our need for greater diversity in the school staff AND the board - we face similar challenges. We ask who we know and so the organization continues to "look" the same.

## **IV. Closing Items**

### **A. Commitments and Actions Recap**

March: Approve Emergency Plan, update on requesting PTO funds to cover security upgrades

April: Review Leah's draft/notes on the Center for Innovation (planning, structure and needs)

Ellie, Leah and Alissa reported that they felt like the Parent University went well.

### **B. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:43 PM.

Respectfully Submitted,  
K. Byars-Nichols

# Cover Sheet

## Approve Minutes from Special Meeting 3/5

**Section:** I. Opening Items  
**Item:** E. Approve Minutes from Special Meeting 3/5  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Special Board Meeting on March 5, 2018



## The Exploris School

# Minutes

## Special Board Meeting

---

### **Date and Time**

Monday March 5, 2018 at 8:00 PM

### **Location**

ONLINE/TELECONFERENCE Via Zoom

---

### **Topic: Special Meeting - Online via Zoom**

Time: Mar 5, 2018 8:00 PM Eastern Time (US and Canada)

Join from PC, Mac, Linux, iOS or Android: <https://umo.zoom.us/j/836615394>

Or iPhone one-tap :

US: +14086380968,,836615394# or +16468769923,,836615394#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 408 638 0968 or +1 646 876 9923 or +1 669 900 6833

Meeting ID: 836 615 394

### **CLOSED SESSION: INFO FOR BOARD MEMBERS ONLY, SENT IN SEPARATE EMAIL**

---

### **Directors Present**

B. Kingery, C. Gray, C. Hutchens, C. Jones, J. Frawley, J. Gerds, K. Byars-Nichols, K. Furr, L. Perry Lawless, M. Mitchell-Neal, T. Miller

### **Directors Absent**

A. Hennen, K. Von Weihe

---

## **I. Opening Items**



**A. Record Attendance and Guests**

**B. Call the Meeting to Order**

T. Miller called a meeting of the board of directors of The Exploris School to order on Monday Mar 5, 2018 @ 8:00 PM at ONLINE/TELECONFERENCE Via Zoom.

**C. Move to go into closed session**

T. Miller made a motion to go into closed session to discuss issues related to legal issues.

K. Byars-Nichols seconded the motion.

The board **VOTED** unanimously to approve the motion.

The Board used another conference line to have closed session discussion of legal issues related to the school.

**D. Move to come out of closed session**

T. Miller made a motion to come out of closed session, our discussion having ended.

K. Furr seconded the motion.

The board **VOTED** unanimously to approve the motion.

**II. Closing Items**

**A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:00 PM.

Respectfully Submitted,

K. Byars-Nichols

# Cover Sheet

## Academic Update

**Section:** II. ED Report  
**Item:** A. Academic Update  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** Winter 2018 Academic Update.pdf

---

---

# Meeting the Needs of All Learners

— The Exploris School —  
March 2018

---

---

# Measures of Educational Excellence

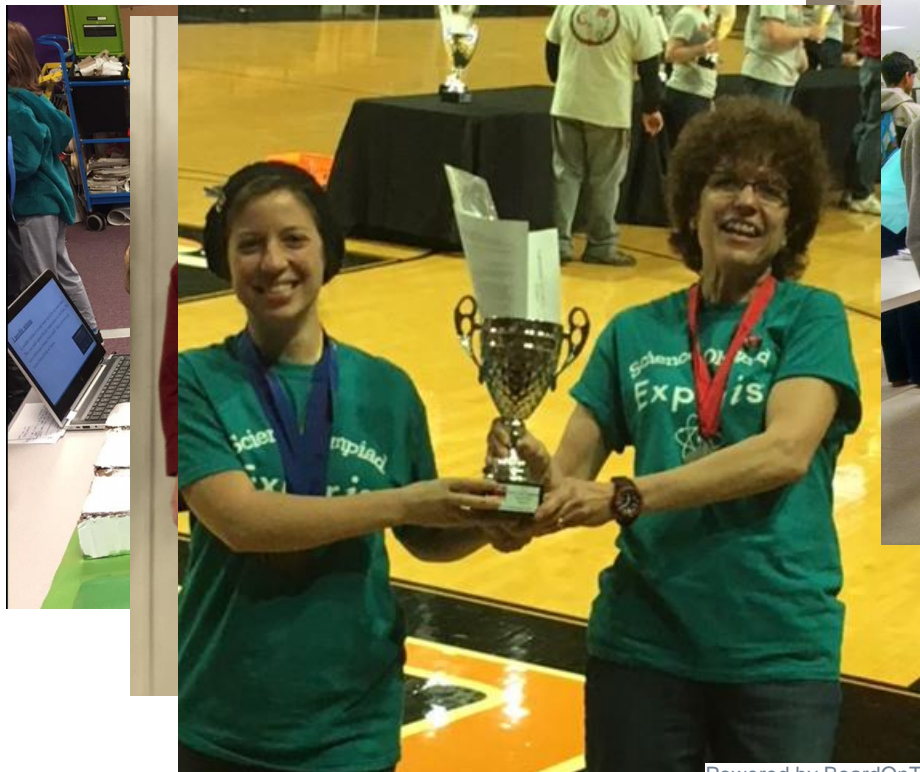
<p style="text-align: center;"><b><u>Rigor</u></b></p> <ul style="list-style-type: none"> <li>• Students engage in tasks that are active, interactive, and appropriately challenging</li> <li>• Models of excellence, critique, and multiple drafts support all students to produce work of exceptional quality and craftsmanship</li> <li>• Curriculum, instruction, and assessments are integrated and aligned with standards and foster growth for all students</li> <li>• Teachers design innovative projects and tasks that encourage divergent thinking, creativity, ideation, and risk-taking</li> </ul>	<p style="text-align: center;"><b><u>Relevance</u></b></p> <ul style="list-style-type: none"> <li>• Assessment practices position students as leaders of their own learning through reflection and goal setting</li> <li>• Students have opportunities to have a voice and leadership across the school</li> <li>• High quality teachers are committed to global education, the Exploris vision, and our hallmark instructional practices</li> <li>• Students engage in tasks that are purposeful, empower students to change their world, and are connected to student interests, global issues, and the local community</li> </ul>	<p style="text-align: center;"><b><u>Relationships</u></b></p> <ul style="list-style-type: none"> <li>• Adults nurture belonging, significance, and emotional safety</li> <li>• Teachers, staff, and students intentionally foster a culture of respect, inclusivity, collaboration, and communication within the school and in the broader the community.</li> <li>• Teachers prioritize social and emotional learning including daily, intentional crew meetings</li> <li>• We equip students to work both independently and interdependently</li> </ul>
<p style="text-align: center;"><b><u>Possible Data Sources for Rigor</u></b></p> <ul style="list-style-type: none"> <li>• Artifacts from showcases and presentations of student work</li> <li>• Disaggregated growth, proficiency, progress monitoring, and diagnostic data (MAP, EOG, EVAAS, mClass, Fountas &amp; Pinnell)</li> <li>• JumpRope Reporting</li> <li>• Instructional rounds data</li> <li>• Professional development plan</li> <li>• Teacher Growth Process</li> <li>• Expedition Snapshots</li> </ul>	<p style="text-align: center;"><b><u>Possible Data Sources for Relevance</u></b></p> <ul style="list-style-type: none"> <li>• Artifacts from student portfolios</li> <li>• Expedition Overviews</li> <li>• Artifacts from service learning activities</li> <li>• Participation in ambassadors, international experiences, clubs, and other activities</li> <li>• Survey data</li> <li>• Student presentations in community outlets (conferences, newspapers, television, radio, etc)</li> <li>• Teacher leadership: conference presentations, workshop leading, after school clubs and competitions</li> </ul>	<p style="text-align: center;"><b><u>Possible Data Sources for Relationships</u></b></p> <ul style="list-style-type: none"> <li>• Artifacts from Morning Meeting and Community Circle</li> <li>• Attendance and behavior records</li> <li>• Communication records (Weekly What's Up, grade level blogs, Executive Director's monthly newsletter)</li> <li>• Teacher Working Conditions Survey</li> <li>• Survey data</li> <li>• School sponsored events (Meet &amp; Greet, Parent University, Curriculum Night etc.)</li> <li>• Demographic data</li> </ul>

# Rigor

- Students engage in tasks that are active, interactive, and appropriately challenging
- Models of excellence, critique, and multiple drafts support all students to produce work of exceptional quality and craftsmanship
- Curriculum, instruction, and assessments are integrated and aligned with standards and foster growth for all students
- Teachers design innovative projects and tasks that encourage divergent thinking, creativity, ideation, and risk-taking

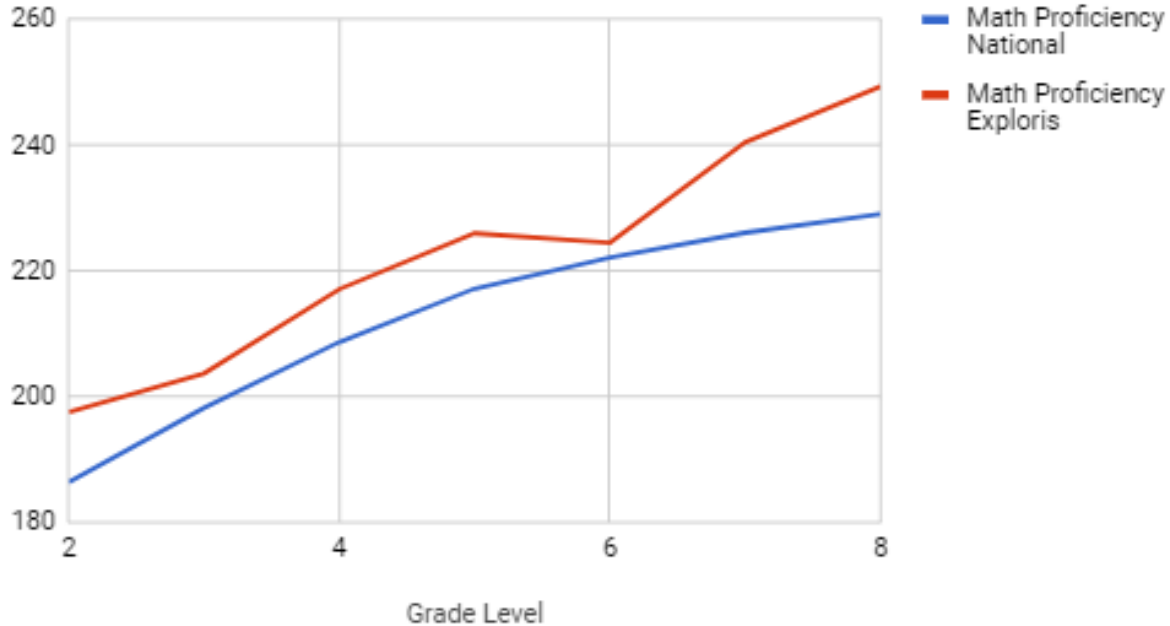
# Rigor Data: Aug 2017 - March 2018

- Artifacts of student work



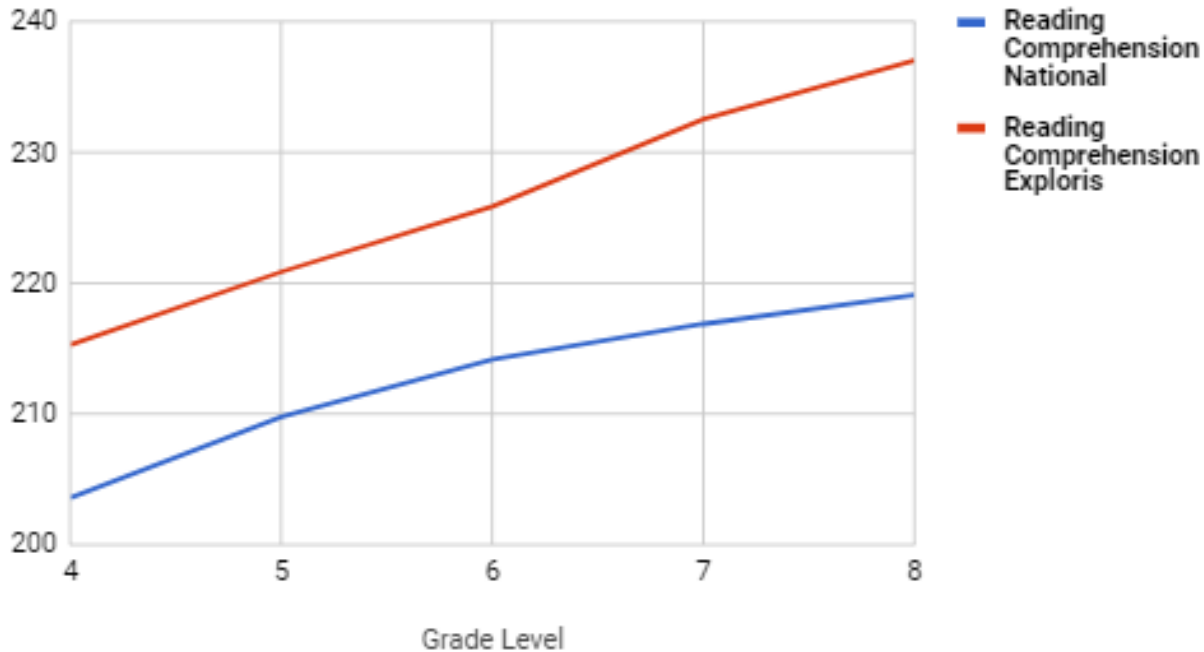
# Winter MAP - National Norm Comparison, Math

## Math Proficiency National v Exploris



# Winter MAP - National Norm Comparison, Reading

## Reading Comprehension National V Exploris





# Rigor Data: Aug 2017 - March 2018

- Disaggregated proficiency and growth data

Side note 1: MAP National Norms are based on testing in the 20th week. Our students take winter MAP between the 16th & 18th weeks.

# Winter Data - Grade Level Proficiency

Side note 2: “NWEA does not consider winter assessments to be an official growth point due to the limited number of instructional weeks. Winter assessments should be viewed in this light.”

*~ Understanding Negative Growth*

# Winter Data - MAP Growth Comparison

Expected Growth: Fall to Midyear (3 Year Average)		
	Reading	Math
3*	N/A	5.5
4*	1.65	3.4
5*	2.2	4.7
6	1	4.4
7	1.7	3.4
8	1.2	3
Average	1.55	4.066666667

Actual Growth	
Reading	Math
N/A	4.7
3	2.9
1.4	2.3
1.3	3.4
1.6	5.7
0.4	2.2
1.54	3.533333333

# Winter Data - Grade Level Proficiency

Some observations:

- K/1 Reading Comprehension
- 5th Grade Math
- 7th Grade Math

# Rigor Data: Aug 2017 - March 2018

- Instructional Rounds Data
  - Conducted October 25, 2017
  - End-of-Year Rounds scheduled for April 11, 2018
  - Problem of Practice: “To what degree are students taking an active role in their own learning?”
  - Three patterns observed in the fall

# Rigor Data: Aug 2017 - March 2018

- One way students learn actively is by seeking support from peers.
- Active learning decreases as whole-group, teacher-led time increases.
- Students take a more active role in their own learning when they can connect to content and articulate why it's important.

# Rigor Data: Aug 2017 - March 2018

- Professional Development Schoolwide
  - New Teacher Orientation (August)
  - RACE Exhibit and Cultural Conversations
  - Inquiry-Driven Learning
  - Faculty led small groups: Standards-Based Grading, School Design, Behavior Management Strategies
  - Global Education with Graham Pike

# Rigor Data: Aug 2017 - March 2018

- Professional Development for Individuals and Groups
  - Social Justice Teaching 101
  - Facilitating Critical Conversations
  - Early Literacy Strategies
  - Social Studies Conference
  - PBL Fellows
  - Design Thinking
  - Big History Project
  - NCCAT- STEM Ocracoke



# Rigor Data: Aug 2017 - March 2018

- Formal Teacher Growth Process

The plan:

- Professional Growth Plans for each teacher
  - (BOY, MOY, EOY check-ins)
- Frequent informal observations for new teachers
- Two formal observations for all teachers

# Rigor Data: Aug 2017 - March 2018

- Formal Teacher Growth Process

Implemented so far:

- Professional Growth Plans for each teacher
  - BOY check-ins (EOY hopefully)
- Frequent informal observations for new teachers
- One formal observation conducted for 6 teachers

# Relevance

- Assessment practices position students as leaders of their own learning through reflection and goal setting
- Students have opportunities to have a voice and leadership across the school
- High quality teachers are committed to global education, the Exploris vision, and our hallmark instructional practices
- Students engage in tasks that are purposeful, empower students to change their world, and are connected to student interests, global issues, and the local community

# Relevance Data: Aug 2017 - March 2018

- Participation in ambassadors, international experiences, clubs, and other activities
  - Ambassadors have led 21 tours so far  
(An average of nearly one per week)
  - International visitors from: Germany, Japan, Saudi Arabia
  - Big Wigs: WCPSS Central Office, UNC Lab School, NCSU Principal Fellows
  - Middle School Clubs (23 clubs)
  - Elementary Clubs (~90 students in each of 2 rounds)

# Relevance Data: Aug 2017 - March 2018

- Student presentations in community outlets
  - Community forum on lynching in Rolesville
  - [CCES Conference](#)



# Relevance Data: Aug 2017 - March 2018

- Teacher leadership: conference presentations, workshop leading, after school clubs and competitions
  - PBL Fellows
  - Educators of Excellence
  - Science Olympiad and MathCounts competitions
  - NCSU Czech Cultural Connections
  - Choice Not Chance
  - Design for Change
  - Citizen Science Model School
  - Numerous after school clubs: 25 teachers

# Relationships

- Adults nurture belonging, significance, and emotional safety
- Teachers, staff, and students intentionally foster a culture of respect, inclusivity, collaboration, and communication within the school and in the broader the community.
- Teachers prioritize social and emotional learning including daily, intentional crew meetings
- We equip students to work both independently and interdependently

# Relationships Data: Aug 2017 - March 2018

- Attendance and behavior records
  - Partnership with Campbell Law for Restorative Justice
  - Responsive Classroom Training
  - Nakama Small Group Study on Behavior
  - Social-Emotional Behavioral Study Team
  - Out of School Suspensions: 7
  - Crisis/Incident Reports: 6
  - Suicide Risk Screening Assessments: 7
  - CPS Referrals: 5
  - 31 (7%) students have perfect attendance



# Relationships Data: Aug 2017 - March 2018

- Staff survey data (December, 30 responses)
  - I feel supported by the school leadership team (83%)
  - School leaders are responsive to my concerns (87%)
  - Parents are welcome in our school community (100%)
  - I feel proud to work at Exploris (93%)

# Relationships Data: Aug 2017 - March 2018

- School sponsored events
  - Fall Picnic
  - Capital Campaign Kickoff
  - Parent University: High schools
  - Parent University: Child Development
  - Parent University: Building transition

# Cover Sheet

## Operations

**Section:** II. ED Report  
**Item:** B. Operations  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Emergency Preparedness - 3 24 18.pdf



**The Exploris™ School**  
*Empowering Learners to Change the World*

# **Emergency Preparedness & Crisis Intervention**

**The Exploris School  
Elementary Campus**

**17 S. Swain Street  
Raleigh, NC 27601**

**(919) 715-0333  
(919) 715-0916 (fax)**

**The Exploris School  
Middle Campus**

**401 Hillsborough Street  
Raleigh, NC 27603**

**(919) 715-3690  
(919) 715-2042 (fax)**



## Table of Contents

<b>Emergency Numbers</b>	4	-Power Outage Procedures	21
<b>Introduction</b>	5	-Serious Injury or Death	22
-How to use this guide	5	-Severe Weather	24
-General responsibilities	5	-Tornado	24
-Definition of a crisis	5	-Winter Storm	24
<b>Crisis Intervention Team</b>	7	-Threat to Harm Self or Others	25
<b>Emergency Responses and Codes</b>	8	<b>Appendix A Crisis Intervention Team R&amp;R</b>	26
-Lock Down	8	<b>Appendix B Building Crisis Management Checklist</b>	29
-Shelter in Place	9	<b>Appendix C Crisis Response Team Evaluation Form</b>	31
-Code-Medical	10	<b>Appendix D Bomb Threat Checklist</b>	32
-Evacuation	10	<b>Appendix E Reporting form for Threat of Suicide</b>	34
<b>Crisis Scenarios</b>	12	<b>Appendix F Drill Feedback Form</b>	36
-Assault/Fights	13		
-Bio Nuclear Threat Response	13		
-Bomb Threat	13		
-Contagious Conditions	14		
-Disturbance in School	14		
-Disturbance Outside of School	14		
-Earthquake	15		
-Fire Procedures	16		
-Firearms in School	17		
-Gas Leak	18		
-Hostage Situation	18		
-Intruder in Building	18		
-Knives and Other Sharp Objects in School	19		
-Missing Children	20		



<b>Emergency Numbers</b>		
Police, Fire or Medical Emergencies		Call 911
Raleigh Police Department		919-831-6311
Sonitrol Security		Day Number: 919-848-3611 Night Number: 888-507-34611
<b>Other Key Numbers</b>		
Exploris Executive Director: Ellie Schollmeyer		973-452-5405
Elementary School Building Owner: Modspace		Main Number: 800-523-7918 Exploris Contract Number: 1202648
Middle School Building Owner- Hedgehog		Main Number: 919-755-2250 Cell Phone: 919-656-3008
<b>Medical Numbers</b>		
Duke Raleigh Hospital		919-373-3898
UNC Rex Hospital		919-784-3100
Wake Med Raleigh Campus		919-350-8000
Poison Control Center		800-222-1222
Child Protective Services		919-212-9529
<b>Utilities</b>		
City of Raleigh Utilities		919-996-3245
Duke Energy		800-452-2777
PSNC Energy		877-776-2427
<b>Exploris School Crisis Team</b>		
Executive Director:	Ellie Schollmeyer	973-452-5405
ES Associate Director:	Amanda Northrup	828-279-6555
MS Associate Director:	Michelle Parkerson	919-696-2703
K-8 School Counselor:	Michelle Duncan	317-508-0791
Intervention Specialist- Jill Hemingway	Jill Hemingway	860-921-1240
Data & Operations Manager	Mary Margaret Moffitt	919-449-6216
ES Administrative Assistant:	Carolee Mclinnahan	??
EC Director:	Sharon Cuffe	919-414-6202
Instructional Technology Specialist:	Chris Blacker	919-923-1173
Instructional Coach	Karen Rectanus	919-539-6790
CPI Trained Staff at ES:	Lauren Connolly	610-908-6234



## Introduction

### ***How to use this guide***

A labeled copy of this manual will be in a three-ring binder in each of the main offices. In addition, each classroom teachers will have a copy of this guide in their emergency bag. The manual will be reviewed during staff training at the beginning of each year.

This manual does not replace common sense, sound judgment, and prudent actions in the response to emergency situations. Law enforcement reminds all that in the event of an actual emergency the best response is **HIDE, RUN, FIGHT**. **Please remember that we do not “RUN” during a practice drill.**

### ***General staff responsibilities for all emergencies***

#### Administrator On-site

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>— Call 911, if necessary</li> <li>— Seal off high-risk areas</li> <li>— Notify Executive Director</li> <li>— Call a lockdown if needed and evacuate students and staff, if necessary</li> <li>— Keep detailed notes and fill out appropriate forms in certain emergencies</li> </ul> | <ul style="list-style-type: none"> <li>— Notify community agencies, if necessary (those not responding to 911 call)</li> <li>— Executive Director implement post-incident procedures, as necessary</li> <li>— Executive Director will be responsible for notifying Board</li> <li>— Notify students and staff<br/><b>Note:</b> depending on the emergency, students may be notified by teachers</li> <li>— Refer media to Executive Director</li> </ul> |
|---|---|

#### Teachers

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>— Turn on Walkie-Talkie daily and tune to Channel 16 MS, Channel 15 ES</li> <li>— Lock classroom doors unless evacuation orders are issued</li> <li>— Seal off high-risk areas</li> </ul> | <ul style="list-style-type: none"> <li>— Notify/warn students, if advised</li> <li>— Stay with students at all times</li> <li>— Take emergency bag anytime you leave the building and ensure the class roster is up to date</li> <li>— Account for all students and have them turn off cell phones</li> </ul> |
|--|---|

### ***Definition of a crisis***

An event that is extraordinary and therefore cannot be predicted; an event that can throw the building out of balance and disrupt the daily operations with potential to expose staff and student population to serious injury.

Human reactions to crisis are consistent and predictable. Being aware of, and understanding beforehand, how people react in a critical situation makes it possible to implement a plan that defuses those reactions and prevents them from precipitating a secondary crisis.

The challenge is how to provide help that not only helps students and faculty weather the storm, but also does so in a manner that restores:

- Emotional Balance
- Order & Direction
- Positive Action & Growth

***What constitutes a crisis?***

- Tornado/severe weather
- An explosion or bomb threat
- Terrorist acts
- A shooting/firearm
- Stalking
- A stabbing/knife
- Student unrest
- Violence/violent acts/threats of violence
- Fire
- Chemical accidents
- Disturbance in school
- Disturbance outside of school
- Serious injury
- Intruder in the Building

***Individualized crises and what to report***

- Divorce- notify counselor if needed
- Separations- notify counselor if needed
- Family issues (neglect, fights, drugs/alcohol)- must report to admin and counselor
- Abuse- mandatory reporting laws apply- must report to administrator and counselor
- Neighborhood issues- notify counselor and admin if needed
- Fighting- notify admin on site asap
- Death of family members- notify admin and counselor
- Anticipatory death- notify counselor
- Suicidal ideation - notify counselor and do not leave student alone
- Illness (only for serious medical issues)- notify counselor
- Death of a student- notify admin and counselor asap
- Death of a staff member- notify admin and counselor asap

***Communication of a critical incident***

The Administrator on-site is responsible for communication of critical incidents to:

- The Executive Director- if not the administrator on-site
- Other campus
- Executive Director will notify School Board of situation and communicate situation.
- Specifically, the notification to other administrators of a bomb threat, lockdown, or evacuation will be part of the administrator on-site duties when it occurs in their building
- When a building administrator is absent, they shall assign contact duties to a designated staff member.
- Executive Director will notify parents of critical incident as soon as possible after the crisis is handled and student safety is assured.

***Communication with media***

- If approached by the media, direct them to the Executive Director. The Executive Director is the key spokesperson for the school in a time of crisis
- Executive Director may ask designated personnel to prepare media release(s).
- The Family Education Rights and Privacy Act precludes school staff from disclosing a student's name, grade, or other personal identifying information

## **Crisis Intervention Team (CIT)**

The Crisis Intervention Team (CIT) emphasizes a school-wide approach to dealing with crises through prevention, intervention and debriefing activities.

The Crisis Team will be the Executive Director, Associate Directors, and support staff including; Counselors, Intervention Teacher, Instructional Technology Specialist, Data and Operations Manager, Administrative Assistant, and Instructional Coach. The Executive Director will serve as spokesperson for the CIT.

***Crisis Intervention Team Roles and Responsibilities- Appendix A pg 26***

***Building Crisis Management Checklist- Appendix B pg 29***

***Crisis Response Team Evaluation Form- Appendix C pg 31***

## Emergency Responses and Codes

### **Emergency Alert System**

Staff will be alerted to an emergency using the walkie talkies (**tune to Channel 16 MS, Channel 15 ES**) and The One Call Emergency Alert System via text and email.

Parents will be notified as soon as student safety is assured using The One Call Emergency Alert System via email, phone call, and text:

#### **Four types of Alerts will be utilized:**

1. **LOCKDOWN**
2. **SHELTER IN PLACE**
3. **CODE MEDICAL**
4. **EVACUATION**

*Summarized below are the procedures for each alert*

### **1. Lockdown Procedure**

#### **What is Lockdown?**

Lockdown is a procedure used when there is an immediate threat to the school such as in the case of a school intruder. The purpose of a Lockdown is to provide protection to Faculty, Staff, Students and Visitors at The Exploris School. Lockdown minimizes access to the school and secures staff and students in rooms. As part of this procedure, everyone must remain in the room until the situation has been declared safe by an authorized person and an “all clear” has been given.

#### **Lockdown procedures**

1. Administrator on-site or designee will order a **“LOCKDOWN”**
2. Notification: Administrator will immediately:
  - Utilize the walkie-talkies (channel 16 MS/ channel 14 ES) and the one-call alert system to repeatedly announce in a clear and concise manner:
    - **“ATTENTION LOCKDOWN, LOCKDOWN, LOCKDOWN.”**
    - Note: If the location of the intruder is known, use the one-call alert system to state his/her last known location.
  - Immediately notify 911
3. When the “LOCKDOWN” is announced
  - Remain calm and stay with your students.
  - Teachers close and lock all classroom doors, keep students in the classroom, seated on the floor, quiet and away from the windows and door. If there are no locks move classroom furniture to barricade doors from inside the classroom.
  - Students in the hall or restroom must proceed immediately to the nearest classroom. (It is the responsibility of the teacher of that classroom to assist those students into their class).
  - Relocation Areas for the following open spaces
    - Elementary Campus
      - Multipurpose room to Art Room
    - Middle School Campus
      - Media Center to Work Room
      - Treppenhaus to Girls Restroom
      - Sunroom to Girls Restroom
      - Blue Space to EC Room

- If students are outside on the playground or field experience, the teacher must be made aware of the lockdown. These students will be walked to the relocation area used during an evacuation.
- Teachers will not allow students to leave the classroom until a police officer evacuates them or instructions are given over the walkie-talkies or One Call System. Do not leave if Fire Alarm is pulled during a lockdown unless directed.
- Administrators/Data and Operations Managers will follow lockdown procedures.
- The Executive Director will be responsible for notifying the board and parents/guardians.

4. The “LOCKDOWN” will be ended via One Call System and walkie talkie- Using the following message - “ **THIS IS (ADMIN NAME) AND TODAY IS (DATE). THE LOCKDOWN IS OVER**”

### ***Lockdown Drill***

- Teachers and students must be aware of what to do if a “**Lock Down**” is announced.
- The **Lock Down drill** will be practiced at least once each trimester.

## **2. Shelter-In-Place**

### ***What is the purpose of shelter-in-place?***

Sheltering provides safety for students, staff and others in an emergency. Shelter-in-place action is implemented as a response to an imminent hazard to protect students, staff and all other personnel in and around the school, from potential consequences of a pending threat, or to maintain open hallways during a medical emergency with a student or staff member. Please note that “safe areas” may change depending upon the type and location of the emergency.

### ***Shelter-in-place procedures***

1. Administrator on-site or designee will order a “**SHELTER IN PLACE**”
2. Notification: Administrator will immediately:
  - Utilize the walkie-talkies(channel 16 MS/ channel 15 ES) and the one-call alert system to repeatedly announce in a clear and concise manner:
    - “**ATTENTION “SHELTER IN PLACE, SHELTER IN PLACE, SHELTER IN PLACE”**”
  - Teacher will need to return to the classroom, remain there, and take attendance.
  - Hallways need to be cleared.
  - Students working in open spaces need to report to their teachers.
  - Students outside will need to be notified and return to the school and report to a secure location.
  - Instruction may continue but students and staff are not allowed to leave the designated classroom and/or safe area.
  - Once the Shelter in Place is over an announcement will be made and students and staff may resume normal activity
3. The **SHELTER IN PLACE** will be ended via One Call System and walkie talkie with the following message- “**THIS IS (ADMIN NAME), AND TODAY IS (DATE), THE SHELTER IN PLACE IS OVER**”

### 3. Code-Medical

#### ***What is Code-Medical?***

In the event there is a medical emergency inside or outside the school a **Code-Medical** will be used. The Code-Medical will follow the **same procedures as a Shelter In Place**. The difference will be that all CPR certified staff will report to the designated area reported on when the code medical is called.

In the event of a medical emergency, the following staff members are certified in CPR and can be called to scene to support the Crisis Team until paramedics arrive.

#### ***2018-2019 CPR Certified Staff***

Lisa Ferrando

Mary McWay (previous EMT certified)

Amanda Northrup

Eugene Wheeler

### 4. EVACUATION

- Designated Administrator call 911, if necessary.
- Administrator On-Site determines evacuation procedures after consulting with Executive Director.
- Executive Director determines if students and staff should be evacuated outside of school buildings(s), or to relocation centers.
- Notification: Administrator will immediately:
  - Utilize the walkie-talkies(channel 16 MS/ channel 15 ES) and the one-call alert system to repeatedly announce in a clear and concise manner:
    - **“ATTENTION “EVACUATION, EVACUATION, EVACUATION”**
    - Teacher will take attendance and account for all students on your roster
  - Staff and students off-site need to report to the relocation center.
- Administrator On-Site notifies relocation center

**Elementary School relocation center is  
Treasuring Christ Church  
554 E. Hargett St., Raleigh, NC 27601**

**Middle School relocation center is  
Church of the Good Shepherd  
121 Hillsborough Street, Raleigh, NC 27603**

- Direct students and staff to follow fire drill procedures and route. If normal route is too dangerous, follow alternate route.

#### ***Teachers***

- Direct students to follow normal fire drill procedures unless Administrator On-Site alters route or normal route is too dangerous.
- Take class roster and Emergency Backpack
- Close classroom doors and turn out lights
- When outside building:
  - Account for all students.

- Inform Administrator On-Site immediately if students are missing.
- Stay with your class at all times
- Take roll again when you arrive at the relocation center.
- Do NOT release students until directed by Administrator On-Site.

***Relocation Centers***

Each school should have a primary center close by, and a secondary relocation center further away in the event of a community-wide emergency.

Primary Relocation Centers:

**Elementary School relocation center is  
Treasuring Christ Church  
554 E. Hargett St., Raleigh, NC 27601**

**Middle School relocation center is  
Church of the Good Shepherd  
121 Hillsborough Street, Raleigh, NC 27603**

## **Crisis Scenarios**



## Assault/Fight

- First, ensure the safety of students and staff by clearing area.
- Call 911, if necessary.
- Notify the Administrator On-Site.
- Administrator On-Site notifies the Executive Director.
- Seal off the area where the assault took place.
- De-escalate and defuse the situation, if possible.
- Administrator On-Site notifies police if a weapon was used in the assault, if a victim has a physical injury causing substantial pain or impairment of physical condition, or if the assault involved sexual contact.
- Executive Director notifies parents of students involved in the assault. Executive Director notifies the Board.
- Document all actions. Ask victim(s) and/or witness(es) for their account of the incident.
- Implement post-incident procedures to include referral to outside counseling services, if needed.

## Bio-Nuclear Threat Response

The Exploris School will respond according to police and National Security dictates. Staff, students and parents will be notified through the emergency alert system or safest means necessary.

- The Data/Operations Managers in each building will monitor the phones
- Students will be released only to responsible parents; students will not be permitted to leave without an adult.
- If we do release, the teachers will be released when their students are gone.
- At the end of 30 minutes, the Administrators will decide what to do with the remaining students. It is possible students will need to be released to neighbors and friends due to the time constraints. Staff and students must clear the premises as quickly as possible.

## Bomb Threat

A bomb threat may come at any time and could be received by anyone who answers the telephone. Procedures should be reviewed in detail with all personnel including temporary replacements/substitutes, regarding specific duties in this type of emergency situation. The central problem in managing a bomb threat is to make a judgment between two inherently contradictory decisions:

- A. Should I evacuate the school, guaranteeing the immediate safety of students and staff?
- B. Should I keep school in regular session, avoiding disruption, at the price of endangering everyone in the building?

This can be the most difficult decision a school administrator ever has to make. The purpose of this section is to provide assistance in making that decision and outline the steps that should be taken.

### ***The person receiving the call should:***

- \_\_\_ Keep the caller on the line as long as possible.
- \_\_\_ Calmly ask questions that will lengthen the call.
- \_\_\_ Try to obtain as much information as possible:

- Where was the bomb placed?
  - Why was it placed?
  - When is it set to go off
  - What does it look like?
  - What type of explosive?
  - Listen to the voice (male, female, accent, calm, angry).
  - Listen for background noises (trains, music, voices).
- \_\_\_ Note Caller ID phone number if available
- \_\_\_ Contact the administrator on-site immediately.

**Administrator on-site or building designee should:**

- \_\_\_ Collect all the facts from the person who took the phone call
  - \_\_\_ Evaluate the facts and decide to remain in the building or evacuate.
1. Decision to remain in the building and keep school in session:
    - Call 911 and repeat information given by the caller
    - If preliminary search is conducted, it will be done by police and an administrator.
    - Students should not be aware of preliminary search
  2. Decision to evacuate:
    - Call 911 and repeat information given by the caller
    - Follow the **Emergency Evacuation Routes and Procedures Plan**

**Bomb Threat Checklist (Appendix D- 32)**

Whoever receives the call MUST complete this checklist and retain.

## Contagious Conditions

Any time you learn that a student or staff member in your building has contracted a serious, contagious disease; you are to do the following:

- Contact the Administrator on-site who will contact the Executive Director
- The Executive Director will notify the school board and the State Board of Health for direction of procedure.
- In the event of a major health crisis, the Exploris School will follow the directives of the CDC, Homeland Security, or County Health Department.

EXAMPLES OF SERIOUS CONTAGIOUS DISEASES (including but not limited to):

- T. B.
- MENINGITIS
- HEPATITIS
- BIRD FLU
- H1N1 (SWINE FLU)

## Disturbance in School

If a disturbance in the school is reported (fight, some sort of demonstration, strike, unwanted people in the school causing problems), the following procedures should be followed:

- Dial 911 and explain to the dispatcher what is taking place. Stay on the phone with the dispatcher, if possible, until the dispatcher directs you to hang up.
- Notify the Administrator on-site immediately
- Administrator on-site or designee will order a **“LOCKDOWN”**
- Utilize the walkie-talkies and the one-call alert system to repeatedly announce in a clear and concise manner:
  - **“ATTENTION Exploris school is under a LOCKDOWN. Proceed to the nearest secure location and lock and secure the doors.”**
- Complete the the steps for a lockdown.

## Disturbance Outside of School

If a disturbance outside of the school is reported (large fight, police traffic stops where there is a fight or shots fired, a house being searched by SWAT etc.) the following procedures should be followed:

- Call 911
- Explain to the dispatcher what is going on and where the disturbance is taking place.
- Stay on the phone with the dispatcher, if possible, until the dispatcher directs you to hang up.
- Notify the director on-site immediately
- Administrator on-site or designee will order a **“LOCKDOWN”** or **“SHELTER-IN-PLACE”** depending upon the situation.

## Earthquake

Stay as safe as possible during an earthquake. Be aware that some earthquakes are actually foreshocks and a larger earthquake might occur. Minimize your movements to a few steps to a nearby safe place and stay indoors until the shaking has stopped and you are sure exiting is safe.

### ***Indoor Safety***

- **DROP** to the ground; take **COVER** by getting under a sturdy table or other piece of furniture - it can provide you with air space if the building collapses, and if you get under a table and it moves, try to move with it; and **HOLD ON** until the shaking stops. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building. Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
- Use a doorway for shelter only if it is in close proximity to you and if you know it is a strongly supported, load bearing doorway. Inner walls or door frames are the least likely to collapse and may also shield against falling objects. If other cover is not available, go to an inner corner or doorway, away from windows or glass panels.
- Grab something to shield your head and face from falling debris and broken glass, large textbooks or binders work well.
- If the lights go out, use a battery-operated flashlight. Don't use candles, matches, or lighters during or after the earthquake. If there is a gas leak, an explosion could result.
- Stay inside until shaking stops and it is safe to go outside. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave.
- Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.
- **DO NOT** use the elevators.

***Crowded Indoor Public Places, multi-purpose room, etc.***

- If you are in a crowded public place, do not rush for the doorways. Move away from display shelves containing objects that may fall. If you can, take cover and grab something to shield your head and face from falling debris and glass.

### ***Outdoor Safety***

- Stay there.
- Move away from buildings, streetlights, and utility wires.
- Once in the open, stay there until the shaking stops. The greatest danger exists directly outside buildings, at exits, and alongside exterior walls.

### ***Automobiles***

- If you are in a moving vehicle, bus, or activity vehicle, stop as quickly and safely as possible and move over to the shoulder or curb, away from utility poles, overhead wires, and under- or overpasses. Stay in the vehicle, set the parking brake, and turn on the radio for emergency broadcast information. The vehicle may jiggle violently on its springs, but it is a good place to stay until the shaking stops. If you are in a life-threatening situation, you may be able to reach someone with either a cellular or an emergency roadside assistance phone.
- Proceed cautiously once the earthquake has stopped. Avoid roads, bridges, or ramps that might have been damaged by the earthquake.

### ***If Trapped Under Debris***

- Do not light a match.
- Do not move about or kick up dust.
- Cover your mouth with a handkerchief or clothing.
- Tap on a pipe or wall so rescuers can locate you. Use a whistle if one is available. Shout only as a last resort. Shouting can cause you to inhale dangerous amounts of dust.

## **Fire Procedures**

- All fire extinguishers should be inspected during the summer.
- Each building should conduct a fire drill during the first full week of school and on a monthly basis.
- All buildings shall have fire drill instructions for each classroom. Administrator on-site will designate selected staff members to assist with confirming that buildings are cleared and assist with re-entry.

### ***If a fire is discovered***

- Remove anyone from immediate danger.
- Pull the nearest fire alarm.
- Dial 911. If possible, describe the location of the fire, if anyone is trapped by the fire and if anyone is injured. (Stay on the phone with the dispatcher if it is safe, until the dispatcher directs you to hang up.
- If possible, close all doors and windows in involved area.
- Evacuate students and staff to a safe distance outside of the building. Take walkie-talkies and turn on to Channel 16 MS, Channel 15 ES.
- Evacuate the building in an orderly fashion. Keep at a minimum of 300 feet away from the building as not to interfere with emergency personnel. Remain calm. (Teachers must take emergency bag with class list/roster with them).
- Pay special attention to children with special needs. Check restrooms and elevators while exiting the building. Elevator should be empty and locked to prevent use.
- If the fire was minor and extinguished before the above steps, call 911 to inform them of the situation and request an inspection by the fire department.

## Firearms in School

If a firearm of any type is reported in the school, use the following procedures. Remember, the safety of **everyone**, including staff and students is the **most important** aspect.

### ***Report of a firearm in a backpack:***

- Report the information to the administrator on-site immediately.
- The Administrator on-site will call the police, the Executive Director, and report the information available and request an officer come to the school.
- Have the **administrator on-site/designee, or another staff member go and get the backpack. The backpack will be searched by the administrator on-site in the presence of the police officer. Any evidence will be submitted to the police officer.** (Search the entire backpack for the weapon, including bags and clothes).
- Do not alert the student or any student that the backpack is being searched.

If a weapon is found the police officer will take and secure the weapon.

- The officers and the administrator on-site will go to the student's class.
- Only the administrator on-site should enter the classroom and ask the student to come out to the hallway and proceed to the nearest office.
- Out of sight of the other students, the officer must search the student for any other weapons.

If no weapon is found the administrator on-site and police officer should go to the student's class.

- Only the administrator on-site should enter the classroom and ask the student to come out to the hallway and proceed to the nearest office.
- Out of sight of other students, the principal must search the student for any weapons.
  - Search the student's backpack for the next several days.

### ***Report of a student carrying a firearm***

- **DO NOT** approach the student. Remain calm. Notify the Administrator On-Site and the Data and Operations Managers immediately
- Tell Administrator On-Site the name of the individual suspected of bringing the weapon; where the weapon is located; if the suspect has threatened anyone; and any other details that may prevent the suspect from hurting someone or themselves.
- Administrator On-Site will call 911 **immediately** and provide the following information:
  - Explain there is a report of a student with a firearm, but the student has not been approached.
  - Ask that officers meet in the office at the school
- If the teacher suspects that a weapon is in the classroom, a neighboring teacher should be confidentially notified. The teacher should not leave the classroom.
- When officers arrive, the Administrator on-site and officers should go to the class the student is in. (Only the Administrator on-site should enter the classroom and ask the student to come out to the hallway and proceed to the nearest office).
- Out of sight of other students, the officer must search the student for any weapons.
- Search the student's backpack, including personal belongings.

## Gas Leak

Notify the front office if you smell gas.

An Administrator will investigate and determine if an evacuation is necessary

Follow the Evacuation procedures if necessary

Contact Gas Company at - 877-776-2427

## Hostage Situation

- Notify the information to the administrator on-site immediately if possible to call 911
- If unable to get in touch with Administrator on-site call 911
- Stay on the phone, if possible, with the dispatcher until directed to hang up.
- Notify the Administrator on-site immediately
- Administrator on-site or designee will order a “**LOCKDOWN**”
- Teachers will not allow students to leave the classroom until a police officer evacuates them or instructions are given via the One Call system and Walkie Talkies.

### **Evacuation**

- Teachers and students must follow the instructions of the police officers.
- Teachers must stay with their students during and after evacuation.
- Follow the **Emergency Evacuation Routes and Procedure Plan**
- Parents and media will be directed to the designated location to keep them away from the school. (There will be police and school personnel at the designated area to assist).

### **Police**

- Once the police arrive, they are completely in charge of the situation.
- Police will need to meet with the Executive Director and/or Administrator on-site.
- Police will attempt to contain the hostage taker in one area and begin evacuation of the building.
- Swat Teams and Hostage Negotiators will arrive to begin securing the release of any hostages and neutralizing the situation.

### **Teachers and Students**

- Try to stay calm to avoid panic.
- If confronted by the hostage taker, cooperate to the best of your ability.
- **Do not try to be a hero.** You may be placing yourself and others in danger.
- Follow the instructions of the administrators and police.
- Do not give information concerning the code phrase or the presence of the police to the hostage taker.

## Intruder in the Building

“An unauthorized person who enters school property”

- Notify the administrator on-site immediately; description, location and any other descriptive information.

### **Administrator on-site**

- Ask another staff member to accompany you before approaching the intruder; In the event you do not feel comfortable wait for the Administrator on-site to arrive.
- Politely greet intruder and identify yourself.
- Ask the intruder the purpose of his/her visit.
- Inform intruder that all visitors must register at the main office if the reason is legitimate.
- If purpose is not legitimate, ask intruder to leave.

- Accompany the intruder to the exit.

***If the intruder refuses to leave use the following steps:***

- Call a “**Lockdown**” and ensure all students are safe.
- Notify teachers who are outside the building that a “**Lockdown**” has been ordered and no one is to enter the building.
- Remind the intruder of the consequences for staying on school property. Inform intruder that police are being called.
- Call 911 immediately and give them a full description of the incident and the intruder.
- Walk away from intruder if he/she indicates potential for violence (be aware of actions, location, weapons, or packages, etc.)
- Notify the Executive Director.

## **Knives or Other Sharp Objects in the Building**

Many people do not consider a knife as dangerous as a gun, but it is. Extreme caution should be used in dealing with anyone who may possess a knife. Remember, the safety of everyone, including staff and students, is the most important aspect

***Report of a knife or others sharp object in a backpack***

- Have Administrator on-site and another staff member go to the students backpack or cubby and search. (Search for the knife, including bags and clothes).
- Do not alert the student or any student that the backpack/cubby is being searched.
- If a knife is found, take the knife, secure it and call the student out of class to the office.
- If no knife is found, do not tell anyone the backpack/cubby was searched.
- Administrator on-site will then go to class and ask the student to come out to the hallway and escort them to the nearest office.
- Administrator on-site and another staff member as a witness will search the student by hand. (Females must search females. Males must search males).
- If the Administrator on-site and staff member are not comfortable getting and search the student, call the police. Wait for the police to arrive before confronting the student.
- Administrator on-site should go into the class and ask the student to come out to the hallway and proceed to the nearest office.
- Out of sight of other students, the Administrator on-site will search the student for any weapons.
- Search the student’s backpack for the next several days.
- If the knife found is an automatic opening knife (switchblade), the police must be called, as this is an illegal knife according to law. (Turn the knife over to the police).
- If the knife found is not an automatic opening knife and is not illegal to carry according to law, but illegal by school policy, the police do not have to be called.
  - An incident report must be filled out.
  - The incident should be handled internally.
  - Keep control of the knife in case of expulsion hearing.

***Report of a student carrying a knife or other sharp object***

- Report the information regarding student, student location and details to the Administrator on-site immediately.

***Administrator on-site responsibilities***

- It will be the Administrator on-site’s discretion regarding calling the police to approach the student.
- If you approach the student, use extreme caution.

- The Administrator on-site and another staff member should go to the class that the student is in and ask the student to come out to the hallway and then proceed to the nearest office.
- Administrator on-site and another staff member as a witness will search the student by hand. (Females must search females. Males must search males).
- If the Administrator on-site and staff member are not comfortable getting and searching the student, call the police. Wait for the police to arrive before confronting the student.
- Administrator on-site should go into the class and ask the student to come out to the hallway and escort to the nearest office..
- Out of sight of other students, the Administrator on-site will search the student for any weapons.
- Search the student’s backpack for the next several days.
- If the knife found is an automatic opening knife (switchblade), the police must be called, as this is an illegal knife according to law. (Turn the knife over to the police).
- If the knife found is not an automatic opening knife and is not illegal to carry according to law, but illegal by school policy, the police do not have to be called.
  - An incident report must be filled out.
  - The incident should be handled internally.
  - Keep control of the knife in case of expulsion hearing.

## **Missing Children**

This section will require some restraint and in-house handling of the initial phase. There will be three scenarios to contend with:

- Student not arriving at school
- Student known to be in attendance
- Student on the way home from school.

### ***Student not arriving at school***

Attendance manager will verify if student is at home. The student not arriving at school should involve an initial ground check not exceeding 5 minutes from notification. The Administrator on-site will contact the Police with the search continuing until completion or notification by the Police Department to end search. The Administrator on-site will also notify the Executive Director.

### ***Student known to be in attendance***

This should involve the same process and include the student folder being available to identify custodial person and all necessary phone numbers.

### ***Student on the way home from school***

This takes a different stance – immediately notify the Administrator on-site who will handle police notification followed by the above steps.

- These searches should be conducted by at least two people and if possible, someone who is familiar with the student. The Administrator on-site and the Data-Operations Manager/ Administrative Assistant should be notified of the start of the search from time of verification. If a student is missing after arriving at school, the Administrator on-site will be notified and will begin the search with an additional designated staff member for the child.
- If child is not found after initial check, then notify the teachers, parent/guardian, and the police in that order. Try to provide a description of the child and what they were wearing.



## Power Outage Procedures

### **Brown Out**

In the event of a minor or major power failure occurring during regular school hours (8:15 a.m. through 3:15 p.m.), Administrator on-site will immediately notify the Executive Director.

- In the event of a brown out a **“Shelter-in-Place”** may be called.

### ***If a blackout occurs without warning:***

- Stay calm. Reassure students. Open blinds to let outside light in or use flashlights.
- Turn off all light switches. The voltage may fluctuate and damage any lights that are on.
- Set all equipment and appliance switches to the OFF position. This is to protect against kicking out the circuit breakers, blowing fuses, or damaging equipment when the full surge or current hits as the power comes back on.
- Take measures to protect your equipment or experiments. Remember that air operated controls and water pressure may be affected.
- Increase ventilation by opening windows. If the failure lasts more than a few minutes, it will be necessary to evacuate persons from darkened areas (restroom, stairwells, or other areas with no windows or natural lighting).
- To prevent the office from being overwhelmed with calls, only the Administrator on-site should report power outages. If the failure is to be lengthy, administrators will decide on continued operations in their building.

Report all persons trapped in elevators to the Administrator on-site immediately.

- If it becomes necessary to evacuate the premises during a blackout, be sure to protect all valuables and make sure that all equipment is safe when the power comes back on.

During periods of very heavy power usage, the area utility company may have to reduce voltage. This is commonly called a **“BROWNOUT”** and may occur during periods of high air conditioner usage. In the event of a brownout, the following steps should be taken.

- In the event of a brown out a **“Shelter-in-Place”** may be called.
- Turn off all lights and equipment not necessary for safe operation.
- Central air conditioning may have to be shut down. However, general ventilation will be maintained in centrally air-conditioned buildings at diminished levels.
- Identify equipment which may be sensitive to low voltage, and take positive steps to prevent its damage.
- Full cooperation during a brownout is extremely important. Such cooperation may possibly prevent the loss of all electrical power.

### ***If an emergency exists, Administration will notify all affected personnel.***

- All building evacuations or localized evacuations will occur when an alarm sounds continuously and/or when an emergency occurs.
- Take personal valuables, and lock office doors upon leaving. Walk, do not run to the nearest stairway exit.
- When there is a power failure, do not use the elevator. It will be inoperative.

- Assist disabled persons in exiting the building. If these persons are unable to use the stairs, assist them to a stairwell where they will remain. Notify the Administrator on-site on the location of these persons.
- Evacuate to a distance of at least 500 feet from the building and out of the way of emergency personnel. Do not return to the building until instructed to do so by the Administrator on-site. Staff will be notified whether to report to the evacuation sites.
- The Administrator on-site will respond with the appropriate authorities to evaluate the situation and to supervise an evacuation or appropriate action.
- The Administrator will initiate the proper notification procedure for contacting appropriate personnel when a power failure occurs.
- At present, building lighting may not provide sufficient illumination in corridors and stairs for safe exiting. You should use a flashlight or lantern for emergency evacuations.

## **Serious Injury or Death in School**

If it is reported that someone is injured seriously (result of a gunshot stabbing, self-inflicted wound, fall, etc.), the following procedures should be followed:

- Call 911- Provide as much information as possible to the dispatcher. Notify the Administrator on-site immediately. The Administrator on-site will notify the Executive Director

The Administrator on-site will call a **“Lockdown”** or a **“Shelter in Place, Code-Medical”** depending upon the situation

- Administrator on site will utilize the walkie-talkies and the one-call alert system to repeatedly announce in a clear and concise manner:
- If it is possible to get to the victim, First Aid should be administered.

### ***If the suspect hands over the weapon***

- Take the suspect to the officer immediately.
- Take control of the weapon, touching it as little as possible.
- Keep everyone away from the actual scene until police and paramedics arrive.
- Keep any witnesses away from other people and separate them from each other.

### ***If the suspect flees***

- Extreme caution should be used until the suspect is located.
- Keep everyone away from the actual scene until police and paramedics arrive.
- Keep any witnesses away from other people and separate them from each other.
- If the suspect is located, do not approach the suspect.

### **In the event of the death of a student that occurs outside of the school day, the following procedures will be followed**

- Administrator on-site will be notified immediately to verify the information and the Executive Director will be notified.
- Once administration is contacted, the crisis team will be alerted of the situation and schedule a meeting.
- The Executive Director will notify the board and will send out an email to Exploris staff making them aware of the situation

### ***Crisis Team Expectations***

- Creating a list of high risk students (friends, family members, etc.)
- Assessing need for police involvement for possible media presence

- Placement of staff outside buildings before and after school
- Central locations established for counseling in each building:
  - Elementary Campus 4/5 building:
  - Elementary Campus K/3 building:
  - Middle School Campus:
- Determine who will be involved in the counseling at each building
- Determine what counseling will look like in each building
- Communication with family of deceased student
- Letter to pass out to parents with counseling information
- Procedures for emptying student's locker
- Food for students and counselors
- Assessing need for cancellation of after school events
- Providing staff with ways to address questions from students in crisis
- Creating a check in system throughout the day to address concerns or needs at the different buildings
- Following the crisis team meeting, the Administrator's on-site will meet with the staff of the building affected by the loss
- Crisis Team will debrief (at the end of the day):
  - Discuss concerns/issues with handling of crisis throughout the day
  - Follow up with thank you email to staff for support
  - Send email message at end of day to parents to update
  - Plan for continued counseling services
  - Communication of funeral services and staff or student attendance at services

### ***Expectations for Teachers***

- Teachers are expected to assist students in expressing their feelings in a supportive environment and provide comfort
- Counselor will provide support/explanation at the beginning of the day if needed
- Teachers will keep a list of who is sent to the office so we know where students are
- Teachers should NOT talk to media
- Teachers should not tell students that "We can't talk about it" but should avoid discussing details of the student's death
- Teachers will be provided with resources to assist students throughout the day

### ***Expectations for Data-Operations Managers***

- Do not share information on the phone regarding situation
- Do not count students absent if sent home grieving
- Students who are called off for grieving will be excused

## Severe Weather

Whenever the U.S. Weather Service issues a tornado watch or severe thunderstorm warning, the Executive Director will decide if schools should remain in session.

### ***Tornado Warning***

- The Administrator on-site will alert staff of the severe weather using the Walkie Talkies and One Call Emergency Alert System
- Students on the playground and on field experiences need to be notified immediately
- Students and staff will remain in their building; taking shelter at all designated areas
- Close blinds, drapes, and stay away from windows, glass, and unsecured objects
- Have students sit on the floor along interior walls as far away from any windows and assume the “duck and cover” position
- Take student roster and walkie-talkie (tune to Channel 16 MS, Channel 15 ES) and account for all students in your class
- Wait for further instructions from emergency responders or administration before leaving designated safe areas
- Be ready to move quickly if flooding occurs

### ***Winter Storm***

- If school is in session and a winter storm strikes, it will be the decision of the Executive Director whether to close schools.
- If school closes parents or legal guardians may pick their children up from school.

### ***Release of Students***

- Parents, legal guardians, or predetermined persons may pick up children from The Exploris School during any severe weather warning. We do ask that parents refrain from calling the school. It is extremely important that our school telephone lines remain open during severe weather watches and warnings.

## Threat to Harm Self or Others

If a student threatens to harm themselves or another person, whether it be another student or staff member, it must be immediately reported to the Administrator on-site who will report it to the Executive Director.

- Suicide Intervention Process, any time a staff member encounters a situation in which a student appears to be contemplating suicide, the following process should be followed carefully:
- Stabilize the situation and notify the Administrator on-site and counselor immediately **but do not leave the student alone:**
- Under NO circumstance should the student be left alone or sent to another location alone
- Converse with the student immediately to determine if he or she has any dangerous instrumentalities (weapons, substance, or other material capable of inflicting a mortal wound) on or nearby his or her person
- If the student will allow, immediately remove any dangerous instrumentalities from the student and the student's environment
- If the student will agree, accompany him or her to a prearranged, non-threatening place away from other students and other people but where this is another adult and a telephone close by
- Once the Administrator on-site or crisis team member has stepped in to help, he or she will follow the next steps for a risk assessment.
- You will be required to assist in completing the documentation form detailing the incident.
- Fill out the **Reporting form for Threat of Suicide (Appendix E)**
- If child abuse and neglect are suspected follow procedures below

### ***Child Abuse and Neglect***

In the event abuse or neglect are suspected all staff members have a duty to report the information. If a staff member receives information deemed to be abuse or neglect notify the administrator on-site and the counselor asap. If the student contacts you after school hours or you are unable to get in touch with the administrator on-site or counselor you must report the incident to Child Protective Services asap.

For more information regarding reporting laws: [North Carolina Child Reporting Laws](#)

Fill out the CPS Reporting form

### ***Bullying and Harassment Reporting***

[State statute in regards to bullying](#)

In the event a student, staff or parent reports bullying of a staff member or student the administrator on-site and counselor need to be notified immediately.

- In this instance documentation needs to be kept on a bullying report or incident report form depending upon the individual case

## Appendix A

### Crisis Intervention Team Roles and Responsibilities

#### ***Administrator On-Site***

- Establish chain of command. During crisis, the Administrator on-site delegates responsibilities. However, during his/her absence, a chain of command is to be established in advance.
- Within the first 60 days of the school year, the following should be completed, and documentation submitted to Executive Director:
  - Building Crisis Management Annual checklist and preparation from the list
  - In-service with staff
  - Establish Building Crisis Team
- Designate area to be used as command post during crisis situation
- Designate two or more outside assembly locations.
- Call 911 or other emergency numbers if situation warrants.
- Convene Building Crisis Team, brief them on facts, and discuss procedures.
- Assign a team member to identify students involved in crisis, siblings, and family members.
- Contact family members. Serve as a school representative to the family.
- Convene faculty and staff. Share facts regarding the crisis. Warn against rumors. Provide a paper copy of the facts to all staff.
- In the event of student death, remove personal items for parents to pick up
- Plan teacher and staff in-service reviewing emergency management.
- Inform staff of school-wide codes to alert staff to emergency.
- Develop an emergency response program. Teachers are to use their class roster for attendance.
- Assign a team member to account for all students and adults in the building.
- If possible, a short memo with the facts of the situation is prepared and communicated to parents.
- Provide local police and fire departments a floor plan and shut-off valves for the building.

#### ***Crisis Team Coordinator***

- Implement Building Crisis Plan.
- Serve as liaison between faculty and Crisis Team.
- Direct other significant roles as appropriate. (e.g., First Aid, building security, communications in the building, transportation).
- Serve as information source for faculty and staff.
- Monitor Crisis Team's stress level.
- Organize debriefing for Crisis Team. Plans are made for working with students and staff during post-crisis as needed.
- Compile evaluation data on Crisis Team's effectiveness.
- Develop a plan of identification for safe, injured, or deceased individuals.
- Immediately following a crisis, some students may request permission to leave the building. How, when, and to whom students may be released should be determined.

#### ***Counselor***

- Coordinate counseling services.
- Provide working space as needed for counselors and psychologists.
- Meet with resource personnel. Brief them on all the facts.
- Organize and supervise designated counseling areas.
- Counsel students as needed.
- Assist administration with implementation of crisis plan.

- Provide support to family, students and staff.
- In the event of death of student, remove the student's name from the attendance roster.

### ***Team member in charge of security***

- Monitor situation as to security issues.
- Secure additional help if needed.
- Place designated staff member at each entrance/exit at all necessary building locations.
- Direct media representatives to designated area as needed.

### ***Health Coordinator***

- Handle medical needs (other than those requiring 911) of students and staff, as necessary. May need to move "meds" and log book to crisis center.
- Develop and coordinate a First-Aid Team.
- Coordinate annual CPR and First-Aid training.
- Provide a list of CPR trained individuals to crisis team coordinator.
- Ensure First-Aid Kit is available and properly stocked.
- Provide a list of medically fragile students to crisis team coordinator.

### ***Team member in charge of communications***

- Establish communication plan in advance of crisis.
- Convene Data and Operations Managers to answer incoming phone calls if needed.
- Brief Data and Operations Manager and Elementary Administrative Assistant not to share details with the public. Caution against the spreading of rumors.
- Avoid any large group announcements. Only make announcements over the walkie-talkies using predetermined codes.
- Avoid glamorizing of suicide, including school memorial services, flying flag at half-mast, student assemblies.
- Ensure that a visitors' screening procedure is in place and require all visitors (does not include emergency personnel) to sign in at the office so there is a record of everyone who is in the building.

### ***Follow these steps when dealing with media***

- Notify the Executive Director immediately. The team may prepare a written statement for the media and must be approved by the Executive Director. **All media inquiries should be directed to the Executive Director.**
- Designate an area for the media away from the incident area. Place a sign-in sheet by the door and require signatures.
- Designate and staff a waiting area for visitors away from the incident area.
- Escort media and visitors to **separate** designated locations.
- Ask media inquiring by phone to leave a name, phone number, and deadline so that the Executive director can return the call and provide accurate information.
- Advise students and staff of how information will be given to the media. Let them know if reporters ask them questions they should be encouraged to make no comment. They should be cautioned that any comments they make should be sensitive to the persons involved.
- Advise reporters that they may not interrupt classes/school programs/school business.

### ***Debriefing a crisis***

No one involved in the aftermath of a school crisis will remain untouched emotionally. Teachers and staff are no exception and a debriefing for them is imperative. Teachers and counselors may feel tremendous guilt and anger resulting from a sense of responsibility in the crisis. They must have an opportunity to discuss these emotions.

The debriefing should be conducted with small groups of people and, preferably, by a trained individual including counselor or outside professional who was not involved in the crisis. Specific information given about normal reactions and how to handle them is usually helpful. Staff may tend to dwell on preventing future crises from occurring. This is not helpful. What the staff members need most is to focus on their own emotional reaction. Preventive measures can be dealt with later.



## Appendix B Building Crisis Management Checklist Annual Checklist

School \_\_\_\_\_ Year \_\_\_\_\_

Assigns team and responsibilities \_\_\_\_\_

Executive Director or Designee

\_\_\_\_\_  
Counselor

\_\_\_\_\_  
Alternate

\_\_\_\_\_  
Alternate

\_\_\_\_\_ In-service and planning times for crisis team: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ In-service completed for staff: \_\_\_\_\_

\_\_\_\_\_ Update One Call List (include cellular phone access)

\_\_\_\_\_ School-Wide Universal Codes reviewed (LOCKDOWN, SHELTER IN PLACE, CODE MEDICAL):

- \_\_\_\_\_ Physical assistance needed in office
- \_\_\_\_\_ Physical assistance needed in designated location
- \_\_\_\_\_ Hostage situation
- \_\_\_\_\_ Bomb Threat
- \_\_\_\_\_ Emergency (keep students in rooms)
- \_\_\_\_\_ Emergency in office (ES: K/3 Workroom; MS: Upstairs Office)

\_\_\_\_\_ Student medications/First Aid Kit are in a portable container

\_\_\_\_\_ Prepare Command Center and Alternate Command Center:

- \_\_\_\_\_ Copy of crisis manual
- \_\_\_\_\_ Blueprints for building
- \_\_\_\_\_ First Aid Kit
- \_\_\_\_\_ First Aid Manual
- \_\_\_\_\_ Medical emergency list including names of students with medical needs

- \_\_\_\_\_ Bull horn
- \_\_\_\_\_ Emergency battery
- \_\_\_\_\_ Legal pads
- \_\_\_\_\_ Pens
- \_\_\_\_\_ Permanent markers
- \_\_\_\_\_ List of local telephone numbers for law enforcement, emergency medical services, fire department, and other agencies
- \_\_\_\_\_ List of email addresses and fax lines at each building
- \_\_\_\_\_ Current staff directory with cell phone numbers
- \_\_\_\_\_ Floor plans that show exits, telephones, computer locations
- \_\_\_\_\_ Local Street and zone maps
- \_\_\_\_\_ Location of master keys
- \_\_\_\_\_ List of CPR trained staff

## Appendix C Crisis Response Team Evaluation Form

Please return this form within two weeks to the Crisis Team Coordinator.

School: \_\_\_\_\_ Date \_\_\_\_\_

Presenting Problem:

---

We would appreciate your cooperation in completing this evaluation of the recent services provided for your school by the Crisis Team (CT). Please return to Crisis Team coordinator when completed.

	Very	Somewhat	Not at All	N. A.
1) Was the service delivery of the CT timely? Comments:				
2) Did the services of the CT meet your school's individual needs? Comments:				
3) Did faculty consultation meet your faculty's individual needs? Comments:				
4) Was individual/group counseling provided to students a valuable aspect of the CT services? Comments:				
5) Were materials provided on site useful? Comments:				
6) Was consultation with the administration effective? Comments:				

7) What else could have been done to increase the CT's effectiveness and helpfulness? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## Appendix D Bomb Threat Checklist

Complete this checklist and retain.  
For the Individual Receiving Phone Call

Exact Time of the call \_\_\_\_\_

Exact Words of the Caller \_\_\_\_\_

\_\_\_\_\_

### QUESTIONS TO ASK:

When is the bomb going to explode? \_\_\_\_\_

Where is the bomb? \_\_\_\_\_

What does it look like? \_\_\_\_\_

What kind of bomb is it? \_\_\_\_\_

What will cause it to explode? \_\_\_\_\_

Did you place the bomb? \_\_\_\_\_

Why? \_\_\_\_\_

Where are you calling from? \_\_\_\_\_

What is your address? \_\_\_\_\_

What is your name? \_\_\_\_\_

### CALLER'S VOICE (circle)

Calm	Disguised	Nasal	Angry	Broken
Stutter	Slow	Sincere	Lisp	Rapid
Giggling	Deep	Crying	Squeaky	Excited
Stressed	Accent	Loud	Slurred	Normal
Male	Female	Adult	Child	

If voice is familiar, whom did it sound like? \_\_\_\_\_

Were there any background noises? \_\_\_\_\_

Remarks:

\_\_\_\_\_  
\_\_\_\_\_

Person receiving call: \_\_\_\_\_

Telephone number call received at: \_\_\_\_\_

Note caller id phone number if available \_\_\_\_\_

Date: \_\_\_\_\_

# Appendix E

## The Exploris School

### Reporting Form for Threat of Suicide

Student's name \_\_\_\_\_ Date \_\_\_\_\_

Name of person making initial report \_\_\_\_\_

Name and position of staff member handling case  
\_\_\_\_\_

Summary and information that led to this referral  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of parent or guardian contacted \_\_\_\_\_

Contact information \_\_\_\_\_

Name of staff who contacted parent or guardian \_\_\_\_\_

Parent contact witnessed by \_\_\_\_\_

Other people/organizations contacted \_\_\_\_\_

Next steps \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Next Step Procedures

If student is released to adult for a risk assessment, the following procedures need to take place before the student returns:

- Contact ONLY the student's immediate grade level teachers (only teachers that give direct instruction with the student daily) and inform them of the facts and actions being taken. Remind them of the school's confidentiality requirements.
- If parent has not contacted anyone at the school within 24 hours, follow up to find out if arrangements were made for short term support services or long-term services and what the student will need when he or she returns to school and when he or she will return to school.
- A student/administrator/counselor meeting will take place the day the student returns to school.

Adults present \_\_\_\_\_

Date meeting held \_\_\_\_\_

— School counselor will provide follow up check ins with student daily for the first five days after return.

— Dates school counselor met with student following return to school:

Date meeting held \_\_\_\_\_

Date meeting held \_\_\_\_\_

Date meeting held \_\_\_\_\_

Date meeting held \_\_\_\_\_

Date meeting held \_\_\_\_\_

Date meeting held \_\_\_\_\_

School counselor will continue to meet regularly with student following his or her initial return once a week.

## Appendix F School Drill Feedback Form

Following our drills please provide feedback on what went well and what things we need to work on.

Date: \_\_\_\_\_ Type of Drill: \_\_\_\_\_

Teacher: \_\_\_\_\_ Room: \_\_\_\_\_

Does door lock properly? \_\_\_\_\_

List any students not present during drill that were in attendance at school or additional students in your classroom that were not on your roster:

Plus	Delta



# Cover Sheet

## Personnel

**Section:** II. ED Report  
**Item:** C. Personnel  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** March ED Report.pdf

**March, 2018 ED Report – E. Schollmeyer**

**Academic Update:**

**Japan Cultural Exchange-** Student Presentation

**Academic Results and Data Snapshot overview** – Amanda / Michelle Presentation

**Operations**

**Fire Drills:**

Elementary School: February 27, 2018 and March 26, 2018

Middle School: February 28, 2018 and March 22, 2018

**Emergency Procedures**

Board approval is requested on updated Emergency Procedures Manual. Draft was shared with the Board at the February meeting. The Raleigh Police department has reviewed the manual and conducted a walkthrough of both buildings to make recommendations on how we can improve security at both locations. We are also meeting with the architect and security team for our new building to evaluate which equipment will also meet our needs in the new building to ensure cost effectiveness.

**Enrollment Data - PMR**

	ADM
K	28
1	31
2	31
3	30
4	42
5	42
6	73
7	74
8	68
Total	419

**Personnel:**

Board approval requested for Guidance Intern from NYU will be working with our school counselor and students for the remainder of the year

Review with Board staffing reorganization to support increase in EC population so that we can provide all required EC services for the remainder of the year.

**EC Population Data**

December 2014	35
April 2015	34
December 2015	45
April 2016	48
December 2016	43
April 2017	44
December 2017	50
April 2018	54

**Staff Survey-**

Staff survey conducted at the end of December. Results attached for review. Team will meet to make recommendations for continued improvement at an upcoming staff meeting. All staff are now completing the state working conditions survey which is due by the end of March.

**Finance:**

Board approval is requested to utilize the State 17-18 Salary Guide as base for Exploris Salary plus Exploris Supplement to calculate new salary for staff for 18-19 school year.

Attached are balance sheets, income statement and updated budget. Current end of year projection is \$6,221.92 surplus.

**New Building Expansion and Needs over the next 5 years**

- Add Director of Operations and Finance
- Add social worker
- 36 crew teachers total
- 8 general ed teaching partners total (1 per classroom in K and 1, and 1 per grade in 2-5)
- 6 EC teachers total (current 3)
- EC Director (current EC Director has full caseload)
- 5-6 EC teaching partners total (current 4)
- 6-8 global arts total (current 4.5)
- 2 IT total (current 1)
- 2 Interventionists (current 1)
- 2 Instructional coaches total (current ½)
- 2 Guidance Counselors (current 1)
  
- Modspace Exit costs – approximately \$80,000
  
- Center for Innovation, how do we make it real, how do we fund, can it be a revenue source

- Associate Director
- Development/Corporate/Grant Writing
- Timeline and backup plan for facilities (Land Lease expires for Elementary in August)
- Campaign -> Annual Fund -> Grants...Others ways to fund needs
- Cost of grievances; legal, focus, impact
- Funding the PTO vs PTO fundraising

**Foundation**

**Capital Campaign – Contributions to Date**

Total Pledged	\$292,858.63
Total Collected	\$132,189.44
Rollover "Savings"	\$304,705.68
<b>Total Amount</b>	<b>\$597,564.31</b>

100% of Staff and Board  
 75 % of All Families have Contributed

Breakdown by Grade

Elementary

Kindergarten - 100%  
 Grade 1: 84%  
 Grade 2: 100%  
 Grade 3: 93% (2 families)  
 Grade 4: 85%  
 Grade 5: 83%  
 Overall Elementary: 88%

(Only 17 families in the ES have not participated). Volunteers will reach out again during another push during the NCAA tournament (Get their Grade in the Game).

Middle School

Grade 6: 80%  
 Grade 7: 67%  
 Grade 8: 64%

The overall response from volunteers, teachers, etc. from MS was that it was better to wait until after Spring Break/Outward Bound for a final MS push. We also have discussed individual grade level approaches rather than a MS approach.

**Center for Innovation-** Staff have been meeting to discuss the vision and mission as well as potential staffing and funding requirements.

# Cover Sheet

## Finance Committee

**Section:** IV. Finance Committee  
**Item:** A. Finance Committee  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** 2017-18state salary schedules.pdf  
Exploris 2017-2018 Budget - Board Report February 2018.pdf  
February Balance Sheet.pdf  
February Income Statement.pdf

Fiscal Year

2017 - 2018

North Carolina Public School

Salary Schedules

Available online: [www.ncpublicschools.org/fbs/finance/salary/](http://www.ncpublicschools.org/fbs/finance/salary/)

Financial & Business Services  
NC Department of Public Instruction

**2017-2018**  
**BACHELOR'S DEGREE**  
**CERTIFIED TEACHER SALARY SCHEDULE**

**Effective July 1, 2017**

Years of Exp	Bachelor's Teacher			Bachelor's w/ NBPTS Certification		
	Monthly Salary	12 Monthly Installments	Annual Salary (10 months)	Monthly Salary	12 Monthly Installments	Annual Salary (10 months)
0	\$3,500	\$2,916.67	\$35,000	N/A	N/A	N/A
1	\$3,600	\$3,000.00	\$36,000	N/A	N/A	N/A
2	\$3,630	\$3,025.00	\$36,300	N/A	N/A	N/A
3	\$3,730	\$3,108.33	\$37,300	\$4,178	\$3,481.67	\$41,780
4	\$3,730	\$3,108.33	\$37,300	\$4,178	\$3,481.67	\$41,780
5	\$3,830	\$3,191.67	\$38,300	\$4,290	\$3,575.00	\$42,900
6	\$3,830	\$3,191.67	\$38,300	\$4,290	\$3,575.00	\$42,900
7	\$3,930	\$3,275.00	\$39,300	\$4,402	\$3,668.33	\$44,020
8	\$3,930	\$3,275.00	\$39,300	\$4,402	\$3,668.33	\$44,020
9	\$4,055	\$3,379.17	\$40,550	\$4,542	\$3,785.00	\$45,420
10	\$4,055	\$3,379.17	\$40,550	\$4,542	\$3,785.00	\$45,420
11	\$4,205	\$3,504.17	\$42,050	\$4,710	\$3,925.00	\$47,100
12	\$4,205	\$3,504.17	\$42,050	\$4,710	\$3,925.00	\$47,100
13	\$4,355	\$3,629.17	\$43,550	\$4,878	\$4,065.00	\$48,780
14	\$4,355	\$3,629.17	\$43,550	\$4,878	\$4,065.00	\$48,780
15	\$4,555	\$3,795.83	\$45,550	\$5,102	\$4,251.67	\$51,020
16	\$4,630	\$3,858.33	\$46,300	\$5,186	\$4,321.67	\$51,860
17	\$4,730	\$3,941.67	\$47,300	\$5,298	\$4,415.00	\$52,980
18	\$4,730	\$3,941.67	\$47,300	\$5,298	\$4,415.00	\$52,980
19	\$4,830	\$4,025.00	\$48,300	\$5,410	\$4,508.33	\$54,100
20	\$4,830	\$4,025.00	\$48,300	\$5,410	\$4,508.33	\$54,100
21	\$4,930	\$4,108.33	\$49,300	\$5,522	\$4,601.67	\$55,220
22	\$4,930	\$4,108.33	\$49,300	\$5,522	\$4,601.67	\$55,220
23	\$5,000	\$4,166.67	\$50,000	\$5,600	\$4,666.67	\$56,000
24	\$5,000	\$4,166.67	\$50,000	\$5,600	\$4,666.67	\$56,000
25+	\$5,130	\$4,275.00	\$51,300	\$5,746	\$4,788.33	\$57,460

**NOTE:** "NBPTS" stands for National Board for Professional Teacher Standards.



**2017-2018**  
**MASTER'S DEGREE**  
**CERTIFIED TEACHER SALARY SCHEDULE**

**Effective July 1, 2017**

Years of Exp	Master's Teacher			Master's w/NBPTS Certification		
	Monthly Salary	12 Monthly Installments	Annual Salary (10 months)	Monthly Salary	12 Monthly Installments	Annual Salary (10 months)
0	\$3,850	\$3,208.33	\$38,500	N/A	N/A	N/A
1	\$3,960	\$3,300.00	\$39,600	N/A	N/A	N/A
2	\$3,993	\$3,327.50	\$39,930	N/A	N/A	N/A
3	\$4,103	\$3,419.17	\$41,030	\$4,551	\$3,792.50	\$45,510
4	\$4,103	\$3,419.17	\$41,030	\$4,551	\$3,792.50	\$45,510
5	\$4,213	\$3,510.83	\$42,130	\$4,673	\$3,894.17	\$46,730
6	\$4,213	\$3,510.83	\$42,130	\$4,673	\$3,894.17	\$46,730
7	\$4,323	\$3,602.50	\$43,230	\$4,795	\$3,995.83	\$47,950
8	\$4,323	\$3,602.50	\$43,230	\$4,795	\$3,995.83	\$47,950
9	\$4,461	\$3,717.50	\$44,610	\$4,948	\$4,123.33	\$49,480
10	\$4,461	\$3,717.50	\$44,610	\$4,948	\$4,123.33	\$49,480
11	\$4,626	\$3,855.00	\$46,260	\$5,131	\$4,275.83	\$51,310
12	\$4,626	\$3,855.00	\$46,260	\$5,131	\$4,275.83	\$51,310
13	\$4,791	\$3,992.50	\$47,910	\$5,314	\$4,428.33	\$53,140
14	\$4,791	\$3,992.50	\$47,910	\$5,314	\$4,428.33	\$53,140
15	\$5,011	\$4,175.83	\$50,110	\$5,558	\$4,631.67	\$55,580
16	\$5,093	\$4,244.17	\$50,930	\$5,649	\$4,707.50	\$56,490
17	\$5,203	\$4,335.83	\$52,030	\$5,771	\$4,809.17	\$57,710
18	\$5,203	\$4,335.83	\$52,030	\$5,771	\$4,809.17	\$57,710
19	\$5,313	\$4,427.50	\$53,130	\$5,893	\$4,910.83	\$58,930
20	\$5,313	\$4,427.50	\$53,130	\$5,893	\$4,910.83	\$58,930
21	\$5,423	\$4,519.17	\$54,230	\$6,015	\$5,012.50	\$60,150
22	\$5,423	\$4,519.17	\$54,230	\$6,015	\$5,012.50	\$60,150
23	\$5,500	\$4,583.33	\$55,000	\$6,100	\$5,083.33	\$61,000
24	\$5,500	\$4,583.33	\$55,000	\$6,100	\$5,083.33	\$61,000
25+	\$5,643	\$4,702.50	\$56,430	\$6,259	\$5,215.83	\$62,590

**NOTE:** "NBPTS" stands for National Board for Professional Teacher Standards.

**2017-2018  
ADVANCED AND DOCTORAL DEGREE  
TEACHER SALARY SCHEDULE**

**Effective July 1, 2017**

Years of Exp	ADVANCED (SIXTH YEAR)				DOCTORATE			
	Adv. Teacher		Adv. w/ NBPTS Cert.		PhD Teacher		PhD w/ NBPTS Cert.	
	10 Month	12 Monthly Installments	10 Month	12 Monthly Installments	10 Month	12 Monthly Installments	10 Month	12 Monthly Installments
0	\$3,976	\$3,313.33	N/A	N/A	\$4,103	\$3,419.17	N/A	N/A
1	\$4,086	\$3,405.00	N/A	N/A	\$4,213	\$3,510.83	N/A	N/A
2	\$4,119	\$3,432.50	N/A	N/A	\$4,246	\$3,538.33	N/A	N/A
3	\$4,229	\$3,524.17	\$4,677	\$3,897.50	\$4,356	\$3,630.00	\$4,804	\$4,003.33
4	\$4,229	\$3,524.17	\$4,677	\$3,897.50	\$4,356	\$3,630.00	\$4,804	\$4,003.33
5	\$4,339	\$3,615.83	\$4,799	\$3,999.17	\$4,466	\$3,721.67	\$4,926	\$4,105.00
6	\$4,339	\$3,615.83	\$4,799	\$3,999.17	\$4,466	\$3,721.67	\$4,926	\$4,105.00
7	\$4,449	\$3,707.50	\$4,921	\$4,100.83	\$4,576	\$3,813.33	\$5,048	\$4,206.67
8	\$4,449	\$3,707.50	\$4,921	\$4,100.83	\$4,576	\$3,813.33	\$5,048	\$4,206.67
9	\$4,587	\$3,822.50	\$5,074	\$4,228.33	\$4,714	\$3,928.33	\$5,201	\$4,334.17
10	\$4,587	\$3,822.50	\$5,074	\$4,228.33	\$4,714	\$3,928.33	\$5,201	\$4,334.17
11	\$4,752	\$3,960.00	\$5,257	\$4,380.83	\$4,879	\$4,065.83	\$5,384	\$4,486.67
12	\$4,752	\$3,960.00	\$5,257	\$4,380.83	\$4,879	\$4,065.83	\$5,384	\$4,486.67
13	\$4,917	\$4,097.50	\$5,440	\$4,533.33	\$5,044	\$4,203.33	\$5,567	\$4,639.17
14	\$4,917	\$4,097.50	\$5,440	\$4,533.33	\$5,044	\$4,203.33	\$5,567	\$4,639.17
15	\$5,137	\$4,280.83	\$5,684	\$4,736.67	\$5,264	\$4,386.67	\$5,811	\$4,842.50
16	\$5,219	\$4,349.17	\$5,775	\$4,812.50	\$5,346	\$4,455.00	\$5,902	\$4,918.33
17	\$5,329	\$4,440.83	\$5,897	\$4,914.17	\$5,456	\$4,546.67	\$6,024	\$5,020.00
18	\$5,329	\$4,440.83	\$5,897	\$4,914.17	\$5,456	\$4,546.67	\$6,024	\$5,020.00
19	\$5,439	\$4,532.50	\$6,019	\$5,015.83	\$5,566	\$4,638.33	\$6,146	\$5,121.67
20	\$5,439	\$4,532.50	\$6,019	\$5,015.83	\$5,566	\$4,638.33	\$6,146	\$5,121.67
21	\$5,549	\$4,624.17	\$6,141	\$5,117.50	\$5,676	\$4,730.00	\$6,268	\$5,223.33
22	\$5,549	\$4,624.17	\$6,141	\$5,117.50	\$5,676	\$4,730.00	\$6,268	\$5,223.33
23	\$5,626	\$4,688.33	\$6,226	\$5,188.33	\$5,753	\$4,794.17	\$6,353	\$5,294.17
24	\$5,626	\$4,688.33	\$6,226	\$5,188.33	\$5,753	\$4,794.17	\$6,353	\$5,294.17
25+	\$5,769	\$4,807.50	\$6,385	\$5,320.83	\$5,896	\$4,913.33	\$6,512	\$5,426.67

**NOTE:** "NBPTS" stands for National Board for Professional Teacher Standards.

**2017-2018  
BACHELOR'S DEGREE - INSTRUCTIONAL SUPPORT  
CERTIFIED SALARY SCHEDULE**

**Effective July 1, 2017**

Years of Exp	Bachelor's Instructional Support			Bachelor's w/ NBPTS Certification		
	Monthly Salary	12 Monthly Installments	Annual Salary (10 months)	Monthly Salary	12 Monthly Installments	Annual Salary (10 months)
0	\$3,500	\$2,916.67	\$35,000	N/A	N/A	N/A
1	\$3,600	\$3,000.00	\$36,000	N/A	N/A	N/A
2	\$3,630	\$3,025.00	\$36,300	N/A	N/A	N/A
3	\$3,730	\$3,108.33	\$37,300	\$4,178	\$3,481.67	\$41,780
4	\$3,730	\$3,108.33	\$37,300	\$4,178	\$3,481.67	\$41,780
5	\$3,830	\$3,191.67	\$38,300	\$4,290	\$3,575.00	\$42,900
6	\$3,830	\$3,191.67	\$38,300	\$4,290	\$3,575.00	\$42,900
7	\$3,930	\$3,275.00	\$39,300	\$4,402	\$3,668.33	\$44,020
8	\$3,930	\$3,275.00	\$39,300	\$4,402	\$3,668.33	\$44,020
9	\$4,055	\$3,379.17	\$40,550	\$4,542	\$3,785.00	\$45,420
10	\$4,055	\$3,379.17	\$40,550	\$4,542	\$3,785.00	\$45,420
11	\$4,205	\$3,504.17	\$42,050	\$4,710	\$3,925.00	\$47,100
12	\$4,205	\$3,504.17	\$42,050	\$4,710	\$3,925.00	\$47,100
13	\$4,355	\$3,629.17	\$43,550	\$4,878	\$4,065.00	\$48,780
14	\$4,355	\$3,629.17	\$43,550	\$4,878	\$4,065.00	\$48,780
15	\$4,555	\$3,795.83	\$45,550	\$5,102	\$4,251.67	\$51,020
16	\$4,630	\$3,858.33	\$46,300	\$5,186	\$4,321.67	\$51,860
17	\$4,730	\$3,941.67	\$47,300	\$5,298	\$4,415.00	\$52,980
18	\$4,730	\$3,941.67	\$47,300	\$5,298	\$4,415.00	\$52,980
19	\$4,830	\$4,025.00	\$48,300	\$5,410	\$4,508.33	\$54,100
20	\$4,830	\$4,025.00	\$48,300	\$5,410	\$4,508.33	\$54,100
21	\$4,930	\$4,108.33	\$49,300	\$5,522	\$4,601.67	\$55,220
22	\$4,930	\$4,108.33	\$49,300	\$5,522	\$4,601.67	\$55,220
23	\$5,000	\$4,166.67	\$50,000	\$5,600	\$4,666.67	\$56,000
24	\$5,000	\$4,166.67	\$50,000	\$5,600	\$4,666.67	\$56,000
25+	\$5,130	\$4,275.00	\$51,300	\$5,746	\$4,788.33	\$57,460

**NOTE:** "NBPTS" stands for National Board for Professional Teacher Standards.

**2017-2018  
MASTER'S DEGREE - INSTRUCTIONAL SUPPORT  
CERTIFIED SALARY SCHEDULE**

**Effective July 1, 2017**

Years of Exp	Master's Instructional Support			Master's w/ NBPTS Certification		
	Monthly Salary	12 Monthly Installments	Annual Salary (10 months)	Monthly Salary	12 Monthly Installments	Annual Salary (10 months)
0	\$3,850	\$3,208.33	\$38,500	N/A	N/A	N/A
1	\$3,960	\$3,300.00	\$39,600	N/A	N/A	N/A
2	\$3,993	\$3,327.50	\$39,930	N/A	N/A	N/A
3	\$4,103	\$3,419.17	\$41,030	\$4,551	\$3,792.50	\$45,510
4	\$4,103	\$3,419.17	\$41,030	\$4,551	\$3,792.50	\$45,510
5	\$4,213	\$3,510.83	\$42,130	\$4,673	\$3,894.17	\$46,730
6	\$4,213	\$3,510.83	\$42,130	\$4,673	\$3,894.17	\$46,730
7	\$4,323	\$3,602.50	\$43,230	\$4,795	\$3,995.83	\$47,950
8	\$4,323	\$3,602.50	\$43,230	\$4,795	\$3,995.83	\$47,950
9	\$4,461	\$3,717.50	\$44,610	\$4,948	\$4,123.33	\$49,480
10	\$4,461	\$3,717.50	\$44,610	\$4,948	\$4,123.33	\$49,480
11	\$4,626	\$3,855.00	\$46,260	\$5,131	\$4,275.83	\$51,310
12	\$4,626	\$3,855.00	\$46,260	\$5,131	\$4,275.83	\$51,310
13	\$4,791	\$3,992.50	\$47,910	\$5,314	\$4,428.33	\$53,140
14	\$4,791	\$3,992.50	\$47,910	\$5,314	\$4,428.33	\$53,140
15	\$5,011	\$4,175.83	\$50,110	\$5,558	\$4,631.67	\$55,580
16	\$5,093	\$4,244.17	\$50,930	\$5,649	\$4,707.50	\$56,490
17	\$5,203	\$4,335.83	\$52,030	\$5,771	\$4,809.17	\$57,710
18	\$5,203	\$4,335.83	\$52,030	\$5,771	\$4,809.17	\$57,710
19	\$5,313	\$4,427.50	\$53,130	\$5,893	\$4,910.83	\$58,930
20	\$5,313	\$4,427.50	\$53,130	\$5,893	\$4,910.83	\$58,930
21	\$5,423	\$4,519.17	\$54,230	\$6,015	\$5,012.50	\$60,150
22	\$5,423	\$4,519.17	\$54,230	\$6,015	\$5,012.50	\$60,150
23	\$5,500	\$4,583.33	\$55,000	\$6,100	\$5,083.33	\$61,000
24	\$5,500	\$4,583.33	\$55,000	\$6,100	\$5,083.33	\$61,000
25+	\$5,643	\$4,702.50	\$56,430	\$6,259	\$5,215.83	\$62,590

**NOTE:** "NBPTS" stands for National Board for Professional Teacher Standards.

**2017-2018  
ADVANCED AND DOCTORAL DEGREE  
INSTRUCTIONAL SUPPORT SALARY SCHEDULE**

**Effective July 1, 2017**

Years of Exp	ADVANCED (SIXTH YEAR)				DOCTORATE			
	Adv. Ins. Support		Adv. w/ NBPTS Cert.		PhD Ins. Support		PhD w/ NBPTS Cert.	
	10 Month	12 Monthly Installments	10 Month	12 Monthly Installments	10 Month	12 Monthly Installments	10 Month	12 Monthly Installments
0	\$3,976	\$3,313.33	N/A	N/A	\$4,103	\$3,419.17	N/A	N/A
1	\$4,086	\$3,405.00	N/A	N/A	\$4,213	\$3,510.83	N/A	N/A
2	\$4,119	\$3,432.50	N/A	N/A	\$4,246	\$3,538.33	N/A	N/A
3	\$4,229	\$3,524.17	\$4,677	\$3,897.50	\$4,356	\$3,630.00	\$4,804	\$4,003.33
4	\$4,229	\$3,524.17	\$4,677	\$3,897.50	\$4,356	\$3,630.00	\$4,804	\$4,003.33
5	\$4,339	\$3,615.83	\$4,799	\$3,999.17	\$4,466	\$3,721.67	\$4,926	\$4,105.00
6	\$4,339	\$3,615.83	\$4,799	\$3,999.17	\$4,466	\$3,721.67	\$4,926	\$4,105.00
7	\$4,449	\$3,707.50	\$4,921	\$4,100.83	\$4,576	\$3,813.33	\$5,048	\$4,206.67
8	\$4,449	\$3,707.50	\$4,921	\$4,100.83	\$4,576	\$3,813.33	\$5,048	\$4,206.67
9	\$4,587	\$3,822.50	\$5,074	\$4,228.33	\$4,714	\$3,928.33	\$5,201	\$4,334.17
10	\$4,587	\$3,822.50	\$5,074	\$4,228.33	\$4,714	\$3,928.33	\$5,201	\$4,334.17
11	\$4,752	\$3,960.00	\$5,257	\$4,380.83	\$4,879	\$4,065.83	\$5,384	\$4,486.67
12	\$4,752	\$3,960.00	\$5,257	\$4,380.83	\$4,879	\$4,065.83	\$5,384	\$4,486.67
13	\$4,917	\$4,097.50	\$5,440	\$4,533.33	\$5,044	\$4,203.33	\$5,567	\$4,639.17
14	\$4,917	\$4,097.50	\$5,440	\$4,533.33	\$5,044	\$4,203.33	\$5,567	\$4,639.17
15	\$5,137	\$4,280.83	\$5,684	\$4,736.67	\$5,264	\$4,386.67	\$5,811	\$4,842.50
16	\$5,219	\$4,349.17	\$5,775	\$4,812.50	\$5,346	\$4,455.00	\$5,902	\$4,918.33
17	\$5,329	\$4,440.83	\$5,897	\$4,914.17	\$5,456	\$4,546.67	\$6,024	\$5,020.00
18	\$5,329	\$4,440.83	\$5,897	\$4,914.17	\$5,456	\$4,546.67	\$6,024	\$5,020.00
19	\$5,439	\$4,532.50	\$6,019	\$5,015.83	\$5,566	\$4,638.33	\$6,146	\$5,121.67
20	\$5,439	\$4,532.50	\$6,019	\$5,015.83	\$5,566	\$4,638.33	\$6,146	\$5,121.67
21	\$5,549	\$4,624.17	\$6,141	\$5,117.50	\$5,676	\$4,730.00	\$6,268	\$5,223.33
22	\$5,549	\$4,624.17	\$6,141	\$5,117.50	\$5,676	\$4,730.00	\$6,268	\$5,223.33
23	\$5,626	\$4,688.33	\$6,226	\$5,188.33	\$5,753	\$4,794.17	\$6,353	\$5,294.17
24	\$5,626	\$4,688.33	\$6,226	\$5,188.33	\$5,753	\$4,794.17	\$6,353	\$5,294.17
25+	\$5,769	\$4,807.50	\$6,385	\$5,320.83	\$5,896	\$4,913.33	\$6,512	\$5,426.67

**NOTE:** "NBPTS" stands for National Board for Professional Teacher Standards.

**2017-2018**  
**DAILY RATE SCHEDULES**  
**DAILY RATES FOR TEACHERS AND SUPPORT SERVICE PERSONNEL**  
**(Based on 21.5 Days)**

**Effective July 1, 2017**

Years of Exp	Bachelor's Degree		Master's Degree		Advanced Degree		Doctorate Degree	
	Bachelor's		Master's		Advanced		Doctorate	
	Bachelor's	with NBPTS	Master's	with NBPTS	Advanced	with NBPTS	Doctorate	with NBPTS
0	\$162.79	N/A	\$179.07	N/A	\$184.93	N/A	\$190.84	N/A
1	\$167.44	N/A	\$184.19	N/A	\$190.05	N/A	\$195.95	N/A
2	\$168.84	N/A	\$185.72	N/A	\$191.58	N/A	\$197.49	N/A
3	\$173.49	\$194.33	\$190.84	\$211.67	\$196.70	\$217.53	\$202.60	\$223.44
4	\$173.49	\$194.33	\$190.84	\$211.67	\$196.70	\$217.53	\$202.60	\$223.44
5	\$178.14	\$199.53	\$195.95	\$217.35	\$201.81	\$223.21	\$207.72	\$229.12
6	\$178.14	\$199.53	\$195.95	\$217.35	\$201.81	\$223.21	\$207.72	\$229.12
7	\$182.79	\$204.74	\$201.07	\$223.02	\$206.93	\$228.88	\$212.84	\$234.79
8	\$182.79	\$204.74	\$201.07	\$223.02	\$206.93	\$228.88	\$212.84	\$234.79
9	\$188.60	\$211.26	\$207.49	\$230.14	\$213.35	\$236.00	\$219.26	\$241.91
10	\$188.60	\$211.26	\$207.49	\$230.14	\$213.35	\$236.00	\$219.26	\$241.91
11	\$195.58	\$219.07	\$215.16	\$238.65	\$221.02	\$244.51	\$226.93	\$250.42
12	\$195.58	\$219.07	\$215.16	\$238.65	\$221.02	\$244.51	\$226.93	\$250.42
13	\$202.56	\$226.88	\$222.84	\$247.16	\$228.70	\$253.02	\$234.60	\$258.93
14	\$202.56	\$226.88	\$222.84	\$247.16	\$228.70	\$253.02	\$234.60	\$258.93
15	\$211.86	\$237.30	\$233.07	\$258.51	\$238.93	\$264.37	\$244.84	\$270.28
16	\$215.35	\$241.21	\$236.88	\$262.74	\$242.74	\$268.60	\$248.65	\$274.51
17	\$220.00	\$246.42	\$242.00	\$268.42	\$247.86	\$274.28	\$253.77	\$280.19
18	\$220.00	\$246.42	\$242.00	\$268.42	\$247.86	\$274.28	\$253.77	\$280.19
19	\$224.65	\$251.63	\$247.12	\$274.09	\$252.98	\$279.95	\$258.88	\$285.86
20	\$224.65	\$251.63	\$247.12	\$274.09	\$252.98	\$279.95	\$258.88	\$285.86
21	\$229.30	\$256.84	\$252.23	\$279.77	\$258.09	\$285.63	\$264.00	\$291.53
22	\$229.30	\$256.84	\$252.23	\$279.77	\$258.09	\$285.63	\$264.00	\$291.53
23	\$232.56	\$260.47	\$255.81	\$283.72	\$261.67	\$289.58	\$267.58	\$295.49
24	\$232.56	\$260.47	\$255.81	\$283.72	\$261.67	\$289.58	\$267.58	\$295.49
25+	\$238.60	\$267.26	\$262.47	\$291.12	\$268.33	\$296.98	\$274.23	\$302.88

**NOTE:** "NBPTS" stands for National Board for Professional Teacher Standards.

## 2017-2018

### SCHOOL PSYCHOLOGIST SALARY SCHEDULE

(INCLUDING MASTER'S LEVEL SPEECH-LANGUAGE PATHOLOGISTS  
AND MASTER'S LEVEL AUDIOLOGISTS)

**Effective July 1, 2017**

Years of Exp	Master's		Advanced		Doctorate	
	Monthly Salary	12 Monthly Installments	Monthly Salary	12 Monthly Installments	Monthly Salary	12 Monthly Installments
0	\$4,213	\$3,510.83	\$4,339	\$3,615.83	\$4,466	\$3,721.67
1	\$4,213	\$3,510.83	\$4,339	\$3,615.83	\$4,466	\$3,721.67
2	\$4,323	\$3,602.50	\$4,449	\$3,707.50	\$4,576	\$3,813.33
3	\$4,323	\$3,602.50	\$4,449	\$3,707.50	\$4,576	\$3,813.33
4	\$4,461	\$3,717.50	\$4,587	\$3,822.50	\$4,714	\$3,928.33
5	\$4,461	\$3,717.50	\$4,587	\$3,822.50	\$4,714	\$3,928.33
6	\$4,626	\$3,855.00	\$4,752	\$3,960.00	\$4,879	\$4,065.83
7	\$4,626	\$3,855.00	\$4,752	\$3,960.00	\$4,879	\$4,065.83
8	\$4,791	\$3,992.50	\$4,917	\$4,097.50	\$5,044	\$4,203.33
9	\$4,791	\$3,992.50	\$4,917	\$4,097.50	\$5,044	\$4,203.33
10	\$5,011	\$4,175.83	\$5,137	\$4,280.83	\$5,264	\$4,386.67
11	\$5,093	\$4,244.17	\$5,219	\$4,349.17	\$5,346	\$4,455.00
12	\$5,203	\$4,335.83	\$5,329	\$4,440.83	\$5,456	\$4,546.67
13	\$5,203	\$4,335.83	\$5,329	\$4,440.83	\$5,456	\$4,546.67
14	\$5,313	\$4,427.50	\$5,439	\$4,532.50	\$5,566	\$4,638.33
15	\$5,313	\$4,427.50	\$5,439	\$4,532.50	\$5,566	\$4,638.33
16	\$5,423	\$4,519.17	\$5,549	\$4,624.17	\$5,676	\$4,730.00
17	\$5,423	\$4,519.17	\$5,549	\$4,624.17	\$5,676	\$4,730.00
18	\$5,500	\$4,583.33	\$5,626	\$4,688.33	\$5,753	\$4,794.17
19	\$5,500	\$4,583.33	\$5,626	\$4,688.33	\$5,753	\$4,794.17
20	\$5,643	\$4,702.50	\$5,769	\$4,807.50	\$5,896	\$4,913.33
21	\$5,643	\$4,702.50	\$5,769	\$4,807.50	\$5,896	\$4,913.33
22	\$5,643	\$4,702.50	\$5,769	\$4,807.50	\$5,896	\$4,913.33
23	\$5,643	\$4,702.50	\$5,769	\$4,807.50	\$5,896	\$4,913.33
24	\$5,643	\$4,702.50	\$5,769	\$4,807.50	\$5,896	\$4,913.33
25+	\$6,066	\$5,055.00	\$6,192	\$5,160.00	\$6,319	\$5,265.83

**NOTE:** Speech-language pathologists and audiologists who are not certified at the master's level in their field are to be paid on the teacher salary schedule according to their highest level of certification.

## 2017-2018 DAILY RATES FOR SCHOOL PSYCHOLOGISTS

Including Masters Level Speech-Language Pathologists  
and Masters Level Audiologists  
(Based on 21.5 Days)

**Effective July 1, 2017**

YEARS OF <u>EXP</u>	BASE <u>SALARY</u>	Psychologists		
		Masters	Advanced	Doctorate
0	\$4,213	\$195.95	\$201.81	\$207.72
1	\$4,213	\$195.95	\$201.81	\$207.72
2	\$4,323	\$201.07	\$206.93	\$212.84
3	\$4,323	\$201.07	\$206.93	\$212.84
4	\$4,461	\$207.49	\$213.35	\$219.26
5	\$4,461	\$207.49	\$213.35	\$219.26
6	\$4,626	\$215.16	\$221.02	\$226.93
7	\$4,626	\$215.16	\$221.02	\$226.93
8	\$4,791	\$222.84	\$228.70	\$234.60
9	\$4,791	\$222.84	\$228.70	\$234.60
10	\$5,011	\$233.07	\$238.93	\$244.84
11	\$5,093	\$236.88	\$242.74	\$248.65
12	\$5,203	\$242.00	\$247.86	\$253.77
13	\$5,203	\$242.00	\$247.86	\$253.77
14	\$5,313	\$247.12	\$252.98	\$258.88
15	\$5,313	\$247.12	\$252.98	\$258.88
16	\$5,423	\$252.23	\$258.09	\$264.00
17	\$5,423	\$252.23	\$258.09	\$264.00
18	\$5,500	\$255.81	\$261.67	\$267.58
19	\$5,500	\$255.81	\$261.67	\$267.58
20	\$5,643	\$262.47	\$268.33	\$274.23
21	\$5,643	\$262.47	\$268.33	\$274.23
22	\$5,643	\$262.47	\$268.33	\$274.23
23	\$5,643	\$262.47	\$268.33	\$274.23
24	\$5,643	\$262.47	\$268.33	\$274.23
25+	\$6,066	\$282.14	\$288.00	\$293.91



**2017-2018**

**ASSISTANT PRINCIPALS  
SALARY SCHEDULE**

**Effective July 1, 2017**

Years of Exp	Assist. Principals (MASTER)		Assist. Principals (ADVANCED)		Assist. Principals (DOCTORATE)	
	10 Month	Annual Salary (10 months)	10 Month	Annual Salary (10 months)	10 Month	Annual Salary (10 months)
	0	\$4,095	\$40,950	\$4,221	\$42,210	\$4,348
1	\$4,212	\$42,120	\$4,338	\$43,380	\$4,465	\$44,650
2	\$4,247	\$42,470	\$4,373	\$43,730	\$4,500	\$45,000
3	\$4,364	\$43,640	\$4,490	\$44,900	\$4,617	\$46,170
4	\$4,364	\$43,640	\$4,490	\$44,900	\$4,617	\$46,170
5	\$4,481	\$44,810	\$4,607	\$46,070	\$4,734	\$47,340
6	\$4,481	\$44,810	\$4,607	\$46,070	\$4,734	\$47,340
7	\$4,598	\$45,980	\$4,724	\$47,240	\$4,851	\$48,510
8	\$4,598	\$45,980	\$4,724	\$47,240	\$4,851	\$48,510
9	\$4,744	\$47,440	\$4,870	\$48,700	\$4,997	\$49,970
10	\$4,744	\$47,440	\$4,870	\$48,700	\$4,997	\$49,970
11	\$4,920	\$49,200	\$5,046	\$50,460	\$5,173	\$51,730
12	\$4,920	\$49,200	\$5,046	\$50,460	\$5,173	\$51,730
13	\$5,095	\$50,950	\$5,221	\$52,210	\$5,348	\$53,480
14	\$5,095	\$50,950	\$5,221	\$52,210	\$5,348	\$53,480
15	\$5,329	\$53,290	\$5,455	\$54,550	\$5,582	\$55,820
16	\$5,417	\$54,170	\$5,543	\$55,430	\$5,670	\$56,700
17	\$5,534	\$55,340	\$5,660	\$56,600	\$5,787	\$57,870
18	\$5,534	\$55,340	\$5,660	\$56,600	\$5,787	\$57,870
19	\$5,651	\$56,510	\$5,777	\$57,770	\$5,904	\$59,040
20	\$5,651	\$56,510	\$5,777	\$57,770	\$5,904	\$59,040
21	\$5,768	\$57,680	\$5,894	\$58,940	\$6,021	\$60,210
22	\$5,768	\$57,680	\$5,894	\$58,940	\$6,021	\$60,210
23	\$5,850	\$58,500	\$5,976	\$59,760	\$6,103	\$61,030
24	\$5,850	\$58,500	\$5,976	\$59,760	\$6,103	\$61,030
25+	\$6,002	\$60,020	\$6,128	\$61,280	\$6,255	\$62,550

**NOTE:** Assistant Principals no longer qualifies for Longevity

**PRINCIPAL SALARY  
(Monthly Schedules)  
FY 2017-18  
Effective July 1, 2017**

ADM Range	Schedule/ Pay Level	Base	Schedule/ Pay Level	Growth Met	Schedule/ Pay Level	Growth Exceeded
		Monthly Salary		Monthly Salary		Monthly Salary
up to 400	B1	\$5,145.92	G1	\$5,660.50	E1	\$6,175.08
401 to 700	B2	\$5,403.25	G2	\$5,943.50	E2	\$6,483.83
701 to 1,000	B3	\$5,660.50	G3	\$6,226.58	E3	\$6,792.58
1,001 to 1,300	B4	\$5,917.83	G4	\$6,509.58	E4	\$7,101.33
over 1,300	B5	\$6,175.08	G5	\$6,792.58	E5	\$7,410.08

**PRINCIPAL SALARY  
(Annual Schedules)  
FY 2017-18  
Effective July 1, 2017**

ADM Range	Schedule/ Pay Level	Base	Schedule/ Pay Level	Growth Met	Schedule/ Pay Level	Growth Exceeded
		Annual Salary		Annual Salary		Annual Salary
up to 400	B1	\$61,751	G1	\$67,926	E1	\$74,101
401 to 700	B2	\$64,839	G2	\$71,322	E2	\$77,806
701 to 1,000	B3	\$67,926	G3	\$74,719	E3	\$81,511
1,001 to 1,300	B4	\$71,014	G4	\$78,115	E4	\$85,216
over 1,300	B5	\$74,101	G5	\$81,511	E5	\$88,921

## PRINCIPAL DAILY RATES

FY 2017-18

Effective July 1, 2017

<u>SCHEDULE/ PAY LEVEL</u>	<u>BASE monthly SALARY</u>	<b>Base - Daily Rate</b>			
		<b>Days in Pay Period</b>			
		<u>20</u>	<u>21</u>	<u>22</u>	<u>23</u>
<b>B1</b>	\$5,145.92	\$257.30	\$245.04	\$233.91	\$223.74
<b>B2</b>	\$5,403.25	\$270.16	\$257.30	\$245.60	\$234.92
<b>B3</b>	\$5,660.50	\$283.03	\$269.55	\$257.30	\$246.11
<b>B4</b>	\$5,917.83	\$295.89	\$281.80	\$268.99	\$257.30
<b>B5</b>	\$6,175.08	\$308.75	\$294.05	\$280.69	\$268.48

<u>SCHEDULE/ PAY LEVEL</u>	<u>MET GROWTH monthly SALARY</u>	<b>Met Growth - daily rate</b>			
		<b>Days in Pay Period</b>			
		<u>20</u>	<u>21</u>	<u>22</u>	<u>23</u>
<b>G1</b>	\$5,660.50	\$283.03	\$269.55	\$257.30	\$246.11
<b>G2</b>	\$5,943.50	\$297.18	\$283.02	\$270.16	\$258.41
<b>G3</b>	\$6,226.58	\$311.33	\$296.50	\$283.03	\$270.72
<b>G4</b>	\$6,509.58	\$325.48	\$309.98	\$295.89	\$283.03
<b>G5</b>	\$6,792.58	\$339.63	\$323.46	\$308.75	\$295.33

<u>SCHEDULE/ PAY LEVEL</u>	<u>EXCEEDED GROWTH monthly SALARY</u>	<b>Exceeded Growth - Daily Rates</b>			
		<b>Days in Pay Period</b>			
		<u>20</u>	<u>21</u>	<u>22</u>	<u>23</u>
<b>E1</b>	\$6,175.08	\$308.75	\$294.05	\$280.69	\$268.48
<b>E2</b>	\$6,483.83	\$324.19	\$308.75	\$294.72	\$281.91
<b>E3</b>	\$6,792.58	\$339.63	\$323.46	\$308.75	\$295.33
<b>E4</b>	\$7,101.33	\$355.07	\$338.16	\$322.79	\$308.75
<b>E5</b>	\$7,410.08	\$370.50	\$352.86	\$336.82	\$322.18

**2017-2018**

**CENTRAL OFFICE ADMINISTRATOR SALARY RANGES  
ASSOCIATE SUPERINTENDENTS, ASSISTANT SUPERINTENDENTS,  
DIRECTORS, SUPERVISORS, COORDINATORS, AND FINANCE OFFICERS**

**Effective July 1, 2017**

<b>Classification</b>	<b>Minimum Monthly Salary</b>	<b>Maximum Monthly Salary</b>
School Administrator I	\$3,525	\$6,501
School Administrator II	\$3,729	\$6,888
School Administrator III	\$3,951	\$7,300
School Administrator IV	\$4,104	\$7,585
School Administrator V	\$4,265	\$7,887
School Administrator VI	\$4,517	\$8,356
School Administrator VII	\$4,693	\$8,688

**NOTES:**

1. Salary determinations shall be made by the local board of education within the salary range which corresponds to the School Administrator assignment.
2. ADD \$126 per month for an appropriate advanced license.
3. ADD \$253 per month for an appropriate advanced license and an earned doctorate.
4. The range maximums do not include advanced (\$126) or doctoral (\$253) monthly supplements.

**2017-2018  
SUPERINTENDENT SALARY RANGES**

**Effective July 1, 2017**

Classification	Minimum Monthly Salary	Maximum Monthly Salary
Superintendent I (Up to 2,500 ADM)	\$4,974	\$9,209
Superintendent II (2,501 - 5,000 ADM)	\$5,273	\$9,758
Superintendent III (5,001 - 10,000 ADM)	\$5,586	\$10,344
Superintendent IV (10,001 - 25,000 ADM)	\$5,921	\$10,965
Superintendent V (Over 25,000 ADM)	\$6,277	\$11,626

**NOTES:**

1. Salary Assignment: Superintendents are paid within salary ranges determined by the ADM of the local education agency (LEA) to which they are assigned. ADM is based on the higher of the best one of the first two months projected ADM, or the best one of the first two months prior year actual ADM. Placement within the ADM salary ranges is determined by the local board of education.
2. ADD \$126 per month for an advanced superintendent's certificate (AS).
3. ADD \$253 per month for an advanced superintendent's certificate based on an earned doctorate degree (DAS).
4. The range maximums do not include advanced (\$126) or doctoral (\$253) monthly supplements.

**2017-2018**  
**Public School Employees**

<b>Grade</b>	<b>Monthly Amounts</b>	
	<b>Minimum</b>	<b>Maximum</b>
50	1,981.73	2,698.29
51	1,981.73	2,828.13
51B	2,051.03	2,965.48
52	1,981.73	2,876.22
53	1,981.73	2,967.36
54	1,981.73	3,065.84
55	2,000.09	3,163.12
56	2,060.51	3,273.68
57	2,098.82	3,390.30
58	2,137.13	3,509.74
59	2,204.95	3,635.30
60	2,275.56	3,771.46
61	2,352.35	3,911.84
62	2,428.04	4,053.92
63	2,509.84	4,204.66
64	2,592.93	4,367.59
65	2,680.10	4,544.02
66	2,774.48	4,724.76
67	2,876.35	4,906.62
68	2,978.60	5,123.81
69	3,086.77	5,345.69
70	3,206.60	5,581.87
71	3,324.85	5,826.12
72	3,447.08	6,084.89
73	3,576.81	6,360.85
74	3,723.87	6,654.65
75	3,881.89	6,958.08
76	4,040.95	7,277.65
77	4,219.88	7,611.61
78	4,404.67	7,966.30
79	4,603.67	8,337.24
80	4,807.90	8,721.08
81	5,024.35	9,125.54
82	5,243.81	9,558.99
83	5,487.42	10,018.23
84	5,738.87	10,494.96
85	6,001.40	10,992.68
86	6,274.77	11,517.79

*Note: Grade 51B applies to Bus Drivers and is new for FY2017-18.*

**2017-2018  
Child Nutrition Personnel  
Salary Ranges**

<u>Classification</u>	<u>Salary Grade</u>
Child Nutrition Assistant	
I	50
II	52
III	54
IV	55
Child Nutrition Manager	
I	55
II	56
III	57
IV	58
Child Nutrition Supervisor & Child Nutrition Director I	
I	61
II	64
III	68
IV	72
Child Nutrition Director II (Bachelor's Degree)	
III	N/A
IV	N/A
Child Nutrition Director II (Advanced Degree)	
	N/A

Rule: Noncertified salaries are based on a 40-hour workweek.

**2017-2018**  
**Curriculum Support Personnel**  
**Salary Ranges**

<b><u>Classification</u></b>	<b><u>Salary Grade</u></b>
Brailist	59
Educational Interpreter I	62
Educational Interpreter II	64
Exceptional Children Data Manager	63
Occupational Therapist	78
Occupational Therapist Assistant	67
Orientation and Mobility Specialist	68
Parent Counselor-Trainer	63
Physical Therapist	78
Physical Therapist Assistant	67
School Health Assistant	52
School Nurse (Not Holding)	68
Speech-Language Pathology Assistant	64
Teacher Assistant	56
Technology Assistant	61
Therapeutic Recreation Specialist	67
Vocational Technical Assistant	54

Rule: Noncertified salaries are based on a 40-hour workweek.

Exception: Local boards of education set the standard workweek  
(not to exceed 40 hours) for teacher assistants.



**2017-2018**  
**Maintenance Personnel**  
**Salary Ranges**

<b><u>Classification</u></b>	<b><u>Salary Grade</u></b>
Cabinet Maker	61
Carpenter I	57
Carpenter II	61
Carpentry Crew Leader	63
Carpenter Supervisor	65
Custodian I	50
Custodian II	51
Custodian Crew Leader	52
Custodian Supervisor I	56
Custodian Supervisor II	58
Custodian Supervisor III	60
Electrician I	59
Electrician II	63
Electrician Crew Leader	64
Electrician Supervisor I	66
Electrician Supervisor II	68
Electronic Technician I	64
Electronic Technician II	67
Floor Maintenance Assistant I	53
Floor Maintenance Assistant II	55
Floor Maintenance Crew Leader	56
Floor Maintenance Supervisor	62
Glazier	60
Grounds Keeper I	56
Grounds Keeper II	58
Grounds Crew Leader	59
Grounds Supervisor I	63
Grounds Supervisor II	65
HVAC Mechanic I	65
HVAC Mechanic II	67
HVAC Supervisor	69

Rule: Noncertified salaries are based on a 40-hour workweek

**2017-2018**  
**Maintenance Personnel, cont.**  
**Salary Ranges**

<u>Classification</u>	<u>Salary Grade</u>
Laborer	50
Locksmith	62
Machine Operator	57
Maintenance Supervisor/Director	
I	65
II	66
III	68
IV	70
V	70
VI	72
VII	74
VIII	76
IX	77
X	78
Mason	63
Painter I	59
Painter II	61
Painter Crew Leader	62
Plasterer I	63
Plasterer Crew Leader	65
Plumber I	59
Plumber II	63
Plumber Crew Leader	64
Refrigeration Mechanic	61
Roofer	61
Warehouse Manager I	61
Warehouse Manager II	63
Waste Water Plant Operator I	57
Waste Water Plant Operator II	62
Waste Water Plant Operator III	70
Welder I	61
Welder II	63
Welder Crew Leader	65

Rule: Noncertified salaries are based on a 40-hour workweek.

**2017-2018**  
**Office Support Personnel**  
**Salary Ranges**

<u><b>Classification</b></u>	<u><b>Salary Grade</b></u>
Distance Learning Instructional Assistant	54
Local Area Network (LAN) Engineer	74
Office Support I	55
Office Support II	57
Office Support III	59
Office Support IV	61
Office Support V	63
Student Information Data Manager I	61
Student Information Data Manager II	63
Technology Technician I	64
Technology Technician II	68
Technology Technician III	72
Wide Area Network (WAN) Engineer	76

Rule: Noncertified salaries are based on a 40-hour workweek.

**2017-2018  
Transportation Personnel  
Salary Ranges**

<u>Classification</u>	<u>Salary Grade</u>
Bus Driver *)	51B
Transportation Safety Assistant	50
Transportation Mechanic	
I	59
II	63
III	65
Transportation Supervisor	67
Transportation Director	
I	66
II	66
III	68
IV	71
V	71
VI	72
VII	74
VIII	76
IX	77
X	78
Vehicle Operator	53

Rule: Noncertified salaries are based on a 40-hour workweek.

\*) Grade 51B is new for FY2017-18

Category		Approved Budget	EOY Projection	MTD Activity	YTD Activity	Approved Budget vs. YTD Activity	% Remaining vs. Approved Budget	% Remaining vs. EOY Projection
<b>Revenue</b>								
	<b>State revenue</b>							
	Rev - Summer Reading- 016		\$16,004.00	\$0.00	\$16,004.00	-\$16,004	#DIV/0!	0.00%
	Rev - Charter Schools - 036	\$2,362,078.57	\$2,332,829.00	\$218,841.61	\$1,819,168.05	\$542,911	22.98%	22.02%
	Rev- State Bonus		\$6,943.00	\$0.00	\$6,943.00	-\$6,943	#DIV/0!	0.00%
	<b>Total State Revenue</b>	<b>\$2,362,078.57</b>	<b>\$2,355,776.00</b>	<b>\$218,841.61</b>	<b>\$1,842,115.05</b>	<b>\$519,963.52</b>	<b>22.01%</b>	<b>21.80%</b>
	<b>Local Revenue</b>							
	Rev - Sales Tax	\$6,000.00	\$6,000.00	\$0.00	\$0.00	\$6,000	100.00%	100.00%
	Rev - German Exch	\$0.00	\$18.09	\$0.00	\$18.09	-\$18	#DIV/0!	0.00%
	Rev - Field Trips - Japan Exch	\$0.00	\$21,497.00	\$5,100.00	\$21,497.00	-\$21,497	#DIV/0!	0.00%
	Rev - Field Trips - Elementary School	\$0.00	\$16,046.44	\$2,815.00	\$13,714.00	-\$13,714	#DIV/0!	14.54%
	Rev - Field Trips - 6th Collected	\$0.00	\$10,681.70	\$0.00	\$6,971.00	-\$6,971	#DIV/0!	34.74%
	Rev - Field Trips - 7th Collected	\$1,585.00	\$717.14	\$22.00	\$192.03	\$1,393	87.88%	73.22%
	Rev - Field Trips - 7th Fundraising	\$0.00	\$0.00	\$0.00	\$0.00	\$0	#DIV/0!	#DIV/0!
	Rev - Field Trips - 8th Collected	\$0.00	\$55,765.10	\$20,198.10	\$55,765.10	-\$55,765	#DIV/0!	0.00%
	Rev - Field Trips - 8th Fundraising	\$0.00	\$5,384.00	\$0.00	\$5,384.00	-\$5,384	#DIV/0!	0.00%
	Rev - Contributions	\$0.00	\$0.00	\$6,774.75	\$11,208.11	-\$11,208	#DIV/0!	#DIV/0!
	Rev - Annual Fund PayPal	\$0.00	\$5,887.63	\$0.00	\$5,887.63	-\$5,888	#DIV/0!	0.00%
	Rev - Student Supply Fee	\$0.00	\$618.00	\$10.00	\$618.00	-\$618	#DIV/0!	0.00%
	Rev - Athletics	\$0.00	\$0.00	\$0.00	-\$2,400.00	\$2,400	#DIV/0!	#DIV/0!
	Rev - Clubs	\$0.00	\$5,681.00	\$230.00	\$5,681.00	-\$5,681	#DIV/0!	0.00%
	REV- CAPITAL CAMPAIGN FOUNDATI		\$16,842.83	\$16,842.83	\$16,842.83	-\$16,843	#DIV/0!	0.00%
	Fund Balance Roll Forward		\$304,705.68	\$0.00	\$304,705.68	-\$304,706	#DIV/0!	0.00%
	Rev - Durham County Schools	\$12,353.00	\$10,116.72	\$843.54	\$5,904.78	\$6,448	52.20%	41.63%
	Rev - Johnston County Schools	\$27,229.00	\$27,342.12	4,137.45	14,535.00	\$12,694	46.62%	46.84%
	Rev - Chatham County Schools	\$0.00	\$0.00	\$0.00	\$0.00	\$0	#DIV/0!	#DIV/0!
	Rev - Wake County Schools	\$935,000.00	\$1,003,205.76	\$86,567.88	\$587,388.24	\$347,612	37.18%	41.45%
	Rev - Harnett County Schools	\$3,000.00	\$3,000.00	\$0.00	\$339.66	\$2,660	88.68%	88.68%
	Rev - CASMT Grant	\$30,000.00	\$30,000.00	\$0.00	\$15,000.00	\$15,000	50.00%	50.00%
	Interest Income Reserve	\$0.00	\$110.38	\$0.00	\$110.38	-\$110.38	#DIV/0!	0.00%
	<b>Total Local Revenue</b>	<b>\$1,015,167.00</b>	<b>\$1,523,619.59</b>	<b>\$143,541.55</b>	<b>\$1,069,362.53</b>	<b>-\$54,195.53</b>	<b>-5.34%</b>	<b>29.81%</b>

Category	Approved Budget	EOY Projection	MTD Activity	YTD Activity	Approved Budget vs. YTD Activity	% Remaining vs. Approved Budget	% Remaining vs. EOY Projection
<b>Federal Revenue</b>							
Rev - IDEA VI-B - 060	\$72,543.00	\$63,068.00	\$33,000.00	\$33,000.00	\$39,543	54.51%	47.68%
<b>Total Federal Revenue</b>	<b>\$72,543.00</b>	<b>\$63,068.00</b>	<b>\$33,000.00</b>	<b>\$33,000.00</b>	<b>\$39,543</b>	<b>54.51%</b>	<b>47.68%</b>
<b>Fund 5 Revenue</b>							
Revenue - Before and After School	\$76,705.00	\$76,705.00	\$2,276.00	\$50,771.00	\$25,934	33.81%	33.81%
<b>Total Fund 5 Revenue</b>	<b>\$76,705.00</b>	<b>\$76,705.00</b>	<b>\$2,276.00</b>	<b>\$50,771.00</b>	<b>\$25,934</b>	<b>33.81%</b>	<b>33.81%</b>
<b>Total Revenue</b>	<b>\$3,526,493.57</b>	<b>\$4,019,168.59</b>	<b>\$397,659.16</b>	<b>\$2,995,248.58</b>	<b>\$531,245</b>	<b>15.06%</b>	<b>25.48%</b>
<b>Expenses</b>							
<b>Total 1. Salaries and Bonuses</b>	<b>\$2,248,782.35</b>	<b>\$2,231,303.31</b>	<b>\$186,247.70</b>	<b>\$1,485,589.49</b>	<b>\$763,192.86</b>	<b>33.94%</b>	<b>33.42%</b>
<b>Total 2. Benefits</b>	<b>\$528,619.33</b>	<b>\$528,165.27</b>	<b>\$42,489.07</b>	<b>\$328,008.31</b>	<b>\$200,611</b>	<b>37.95%</b>	<b>37.90%</b>
<b>Total 3. Books and Supplies</b>	<b>\$53,000.00</b>	<b>\$70,147.00</b>	<b>\$1,062.34</b>	<b>\$43,633.49</b>	<b>\$9,367</b>	<b>17.67%</b>	<b>37.80%</b>
<b>Total 4. Technology</b>	<b>\$28,808.16</b>	<b>\$28,808.16</b>	<b>\$311.98</b>	<b>\$17,040.49</b>	<b>\$11,767.67</b>	<b>40.85%</b>	<b>40.85%</b>
<b>Total 5. Non- Cap Equipment and Leases</b>	<b>\$19,500.00</b>	<b>\$19,500.00</b>	<b>\$854.91</b>	<b>\$7,123.43</b>	<b>\$12,377</b>	<b>63.47%</b>	<b>63.47%</b>
<b>Total 6. Contracted Student Services</b>	<b>\$28,000.00</b>	<b>\$30,450.99</b>	<b>\$2,088.75</b>	<b>\$10,568.24</b>	<b>\$17,431.76</b>	<b>62.26%</b>	<b>65.29%</b>
<b>Total 7. Field Trips</b>	<b>\$2,000.00</b>	<b>\$110,109.47</b>	<b>\$31,185.72</b>	<b>\$83,868.69</b>	<b>-\$81,869</b>	<b>-4093.43%</b>	<b>23.83%</b>
<b>Total 8. Staff Development</b>	<b>\$13,000.00</b>	<b>\$15,500.00</b>	<b>\$336.00</b>	<b>\$2,475.93</b>	<b>\$10,524.07</b>	<b>80.95%</b>	<b>84.03%</b>
<b>Total 9. Administrative Services</b>	<b>\$79,680.00</b>	<b>\$424,410.35</b>	<b>\$3,628.65</b>	<b>\$379,222.51</b>	<b>-\$299,542.51</b>	<b>-375.93%</b>	<b>10.65%</b>
<b>Total 10. Insurances</b>	<b>\$25,605.00</b>	<b>\$29,464.66</b>	<b>\$847.42</b>	<b>\$29,464.66</b>	<b>-\$795</b>	<b>-3.10%</b>	<b>0.00%</b>
<b>Total 11. Facilities</b>	<b>\$427,177.40</b>	<b>\$433,177.40</b>	<b>\$35,408.51</b>	<b>\$305,472.21</b>	<b>\$121,705</b>	<b>28.49%</b>	<b>29.48%</b>
<b>Total 12. Capital Purchases</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>
<b>Total 13. Scholarships</b>	<b>\$4,200.00</b>	<b>\$4,200.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,200</b>	<b>100.00%</b>	<b>100.00%</b>
<b>Total 14. After School</b>	<b>\$16,467.50</b>	<b>\$16,467.50</b>	<b>\$2,808.95</b>	<b>\$11,238.76</b>	<b>\$5,229</b>	<b>31.75%</b>	<b>31.75%</b>
<b>Total 21. Clubs</b>	<b>\$0.00</b>	<b>\$5,681.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>#DIV/0!</b>	<b>100.00%</b>

Category	Approved Budget	EOY Projection	MTD Activity	YTD Activity	Approved Budget vs. YTD Activity	% Remaining vs. Approved Budget	% Remaining vs. EOY Projection
Total 61. Various Grants - CASMT	\$30,000.01	\$50,791.32	\$0.00	\$34,730.77	-\$4,730.76	-15.77%	31.62%
Total 62. Various Grants - BWF	\$15,431.90	\$15,431.90	\$0.00	\$0.00	\$15,432	100.00%	100.00%
Total Expenses	\$3,520,271.65	\$4,013,608.32	\$307,270.00	\$2,738,436.98	\$784,899.39	#DIV/0!	#DIV/0!
Net Surplus / (Deficit)	\$6,221.92	\$5,560.27	\$90,389.16	\$256,811.60			

Date: 03/04/2018

Time: 11:50 am

**THE EXPLORIS SCHOOL**  
**LINQ Financial System: Balance Sheet**  
**Month: February - Fiscal Year: 2018**

Acct. Code	Title	Current Balance
<b>Asset</b>		
1.1010.000.000.000.000.00	Cash OP FCIT 6528	-8,153.34
2.1010.000.000.000.000.00	Cash OP FCIT 6528	453,311.61
2.1011.000.000.000.000.00	Cash - Reserve	306,809.19
2.1020.000.000.000.000.00	Cash CK FCIT 4317	11,734.55
2.1160.000.000.000.000.00	Accounts Receivable - Non-Gove	-2,963.51
2.1611.000.000.000.000.00	Security Deposit	15,658.00
3.1010.000.000.000.000.00	Cash OP FCIT 6528	-1,936.83
5.1010.000.000.000.000.00	Cash OP FCIT 6528	249,717.21
	<b>Total Asset:</b>	<b>1,024,176.88</b>
<b>Liability</b>		
1.2274.000.000.000.000.00	EEs' Dental Ins. Deductions	-1,661.06
1.2278.000.000.000.000.00	EEs' Other Ins. Deductions	-1,753.03
1.2282.000.000.000.000.00	EEs' Flex Spending Deductions	-79.83
1.2321.000.000.000.000.00	EEs' 403(b) Deductions	-127.25
2.2010.000.000.000.000.00	Accounts Payable	851.00
3.2278.000.000.000.000.00	EEs' Other Ins. Deductions	765.58
3.2282.000.000.000.000.00	EEs' Flex Spending Deductions	68.47
3.2321.000.000.000.000.00	EEs' 403(b) Deductions	126.81
5.2274.000.000.000.000.00	EEs' Dental Ins. Deductions	3.27
5.2282.000.000.000.000.00	EEs' Flex Spending Deductions	14.36
5.2321.000.000.000.000.00	EEs' 403(b) Deductions	0.44
	<b>Total Liability:</b>	<b>-1,791.24</b>
<b>Reserve / Trust</b>		
2.2960.000.000.000.000.00	Fund Equity	-555,248.79
5.2960.000.000.000.000.00	Fund Equity	-210,325.25
	<b>Total Reserve / Trust:</b>	<b>-765,574.04</b>
	<b>Net Revenue / Expense:</b>	<b>-256,811.60</b>
	<b>Total Liability / Reserve / Trust / Income:</b>	<b>-1,024,176.88</b>



Date: 03/04/2018  
Time: 11:53 am

**THE EXPLORIS SCHOOL**  
**LINQ Financial System: Income Statement**  
**Month: February - Fiscal Year: 2018**

Page 1 of 5

Acct. Code	Title	Beg. Balance	This Period	End. Balance
<b>FUND: 1</b>				
<b>Revenue</b>				
1.3100.016.000.000.000.00	Rev - Summer Reading - 016	16,004.00	0.00	16,004.00
1.3100.036.000.000.000.00	Rev - Charter Schools	1,600,326.44	218,841.61	1,819,168.05
1.3100.048.000.000.000.00	Rev- State Bonus	6,943.00	0.00	6,943.00
<b>Total Revenue for FUND - 1:</b>		<b>1,623,273.44</b>	<b>218,841.61</b>	<b>1,842,115.05</b>
<b>Expense</b>				
1.5110.036.121.000.000.00	Salary - Teacher	793,878.10	115,525.53	909,403.63
1.5110.036.142.000.000.00	Salary - Teacher Assistant	33,323.04	3,175.84	36,498.88
1.5110.036.162.000.000.00	Substitute Pay	13,953.50	4,660.00	18,613.50
1.5110.036.183.000.000.00	Salary - Bonus	3,768.00	0.00	3,768.00
1.5110.036.211.000.000.00	ER's Social Security Cost	64,731.99	8,765.10	73,497.09
1.5110.036.229.000.000.00	ER's Other Retirement Cost	11,410.02	6,144.73	17,554.75
1.5110.036.231.000.000.00	ER's Hospitalization Insurance	117,866.19	13,207.57	131,073.76
1.5110.036.232.000.000.00	ER's Workers' Comp. Insurance	1,639.00	0.00	1,639.00
1.5110.036.233.000.000.00	ER's Unemployment Insurance Co	12.90	0.00	12.90
1.5110.036.234.000.000.00	ER's Dental Ins. Cost	1,666.09	227.12	1,893.21
1.5110.036.235.000.000.00	ER's Life Ins. Cost	155.76	0.00	155.76
1.5110.036.239.000.000.00	Other Ins. Cost	1,505.60	0.00	1,505.60
1.5110.048.180.000.000.00	Testing Bonus	6,450.00	0.00	6,450.00
1.5110.048.211.000.000.00	ER's Social Security Cost	493.44	0.00	493.44
1.5210.036.121.000.000.00	Salary - EC Teacher	69,584.49	5,833.34	75,417.83
1.5210.036.142.000.000.00	Salary - EC Teacher Assistant	48,132.90	7,148.45	55,281.35
1.5210.036.211.000.000.00	ER's Social Security Cost	7,695.11	920.58	8,615.69
1.5210.036.229.000.000.00	ER's Other Retirement Cost	790.52	177.50	968.02
1.5210.036.231.000.000.00	ER's Hospitalization Insurance	16,721.32	3,187.69	19,909.01
1.5210.036.234.000.000.00	ER's Dental Ins. Cost	177.36	23.92	201.28
1.5210.036.311.000.000.00	Contracted Services - EC	1,267.87	826.75	2,094.62
1.5240.036.318.000.000.00	Contracted Services - Speech	3,908.00	1,262.00	5,170.00
1.5330.036.121.000.000.00	Intervention Teacher	24,880.19	4,134.17	29,014.36
1.5330.036.211.000.000.00	Intervention SS	4,731.26	294.20	5,025.46
1.5330.036.229.000.000.00	Intervention Other Retirement	995.58	124.03	1,119.61
1.5330.036.231.000.000.00	Intervention Hospitalization	7,201.19	553.36	7,754.55
1.5330.036.234.000.000.00	ER' Dental	71.76	11.96	83.72
1.5350.016.121.000.000.00	Teacher - Summer Reading Camp	4,200.00	0.00	4,200.00
1.5350.016.211.000.000.00	ER SS - Summer Reading Camp	321.30	0.00	321.30
1.5350.016.411.000.000.00	Supplies and Materials - 016	14,826.51	0.00	14,826.51
1.5350.036.229.000.000.00	Other Retirement	0.44	0.00	0.44
1.5350.036.231.000.000.00	ER'S Hospitalization	13.91	0.45	14.36
1.5350.036.234.000.000.00	ER's Dental	3.63	0.12	3.75
1.5400.036.151.000.000.00	Salary - Office Personnel	78,855.23	9,533.19	88,388.42
1.5400.036.211.000.000.00	ER's Social Security Cost	6,518.10	725.93	7,244.03
1.5400.036.229.000.000.00	ER's Other Retirement Cost	751.22	546.58	1,297.80
1.5400.036.229.001.000.00	ER's Other Retirement Cost	166.67	0.00	166.67
1.5400.036.231.000.000.00	ER's Hospitalization Insurance	7,762.06	598.36	8,360.42
1.5400.036.231.001.000.00	ER's Hospitalization Insurance	560.87	0.00	560.87
1.5400.036.234.000.000.00	ER's Dental Ins. Cost	94.32	11.96	106.28
1.5410.036.114.000.000.00	Salary - Principal/Headmaster	58,333.31	8,333.33	66,666.64
1.5410.036.211.000.000.00	ER's SS	3,759.00	626.50	4,385.50

Date: 03/04/2018  
 Time: 11:53 am

**THE EXPLORIS SCHOOL**  
**LINQ Financial System: Income Statement**  
**Month: February - Fiscal Year: 2018**

Acct. Code	Title	Beg. Balance	This Period	End. Balance
1.5410.036.229.000.000.00	ER's Other Retirement	1,000.02	833.33	1,833.35
1.5410.036.231.000.000.00	ER's Hospitalization	3,320.16	553.36	3,873.52
1.5410.036.234.000.000.00	ER's Dental	71.76	11.96	83.72
1.5420.036.116.000.000.00	Salary - Assistant Principal	76,568.10	9,432.26	86,000.36
1.5420.036.211.000.000.00	ER's SS	819.16	699.40	1,518.56
1.5420.036.229.000.000.00	ER's Other Retirement	215.92	631.88	847.80
1.5420.036.231.000.000.00	ER's Hospitalization	1,106.72	1,106.72	2,213.44
1.5420.036.234.000.000.00	ER's Dental	23.92	11.96	35.88
1.5830.036.131.000.000.00	Guidance Counselor	14,147.86	4,969.09	19,116.95
1.5830.036.211.000.000.00	ER SS	2,486.18	368.66	2,854.84
1.5830.036.231.000.000.00	ER's Hospitalization	3,320.16	553.36	3,873.52
1.5830.036.234.000.000.00	ER's Dental Insurance Cost	11.96	0.00	11.96
1.6110.036.113.000.000.00	Curriculum Support & Dev	14,583.31	2,083.33	16,666.64
1.6110.036.211.000.000.00	ER's SS	0.00	159.38	159.38
1.6400.036.131.000.000.00	IT Specialist	29,333.33	5,333.33	34,666.66
1.6400.036.211.000.000.00	ER's SS	1,891.61	404.56	2,296.17
1.6400.036.231.000.000.00	ER's Hospitalization	2,430.53	553.36	2,983.89
1.6530.036.321.000.000.00	Utilities - Electrical Service	1,144.85	0.00	1,144.85
1.6610.036.311.000.000.00	Contracted Services - Business	11,295.00	2,625.00	13,920.00
1.6610.036.371.000.000.00	Liability Insurance	4,669.49	0.00	4,669.49
1.6610.036.378.000.000.00	Scholastic Accident Insurance	2,717.30	0.00	2,717.30
1.6620.036.311.000.000.00	Contracted Services - HR	147.60	12.60	160.20
1.6920.036.311.000.000.00	Contracted Legal Services	3,690.40	700.30	4,390.70
1.6930.036.311.000.000.00	Contracted Audit Services	10,000.00	0.00	10,000.00
1.6940.036.327.000.000.00	Building Rentals & Leases	15,841.97	0.00	15,841.97
1.6940.036.327.001.000.00	Land Lease New Bern	5,000.00	0.00	5,000.00
1.6940.036.327.002.000.00	Modular Lease	7,250.40	0.00	7,250.40
<b>Total Expense for FUND - 1:</b>		<b>1,626,265.46</b>	<b>227,624.10</b>	<b>1,853,889.56</b>
<b>Net Income for FUND - 1:</b>		<b>-2,992.02</b>	<b>-8,782.49</b>	<b>-11,774.51</b>

FUND: 2

**Revenue**

2.4110.435.000.000.000.00	Rev - Durham County Schools	5,061.24	843.54	5,904.78
2.4110.447.000.000.000.00	Rev - Harnett County Schools	339.66	0.00	339.66
2.4110.456.000.000.000.00	Rev - Johnston County Schools	10,397.55	4,137.45	14,535.00
2.4110.502.000.000.000.00	Rev - Wake County Schools	500,820.36	86,567.88	587,388.24
2.4211.036.000.000.000.00	Rev - Field Trips	13.50	0.00	13.50
2.4211.036.000.901.000.00	Rev - Field Trips - KI-01	345.00	0.00	345.00
2.4211.036.000.903.000.00	Rev - Field Trips - 02-03	1,293.00	625.00	1,918.00
2.4211.036.000.905.000.00	Rev - Field Trips - 04-05	9,261.00	2,190.00	11,451.00
2.4211.036.000.906.000.00	Rev - Field Trips - 06	6,971.00	0.00	6,971.00
2.4211.036.000.907.000.00	Rev - Field Trips - 07	170.03	22.00	192.03
2.4211.036.000.908.000.00	Rev - Field Trips - 08	35,567.00	20,198.10	55,765.10
2.4211.036.000.930.000.00	Rev - Field Trips - Japan	16,397.00	5,100.00	21,497.00
2.4211.036.000.931.000.00	Rev - Field Trips - Germany	18.09	0.00	18.09
2.4430.036.000.000.000.00	Rev - Contributions	4,433.36	6,774.75	11,208.11
2.4430.036.000.000.000.20	Rev - Annual Fund PayPal	5,887.63	0.00	5,887.63
2.4430.690.000.000.000.00	REV- CAPITAL CAMPAIGN FOUNDATI	0.00	16,842.83	16,842.83
2.4450.036.000.001.000.00	Interest Income Reserve	110.38	0.00	110.38

Date: 03/04/2018  
Time: 11:53 am

**THE EXPLORIS SCHOOL**  
**LINQ Financial System: Income Statement**  
**Month: February - Fiscal Year: 2018**

Page 3 of 5

Acct. Code	Title	Beg. Balance	This Period	End. Balance
2.4490.036.000.000.000.00	Rev - Various	100.00	0.00	100.00
2.4490.036.000.001.000.00	Rev - Student Supply Fee	494.50	10.00	504.50
2.4490.036.000.002.000.00	Rev - Elective	1,200.00	0.00	1,200.00
2.4490.653.000.000.000.00	Rev - Fundraising - 653	5,384.00	0.00	5,384.00
2.4491.036.000.000.000.00	Rev - Athletics	-2,400.00	0.00	-2,400.00
2.4493.036.000.000.000.00	Rev - Clubs	4,251.00	230.00	4,481.00
2.4890.559.000.000.000.00	Rev - CASMT Grant	15,000.00	0.00	15,000.00
2.4910.036.000.000.000.00	Fund Balance Appropriated	304,705.68	0.00	304,705.68
<b>Total Revenue for FUND - 2:</b>		<b>925,820.98</b>	<b>143,541.55</b>	<b>1,069,362.53</b>
<b>Expense</b>				
2.5110.036.121.000.000.00	Salary - Teacher	1,734.99	0.00	1,734.99
2.5110.036.183.000.000.00	Salary - Bonus	181.25	0.00	181.25
2.5110.036.211.000.000.00	ER's Social Security Cost	36.67	0.00	36.67
2.5110.036.231.000.000.00	ER's Hospitalization Insurance	3,735.29	0.00	3,735.29
2.5110.036.232.000.000.00	ER's Workers' Comp. Insurance	3,099.00	0.00	3,099.00
2.5110.036.233.000.000.00	ER's Unemployment Insurance Co	1,848.34	0.00	1,848.34
2.5110.036.234.000.000.00	ER's Dental Ins. Cost	-99.92	0.00	-99.92
2.5110.036.235.000.000.00	ER's Life Ins. Cost	606.06	0.00	606.06
2.5110.036.239.000.000.00	Other Ins. Cost	5,177.29	0.00	5,177.29
2.5110.036.312.000.000.00	Workshop Expenses	2,139.93	236.00	2,375.93
2.5110.036.315.000.000.00	Reproduction Costs	6,123.76	854.91	6,978.67
2.5110.036.332.002.000.00	Travel- Elective	0.00	847.42	847.42
2.5110.036.333.903.000.00	Field Trips - 02-03	2,669.81	0.00	2,669.81
2.5110.036.333.905.000.00	Field Trips - 04-05	13,376.63	0.00	13,376.63
2.5110.036.333.906.000.00	Field Trips - 06	10,681.70	0.00	10,681.70
2.5110.036.333.907.000.00	Field Trips - 07	717.14	0.00	717.14
2.5110.036.333.908.000.00	Field Trips - 08	22,882.50	14,056.22	36,938.72
2.5110.036.333.930.000.00	Field Trips - Japan	2,355.19	17,129.50	19,484.69
2.5110.036.361.000.000.00	Membership Dues and Fees	158.00	89.00	247.00
2.5110.036.411.000.000.00	Supplies and Materials	8,451.62	388.26	8,839.88
2.5110.036.411.002.000.00	Supplies & Materials-Elective	391.41	0.00	391.41
2.5110.036.418.000.000.00	Computer Software and Supplies	14,495.00	0.00	14,495.00
2.5110.036.461.000.000.00	Non-Cap Inst. Equipment	49.99	0.00	49.99
2.5110.036.462.000.000.00	Non-Cap Computer Hardware	1,031.32	291.00	1,322.32
2.5110.559.181.000.000.00	Salary - Stipend - CASMT	23,029.56	0.00	23,029.56
2.5110.559.211.000.000.00	ER's Social Security - CASMT	1,761.76	0.00	1,761.76
2.5110.559.312.000.000.00	Workshop Expense - CASMT	3,500.00	0.00	3,500.00
2.5110.559.411.000.000.00	Supplies & Materials - CASMT	5,803.48	0.00	5,803.48
2.5110.559.461.000.000.00	Non-Cap Inst. Equipment-CASMT	635.97	0.00	635.97
2.5210.036.233.000.000.00	ER's Unemployment Insurance Co	468.88	0.00	468.88
2.5210.036.311.000.000.00	Contracted Services - EC	1,186.37	0.00	1,186.37
2.5210.036.312.000.000.00	Workshop Expenses	0.00	100.00	100.00
2.5210.036.317.000.000.00	Contracted Psychological Servi	1,466.25	0.00	1,466.25
2.5210.036.411.000.000.00	Supplies and Materials	206.74	0.00	206.74
2.5240.036.318.000.000.00	Contracted Services - Speech	761.00	0.00	761.00
2.5350.036.233.000.000.00	ER's Unemployment	34.65	0.00	34.65
2.5400.036.233.000.000.00	ER's Unemployment Insurance Co	198.21	0.00	198.21
2.5400.036.343.000.000.00	Telecommunications Services	152.10	0.00	152.10
2.5400.036.361.000.000.00	Membership Dues and Fees	100.00	0.00	100.00

Date: 03/04/2018  
 Time: 11:53 am

**THE EXPLORIS SCHOOL**  
**LIHQ Financial System: Income Statement**  
**Month: February - Fiscal Year: 2018**

Acct. Code	Title	Beg. Balance	This Period	End. Balance
2.5400.036.411.000.000.00	Supplies and Materials - Offic	4,792.23	62.35	4,854.58
2.5400.036.418.000.000.00	Computer Software and Supplies	937.50	0.00	937.50
2.5400.036.459.000.000.00	Food Purchase - Office	788.95	60.58	849.53
2.5400.036.461.000.000.00	Non-Cap Furniture and Equipmen	94.77	0.00	94.77
2.5400.036.462.000.000.00	Non-Cap Computer Hardware	112.59	20.98	133.57
2.5400.435.471.000.000.00	S/T - Durham County	586.22	0.00	586.22
2.5400.502.471.000.000.00	S/T - Wake County	1,358.88	149.80	1,508.68
2.5410.036.233.000.000.00	ER's Unemployment	70.76	0.00	70.76
2.5503.036.361.000.000.00	Membership Dues & Fees - Clubs	300.00	0.00	300.00
2.5503.036.411.000.000.00	Supplies and Materials - Clubs	1,473.71	235.00	1,708.71
2.5830.036.233.000.000.00	ER's Unemployment	257.36	0.00	257.36
2.5840.036.411.000.000.00	Supplies and Materials	78.12	295.35	373.47
2.5850.036.345.000.000.00	Security Monitoring	2,951.12	0.00	2,951.12
2.5890.813.411.000.000.00	Supplies and Materials - PTO	14,180.00	0.00	14,180.00
2.6400.036.233.000.000.00	ER's Unemployment	185.27	0.00	185.27
2.6510.036.341.000.000.00	Telephone	1,048.69	102.38	1,151.07
2.6510.036.342.000.000.00	Postage	537.47	17.00	554.47
2.6530.036.321.000.000.00	Utilities - Electrical Service	9,224.20	2,201.63	11,425.83
2.6530.036.323.000.000.00	Utilities -Water and Sewer	2,444.40	489.42	2,933.82
2.6540.036.311.000.000.00	Contracted Services - Custodi	15,200.00	2,100.00	17,300.00
2.6540.036.411.000.000.00	Supplies and Materials	5,107.09	897.66	6,004.75
2.6570.690.526.000.000.00	Foundation - Architect Fees	4,550.00	0.00	4,550.00
2.6580.036.325.000.000.00	Contracted Repairs and Mainten	4,767.04	0.00	4,767.04
2.6580.036.325.001.000.00	Contracted Landscaping	1,600.00	300.00	1,900.00
2.6580.036.325.002.000.00	Contracted Pest Control	565.52	80.00	645.52
2.6580.036.325.003.000.00	Contracted Maint- Fire Inspect	1,127.25	0.00	1,127.25
2.6580.036.422.000.000.00	Repair Parts and Materials	797.08	456.30	1,253.38
2.6610.036.311.000.000.00	Contracted Services - Business	8,687.60	39.98	8,727.58
2.6610.036.362.000.000.00	Bank Service Fees	590.49	146.17	736.66
2.6610.036.362.000.000.20	Bank Service Fees 4317	21.00	0.00	21.00
2.6610.036.362.001.000.00	Bank Service Charges - 3637	1.00	0.00	1.00
2.6610.036.371.000.000.00	Liability Insurance	16,492.45	0.00	16,492.45
2.6620.036.311.000.000.00	Contracted Services - Personne	374.40	92.60	467.00
2.6910.036.411.000.000.00	Supplies and Materials - Board	9,995.00	0.00	9,995.00
2.6920.036.311.000.000.00	Contracted Legal Services	4,943.40	12.00	4,955.40
2.6940.036.311.001.000.00	Philanthropy	6.00	0.00	6.00
2.6940.036.327.000.000.00	Building Rentals & Leases	110,394.83	15,841.97	126,236.80
2.6940.036.327.001.000.00	Land Lease New Bern	34,500.00	5,000.00	39,500.00
2.6940.036.327.002.000.00	Modular Lease	50,752.80	7,704.15	58,456.95
2.6950.690.313.000.000.00	Foundation Mktg- Advertising	8,584.04	0.00	8,584.04
2.6950.690.418.000.000.00	Foundation Computer Software	2,690.00	0.00	2,690.00
2.7100.036.311.000.000.00	Contracted Community Services	-110.00	0.00	-110.00
2.8100.036.715.001.000.00	Transfer Reserve Account	304,705.68	0.00	304,705.68
<b>Total Expense for FUND - 2:</b>		<b>768,912.85</b>	<b>70,297.63</b>	<b>839,210.48</b>
<b>Net Income for FUND - 2:</b>		<b>156,908.13</b>	<b>73,243.92</b>	<b>230,152.05</b>

FUND: 3

**Revenue**

3.3600.060.000.000.000.00	Rev - IDEA VI-B - 060	0.00	33,000.00	33,000.00
---------------------------	-----------------------	------	-----------	-----------

Date: 03/04/2018  
 Time: 11:53 am

**THE EXPLORIS SCHOOL**  
**LINQ Financial System: Income Statement**  
**Month: February - Fiscal Year: 2018**

Acct. Code	Title	Beg. Balance	This Period	End. Balance
	<b>Total Revenue for FUND - 3:</b>	<b>0.00</b>	<b>33,000.00</b>	<b>33,000.00</b>
<b>Expense</b>				
3.5210.060.121.000.000.00	Salary - EC Teacher	27,434.19	6,085.84	33,520.03
3.5210.060.211.000.000.00	ER's Social Security Cost	6.28	449.66	455.94
	<b>Total Expense for FUND - 3:</b>	<b>27,440.47</b>	<b>6,535.50</b>	<b>33,975.97</b>
	<b>Net Income for FUND - 3:</b>	<b>-27,440.47</b>	<b>26,464.50</b>	<b>-975.97</b>

**FUND: 5**

**Revenue**

5.4210.701.000.000.000.00	Rev - Before & After School	48,495.00	2,276.00	50,771.00
	<b>Total Revenue for FUND - 5:</b>	<b>48,495.00</b>	<b>2,276.00</b>	<b>50,771.00</b>

**Expense**

5.5350.701.178.000.000.00	Salary - B & A Care	7,836.10	2,609.50	10,445.60
5.5350.701.211.000.000.00	ER's Soc Sec Cost - B & A Care	593.71	199.45	793.16
5.5350.701.231.000.000.00	ER's Hospitalization	118.34	3.82	122.16
5.5350.701.234.000.000.00	Dental	0.05	0.00	0.05
	<b>Total Expense for FUND - 5:</b>	<b>8,548.20</b>	<b>2,812.77</b>	<b>11,360.97</b>
	<b>Net Income for FUND - 5:</b>	<b>39,946.80</b>	<b>-536.77</b>	<b>39,410.03</b>