



# The Exploris School

## Board Meeting

### Date and Time

Tuesday October 30, 2018 at 4:30 PM EDT

### Location

The Exploris School

### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>4:30 PM</b>
<b>A.</b>	Record Attendance and Guests	Tom Miller	1 m
<b>B.</b>	Call the Meeting to Order	Tom Miller	1 m
<b>C.</b>	Approve Minutes	Keely Byars-Nichols	3 m
	Approve minutes for Board Meeting on September 25, 2018		
<b>D.</b>	Public Comment Opportunity	Tom Miller	15 m
	The Exploris Board desires to hear from their stakeholders. Members of the general public are provided three (3) minutes of time to state a concern or bring ...		

### II. Strategic Plan Updates 4:50 PM

<b>A.</b>	Presentation of Partnership Options	Vote	Ellie Schollmeyer	15 m
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**Board approval is requested to contract with Executive Service Corp. of The Triangle to assist us with the development of a revised 3 year strategic plan. Total cost for the project is \$2,750. (\$3,750- \$1,000 Fox Family Foundation grant)** This is the firm that completed the 2013-2018 plan.

### III. Weighted Lottery Updates 5:05 PM

<b>A.</b>	Policy Approval	Vote	Camesha Jones	10 m
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The revised weighted lottery policy was approved by CSAB on Monday 9/10/18 and on October 4 by the State Board of Education. An update to our lottery policy to reflect the priority weighted lottery as well as reflect changes in lottery procedure is being recommended, The Governance committee is recommending changes to the timing for families to accept their seat once school starts, defining the timing for registration materials, and clarifying that

students are required to be present on the first day of school or risk losing their seat to the next candidate on the wait list.

- B. EEC Updates (Marketing and Research)**      FYI      Keely Byars-Nichols      15 m
- C. Application Process**      FYI      Ellie Schollmeyer      5 m

The leadership team is working closely with the Equity and Diversity subcommittee on the lottery and enrollment process. The team has also been working on the implementation systems and recruitment efforts. The application will be online utilizing School Mint for running our lottery and enrollment process in the upcoming year. Paper applications will also be available for families as an option.

**IV. ED Report** **5:35 PM**

- A. School Goal Updates**      Vote      Ellie Schollmeyer      15 m

Review of School Improvement Goals and ED Goals for the 2018 - 2019 School Year. Detailed information is included in the Board packet.

Board Approval is requested for the ED Goals for the 2018-2019 School Year

- B. Academic/ Personnel / Operations**      Vote      Ellie Schollmeyer      10 m

**Board approval is requested for the following positions:**

- Austin Cole -Teaching Partner – funded with Special State Reserve EC funds for one on one
- Lori Mauro - School Counselor – funded by Grant for School Mental Health Counselor
- Tara Delgado – Social Worker – funded by grant Partnership with Wake County and Communities in School

**Board approval is requested for the Beginning Teacher Support Plan**

A summary of the plan is provided in the Board packet.

- C. Closed Session**      FYI      Ellie Schollmeyer      10 m

Update on Legal Matters

- D. Finance**      Vote      Ellie Schollmeyer      10 m

**Board Approval is requested for the following:**

Board approval is requested for the following amendments to the school budget:

- Amend budget to account for transfer of \$32,000 from reserve account to cover Legal Expenses
- Amend budget to show scholarships for each grade level (reflected in EOY projection)

**Scholarships**

- K/ I- 1\$100.00
- 2/3 - \$100.00
- 4/5 - \$500.00
- 6 - \$500.00
- 7 - \$1,000.00
- 8 - \$2,000.00

**V. Committee Updates** **6:20 PM**

- A. Development Committee**      FYI      Kim Von Weihe      5 m

The Development committee will share an update on their progress towards their 90 day goal and ask for specific support, if needed.

**B. Governance Committee** FYI Camesha Jones 5 m

The Governance committee will share an update on their progress towards their 90 day goal and ask for specific support, if needed.

**C. Facility** FYI Bob Kingery 5 m

The Facility committee will share an update on their progress towards their 90 day goal and ask for specific support, if needed.

**VI. Closing Items**

**6:35 PM**

**A. Closing and Commitments** Discuss Tom Miller 5 m

The board will identify the key topics for the November meeting and identify the commitments prior to the next meeting.

**B. Adjourn Meeting** Vote

**VII. Other Business**

# Cover Sheet

## Approve Minutes

**Section:** I. Opening Items  
**Item:** C. Approve Minutes  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Board Meeting on September 25, 2018



# The Exploris School

## Minutes

### Board Meeting

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#### **Date and Time**

Tuesday September 25, 2018 at 4:30 PM

#### **Location**

The Exploris School

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#### **Directors Present**

E. Schollmeyer, G. Burnette, J. Frawley, K. Byars-Nichols, K. Furr, K. Harris, K. Johnson, K. Von Weihe, L. Perry Lawless, M. Mitchell-Neal, T. Kingsberry, T. Miller

#### **Directors Absent**

B. Kingery, C. Hutchens, C. Jones

#### **Directors Arrived Late**

K. Byars-Nichols, M. Mitchell-Neal

#### **Guests Present**

M. Gargan, M. Parkerson

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### **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 Sep 25, 2018 @ 4:32 PM at The Exploris School.

#### **C. Approve Minutes**

T. Kingsberry made a motion to approve minutes from the Board Meeting on 08-28-18.

T. Miller seconded the motion.

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

#### **D. Public Comment Opportunity**

Our two staff members in attendance introduced themselves: Michelle and Maggie.

M. Mitchell-Neal arrived late.

K. Byars-Nichols arrived late.

## **II. ED Report**

### **A. Strategic Vision Updates**

K. Byars-Nichols arrived late.

Ellie updated the board on plans to revise the strategic plan, and possibly use an outside firm. She presented draft goals and plans, as developed by herself and Kaizen.

She also led us in an activity to identify goals, roadblocks and solutions. She let us know that by the end of October we will have a clearer plan and timeline for strategic plan update.

Ellie also provided an update on the facility after she and Tom met with the the developers on 9/11. We are now looking at a January 2021 move in date, pending possible other tenant contracts. The board discussed pursuing the possibility of a backup facilities plan.

She also stated that the Capital Campaign, which is now being spearheaded by parent Kristin Pettibone. We are going to hold off on any letters or requests until we have a groundbreaking date.

Ellie next updated us on the Center for Innovation. The Foundation Board approved \$26,000 for a position for someone to lead the development of the Center's work.

Weighted Lottery: Approved by the CSAB (Moving to State Board of Education for final approval).

### **B. Academic/ Personnel / Operations**

Ellie reminded the board that she shared information with us in the packet about MAP testing, and school report card results.

Ellie has selected a candidate for the additional school candidate (funded through a grant), who she hopes will accept the offer. We were also awarded the school safety grant to help with student success.

K. Byars-Nichols made a motion to approval for list of substitute teachers.

K. Furr seconded the motion.

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

K. Furr made a motion to approve the hiring of an Office/Business and Finance Manager (title pending approval by Ellie) position.

K. Byars-Nichols seconded the motion.

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

Second due process claim the school has received will move to mediation by mid-October.

### **C. Finance**

Ellie reviewed with us the Monthly Budget Report, amended to show:

- Increase in state revenue due to the changes in the per pupil allotment
- Amend the budget to account for the \$36,000 IT Consulting Service in lieu of tech position
- Amend the budget to show transfer of \$36,000 from the reserve account for Computer Hardware
- Amend the budget to show transfer from Reserve for \$20,000 Legal expenditure
- Amend the budget to account for the School Counselor position and grant of \$60,928

K. Byars-Nichols made a motion to approve revised budget, as presented.

T. Kingsberry seconded the motion.

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

### III. Committee Updates

#### A. Development Committee

The Development Committee's goal is to schedule a meeting once we have more information about new school. Tom wondered if we could start the meetings again before we know anything new about the building development and timeline.

#### B. Education Excellence Committee

The committee met on 9/11 at 4pm at the Elementary School. The committee decided to meet again in November, with the following agenda items:

1. Plan Board training on issues around 1) standardized testing (Amanda and Michelle) and 2) academic excellence and diversity/equity (E&D Subcommittee) for the Spring.
2. Revisit whether the staff has any suggested revisions to measurement framework (rigor, relevance, relationships).

Keely provided the following update from the Equity and Diversity Subcommittee (Frank McKay, Chair) from the 2017-2018 academic year:

- In monthly meetings over the 2017-2018 school year, we discussed and developed shared norms and values and visions for this work.
- Facilitated 2 meet-up play dates over the Summer months
- Secured Melany Paden as facilitator for the fall town hall meeting on October 25
- Met with new PTO president, Kimberly Harris to facilitate work between PTO and committee; Amy has volunteered to be the E&D liaison with the PTO to keep communication open and to offer support
- Developed suggestions about making it clearer online and in handbook that there is financial assistance available for those who qualify, and how the new application process will work
- Researched and secured a new lunch program for ES to better serve FRL qualifying students
- Researched, drafted and developed Priority Lottery policy. On 9/10/18, the CSAB voted to recommend the lottery policy for approval to the SBE with one recommended change.

Michelle Parkerson shared with the subcommittee the following developments within the school that will further our mission of access and equity (update provided August 2018):

- Exploris was awarded a grant for another counselor to help with our support efforts.
- Fletcher Academy is providing us with reading intervention support for ES.
- Michelle D., Amanda, and Michelle P. picked up about \$250.00 worth of donated school supplies to pass along to children with needs. This was a joint effort from SECU and Communities in Schools.
- We provided free lunches for students that we knew had a need starting on day 1. (Not all forms are returned so we anticipate more in the future.) Spicy Green went back to Durham Day 1 to get more food to ensure needs were met at ES. Jersey Mike's went back and made extra sandwiches for MS on Wednesday, A Place at the Table provided emergency lunches on Thursday, by Friday My Hot Lunch Box was set up to provide donated lunches.
- Communities in Schools is working on a grant. We will be named as one of the schools to receive a graduation coach if they are awarded the funds.
- We are working with Communities in Schools and Interfaith Food Shuttle to offer a cooking class in Chavis for one of our evening recruiting events in Nov/Dec.
- We are working with Interfaith Food Shuttle to help provide Backpack Buddies (ES) and Food Pantry (MS) for our students. In return, our students would serve as volunteer to help pack items for other schools.
- We are confirmed to offer professional learning form Teaching Tolerance for all staff on Feb. 18th.
- We offered an alternate teacher certification session for Exploris teachers. Cori and Adrian reached out to folks in their networks in an effort to increase diversity in our teacher pipeline. Four non-Exploris (non-white) teachers joined us. Some of our visitors said they would be interested in working at Exploris in the future.
- 7th and 8th grade are going one-to-one for electronic devices. We will be able to offer 24/7 computer check-out for students that cannot provide their own device.

### **C. Governance Committee**

Kelly updated the group on current work to house all policies only in two places (website and BoT), and update any that have not been visited lately. She also let us know that as various policies need revising, she may tap us if it relates to our areas of expertise.

### **D. Facility**

No further update, after Ellie included it in her report.

## **IV. Closing Items**

### **A. Closing and Commitments**

Reminders

Add board members to Monthly Newsletter.

Board member school tours: 10/3.

Next Month:

PTO Report

EEC Lottery Update - New application process

### **B. Adjourn Meeting**

G. Burnette made a motion to adjourn the meeting.



K. Johnson seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:13 PM.

Respectfully Submitted,

K. Byars-Nichols

# Cover Sheet

## Presentation of Partnership Options

**Section:** II. Strategic Plan Updates  
**Item:** A. Presentation of Partnership Options  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** APD Strategic Plan Proposal.doc  
ESC Proposal\_Exploris School\_Strategic Planning\_16Oct2018.pdf  
Emerald Strategic Plan Proposal.docx

# The Exploris School

## STRATEGIC PLANNING PROPOSAL

*Prepared for:*

*Ellie Schollmeyer*

*Executive Director, The Exploris School*

09 / 28 / 2018



PREPARED BY  
Albert P. DuPont, Ed.D.  
APD Consulting Group, LLC

## **Executive Summary**

We are pleased to present The Exploris School with a proposal to review the school's current strategic plan with all stakeholders including board members, administration, teachers, staff, parents, and students. We will bring 30 years of K-12 experience in education and strategic planning to your team. We will lead your community through an in depth study of your strategic plan. As a result of this process, your company will experience increased productivity and results.

### **OBJECTIVES**

As a result of our time together, participants will provide feedback to the current strategic plan through a collaborative process. During the process, our team will provide a gap analysis and reports based on data collected through the process.

By March 31, 2019, we will provide a final copy of a revised strategic plan for publication.

### **KEY DATES**

The schedule will include the following information gathering methods to collect information and provide ongoing feedback:

- Information Gathering Sessions
  - o Board of Directors (~1.5 hours) by November 15, 2018
  - o Executive Director and other key administrative staff (~1.5 hours) by November 15, 2018
  - o Elementary and Middle Schools Staff (~1.5 hours) by December 1, 2018
- Survey Windows for Parents and Students
  - o Parents from January 7-25, 2019
  - o Students from January 7-25, 2019
- Feedback Sessions
  - o Executive Director monthly updates via email or phone
  - o Board of Directors by February 15, 2019

- Final Presentation
  - o Final presentation to executive director and board of directors by March 31, 2019

## **PHASES OF DEVELOPMENT**

The project will be divided into five phases. The phases are detailed below including a timeline when each phase will be completed.

### Phase 1: Background Data

- Review all relevant information (e.g., board minutes, financial statements, annual reports, etc.) that can show documented improvements for each goal identified in the strategic plan
- Summarize key findings from a review of the information above

### Phase 2: Data Gathering

- Schedule information gathering sessions with board members and staff
- Meet with board of directors and staff to obtain their feedback on the current strategic plan
- Develop parent and student surveys
- Administer parent and student surveys

### Phase 3: Data analysis

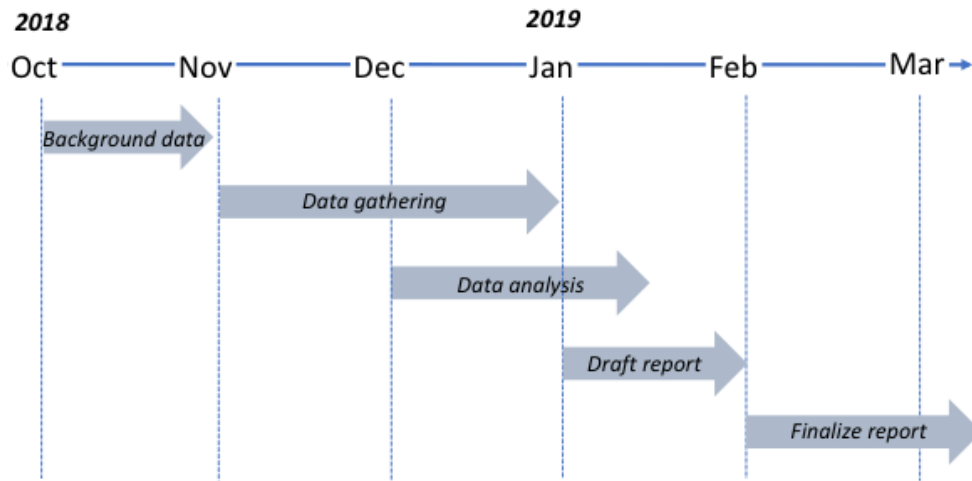
- Analyze data collected from all stakeholders
- Discuss the analysis with the executive director and begin process to define priorities

### Phase 4: Draft report

- Draft strategic plan goals based on feedback
- Establish a communication approach to share what you learned with stakeholders and continue to solicit input
- Discuss with the executive director the results of your findings

### Phase 5: Finalize Report

- Provide final report of final strategic plan to the executive director
- Present final report to the board of directors



### Agreement

This agreement is between *APD Consulting Group, LLC*, and *The Exploris School*

*The Exploris School* wishes to retain the services of *APD Consulting Group, LLC* to deliver consultative services for strategic planning.

APD Consulting Group, LLC agrees to present the information and material contained in the details described above. APD Consulting Group, LLC also agrees to coordinate the details of this program with Ellie Schollmeyer, executive director, in order to achieve the outcomes that APD Consulting Group, LLC has stated.

The Exploris School agrees to provide the room setup in a manner conducive for small group discussions.

In exchange for the services provided, *The Exploris School* agrees to compensate *APD Consulting Group, LLC* as follows:

**Professional Fee: \$7,500**

- Deposit:** October 2018 - \$1000
- Balance:** November 2018 - \$1000
- December 2018 - \$1000
- January 2019 - \$1000
- February 2019 - \$1000
- March 2019 – \$2500

This constitutes the entire agreement between both parties.

\_\_\_\_\_  
*APD Consulting Group, LLC*    *Date*

\_\_\_\_\_  
*The Exploris School*                      *Date*

ESC Proprietary Information



PROFESSIONAL, AFFORDABLE CONSULTING FOR NONPROFITS

**Executive Service Corps**

**Proposal for**

**The Exploris School**

**Strategic Plan Update Project**

**October 16, 2018**



## ESC Proprietary Information

### **Section 1: Summary of the Proposal**

Executive Service Corps of the Triangle (ESC) is pleased to provide this proposal for an update of an existing strategic plan for The Exploris School. ESC is a nonprofit organization established in 1987 to provide capacity building assistance to other nonprofit organizations in Durham, Wake, Orange and Chatham Counties of North Carolina.

Based on the background provided by Exploris, Section 2 describes ESC's base strategic planning process and outlines a high-level workplan for this project. We know from experience that the key to successful strategic planning is to tailor the process to the specific needs and capacity of the client. A more detailed work plan is generated as the first step in our process, done in close coordination with the client. In Section 3, we identify the consultants who will execute this engagement. Finally, Section 4 explains our costing approach and a total cost for this project.

We appreciate the opportunity to support Exploris in this important process and look forward to working together in the near future.

### **Section 2: General Description of Strategic Planning Process**

ESC has facilitated strategic planning for numerous non-profit organizations in the Triangle. Based on the information provided in the RFP, we propose to use a base strategic planning process. The process has three major phases:

“Where Are We?” “Where Do We Need to Be?” “How Will We Get There?”

The first step in “Where Are We” is to “Plan for the Plan”. This initial part will include meeting with Exploris' Executive Director to review the overall strategic planning process, agree on goals, discuss expectations, and establish an overall timeline.

As the “Where Are We” phase continues, an internal and external business analysis is performed that describes the current state of the organization. As part of this phase, we will collect information from key community partners, board and staff, and service recipients. We will also review your prior strategic plan as well as key documents pertaining to Exploris' finances, governance, and services. The next step will be to conduct facilitated groups sessions with board and staff. It is important to review vision, mission, and values because they will guide the overall strategic planning process.

In the “Where Do We Need to Be” phase, the first step is to agree on strategic objectives that are the cornerstones for success. Input provided during group sessions will be incorporated into these objectives. Strategic objectives include keys to mission reach, such as, essential programming, efficient business practices, growth, and marketing/branding; collaboration among peer organizations or new partnerships to meet the growing need in the community; revenue generation factors, such as, external funding risks, fundraising mix and growth, and

## ESC Proprietary Information

potential new funding streams. For each of the selected strategic objectives, supporting strategies and associated actions plans are identified to achieve the necessary results.

In the “How Will We Get There” phase, action plans will be developed to support the strategic objectives. Based on our experience with non-profits, we have developed guidelines for generating action plans so that they are achievable within the capacity of the organization. The resulting action plans can be linked directly to annual performance objectives for appropriate staff members.

We anticipate progress reviews following completion of each major step in the process with the Executive Director. ESC consultants participate in additional working sessions as requested by the Executive Director. In addition, a review with the full Board is held at the end of process.

ESC standard practice is to generate a final report that documents the process and resulting strategic plan. The report is updated based on comments received after a final review. The report will include the strategic objectives, strategies, time-based action plans, key measures, and a process to monitor progress on the strategic plan.

ESC also conducts a three-month follow-up meeting to assess progress and offer recommendations to improve implementation. As agreed, ESC is available to conduct additional follow-up meetings to ensure implementation of the plan progresses.

### ***Strategic Planning Process - Work Plan for The Exploris School***

It is anticipated this work would be conducted from ***October 2018 – March 2019***.

#### Plan for the Plan

- Initial Scoping Session – consider project timeline
- Review of 2013-2018 plan and outline items that have been completed and items still to be completed [October => client]

#### Where Are We

- Survey questionnaire developed in collaboration with client [October/November =>ESC]
- Survey students & parents [November => ESC]
- Tabulate results [November/December => ESC]
- Finalize focus group outline based upon uncompleted past 5 year plan and survey results [December => ESC]

#### Where Do We Need to Be / How Will We Get There

- Conduct 2 2-hour focus groups [faculty and Board] [December/January => ESC]
- Facilitate a 4-hour session with the steering committee [as selected by the client] [January => ESC]
  - pre-work to edit & re-affirm mission/vision/values

## ESC Proprietary Information

- pre-work to edit & re-affirm SWOT analysis
- identification of the 3-year large strategies; based upon the input from the students, parents, faculty and Board
- development of the 3-year supporting strategies
- development of the 3-year action plan to achieve the supporting strategies
- Facilitate up to 3 2-hour sessions with the steering committee to finalize the plan [February => ESC]

### Board Approval

- Plan approval by the Board [March => client w/ESC if appropriate]

### Section 3: Staffing Plan

The ESC consultants identified below will help guide the Exploris team through the strategic planning process.

Additionally, ESC has approximately 70 volunteer consultants that offer a wide range of valuable experience and are trained to understand the unique requirements of the nonprofit sector. Their expertise may also be drawn upon for the project, as needed.

#### **Michael Frisch – Lead Consultant**

Michael is an innovative and energetic leader with the proven ability to analyze businesses, services, operations, markets and growth opportunities and then introduce strategic and tactical solutions that improve competitive performance. He has spent ~35 years in the healthcare field working with dental practice management, radiology, radiation therapy and out-patient surgery companies. For the past 20 years, Michael has been part of senior and executive leader teams guiding these organizations. Additionally, during his time as an executive leader, Michael has over seen 20 acquisitions and 5 spin-offs.

For the past four years, Michael has devoted his energy to working as a pro-bono consultant with non-profits in the Triangle area. Since joining ESC three years ago, Michael's area of focus has been organizational assessments, strategic planning, Board development and operational efficiency. Additionally, he has been a key presenter in the ESC Board Leadership Bootcamp series.

Michael earned a B.A. from the University of Illinois and an MBA from DePaul University.

#### **Steve Hall - ESC Consultant / Project Advisor**

Steve devoted his career to the public-school system, where he spent over 40 years as a principal and teacher. Voted Charlotte-Mecklenburg School System "Principal of the Year" in 2009, Steve is known for his leadership skills and educational reform efforts. He has honed his

## ESC Proprietary Information

skills as a “turn-around” specialist and uses those skills in his role as president of Steve Hall & Associates, a firm that specializes in executive coaching services. Steve also worked as a national trainer and coach for New Leaders, a nonprofit leadership consulting organization that focuses on training urban school principals across the country.

Steve is active as a pro bono coach to Triangle nonprofits through Executive Service Corps of the Triangle, and he also contributes to the training and management of fellow ESC coaches. Since joining ESC in 2014, Steve has worked with a number of non-profits in the area.

Steve earned his B.A. in economics/education from Brooklyn College and his M.S. in education from the College of New Rochelle, and he completed the Queens University Executive Coaching Certificate Program and the Fordham University Curriculum and Teaching Doctoral Program (ABD).

### **ESC Consultant – TBD**

An additional consultant may be added as needed.

### **Section 4: Proposed Cost**

Our model at ESC is to provide affordable consulting to Triangle nonprofits to help them achieve their missions through the good work of dedicated pro bono volunteer consultants. We use a sliding scale based on the organization’s budget to determine a flat fee for the consulting work. Adjustments made to workplans and implementation follow-up meetings are included in the fee.

Our fee for the work as proposed here is \$3750. We are also able to offer a scholarship in the amount of \$1000 made possible by the Fox Family Foundation.

With the scholarship the total fee is \$2750.

Please let us know if you have any questions. We look forward to the opportunity of working with you.

Sincerely,



Anne Saffer

Executive Director  
Executive Service Corps of the Triangle



Linda Anderson

Director of Consulting  
Executive Service Corps of the Triangle



919.532.6817 | [emeralded.com](http://emeralded.com)  
 @edu\_emerald | [info@emeralded.com](mailto:info@emeralded.com)  
 2811 Skybrook Lane, Durham, NC

## Statement of Work & Agreement

Emerald Education, Inc. (“Emerald Ed”) is a wholly women owned minority business dedicated to providing assistance and support to schools, districts, and state education agencies. Our services include, but are not limited to strategic planning, leadership training and coaching, implementation support for initiatives and curriculum, school turnaround consulting, high-quality mathematics instruction, and coaching for teachers and leaders. We embed research-based practices in our services and strive to focus all efforts on improving opportunities to learn for students in PK-18. We are pleased to enter into a service agreement with The Exploris School (“Exploris”). This agreement is effective the date of signing and ends June 30, 2019.

**Responsibilities:** Emerald Ed will serve as the coordinating contractor and provide the facilitation of a Strategic Plan Review and Renewal Process.

- Contextual and Data Review will consist of **one day on-site** to meet with Exploris personnel and Board members, classroom visits.
- Co-develop Steering Committee for Strategic Plan and set agendas and timelines, **one day on-site**.
- Create, co-develop survey for stakeholder groups.
- Administer surveys for stakeholder groups and share results in presentation to Steering Committee.
- Steering Committee Meetings – **4 half days on-site organization and facilitation** of Steering Committee in coordination with Exploris Executive Director and/or Board.
- Stakeholder Engagement small focus groups, **2 half days on site**.
- Affinity mapping of data from surveys and focus groups (with designees determined by Executive Director and Steering Committee) to arrive at Strategic Goals, Strategies, and Action Steps for draft Strategic Plan, **2 half days on site**.
- Formalization of Strategic Plan and written plan delivered by March 15, 2019, but the goal will be end of January.

**Itemized Budget.**

<b>On-site days (6 total)</b>	\$13,500.00
<b>Survey Development, administration, focus groups, and data review/presentation</b>	\$5,000.00
<b>Final plan writing, editing &amp; Delivery</b>	\$2,000.00
<b>Project Management, Materials, Development, and Administrative Costs</b>	\$7,500.00
<b>Total</b>	\$28,000.00



919.532.6817 | emeralded.com  
@edu\_emerald | [info@emeralded.com](mailto:info@emeralded.com)  
2811 Skybrook Lane, Durham, NC

**Agreement & Payment.** Exploris shall issue payment to Emerald Ed for services as outlined above for a total of **\$28,000.00**.


\_\_\_\_\_ agrees as the representative for Exploris to the terms of this project as outlined in this agreement.

**Payment will be (check one):** \_\_\_\_\_ **Four equal installments** of \$7,000 on October 15, 2018, November 15, December 10, 2018, and January 15, 2019

\_\_\_\_\_ **Two equal installments** of \$14,000.00 on November 15, 2018 and January 15, 2018

***EMERALD ED and The Exploris School have executed this Agreement.***

**EMERALD ED:**

  
\_\_\_\_\_  
Jennifer E. Curtis, Ed.D., President, Emerald Education, Inc.

\_\_\_\_\_  
Date

**The Exploris School:**

\_\_\_\_\_

\_\_\_\_\_  
Date



# Cover Sheet

## Policy Approval

**Section:** III. Weighted Lottery Updates  
**Item:** A. Policy Approval  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Lottery 10 22 18.pdf



## The Exploris School Application and Lottery Policy

### Lottery Selection

As required by G.S. 115C-218.45(h): During each period of enrollment, the charter school shall enroll an eligible student who submits a timely application, unless the number of applications exceeds the capacity of a program, class, grade level, or building. If there are more applications than spaces, the available spaces will be awarded by public lottery. Once enrolled, students are not required to reapply in subsequent enrollment periods; however, students who are placed on the waiting list must reapply for the lottery in subsequent school years.

Notwithstanding any law to the contrary, a charter school may refuse admission to any student who has been expelled or suspended from a public school under G.S. 115C-390.5 through G.S. 115C-390.11 until the period of suspension or expulsion has expired.

### Enrollment Application Time Period

Requested applications for the upcoming school are available on the school's website, and can be mailed or electronically sent upon request, beginning in November through the time the lottery enrollment closes the first Friday of February of the proceeding school year. Any applications received after the close of business on the first Friday in February will be placed on the waiting list in order of receipt.

### Lottery Process

Applications for enrollment will be made available from November through February. All applications must be received by the first Friday in February in order to be considered for the school's lottery. The Lottery is conducted on the first Friday of March. The date and location are made public so that anyone may attend. The lottery is conducted by an impartial third party firm in accordance with state standards and school priorities. Following the lottery, parents are notified of their acceptance. Upon filling all the available positions, the lottery continues through the entire pool of applicants to establish a waiting list.

Any student receiving a seat either through the initial lottery or through the wait list will have a limited time to accept or decline the seat and, if offered the seat prior to the first day of school, must be present beginning the first day of school. Should a parent decline a spot, the open position will be offered to the next chronological applicant on the waiting list and these guidelines will apply. Outlined below are the time limitations to accept or decline a seat:

- **From date of posting lottery results until June 1:** 1 week to accept or decline a seat for the next school year and submit required enrollment paperwork
- **From June 2 - to the first day of the new school year:** 48 hours to accept or decline a seat for the upcoming school year and submit required enrollment paperwork

Parents/Guardians must return all enrollment materials required within the time limit set above to accept your seat at The Exploris School. Should an applicant decline enrollment or fail to submit the required enrollment materials by the deadline, the slot will be offered to the next student on the waitlist, and the waitlist will be updated accordingly. If we do not receive your completed registration packet materials by the time allowed, families will be contacted by phone or email to inquire as to the status of your materials and your intent to enroll. If we do not hear back from you or you decline enrollment, your spot will be offered to the next applicant on the waiting list.

**YOUR CHILD MUST BE IN ATTENDANCE THE FIRST DAY OF SCHOOL.** If your child is not in school on the first day of school, the school will make reasonable efforts to contact the student's family via phone and email. If the school has not heard from the family, the seat will be offered to the next student on the waitlist on the next day of school.

### Lottery Preference

The charter school shall not discriminate against any student on the basis of race, ethnicity, religion, sexual identity, gender, gender identity or expression, or disability. Except as otherwise provided by law or the mission of the school as set out in the charter, the school shall not limit admission to students on the basis of intellectual ability, measures of achievement or aptitude, or athletic ability.

Siblings of already enrolled students, children of all full-time employees, children of the school's Board of Directors, and applicants who are Economically Disadvantaged will receive priority enrollment in the following manner:

### Lottery Priorities

Children of current staff and siblings are given priority over children of board members and students who are considered Economically Disadvantaged. Should a full-time staff member be hired after the annual lottery has occurred, space will be made available for said staff member's children for the upcoming school year. Children of Board members are given the next preference followed by students whose families qualify for Free and Reduced Lunch. If there are more applicants than spaces, the available spaces will be awarded by public lottery with priority in the following order:

1. Children of current eligible staff
2. Siblings of currently enrolled students
3. Children of current Board members
4. Children whose families are considered Economically Disadvantaged
5. All other applicants.

**Siblings:** It is the intent of Exploris to support whole families and create school community. All families with siblings of currently enrolled students must submit an application. Siblings of enrolled students will receive priority for admission during the lottery process if their applications are received by the designated deadline.

· If siblings apply for admission to a charter school for the upcoming school year and a lottery is needed under G.S. 115C-238.29F(g)(1), the charter school will enter one

surname into the lottery to represent all of the siblings applying at the same time. If the surname of the siblings is selected, then all of the siblings shall be admitted to the extent that space is available and does not exceed the grade level capacity. Should the sibling’s requested grade level be full, the sibling’s name will receive priority status on the waiting list.

· If multiple birth siblings apply for admission to a charter school and a lottery is needed under G.S. 115C-238.29(g), (2), the charter school shall enter one surname into the lottery to represent all of the multiple birth siblings. If the surname of the multiple birth siblings is selected, then all of the multiple birth siblings shall be admitted.

Employees and Board of Directors: Exploris will limit to no more than 15% of the school’s total enrollment priority admission to children of full-time employees and the charter school’s Board of Directors.

Economically Disadvantaged Students: Exploris will institute a priority lottery for remaining available seats *in order to achieve 25% of our students meeting the “Economically Disadvantaged” (ED) criteria, defined by meeting national Free and Reduced Lunch (FRL) criteria, by the school year 2023-2024.* We will achieve this by meeting the following interim goals:

<u>ACADEMIC YEAR</u>	<u>Target ED %</u>
2018-2019	0%
2019-2020	up to 10%
2020-2021	up to 15%
2022-2023	up to 25%
2023-2024	up to 25%

· With each lottery, the Executive Director will work to identify number of FRL seats to make available per grade level in order to balance students admitted across grade levels, total seats available, school resources, and planned annual target.

- Families will have the opportunity to complete an optional form, separate from their lottery application, where they can offer family income information in order to determine if they are FRL eligible for the purposes of the priority lottery. This supplemental form will ask applicants to consent to verify status as FRL eligible by Exploris staff and will state that no specific information will be obtained beyond eligibility status and that the information will not be retained.

Transportation

Board and school administration will work annually to identify transportation opportunities for children and share the information with parents and guardians.

Legal Reference: Article 14A of Chapter 115C, **G.S. 115C-218**

Adopted: 11/19/13

Revised: 6/23/15  
Revised: 2/15/18  
Adopted: 2/27/18  
Revised: 10/22/18  
Adopted:

# Cover Sheet

## School Goal Updates

**Section:** IV. ED Report  
**Item:** A. School Goal Updates  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Board Meetings Calendar 2018-2019.pdf  
ED Report Oct 2018.pdf  
Executive Director Goals for 2018 - 2019.pdf

**Exploris School Board Meetings  
2018 -2019**

July 24, 2018  
August 28, 2018  
September 25, 2018  
October 30, 2018  
November 27, 2018  
January 29, 2019 (Potential Retreat Date?)\*  
February 26, 2019  
March 26, 2019  
April 30, 2019  
May 28, 2019  
June 18, 2019

## **ED Report – October 2018**

Thank you to Board Members that participated in our 1<sup>st</sup> Annual Board of Director Tour Day on October 10, 2018

### **Academic Update:**

#### **Expedition – Inquiry Based Project Learning**

Expedition is a unique Exploris academic highlight. Expeditions are 12 week inquiry based projects that integrate ELA, math, science, social studies, and technology during each trimester. Over the 12 week period grade levels have 3 specific case studies and culminating projects that are focused on their driving question for the expedition. Summarized below are the driving questions for each of the Expeditions during Trimester 1.

#### **Expedition Driving Questions by Grade Level:**

K- How can we understand and support the bees in our community?

1 - How can I have a positive impact on where I live?

2 - How can we discover, connect with, and celebrate the needs of animals around us?

3 - How are we interconnected to our universe?

4 - How can we help our Piedmont region thrive?

5 - How can power influence us and the world?

6 –How can we learn from of our past to sustain our future because there’s no place like home?

7 - Which is better for a country’s economics/progress/development: isolation or cooperation?

8- Should humans have a right to clean and accessible water?

### **Professional Development:**

Teachers participated in professional development opportunities during the Fall Break work days. A co-teaching workshop was run by Amanda and Michelle to support staff needs and clarify the various models of co teaching. Co Teaching allows our team to better meet individual learning needs of students and differentiation of instruction. Additionally, a Google Apps workshop using an outside consultant was also held to improve teacher use of digital instructional technology. Teachers also had the opportunity to complete the testing process to earn their Google App certification.

### **School Improvement Goals - Kaizen**

The school improvement goals were developed with input from staff and further defined through the Kaizen team over the September and October meetings. Specific action goals with measurements were finalized at the October Kaizen meeting and are outlined below.

**Overarching Goal:** *Fostering Growth and Achievement*

### **§ Enrollment Planning/Equity**

*Goal: Increase SES diversity to represent the Wake County community and supports low-income families*

- Action Step: Implement a weighted lottery to maintain a minimum of 10% enrollment of students qualifying as economically disadvantaged by June 2019.
- Action Step: Identify funding sources and implement process and system to meet the needs of students qualifying for free and reduced lunch by June, 2019.
- Action Step: Implement PD and training for staff and Board to better understand needs of economically diverse families by March 2019.
- Action Step: Recruit diverse families/faculty to reflect demographics of Wake County.

### § School Culture & Climate

*Goal: Staff and students thrive because their needs are met (The school environment is one in which staff and students are safe, joyful, and engaged.) as measured by the numbers of students and staff who leave due to dissatisfaction with school culture and climate.*

- Action Step: Formalize exit interview process for families and staff in order to analyze the trends in exit interviews by May 2019. Identify the percentage of students/families/staff who leave due to school culture/climate.
- Action Step: Create a new family orientation and onboarding process for new students and families by June 2019.
- Action Step: Retain 90% or more of staff that are a mutual fit through August 2019 (81.25% in 17-18; 9/48 employees) based on exit interviews
- Action Step: Implement a school-wide code of conduct to track and analyze discipline reports using JumpRope. 100% of discipline reports are recorded into Jump Rope. Number of discipline incidents referred to the office will decline from one trimester to the next.
- Action Step: Increase core instruction in social-emotional learning through the use of an additional counselor by implementing at least 12 lessons per grade level by June 2019.
- Action Step: Implement green initiatives aligned with our mission and values including: Green Week, trash study, composting, electronic recycling, and student led green team club.

### § Academic Growth

*Goal: Continue to increase rigor through improved use of differentiation, co-teaching, reflection, feedback/coaching, and professional development.*

- Action Step: **Growth is demonstrated across all subgroups ← Step to be formalized by Rigor Study Team.** 100% of teachers differentiate instruction based on subgroup data from formative and summative assessments (eg. EOG/BOG, MAP, mClass, portfolio, in-class assessments, survey data) as measured by the informal walkthroughs, observation, instructional rounds process, and teacher reflection.
- Action Step: Implement staff feedback process with fidelity, i.e.PGP, Instructional Rounds, Observations, Feedback Cycle.
- Action Step: Implement co-teaching professional development by December, 2018.



## § **Scaling Resources**

*Goal: Maintain our fiscal viability and create long-term plans that support school growth*

- Action Step: Manage all resources to ensure that EOY budget target of \$13,000 surplus is achieved while balancing staffing, facility, technology, and instructional supply needs.
- Action Step: Ensure teachers have sufficient access to instructional technology, including computers, devices, printers, software and internet access as measured by an increase on TWC from 58.8% to at least the 80% state average as measured by school survey.
- Action Step: Ensure teachers have sufficient training to fully utilize instructional technology. TWC result of 40.6% to at least 75% as measured school survey.
- Action Step: Develop a 2019 – 2024 strategic plan by April 2019.
- Action Step: Retain and research new grant funds and partnerships to implement innovative resources to support school goals and student needs.

### **Board Approval is requested for the ED Goals for the 2018-2019 School Year**

A draft of the Executive Director Goals for the 2018 – 2019 school year is provided as an attachment in the Board packet.

### **School Report Card Update**

DPI informed all schools that the SRC release dates have been modified due to the number of schools that were impacted by the hurricanes. Updated dates are below.

**January 24 - February 12:** LEA/Charter School Preview Period

**February 21:** 2017-18SY SRC Official Release

### **Personnel and Staffing**

#### **Board approval is requested for the following positions:**

Austin Cole -Teaching Partner – funded with Special State Reserve EC funds for one on one  
Lori Mauro - School Counselor – funded by Grant for School Mental Health Counselor  
Tara Delgado – Social Worker – funded by grant Partnership with Wake County and Communities in School

Attached are the job descriptions for Business Office Manager and Center for Innovation Consultant. Positions were posted on the school website, NC Jobs, Indeed, and via social media. The interview committees have been set up and the review and interview process is underway for the positions.

#### **Board approval is requested for the Beginning Teacher Support Plan**

A summary of the plan is provided in the Board packet.

### **Operations:**

An evacuation drill was held on 10/8 for Elementary School. Lockdown drills held on 10/23 for Elementary School and 10/24 for the Middle School. All emergency procedures went as defined.

Fire Drill Dates:

ES – 9/25/18

MS – 9/27/18

### **Strategic Plan:**

Three vendors were evaluated to help support our initiative to update our strategic plan. Their proposals including their statement of work and pricing are attached in the packet for your review. Our goal is to incorporate input from all stakeholder groups including parents, students, staff, and Board members using surveys (parents/students) and focus group sessions (Board and staff). A strategic planning steering team will then work with the consulting group to evaluate and prioritize all input to fine tune the goals and action steps required for the next strategic planning period. The strategic planning steering team will consist of the following members.

#### **Strategic Planning Steering Committee**

(1-4 hour work session- Jan, 3- 2 hour sessions Jan/Feb)

Executive Director

3 Elementary Representatives

3 Middle School Representatives

3 Board Member Representatives

1 Parent Representative

1 Student Representative

**Board approval is requested to contract with Executive Service Corp. of The Triangle to assist us with the development of a revised 3 year strategic plan. Total cost for the project is \$2,750. (\$3,750- \$1,000 Fox Family Foundation grant). This is the firm that completed the 2013-2018 plan.**

**Enrollment Data for 2018 - 2019:**

<b>Projected Total Enrollment</b>										
	K	1	2	3	4	5	6	7	8	
<i>Total</i>	38	38	39	38	38	38	75	76	74	<b>455</b>

The team is evaluating the system and financing for providing free and reduced meals for our students in need. A food pantry has been set up to support students and the 6<sup>th</sup> grade team has a service learning project underway to support this initiative.

**Closed Session to Discuss Legal Matters**

**Finance:**

The budget was adjusted for amendments approved at the last Board meeting and new positions approved. After reviewing the year to date expenditures and projecting future impacts we are projecting an end of year surplus of \$13,807.13. The balance sheet and income statement along with the YTD budget are attached for your review.

**Board Approval is requested for the following:**

Board approval is requested for the following amendments to the school budget:

- Amend budget to account for transfer of \$32,000 from reserve account to cover Legal Expenses
- Amend budget to show scholarships for each grade level (reflected in EOY projection)

<b>13. Scholarships</b>	
Scholarships - K1-01	\$100.00
Scholarships - 02-03	\$100.00
Scholarships - 04-05	\$500.00
Scholarships - 06	\$500.00
Scholarships - 07	\$1,000.00
Scholarships - 08	\$2,000.00

**Governance**

The revised weighted lottery policy was approved by CSAB on Monday 9/10/18 and on October 4 by the State Board of Education. An update to our lottery policy to reflect the priority weighted lottery as well as reflect changes in lottery procedure was attached by the governance committee for your review. We are recommending changes to the timing for families to accept their seat once school starts, defining the timing for registration materials, and clarifying that

students are required to be present on the first day of school or risk losing their seat to the next candidate on the wait list.

The leadership team is working closely with the Equity and Diversity subcommittee on the lottery and enrollment process. The team has also been working on the implementation systems and recruitment efforts. The application will be online utilizing School Mint for the running our lottery and enrollment in the upcoming year. Paper applications will also be available for families as an option.

**Board approval will be requested for the new Lottery Policy.**

**Capital Campaign/ Foundation / Center for Innovation**

Foundation Account Balance as of 10/20/18: **\$488,531.06**

The Foundation Board approved a new position to kickoff phase I of the Center for Innovation with a targeted \$25,000 funding level. The job description is included in your board packet and we have a hire date target date by the end of November.

Plans are underway for a campaign targeting new families as well as following up with current families. Timing of launch will be determined based on update from developers and resources of the school.

## Executive Director Goals for 2018 – 2019 School Year

### Overarching Goal: *Fostering Growth and Achievement*

#### Academic Growth

*Goal: Continue to increase rigor through improved use of differentiation, co-teaching, reflection, feedback/coaching, and professional development.*

- Demonstrate 10% increase in overall growth for all students from .95 in 17-18 to 1.045 in 18-19. Results for 2017-2018 from state report are shown below.

			School Growth Index Score
All Exploris Students	Overall	Met Growth	0.95

- Overall school growth can also be demonstrated through formative and summative assessments (e.g. EOG/BOG, MAP, mClass, portfolio, in-class assessments, and survey data as measured by the informal walkthroughs, observation, instructional rounds process, and teacher reflection.
- Implement staff feedback process with fidelity, (Personal Growth Plans, Instructional Rounds, Observations, and Feedback Cycle)
- Implement co-teaching professional development by December 2018.

#### School Culture & Climate

*Goal: Staff and students thrive because their needs are met. The school environment is one in which staff and students are safe, joyful, and engaged.*

- Survey results will show that students and staff report a 90% or higher level of fulfillment to be learning and teaching at The Exploris School as measured by staff survey.
- Retain 90% or more of staff that are a mutual fit through August 2019 (81.25% in 17-18; 9/48 employees) based on exit interviews
- Increase core instruction in social-emotional learning through the use of an additional counselor by implementing at least 12 lessons per grade level by June 2019.

#### Enrollment Planning/Equity

*Goal: Increase SES diversity to represent the Wake County community and supports low-income families*

- Implement a weighted lottery and online lottery system to maintain a minimum of 10% enrollment of students qualifying as economically disadvantaged by June 2019.
- Implement PD and training for staff and Board to better understand needs of economically diverse families by March 2019.

## **Scaling Resources**

*Goal: Maintain our fiscal viability and create long-term plans that support school growth*

- Manage all resources to ensure that EOY budget target of \$13,000 surplus is achieved while balancing staffing, facility, technology, and instructional supply needs.
- Ensure teachers have sufficient access to instructional technology, including computers, devices, printers, software and internet access as measured by an increase on Teacher Working Condition survey results from 58.8% to at least the 80% state average as measured by school survey.
- Ensure teachers have sufficient training to fully utilize instructional technology. Increase Teacher Working Condition Survey result of 40.6% to at least 75% as measured school survey.
- Develop a 2019 – 2024 strategic plan by April 2019.
- Retain and research new grant funds and partnerships to implement innovative resources to support school goals and student needs.

# Cover Sheet

## Academic/ Personnel / Operations

**Section:** IV. ED Report  
**Item:** B. Academic/ Personnel / Operations  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Beginning Teacher Support Program 18-19.pdf  
Business Office Manager.docx  
Center for Innovation Consultant.docx

# LEA/Charter Beginning Teacher Support Program Plan

## Overview of The Exploris School's Beginning Teacher Support Program

- 2-day Orientation in August
- Mentors trained and assigned early
- Mentor and director collaboration on Professional Development Plan
- Observations and feedback
- Professional development and coaching

### 1. A documented process for identifying and verifying all beginning teachers (BTs)

The process must include beginning teachers who meet requirements for NCDPI's assignment of initial licensure, identifying which teachers will/will not be included in the program (based on appropriate experience and position held), assignment in the area of licensure, plan for documentation of required licensure tests requirement and the process for license conversion (coursework, exams passed, three years of teaching), and the process for collecting BT data for the State of the Teaching Profession in NC Report.

The school's Associate Directors will identify, verify, and monitor the progress of all teachers with fewer than three years of experience through the three years of induction. Beginning teachers will be assigned in their area of licensure. We will verify that these teachers have met the requirements for all required licensure tests as set out by the NCSBE. At the end of the three-year period, beginning teachers with three years of experience who meet all licensure criteria will be approved to move from a Standard Professional I license to a Standard Professional II and notification will be sent to the Licensure division of Department of Public Instruction. Student services personnel, administrators, and curriculum-instructional specialists are not required to participate. Once continuing license is earned in one area, additional teaching areas do not require a BTSP experience. All BT Data will be collected for the State of the Teaching Profession report.

### 2. Plan for implementing a sound BT Induction process

Plans must include three year induction process (120 workdays each year) that includes a formal orientation, required working conditions, the process for mentor selection, training, and assignment, the process for development and monitoring of the BTs' professional development plan, and required or prescribed professional development.

#### a. Orientation

Orientation must be provided, attended, and documented within two weeks of the beginning teacher's first day of work. At a minimum the orientation must include: an overview of the school's/system's goals, policies, and procedures; a description of available services and training opportunities; a copy of the BTSP and the process for achieving a continuing license; develop and distribute optional working conditions guidelines\*; the North Carolina Teacher Evaluation Process (NOTE: A local board shall use the North Carolina Professional Teaching Standards and North Carolina Teacher Evaluation Process unless it develops an alternative evaluation that is properly validated and that includes standards and criteria similar to those in the North Carolina Professional Teaching Standards and North Carolina Teacher Evaluation Process); the NC



## LEA/Charter Beginning Teacher Support Program Plan

Standard Course of Study; local curriculum guides; the safe and appropriate use of seclusion and restraint of students; and the State Board of Education's Mission and Goals.

Orientation will consist of two full days prior to the first day of school. Attendance at orientation will be documented. The orientation will include the following topics, among other things:

- Overview of The Exploris School's teaching philosophy, common instructional practices, curriculum, services, programs, and procedures
- Review of the Exploris Personnel Handbook and any additional policies and procedures
- Team and culture building
- Introduction to the Exploris Teacher Evaluation and Feedback rubric as well as a calendar of the Exploris evaluation cycle
- Assignment of teacher mentors and plan for BT support. Mentors meet the requirements of GS115C-296(e). Mentor training, based on the NC Mentor Standards, and support will be provided for mentors.
- Legal and safe practices for seclusion, restraint, and implementation of accommodations for identified students
- A copy of the BTSP and the process for achieving a continuing license will be given to BTs
- Optimal working conditions guidelines
- NC Teacher Evaluation Process
- NC Standard Course of Study
- The State Board of Education's Mission and Goals
- Beginning Teachers will have no assigned extracurricular duties unless requested in writing by the BT

Explain the process for ensuring that beginning teachers have: mentor assigned early, and in close proximity; limited preparations; limited non-instructional duties; limited number of exceptional or difficult students; and no extracurricular assignments unless requested in writing by the beginning teacher.

A mentor is assigned early, in the licensure area, and in close proximity. The Associate Directors will work to establish the best matches of mentors to Beginning Teachers. In some instances, where a trained mentor does not exist in the same licensure area or the teacher is a specialist in the school, a mentor may be assigned from a different area, paying close attention to proximity and fit. The Directors will work to create the best schedule possible for the new teachers within their buildings and limit preparations and non-instructional duties. The Directors, Data Managers, Exceptional Children's and English as a Second Language Department Chair persons will work together to balance the number of exceptional or ESL students. The beginning teachers will have no assigned extracurricular activities unless requested in writing by the BT.

### *b. Mentor Selection, Training, and Assignment*

Describe the mentor program including the process for selecting appropriate mentors (based on SBE policy and GS 115C-296(e) requirements concerning mentors' NCEES evaluation and student growth expectations), mentor assignment and guidelines, and training and support provided for mentors.

## LEA/Charter Beginning Teacher Support Program Plan

Mentors are identified based on the three areas identified by the SBE – successful teaching, commitment, and preference. Mentors meet the requirements of GS115C-296(e). Mentors must be deemed proficient by having few areas for growth noted on the Exploris Teacher Reflection and Feedback Rubric. Retired teachers are eligible to serve as mentors. The Associate Directors will determine which mentor teacher best meets the needs of each new teacher and shall assign the appropriate mentor teacher. If the Associate Director determines that a retired teacher is the most appropriate mentor teacher, she shall retain records of the reasons for that determination. Exploris will use the most recent evaluation data. Teachers without 2 or more years of consecutive evaluation data are not eligible to serve as mentors unless they are retired. Teachers who are assigned to be a mentor must meet eligibility requirements in the year of the assignment. A teacher may be a mentor at a different school building if the Associate Directors and the mentor teacher approve the assignment, the mentor is deemed at least accomplished, and the Directors maintain a record of the reasons for selecting the mentor.

Mentor Assignment Guidelines shall follow Beginning Teacher Support Program Standard 2:

Selection criteria include input from a variety of stakeholder groups and are clearly articulated. The mentor application and selection process is transparent and uniformly applied.

Mentors support beginning teacher orientation and provide logistical and emotional support. Mentors focus their primary support on improving instruction and learning. Mentors provide ongoing support and encouragement for the beginning teacher.

Mentor training, based on the NC Mentor Standards, and support will be provided for mentors. Mentors participate in on-site Mentor Training which includes support with procedures, documentation, roles, responsibilities, relationship-building, and expectations. Mentors receive ongoing training to advance their knowledge and skills. Mentors have opportunities to participate in professional learning communities. The Associate Directors will meet with the beginning teacher and mentor at least three times per year to assess the need for further support. Mentors will document their support meetings with their mentee and submit these logs to the director monthly.

*c. Professional Development Plans*

Describe the process through which the beginning teacher collaborates with his/her principal and mentor to develop a PDP. Include how the PDP requirements are met and monitored in the LEA/Charter School.

Each beginning teacher collaborates with his/her mentor in the creation of the PDP. The beginning teacher meets with the Associate Director by September 30 to share and discuss the PDP. The beginning teacher, mentor, and director meet for midyear and end-of-year check-ins on the progress of the PDP. Signatures of BT, mentor, and Associate/Executive Director are required each time.

*d. Professional Development*

## LEA/Charter Beginning Teacher Support Program Plan

Describe the process for determining required and/or prescribed professional development for beginning teachers.

Beginning teachers receive professional development on core instructional practices at The Exploris School such as project based learning and standards based grading. This professional development takes place during orientation. Beginning teachers also participate in schoolwide professional development opportunities based on the needs of the current staff. If additional, individualized support is needed, the director provides beginning teachers with additional professional development in the form of coaching, outside workshops, or small group studies.

### 3. A formal process for conducting observations and summative evaluations on all BTs

Provide details on the process that ensures each beginning teacher receives the required observations and evaluation as outlined in SBE policy (Teacher Performance Appraisal process), General Statute and HB 1030.

Beginning Teachers receive observations over the course of the year. Observations are conducted using the Exploris Teacher Evaluation and Feedback Rubric. The first observation is completed by the mentor with a post-conference. The subsequent evaluations are completed by the director and/or her designee with pre- and post-conferences. The summative evaluation will be completed by June 1 each year and will be used in making decisions regarding employment. Copies of all formal observations, the evaluation summary, and the Professional Development Plan for beginning teachers will be placed in the beginning teacher's file by June 15.

### 4. Plan for participation in BTSP Monitoring

Describe the plans for compliance with the BTSP Monitoring process (completed on a five-year revolving cycle) and technical assistance provided based on monitoring results to address areas of concern (if necessary).

The leadership team, mentors, and beginning teachers reflect on our BTSP annually. We are working toward more formal gathering of evidence to have on-hand for Monitoring. If necessary, we are prepared to make revisions or provide further evidence based on monitoring results.

### 5. Plan for participation in the BTSP Peer Review Process

Include the process in place in the LEA/Charter School for completing the annual Peer Review Self-Assessment and annual Peer Review process.

At least one Associate Director will attend regional meetings to participate in the cohort and Peer Review process. Further communication and collaboration with partner schools will occur in whatever manner is preferred by the Regional Ed Facilitator and works well with peer schools. The Exploris School will participate in the BTSP Monitoring process to demonstrate proficiency and compliance with State Board Policy.

## LEA/Charter Beginning Teacher Support Program Plan

**6. Statement on how BTs' personnel files (files that include the teacher's PDP and performance evaluation report(s)) are filed and secured.**

The cumulative beginning teacher file will be kept by the school's Executive Director and will be updated at the end of each year. If the teacher leaves Exploris during the three years of induction, the file will be forwarded to the new LEA or charter school if applicable. If not, the file will be placed on hold until the teacher returns to Exploris or another school.

**7. Plan for a timely transfer of BT files to subsequent employing LEAs, Charter Schools, or non-public institutions within the state.**

When the cumulative file is requested by another LEA, charter school, or non-public institution within the state, the Director will handle the file transfer in a timely manner and with the teacher's written authorization.

BTSP Coordinator:  Date: 10/8/18

School Board Chair:  Date: 10/18/18

Approved by the local School Board (date): \_\_\_\_\_

Submitted to NCDPI (date): \_\_\_\_\_

Approved by NCDPI (date): \_\_\_\_\_



## **BUSINESS OFFICE MANAGER**

### **POSITION OVERVIEW**

This is an amazing opportunity for a dynamic, high-energy, hard-working leader to join a nationally recognized K-8 school. We are seeking a leader who can work closely with the Executive Director, leadership team, and talented team of teachers to drive the continuous improvement of learning at The Exploris School in downtown Raleigh. The Business Office Manager will have primary responsibility for ensuring the smooth operation of financial systems, operations procedures, and facilities management.

### **Key Responsibilities:**

- Work with Leadership team to ensure the finance, facilities, and operations environment supports the overall mission of The Exploris School
- Monitor the effectiveness of the finance, facilities, and operations environment of the schools and propose changes to Executive Director when deemed necessary.
- Oversee the vendor selection, evaluation, and procurement process of goods and services.
- Manage vendor contracts for grounds, custodial services, security, and technology
- Work with external vendor to manage e-rate application, development, and submission process.
- Work closely with Executive Director in development of operations items which require Board approval
- Manage the implementation of the new Weighted Lottery, application, and enrollment process using School Mint
- Monitor and manage the Lunch Program vendors, financials, and funding required to support Free & Reduced Lunch Program, and scholarships
- Ensure accurate and timely tracking and invoicing of Local Funding from 4 Counties
- Capital Campaign/Annual fund financial management, tracking, and reconciliation with Donor Perfect system, and School Foundation bank statement reconciliation
- Supervise and manage Before and After Care program, registration, invoicing, staffing, and tracking
- Work with external vendors to provide operational support for facilities and technology to support staff and students
- Interface with DPI and support all staff with the licensure application and renewal process
- Ability to develop business plan for new strategic initiatives
- Support the Executive Director with the development of the school budget process
- Identify and work with staff to apply for and comply with grants to support school initiatives
- Act as a Liaison on all Facilities and Finance issues on property and casualty claims.
- Ensures adherence to proper safety procedures, state, federal, and DPI requirements.
- OTHER DUTIES AS ASSIGNED



### REQUIREMENTS:

Bachelor's or higher in Accounting, Finance or related field of study from an accredited institution. At least 2+ year's School Operations or Business Management experience required. Experience in an educational environment preferred. Excellent strategic thinker with an entrepreneurial spirit that can maximize available resources using a strong financial and business acumen to drive decision making process. Strong interpersonal and communication skills, including the ability to cultivate partnerships, build consensus, and coordinate activities across teams at multiple locations. Must maintain confidentiality at all times. Knowledge and practical experience beyond basic bookkeeping. Knowledge and practical experience using MS Word, Excel, PPT, and Google Docs. Knowledge of Linq, Power School, School Mint, and Donor Perfect system a plus. Ability to work independently and make decisions in accordance with established policies and regulations. Ability to multitask and remain calm in fast-paced environment.

### SALARY & BENEFITS

This is a full-time position with compensation commensurate with experience and qualifications. We also provide competitive health, dental, disability, and retirement benefits.

### TO APPLY

Please submit your application to [employment@Exploris.org](mailto:employment@Exploris.org)



## **CENTER FOR INNOVATION CONSULTANT**

### **POSITION PROFILE**

This is an amazing opportunity for a dynamic, high-energy, hard-working teacher leader to support the creation of a world class Center for Innovation that *Empowers Teachers To Change The World*. We are seeking an experienced teacher leader familiar with the Exploris educational philosophy and model who can work closely with the Executive Director, leadership team, and talented team of teachers to create the vision and plan for a Center for Innovation at The Exploris School in downtown Raleigh. The Center for Innovation would bring together educators and school leaders from traditional public schools and charter schools to share and learn innovative education practices from one another and develop collegial partnerships that foster academic growth for all students.

### **Key Responsibilities:**

#### **Project Management and Development**

- Design and develop an initial business plan for the short-term (1-2 years). Business Plan requirements would include the following: Executive Summary, Product/Service Conference Workshop Offerings, Market Analysis and Environmental Scan w SWOT, Financial Projections, Organizational Structure, Marketing and Communications plan, Funding Requirements, and Growth Projections.
- Work closely with Executive Director on concept creation and plan for Board approval

#### **Communications and Marketing**

- The Center for Innovation Consultant will be responsible for designing a website for the Center for Innovation to attract teachers from around the state, nationally, and internationally. The website should include regular updates with resources of innovative instructional practices and programs as well as registration for upcoming product /service training conferences and workshops at The Center for Innovation.
- Plan and create Center for Innovation resources and supplies including letterhead, brochure, business cards, flyers, etc.

#### **Instructional Resources**

- Design instructional resources to support product/service offerings at The Center for Innovation. Create materials that document the inquiry based, expeditionary global education process.
- Document historical examples of expeditions at all grade levels K-8 to showcase as exemplars for learning through the Center for Innovation conferences.



## Operations Management

- Manage and maintain the registration sign up and serve as point of contact for all inquiries on program offerings at The Center for Innovation.
- Maintain tracking of all participants and manage invoicing, billing, and accounting requirements.
- Create a tour schedule and partner with school ambassador leaders for student led tours. Facilitate and lead a debrief session for visiting educators.
- Identify and apply for grant and funding opportunities for future growth and expansion of the Center for Innovation.
- Ensures adherence to proper safety procedures, state, federal, and DPI requirements.
- OTHER DUTIES AS ASSIGNED

## REQUIREMENTS:

Excellent strategic thinker with an entrepreneurial spirit that can design the vision and implement action plans to launch the Center for Innovation. Embrace the mission, vision, and goals of The Exploris School Foundation. Knowledge and practical experience in educational pedagogy, instructional strategies, and leading professional development. Experience working in a project-based learning culture whose cornerstones are depth of academic experiences, adventure/field work, and character-building. Knowledge and practical experience using technology including MS Word, Excel, PPT, and Google Apps. Ability to work independently and make decisions in accordance with established policies and regulations. Ability to multitask and remain calm in fast-paced environment.

## SALARY

This is a part-time position with The Exploris School Foundation. Compensation is commensurate with experience and qualifications.

## TO APPLY

Please submit your application to [employment@Exploris.org](mailto:employment@Exploris.org)



# Cover Sheet

## Finance

**Section:** IV. ED Report  
**Item:** D. Finance  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Balance Sheet 2018.09 Exploris.pdf  
Board Report 2018.09 Exploris.pdf  
Income Statement 2018.09 Exploris.pdf

**The Exploris School**

**Balance Sheet**

**Fiscal Year: 2019 | Fiscal Month: September**  
**Include Funds: All**

**Assets**

1.1010.000.000.000.000.00	Cash OP FCIT 6528	(30,637.36)
2.1010.000.000.000.000.00	Cash OP FCIT 6528	113,784.50
2.1011.000.000.000.000.00	Cash - Reserve	230,905.12
2.1020.000.000.000.000.00	Cash CK FCIT 4317	11,694.55
2.1120.000.000.000.000.00	Accounts Receivable - Local Go	(0.03)
2.1160.000.000.000.000.00	Accounts Receivable - Non-Gove	(2,963.51)
2.1180.000.000.000.000.00	Accounts Receivable - Employee	2,895.59
2.1611.000.000.000.000.00	Security Deposit	15,658.00
3.1010.000.000.000.000.00	Cash OP FCIT 6528	(15,686.26)
5.1010.000.000.000.000.00	Cash OP FCIT 6528	299,521.66
5.1160.000.000.000.000.00	Accounts Receivable - Non-Gove	(360.00)

**TOTAL Assets:** 624,812.26

**Liabilities**

1.2010.000.000.000.000.00	Accounts Payable	53.45
1.2278.000.000.000.000.00	EEs' Other Ins. Deductions	(0.08)
2.2010.000.000.000.000.00	Accounts Payable	(2,989.95)
2.2010.000.000.500.000.00	Prior Year Expenses	(19,104.09)
5.2010.000.000.000.000.00	Accounts Payable	10.00

**TOTAL Liabilities:** (22,030.67)

**Reserves and Equity**

2.2960.000.000.000.000.00	Fund Equity	496,812.20
5.2960.000.000.000.000.00	Fund Equity	280,171.10

**TOTAL Reserves and Equity:** 776,983.30

**NET GAIN (LOSS):** (130,140.37)

**TOTAL LIABILITIES / RESERVES / INCOME:** 624,812.26

**The Exploris School**  
**Budget Analysis Report**  
 Fiscal Year: 2019 | Date Range: 09/01/2018 - 09/30/2018  
 Grouped by Account Category/Subcategory | Summary Only

**Revenues**

Account	Budget	Period Activity	YTD Activity	Remaining Budget	% Used	EOY Projection
001. STATE REVENUE	TOTAL: \$ (2,655,506.96)	\$ (278,831.60)	\$ (765,156.26)	\$ (1,890,350.70)	28.81	\$ (2,660,506.96)
002. LOCAL REVENUE	TOTAL: \$ (1,236,666.65)	\$ (10,625.15)	\$ (94,022.85)	\$ (1,142,643.80)	7.60	\$ (1,245,454.84)
003. FEDERAL REVENUE	TOTAL: \$ (68,164.00)	\$ -	\$ -	\$ (68,164.00)	0.00	\$ (68,164.00)
004. FOUNDATION REVENUE	TOTAL: \$ (20,580.00)	\$ -	\$ -	\$ (20,580.00)	0.00	\$ (6,400.00)
005. B&A CARE REVENUE	TOTAL: \$ (90,000.00)	\$ (10,502.52)	\$ (23,213.03)	\$ (66,786.97)	25.79	\$ (90,000.00)
006. FIELD TRIP REVENUE	TOTAL: \$ (0.08)	\$ (13,946.50)	\$ (17,297.82)	\$ 17,297.74	21622275.0	\$ (17,297.82)
<b>Revenues TOTAL:</b>	<b>\$ (4,070,917.69)</b>	<b>\$ (313,905.77)</b>	<b>\$ (899,689.96)</b>			<b>\$ (4,087,823.62)</b>

**Expenses**

Account	Budget	Period Activity	YTD Activity	Remaining Budget	% Used	
01. SALARIES AND BONUSES	TOTAL: \$ 2,516,923.33	\$ 200,885.06	\$ 570,920.31	\$ 1,946,003.02	22.68	\$ 2,522,236.15
02. BENEFITS	TOTAL: \$ 594,663.26	\$ 49,723.90	\$ 121,512.12	\$ 473,151.14	20.43	\$ 611,876.47
03. BOOKS AND SUPPLIES	TOTAL: \$ 65,810.00	\$ 15,768.85	\$ 21,947.80	\$ 43,862.20	33.35	\$ 65,816.97
04. TECHNOLOGY	TOTAL: \$ 103,544.94	\$ 3,096.24	\$ 53,039.64	\$ 50,505.30	51.22	\$ 101,902.32
05. NON-CAP EQUIPMENT & LEASES	TOTAL: \$ 19,500.00	\$ 2,589.90	\$ 3,163.55	\$ 16,336.45	16.22	\$ 19,500.00
06. CONTRACTED STUDENT SERVICES	TOTAL: \$ 36,500.00	\$ 1,381.00	\$ 1,941.00	\$ 34,559.00	5.32	\$ 36,500.00
07. FIELD TRIPS	TOTAL: \$ 4,000.12	\$ 4,166.02	\$ 4,166.02	\$ (165.90)	104.15	\$ 25,487.92
08. STAFF DEVELOPMENT	TOTAL: \$ 11,000.00	\$ 1,975.50	\$ 3,205.50	\$ 7,794.50	29.14	\$ 11,000.00
09. ADMIN SERVICES	TOTAL: \$ 105,580.00	\$ 40,577.19	\$ 38,479.72	\$ 67,100.28	36.45	\$ 103,343.25
10. INSURANCES	TOTAL: \$ 33,111.00	\$ 5,035.01	\$ 15,875.42	\$ 17,235.58	47.95	\$ 33,111.00
11. FACILITIES	TOTAL: \$ 462,264.52	\$ 65,949.00	\$ 163,234.28	\$ 299,030.24	35.31	\$ 463,084.02
14. B&A CARE	TOTAL: \$ 39,581.51	\$ 4,232.47	\$ 4,232.47	\$ 35,349.04	10.69	\$ 39,581.51
61. VARIOUS GRANTS-CASMT	TOTAL: \$ 40,576.88	\$ -	\$ 28,112.50	\$ 12,464.38	69.28	\$ 40,576.88
<b>Expenses TOTAL:</b>	<b>\$ 4,033,055.56</b>	<b>\$ 395,380.14</b>	<b>\$ 1,029,830.33</b>			<b>\$ 4,074,016.49</b>

(SURPLUS) / DEFICIT

\$ (37,862.13)

\$ 81,474.37

\$ (13,807.13)

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**Income Statement****Fiscal Year: 2019 Month: September****Include Fund(s): 1, 2, 3, 5**

<b>Fund</b>		<b>Beg. Balance</b>	<b>MTD Actual</b>	<b>MTD Budget</b>	<b>YTD Actual</b>	<b>YTD Budget</b>
<b>Fund 1</b>						
	<b>Revenue</b>					
	1.3100.016.000.000.000.00 Rev - Summer Reading - 016	1,097.68	0.00	477.08	1,097.68	1,431.25
	1.3100.036.000.000.000.00 Rev - Charter Schools	485,226.98	278,831.60	211,533.33	764,058.58	634,600.00
	<b>Revenue Total:</b>	<b>486,324.66</b>	<b>278,831.60</b>	<b>212,010.41</b>	<b>765,156.26</b>	<b>636,031.25</b>
	<b>Expense</b>					
	1.5110.036.121.000.000.00 Salary - Teacher	229,342.10	131,287.61	127,060.53	360,629.71	381,181.60
	1.5110.036.142.000.000.00 Salary - Teacher Assistant	13,409.60	8,034.59	6,539.17	21,444.19	19,617.50
	1.5110.036.162.000.000.00 Substitute Pay	0.00	1,600.00	2,083.33	1,600.00	6,250.00
	1.5110.036.183.000.000.00 Salary - Bonus	0.00	0.00	416.67	0.00	1,250.00
	1.5110.036.211.000.000.00 ER's Social Security Cost	16,997.27	9,847.97	15,525.70	26,845.24	46,577.11
	1.5110.036.229.000.000.00 ER's Other Retirement Cost	4,547.53	2,421.64	3,965.66	6,969.17	11,896.97
	1.5110.036.229.100.000.00 ER's Other Retirement Cost- CONTINGENCY	0.00	0.00	2,135.35	0.00	6,406.06
	1.5110.036.231.000.000.00 ER's Hospitalization Insurance	24,951.93	15,558.41	25,291.60	40,510.34	75,874.80
	1.5110.036.232.000.000.00 ER's Workers' Comp. Insurance	0.00	0.00	812.83	0.00	2,438.50
	1.5110.036.233.000.000.00 ER's Unemployment Insurance Co	0.00	0.00	953.87	0.00	2,861.60
	1.5110.036.234.000.000.00 ER's Dental Ins. Cost	456.95	164.43	518.84	621.38	1,556.52
	1.5110.036.235.000.000.00 ER's Life Ins. Cost	136.35	0.00	133.08	136.35	399.25
	1.5110.036.239.000.000.00 Other Ins. Cost	1,042.93	0.00	687.25	1,042.93	2,061.75
	1.5110.036.299.000.000.00 Long Term Disability	0.00	0.00	343.92	0.00	1,031.75
	1.5110.036.315.000.000.00 Reproduction Costs	0.00	630.00	0.00	630.00	0.00
	1.5210.036.121.000.000.00 Salary - EC Teacher	20,058.86	12,085.53	16,000.10	32,144.39	48,000.30
	1.5210.036.142.000.000.00 Salary - EC Teacher Assistant	14,200.02	8,900.01	8,666.67	23,100.03	26,000.00
	1.5210.036.211.000.000.00 ER's Social Security Cost	2,663.36	1,451.99	0.00	4,115.35	0.00
	1.5210.036.229.000.000.00 ER's Other Retirement Cost	107.50	105.25	0.00	212.75	0.00
	1.5210.036.231.000.000.00 ER's Hospitalization Insurance	5,789.20	3,569.39	0.00	9,358.59	0.00
	1.5210.036.234.000.000.00 ER's Dental Ins. Cost	61.75	46.30	0.00	108.05	0.00
	1.5210.036.311.000.000.00 Contracted Services - EC	560.00	239.75	500.00	799.75	1,500.00
	1.5210.036.312.000.000.00 Workshop Expenses	0.00	0.00	83.33	0.00	250.00
	1.5210.036.317.000.000.00 Contracted Psychological Servi	0.00	0.00	833.33	0.00	2,500.00
	1.5240.036.318.000.000.00 Contracted Services - Speech	0.00	1,141.25	1,416.67	1,141.25	4,250.00
	1.5330.036.121.000.000.00 Intervention Teacher	8,814.34	4,407.17	0.00	13,221.51	0.00

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**The Exploris School****Income Statement****Fiscal Year: 2019 Month: September****Include Fund(s): 1, 2, 3, 5**

<b>Fund</b>		<b>Beg. Balance</b>	<b>MTD Actual</b>	<b>MTD Budget</b>	<b>YTD Actual</b>	<b>YTD Budget</b>
1.5330.036.211.000.000.00	Intervention SS	631.16	300.18	0.00	931.34	0.00
1.5330.036.229.000.000.00	Intervention Other Retirement	264.44	132.22	0.00	396.66	0.00
1.5330.036.231.000.000.00	Intervention Hospitalization	1,044.40	522.20	0.00	1,566.60	0.00
1.5330.036.234.000.000.00	ER' Dental	24.70	12.35	0.00	37.05	0.00
1.5350.016.121.000.000.00	Teacher - Summer Reading Camp	4,050.00	(3,231.46)	0.00	818.54	0.00
1.5350.016.211.000.000.00	ER SS - Summer Reading Camp	279.14	0.00	0.00	279.14	0.00
1.5350.016.411.000.000.00	Supplies and Materials - 016	0.00	0.00	477.08	0.00	1,431.25
1.5400.036.151.000.000.00	Salary - Office Personnel	14,520.00	8,007.51	0.00	22,527.51	0.00
1.5400.036.211.000.000.00	ER's Social Security Cost	1,053.84	590.49	0.00	1,644.33	0.00
1.5400.036.229.000.000.00	ER's Other Retirement Cost	270.60	135.30	0.00	405.90	0.00
1.5400.036.231.000.000.00	ER's Hospitalization Insurance	2,088.80	1,044.40	0.00	3,133.20	0.00
1.5400.036.234.000.000.00	ER's Dental Ins. Cost	37.44	24.70	0.00	62.14	0.00
1.5400.036.411.000.000.00	Supplies and Materials - Offic	250.95	795.42	0.00	1,046.37	0.00
1.5410.036.114.000.000.00	Salary - Principal/Headmaster	18,333.34	9,166.67	0.00	27,500.01	0.00
1.5410.036.211.000.000.00	ER's SS	1,380.31	690.13	0.00	2,070.44	0.00
1.5410.036.229.000.000.00	ER's Other Retirement	550.00	275.00	0.00	825.00	0.00
1.5410.036.231.000.000.00	ER's Hospitalization	1,044.40	522.20	0.00	1,566.60	0.00
1.5410.036.234.000.000.00	ER's Dental	24.70	12.35	0.00	37.05	0.00
1.5420.036.116.000.000.00	Salary - Assistant Principal	22,676.50	11,338.25	44,683.91	34,014.75	134,051.72
1.5420.036.211.000.000.00	ER's SS	1,699.18	845.56	0.00	2,544.74	0.00
1.5420.036.229.000.000.00	ER's Other Retirement	568.50	312.20	0.00	880.70	0.00
1.5420.036.231.000.000.00	ER's Hospitalization	2,088.80	1,044.40	0.00	3,133.20	0.00
1.5420.036.234.000.000.00	ER's Dental	24.70	12.35	0.00	37.05	0.00
1.5830.036.131.000.000.00	Guidance Counselor	11,740.99	2,734.43	0.00	14,475.42	0.00
1.5830.036.211.000.000.00	ER SS	869.57	194.88	0.00	1,064.45	0.00
1.5830.036.231.000.000.00	ER's Hospitalization	1,044.40	522.20	0.00	1,566.60	0.00
1.5830.036.234.000.000.00	ER's Dental Insurance Cost	24.70	12.35	0.00	37.05	0.00
1.6110.036.113.000.000.00	Curriculum Support & Dev	4,291.66	2,145.83	0.00	6,437.49	0.00
1.6110.036.211.000.000.00	ER's SS	328.30	164.16	0.00	492.46	0.00
1.6400.036.311.000.000.00	Contracted Services - Technolo	0.00	3,000.00	0.00	3,000.00	0.00
1.6510.036.341.000.000.00	Telephone	127.98	0.00	0.00	127.98	0.00
1.6530.036.321.000.000.00	Utilities - Electrical Service	1,507.05	0.00	0.00	1,507.05	0.00
1.6540.036.311.000.000.00	Contracted Services - Custodi	4,800.00	4,800.00	2,250.00	9,600.00	6,750.00

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**The Exploris School****Income Statement****Fiscal Year: 2019 Month: September****Include Fund(s): 1, 2, 3, 5**

<b>Fund</b>		<b>Beg. Balance</b>	<b>MTD Actual</b>	<b>MTD Budget</b>	<b>YTD Actual</b>	<b>YTD Budget</b>
1.6540.036.411.000.000.00	Supplies and Materials	728.46	732.30	0.00	1,460.76	0.00
1.6580.036.325.001.000.00	Contracted Landscaping	0.00	0.00	300.00	0.00	900.00
1.6580.036.422.000.000.00	Repair Parts and Materials	0.00	27.87	0.00	27.87	0.00
1.6610.036.311.000.000.00	Contracted Services - Business	9,436.45	2,625.00	3,033.33	12,061.45	9,100.00
1.6610.036.371.000.000.00	Liability Insurance	5,197.01	5,035.01	1,678.33	10,232.02	5,035.00
1.6610.036.378.000.000.00	Scholastic Accident Insurance	0.00	0.00	226.42	0.00	679.25
1.6620.036.311.000.000.00	Contracted Services - HR	34.80	79.85	41.67	114.65	125.00
1.6920.036.311.000.000.00	Contracted Legal Services	106.82	0.00	1,250.00	106.82	3,750.00
1.6930.036.311.000.000.00	Contracted Audit Services	2,750.00	0.00	875.00	2,750.00	2,625.00
1.6940.036.327.000.000.00	Building Rentals & Leases	31,683.94	33,711.68	17,805.38	65,395.62	53,416.13
1.6940.036.327.001.000.00	Land Lease New Bern	10,150.00	5,150.00	5,150.00	15,300.00	15,450.00
1.6940.036.327.002.000.00	Modular Lease	0.00	0.00	8,333.33	0.00	25,000.00
1.6950.036.313.000.000.00	Advertising Cost	0.00	0.00	333.33	0.00	1,000.00
<b>Expense Total:</b>		<b>500,867.72</b>	<b>294,979.27</b>	<b>300,405.68</b>	<b>795,846.99</b>	<b>901,217.06</b>
<b>Change in Fund 1 Balance:</b>		<b>(14,543.06)</b>	<b>(16,147.67)</b>	<b>(88,395.27)</b>	<b>(30,690.73)</b>	<b>(265,185.81)</b>

**Fund 2****Revenue**

2.3250.036.000.000.000.00	Rev - Sales Tax	0.00	0.00	547.50	0.00	1,642.50
2.4110.435.000.000.000.00	Rev - Durham County Schools	2,287.84	0.00	915.56	2,287.84	2,746.69
2.4110.447.000.000.000.00	Rev - Harnett County Schools	0.00	0.00	271.50	0.00	814.50
2.4110.456.000.000.000.00	Rev - Johnston County Schools	0.00	0.00	2,474.46	0.00	7,423.38
2.4110.502.000.000.000.00	Rev - Wake County Schools	0.00	0.00	90,790.12	0.00	272,370.36
2.4211.036.000.905.000.00	Rev - Field Trips - 04-05	0.00	421.50	0.00	421.50	0.00
2.4211.036.000.907.000.00	Rev - Field Trips - 07	1,936.32	1,010.00	0.00	2,946.32	0.00
2.4211.036.000.908.000.00	Rev - Field Trips - 08	1,415.00	6,290.00	0.00	7,705.00	0.00
2.4211.036.000.930.000.00	Rev - Field Trips - Japan	0.00	6,225.00	0.00	6,225.00	0.00
2.4430.036.000.000.000.00	Rev - Contributions	88.20	10,612.50	0.00	10,700.70	0.00
2.4430.690.000.000.000.00	REV- CAPITAL CAMPAIGN FOUNDATI	0.00	0.00	333.33	0.00	1,000.00
2.4450.036.000.001.000.00	Interest Income Reserve	21.66	12.65	8.33	34.31	25.00
2.4490.352.000.000.000.00	Rev - Foundation/PTO	0.00	0.00	1,181.67	0.00	3,545.00
2.4490.352.000.100.000.00	Rev - Foundation Financial Reporting Contrib	0.00	0.00	200.00	0.00	600.00

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**The Exploris School****Income Statement****Fiscal Year: 2019 Month: September****Include Fund(s): 1, 2, 3, 5**

<b>Fund</b>		<b>Beg. Balance</b>	<b>MTD Actual</b>	<b>MTD Budget</b>	<b>YTD Actual</b>	<b>YTD Budget</b>
2.4890.559.000.000.000.00	Rev - CASMT Grant	25,000.00	0.00	2,242.71	25,000.00	6,728.12
2.4910.036.000.000.000.00	Fund Balance Appropriated	20,000.00	0.00	1,138.70	20,000.00	3,416.09
2.4910.036.000.002.000.00	Fund Balance Appropriated - Tech	36,000.00	0.00	0.00	36,000.00	0.00
<b>Revenue Total:</b>		<b>86,749.02</b>	<b>24,571.65</b>	<b>100,103.88</b>	<b>111,320.67</b>	<b>300,311.64</b>
<b>Expense</b>						
2.5110.036.121.000.000.00	Salary - Teacher	25.00	0.00	0.00	25.00	0.00
2.5110.036.121.001.000.00	Salary - Teacher Homebound	35.00	140.00	0.00	175.00	0.00
2.5110.036.211.000.000.00	ER's Social Security Cost	1.47	0.00	0.00	1.47	0.00
2.5110.036.211.001.000.00	ER's Social Security	2.31	9.27	0.00	11.58	0.00
2.5110.036.231.000.000.00	ER's Hospitalization Insurance	(4,459.29)	6,773.15	0.00	2,313.86	0.00
2.5110.036.232.000.000.00	ER's Workers' Comp. Insurance	2,927.00	0.00	0.00	2,927.00	0.00
2.5110.036.235.000.000.00	ER's Life Ins. Cost	230.28	128.87	0.00	359.15	0.00
2.5110.036.239.000.000.00	Other Ins. Cost	1,998.17	1,316.54	0.00	3,314.71	0.00
2.5110.036.312.000.000.00	Workshop Expenses	1,227.50	1,975.50	833.33	3,203.00	2,500.00
2.5110.036.315.000.000.00	Reproduction Costs	573.65	1,827.96	1,100.00	2,401.61	3,300.00
2.5110.036.326.000.000.00	Contracted Repairs - Equipment	0.00	0.00	25.00	0.00	75.00
2.5110.036.333.903.000.00	Field Trips - 02-03	0.00	190.00	0.00	190.00	0.00
2.5110.036.333.907.000.00	Field Trips - 07	0.00	917.95	0.00	917.95	0.00
2.5110.036.333.908.000.00	Field Trips - 08	0.00	2,200.18	0.00	2,200.18	0.00
2.5110.036.333.930.000.00	Field Trips - Japan	0.00	857.89	166.67	857.89	500.00
2.5110.036.333.931.000.00	Field Trips - Germany	0.00	0.00	166.67	0.00	500.00
2.5110.036.361.000.000.00	Membership Dues and Fees	50.00	0.00	45.63	50.00	136.88
2.5110.036.411.000.000.00	Supplies and Materials	4,025.97	3,467.43	2,007.50	7,493.40	6,022.50
2.5110.036.418.000.000.00	Computer Software and Supplies	10,105.00	0.00	1,825.00	10,105.00	5,475.00
2.5110.036.461.000.000.00	Non-Cap Inst. Equipment	0.00	131.94	416.67	131.94	1,250.00
2.5110.036.462.000.000.00	Non-Cap Computer Hardware	36,547.38	0.00	182.50	36,547.38	547.50
2.5110.559.181.000.000.00	Salary - Stipend - CASMT	25,000.00	0.00	2,083.33	25,000.00	6,250.00
2.5110.559.211.000.000.00	ER's Social Security - CASMT	1,912.50	0.00	159.38	1,912.50	478.13
2.5110.559.312.000.000.00	Workshop Expense - CASMT	1,200.00	0.00	1,138.70	1,200.00	3,416.09
2.5210.036.411.000.000.00	Supplies and Materials	(1,574.00)	43.80	136.88	(1,530.20)	410.63
2.5400.036.332.000.000.00	Travel Reimbursement	2.50	0.00	0.00	2.50	0.00
2.5400.036.343.000.000.00	Telecommunications Services	51.26	51.26	165.00	102.52	494.99

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**The Exploris School****Income Statement****Fiscal Year: 2019 Month: September****Include Fund(s): 1, 2, 3, 5**

<b>Fund</b>		<b>Beg. Balance</b>	<b>MTD Actual</b>	<b>MTD Budget</b>	<b>YTD Actual</b>	<b>YTD Budget</b>
2.5400.036.411.000.000.00	Supplies and Materials - Offic	135.91	0.00	821.25	135.91	2,463.75
2.5400.036.418.000.000.00	Computer Software and Supplies	239.76	19.99	365.00	259.75	1,095.00
2.5400.036.459.000.000.00	Food Purchase - Office	64.52	216.12	136.88	280.64	410.63
2.5400.036.461.000.000.00	Non-Cap Furniture and Equipmen	0.00	0.00	83.33	0.00	250.00
2.5400.036.462.000.000.00	Non-Cap Computer Hardware	0.00	24.99	91.25	24.99	273.75
2.5400.435.471.000.000.00	S/T - Durham County	2,791.84	0.00	0.00	2,791.84	0.00
2.5400.502.471.000.000.00	S/T - Wake County	125.56	621.10	547.50	746.66	1,642.50
2.5502.036.411.000.000.00	Supplies and Materials - Arts	0.00	75.51	0.00	75.51	0.00
2.5503.352.327.000.000.00	Rentals/Leases - PTO	0.00	0.00	1,181.67	0.00	3,545.00
2.5840.036.411.000.000.00	Supplies and Materials	0.00	554.47	45.63	554.47	136.88
2.5850.036.345.000.000.00	Security Monitoring	1,235.68	1,102.00	833.33	2,337.68	2,500.00
2.6400.036.311.000.000.00	Contracted Services - Technolo	3,000.00	0.00	0.00	3,000.00	0.00
2.6510.036.341.000.000.00	Telephone	0.00	0.00	166.67	0.00	500.00
2.6510.036.342.000.000.00	Postage	308.20	0.00	182.50	308.20	547.50
2.6530.036.321.000.000.00	Utilities - Electrical Service	842.53	2,053.11	1,750.00	2,895.64	5,250.00
2.6530.036.323.000.000.00	Utilities -Water and Sewer	224.24	408.06	416.67	632.30	1,250.00
2.6540.036.411.000.000.00	Supplies and Materials	103.65	474.96	833.33	578.61	2,500.00
2.6580.036.325.000.000.00	Contracted Repairs and Mainten	479.34	270.95	416.67	750.29	1,250.00
2.6580.036.325.002.000.00	Contracted Pest Control	160.00	80.00	100.00	240.00	300.00
2.6580.036.325.003.000.00	Contracted Maint- Fire Inspect	0.00	1,675.90	250.00	1,675.90	750.00
2.6580.036.422.000.000.00	Repair Parts and Materials	93.24	167.77	166.67	261.01	500.00
2.6610.036.311.000.000.00	Contracted Services - Business	19.99	19.99	0.00	39.98	0.00
2.6610.036.362.000.000.00	Bank Service Fees	252.50	158.00	166.67	410.50	500.00
2.6610.036.362.000.000.20	Bank Service Fees 4317	10.00	5.00	0.00	15.00	0.00
2.6610.036.371.000.000.00	Liability Insurance	2,716.40	0.00	0.00	2,716.40	0.00
2.6610.036.376.000.000.00	International Travel Insurance	0.00	0.00	41.67	0.00	125.00
2.6620.036.311.000.000.00	Contracted Services - Personne	102.91	0.00	0.00	102.91	0.00
2.6910.036.411.000.000.00	Supplies and Materials - Board	0.00	9,995.00	1,083.33	9,995.00	3,250.00
2.6920.036.311.000.000.00	Contracted Legal Services	20,015.81	13.45	0.00	20,029.26	0.00
2.6940.036.327.000.000.00	Building Rentals & Leases	15,841.97	0.00	0.00	15,841.97	0.00
2.6940.036.327.001.000.00	Land Lease New Bern	5,000.00	0.00	0.00	5,000.00	0.00
2.6940.036.327.002.000.00	Modular Lease	23,803.20	16,654.80	0.00	40,458.00	0.00
2.6940.036.332.000.000.00	Travel - Parking	504.00	315.50	0.00	819.50	0.00



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**The Exploris School****Income Statement****Fiscal Year: 2019 Month: September****Include Fund(s): 1, 2, 3, 5**

<b>Fund</b>		<b>Beg. Balance</b>	<b>MTD Actual</b>	<b>MTD Budget</b>	<b>YTD Actual</b>	<b>YTD Budget</b>
2.6950.690.411.000.000.00	Foundation - Supplies & Materials	1,173.25	0.00	0.00	1,173.25	0.00
2.7100.036.311.000.000.00	Contracted Community Services	0.00	0.00	291.67	0.00	875.00
2.8100.036.715.000.000.00	Transfer FCIT 6528	(56,000.00)	0.00	0.00	(56,000.00)	0.00
2.8100.036.715.001.000.00	Transfer Reserve Account	20,000.00	36,000.00	0.00	56,000.00	0.00
<b>Expense Total:</b>		<b>123,126.20</b>	<b>90,938.41</b>	<b>20,423.95</b>	<b>214,064.61</b>	<b>61,271.73</b>
<b>Change in Fund 2 Balance:</b>		<b>(36,377.18)</b>	<b>(66,366.76)</b>	<b>79,679.93</b>	<b>(102,743.94)</b>	<b>239,039.91</b>
<b>Fund 3</b>						
<b>Revenue</b>						
3.3600.060.000.000.000.00	Rev - IDEA VI-B - 060	0.00	0.00	5,680.33	0.00	17,041.00
<b>Revenue Total:</b>		<b>0.00</b>	<b>0.00</b>	<b>5,680.33</b>	<b>0.00</b>	<b>17,041.00</b>
<b>Expense</b>						
3.5210.060.121.000.000.00	Salary - EC Teacher	8,537.84	4,268.92	0.00	12,806.76	0.00
3.5210.060.211.000.000.00	ER's Social Security Cost	617.89	310.80	0.00	928.69	0.00
3.5210.060.229.000.000.00	ER's Retirement	256.14	128.07	0.00	384.21	0.00
3.5210.060.231.000.000.00	ER's Hospitalization	1,044.40	522.20	0.00	1,566.60	0.00
<b>Expense Total:</b>		<b>10,456.27</b>	<b>5,229.99</b>	<b>0.00</b>	<b>15,686.26</b>	<b>0.00</b>
<b>Change in Fund 3 Balance:</b>		<b>(10,456.27)</b>	<b>(5,229.99)</b>	<b>5,680.33</b>	<b>(15,686.26)</b>	<b>17,041.00</b>
<b>Fund 5</b>						
<b>Revenue</b>						
5.4210.701.000.000.000.00	Rev - Before & After School	7,330.51	15,882.52	7,500.00	23,213.03	22,500.00
5.4210.701.000.000.000.20	Rev - Before & After School -4317	5,380.00	(5,380.00)	0.00	0.00	0.00
<b>Revenue Total:</b>		<b>12,710.51</b>	<b>10,502.52</b>	<b>7,500.00</b>	<b>23,213.03</b>	<b>22,500.00</b>
<b>Expense</b>						
5.5350.701.178.000.000.00	Salary - B & A Care	0.00	3,965.00	3,193.75	3,965.00	9,581.25
5.5350.701.211.000.000.00	ER's Soc Sec Cost - B & A Care	0.00	267.47	104.71	267.47	314.13
<b>Expense Total:</b>		<b>0.00</b>	<b>4,232.47</b>	<b>3,298.46</b>	<b>4,232.47</b>	<b>9,895.38</b>
<b>Change in Fund 5 Balance:</b>		<b>12,710.51</b>	<b>6,270.05</b>	<b>4,201.54</b>	<b>18,980.56</b>	<b>12,604.62</b>