



The Exploris School

Annual Board Retreat

Date and Time

Tuesday January 29, 2019 at 4:30 PM EST

Location

NNCSU James B. Hunt Jr. Library Duke Energy Hall - Room A located on the second floor.

Agenda

	Purpose	Presenter	Time
I. Opening Items			4:30 PM
A. Record Attendance and Guests		Camesha Jones	1 m
B. Call the Meeting to Order		Camesha Jones	1 m
C. Approve Minutes	Approve Minutes	Keely Byars-Nichols	3 m
D. Public Comment Opportunity		Camesha Jones	10 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. ED Report			4:45 PM
A. Academic/ Personnel / Operations	Vote	Ellie Schollmeyer	5 m

ED Report Attached for Review

Board approval is requested for the 2019 -2020 calendar

Board approval is requested for the following positions:

- Brittney Hartshorn - Long Term Maternity Leave Replacement for EC
- Tayler Williams - After Care PT
- Karen Parker - Substitute
- "Fia" Haley Binford - Substitute
- Brenna Hardy - Substitute

B. Finance	FYI	Ellie Schollmeyer	5 m
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The Finance committee met to review the year to date expenditures and project future impacts. Based on YTD activity, we are projecting an end of year surplus of \$69,589. The balance sheet and income statement along with the YTD budget are attached for your review.

III. Committee Updates 4:55 PM

A. Governance Committee Donation Policy	Vote	Camesha Jones	5 m
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Board approval is requested for the revised Donation policy attached.

IV. Strategic Plan 5:00 PM

A. Board Focus Group Session	Discuss	Dr. June Atkinson	120 m
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Prep Work Before Board Meeting

Before coming to the strategic planning focus group meeting, each participant should develop a story about a student attending Exploris in 2024. The story should include location, modes of teaching and learning, types of curriculum and learning opportunities, type of faculty, student support, innovation, and technology. Story should not be no longer than a page.

V. Other Business

VI. Closing Items 7:00 PM

A. Closing and Commitments	Discuss	Tom Miller	5 m
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The Board will review next steps with the strategic plan and key topics for the next Board meeting.

The Strategic Planning Steering Committee will be meeting on 2/9/19 from 9 am - 1 pm and again on 2/21/19 from 4 - 6 pm.

The next full School Board meeting will be held on 2/26/19 at 4:30 pm at the Middle School.

B. Adjourn Meeting	Vote
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Cover Sheet

Academic/ Personnel / Operations

Section: II. ED Report
Item: A. Academic/ Personnel / Operations
Purpose: Vote
Submitted by:
Related Material: 2019-2020 Draft 5.pdf
ED Report.pdf



2019-2020 CALENDAR

Key
 = Holiday/Vacation
 = Teacher Workdays
 = First Day of School
 = Early Release @ 12:15

Total S – 174
 Total T – 192
 Built in Snow Days – 10
 Teacher Workdays – 18

JANUARY 2020

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1-2 Winter Break
 3 Teacher Workday
 20 M.L. King Day

S – 19
 T – 20

12-13 New Staff Orientation
 14-20 Teacher Work Days
 19 Open House
 21 1st Day for Students

S - 8
 T - 13

AUGUST 2019

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	★	22	23	24
25	26	27	28	29	30	31

FEBRUARY 2020

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

7 Teacher Workday:
 Parent/Student Conferences
 17-18 Presidents' Day

S 17
 T 18

2 Labor Day
 30 Teacher Workday: Whole Staff PD

S 19
 T 20

SEPTEMBER 2019

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MARCH 2020

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

6 End of T 2
 9 Teacher Workday:
 Achievement Report Writing
 10 Teacher Workday

S 20
 T 22

7-11 Fall Break
 25 Teacher Workday:
 Parent/Student Conferences

S – 17
 T – 18

OCTOBER 2019

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL 2020

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

6-10 Spring Break
 13 Teacher Workday

S 16
 T 17

11 Veterans Day
 22 End of T1
 25 Teacher Workday
 26 Teacher Workday:
 Achievement Report Writing
 27-29 Thanksgiving Break

S 15
 T 17

NOVEMBER 2019

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY 2020

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

15 Teacher Workday:
 Parent/Student Conferences
 25 Memorial Day

S- 19
 T – 20

20 Early Dismissal 12:15
 23-31 Winter Break

S 14.5
 T 14.5

DECEMBER 2019

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE 2020

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

12 Early Dismissal 12:15
 15 Teacher Workday:
 Achievement Report Writing
 16-17 Teacher Work Days

S – 9.5
 T – 12.5

ED Report – January 2019

Academic Update:

- MAP testing and mClass testing are underway to measure student progress.
- Portfolio conferences are scheduled for February
- Parent University Planned for 2/7/19 – Partnered with Longleaf School of the Arts for screening of the movie “Screenagers”

Personnel and Staffing

Board approval is requested for the following positions:

- Brittney Hartshorn – Long Term Maternity Leave Replacement for EC
- Tayler Williams – After Care PT
- Karen Parker – Substitute
- "Fia" Haley Binford - Substitute
- Brenna Hardy - Substitute

- We are also recruiting for a replacement for Elementary Administrative Assistant/ Power School Coordinator and a maternity leave sub for K for later in the spring.

Operations:

2019-2020 Calendar

Board approval is requested for the proposed 2019-2020 school calendar. A calendar committee comprised of admin, staff, and parents met multiple times to develop the proposed calendar to meet all needs.

Application and Lottery Update:

- 3 Evening Prospective Parent Events held and 6 Daytime Tours
- As of 1/17/19 – 818 applications received for 80 openings anticipated for 2019-2020
- Applications are due by 4/1/19 at 4 pm
- Lottery will be held on 3/1/19 at 4 pm
- School Mint system is working well and improving efficiency, tracking, and communication with applicants

Enrollment Data for 2018 - 2019:

Total Enrollment										
	K	1	2	3	4	5	6	7	8	
<i>Total</i>	38	37	39	37	37	38	75	76	74	451*

*Changes since Nov –2 total (-1) in 1st grade due relocation, (-1) in 3rd grade Exploris not a good fit

Breakdown by County

- Wake – 429
- Johnson – 16
- Durham – 4
- Pitt- 1
- Franklin – 1
- Total – 451

Fire Drills:

- ES – 12/20/18 and 1/17/19
- MS – 12/17/18

Strategic Plan:

Timeline:

Parent / Student Surveys – December / January – Complete

I met with all students in grades 3 – 8 by crew to discuss the strategic planning process. Students completed the student survey to ensure we have student voice in the initial process of the strategic plan. Two student reps from grade 3- 8 will be selected by their team to be student representatives for follow up focus group sessions to review the draft of the plan and provide additional student input.

Prep Work Before Session-

Before coming to the strategic planning focus group meeting, each participant should develop a story about a student attending Exploris in 2024. The story should include location, modes of teaching and learning, types of curriculum and learning opportunities, type of faculty, student support, innovation, and technology. Story should not be no longer than a page.

School Board Focus Group for Strategic Plan – January 29, 2019 – 4:30 – 7:00pm

All Staff Focus Group – January 30, 2019 – 4-6 PM

Strategic Planning Steering Committee –

2 meetings – February 9 (9am – 1pm) and February 21 (4pm – 6pm)

Executive Director - Ellie

2 Elementary Staff Representatives – Leah Ruto and Michelle Duncan

2 Middle School Staff Representatives – Cori Greer Banks and Shannon Hardy

3 Board Member Representatives- Tom, Camesha, Theo

1 Parent Representative – Kimberly Harris

Student Focus Groups held separately

Finance:

The Finance committee met to review the year to date expenditures and project future impacts. Based on YTD activity, we are projecting an end of year surplus of \$69,589. The balance sheet and income statement along with the YTD budget are attached for your review.

Audit Follow Up Items:

Bank Reconciliation Review Process -We created a formalized sign off process for each bank reconciliation

Reporting on upside of land- Auditors have asked us to keep them informed if there are any changes in the future with the land sale and have suggested that it might be beneficial to add a disclosure about this potential in the footnotes of the audit in the future years.

Capital Campaign/ Foundation / Center for Innovation

Foundation Account Balance as of 1/19/19: **\$506,572**

Total Gifts Received - \$222,639.59

School Rollover Contribution - \$304,705.58

Total Pledges Outstanding - \$90,442.33

We are asking all Board members and Staff members to contribute to the Capital Campaign so that we reach 100% participation. Donations can be made directly on our website linked [here](#) for your convenience. Percent participation ranges as of 1/17/19 are shown below:

Board – 79%

Staff – 75%

Families – 63%

Kristi Pettibone is coordinating a “Share the Love” campaign for the month of February to reach our 100% participation and \$1Million Goal.

Center For Innovation –

Alissa Hennen and Sonja McKay were approved by the School Foundation Board to develop the initial plan for The Center for Innovation. Competitive professional development and other innovative school offerings are being evaluated, tours coordinated, and business plan under

development. We are also piloting a test of PD run through the Foundation with two staff members leading a Design For Change workshop. The Foundation Board is scheduled to meet on 1/23/19 to review Center for Innovation update, fundraising status, and foundations to pursue for future support.

Cover Sheet

Finance

Section: II. ED Report
Item: B. Finance
Purpose: FYI
Submitted by:
Related Material: 03. Board Report 2018.12 Exploris.pdf
05. Income Statement 2018.12 Exploris.pdf
06. Balance Sheet 2018.12 Exploris.pdf

The Exploris School
Budget Analysis Report

Fiscal Year: 2019 | Date Range: 12/01/2018 - 12/31/2018
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)	(220,000.00)	(1,528,276.43)	(1,127,230.53)	57.55	\$ (2,673,809.96)
002. LOCAL REVENUE	TOTAL:	(1,236,666.65)	(198,146.33)	(695,791.12)	(540,875.53)	56.26	\$ (1,322,993.54)
003. FEDERAL REVENUE	TOTAL:	(68,164.00)	(5,961.06)	(32,013.52)	(36,150.48)	46.97	\$ (69,328.96)
004. FOUNDATION REVENUE	TOTAL:	(20,580.00)	0.00	0.00	(20,580.00)	0.00	\$ (6,400.00)
005. B&A CARE REVENUE	TOTAL:	(90,000.00)	(21,066.31)	(50,076.61)	(39,923.39)	55.64	\$ (90,000.00)
006. FIELD TRIP REVENUE	TOTAL:	(0.08)	(15,363.90)	(78,517.82)	78,517.74	98,147,275.00	\$ (78,517.82)
Revenues	TOTAL:	(4,070,917.69)	(460,537.60)	(2,384,675.50)			\$ (4,241,050.28)

Expenses

Account		Budget	Period Activity	YTD Activity	Remaining Budget	% Used	
01. SALARIES AND BONUSES	TOTAL:	2,516,923.33	213,149.65	1,208,429.68	1,308,493.65	48.01	\$ 2,526,549.89
02. BENEFITS	TOTAL:	594,663.26	44,362.83	254,032.73	340,630.53	42.72	\$ 614,324.11
03. BOOKS AND SUPPLIES	TOTAL:	65,810.00	4,489.29	29,725.54	36,084.46	45.17	\$ 65,914.22
04. TECHNOLOGY	TOTAL:	103,544.94	3,327.63	67,587.48	35,957.46	65.27	\$ 102,502.32
05. NON-CAP EQUIPMENT & LEASES	TOTAL:	19,500.00	3,678.76	9,436.23	10,063.77	48.39	\$ 19,500.00
06. CONTRACTED STUDENT SERVICES	TOTAL:	36,500.00	7,059.25	14,078.37	22,421.63	38.57	\$ 38,699.00
07. FIELD TRIPS	TOTAL:	4,000.12	5,631.71	43,017.53	(39,017.41)	1,075.41	\$ 86,717.42
08. STAFF DEVELOPMENT	TOTAL:	11,000.00	1,136.79	4,944.29	6,055.71	44.95	\$ 12,132.42
09. ADMIN SERVICES	TOTAL:	105,580.00	17,609.56	70,366.37	35,213.63	66.65	\$ 119,770.00
10. INSURANCES	TOTAL:	33,111.00	2,280.00	25,106.43	8,004.57	75.83	\$ 33,111.00
11. FACILITIES	TOTAL:	462,264.52	36,257.31	245,273.94	216,990.58	53.06	\$ 471,638.76
14. B&A CARE	TOTAL:	39,581.51	3,150.10	15,900.83	23,680.68	40.17	\$ 39,581.51
21. CLUBS	TOTAL:	0.00	311.42	443.42	(443.42)	0.00	\$ 443.42
61. VARIOUS GRANTS-CASMT	TOTAL:	40,576.88	0.00	28,112.50	12,464.38	69.28	\$ 40,576.88
Expenses	TOTAL:	4,033,055.56	342,444.30	2,016,455.34			\$ 4,171,460.95
(SURPLUS)/DEFICIT		(37,862.13)	(118,093.30)	(368,220.16)			\$ (69,589.33)

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Income Statement

Fiscal Year: 2019 Month: December

Include Fund(s): 1, 2, 3, 5

Fund		Beg. Balance	MTD Actual	MTD Budget	YTD Actual	YTD Budget
Fund 1						
	Revenue					
	1.3100.016.000.000.000.00 Rev - Summer Reading - 016	1,097.68	0.00	477.08	1,097.68	2,862.50
	1.3100.036.000.000.000.00 Rev - Charter Schools	1,306,101.75	220,000.00	220,815.16	1,526,101.75	1,324,890.98
	1.3100.048.000.000.000.00 Rev- State Bonus	1,077.00	0.00	0.00	1,077.00	0.00
	Revenue Total:	1,308,276.43	220,000.00	221,292.24	1,528,276.43	1,327,753.48
	Expense					
	1.5110.036.121.000.000.00 Salary - Teacher	616,742.01	128,056.15	127,060.53	744,798.16	762,363.20
	1.5110.036.142.000.000.00 Salary - Teacher Assistant	39,321.70	9,842.92	6,539.17	49,164.62	39,235.00
	1.5110.036.162.000.000.00 Substitute Pay	8,461.25	1,962.50	2,083.33	10,423.75	12,500.00
	1.5110.036.183.000.000.00 Salary - Bonus	0.00	0.00	416.67	0.00	2,500.00
	1.5110.036.211.000.000.00 ER's Social Security Cost	46,943.64	10,018.89	15,525.70	56,962.53	93,154.22
	1.5110.036.229.000.000.00 ER's Other Retirement Cost	11,776.62	2,385.81	3,965.66	14,162.43	23,793.95
	1.5110.036.229.100.000.00 ER's Other Retirement Cost-CONTINGENCY	0.00	0.00	2,135.35	0.00	12,812.12
	1.5110.036.231.000.000.00 ER's Hospitalization Insurance	71,407.72	15,432.59	25,291.60	86,840.31	151,749.60
	1.5110.036.232.000.000.00 ER's Workers' Comp. Insurance	0.00	0.00	812.83	0.00	4,877.00
	1.5110.036.233.000.000.00 ER's Unemployment Insurance Co	0.00	0.00	953.87	0.00	5,723.20
	1.5110.036.234.000.000.00 ER's Dental Ins. Cost	1,106.20	247.00	518.84	1,353.20	3,113.04
	1.5110.036.235.000.000.00 ER's Life Ins. Cost	136.35	0.00	133.08	136.35	798.50
	1.5110.036.239.000.000.00 Other Ins. Cost	1,043.01	0.00	687.25	1,043.01	4,123.50
	1.5110.036.299.000.000.00 Long Term Disability	0.00	0.00	343.92	0.00	2,063.50
	1.5110.036.315.000.000.00 Reproduction Costs	630.00	0.00	0.00	630.00	0.00
	1.5110.036.411.000.000.00 Supplies and Materials	48.86	0.00	0.00	48.86	0.00
	1.5210.036.121.000.000.00 Salary - EC Teacher	56,315.45	12,085.53	16,000.10	68,400.98	96,000.60
	1.5210.036.142.000.000.00 Salary - EC Teacher Assistant	40,900.05	8,900.01	8,666.67	49,800.06	52,000.00
	1.5210.036.211.000.000.00 ER's Social Security Cost	7,002.34	1,420.65	0.00	8,422.99	0.00
	1.5210.036.229.000.000.00 ER's Other Retirement Cost	477.25	159.25	0.00	636.50	0.00
	1.5210.036.231.000.000.00 ER's Hospitalization Insurance	16,525.02	3,562.05	0.00	20,087.07	0.00
	1.5210.036.234.000.000.00 ER's Dental Ins. Cost	213.66	59.54	0.00	273.20	0.00
	1.5210.036.311.000.000.00 Contracted Services - EC	1,399.12	0.00	500.00	1,399.12	3,000.00
	1.5210.036.312.000.000.00 Workshop Expenses	0.00	0.00	83.33	0.00	500.00
	1.5210.036.317.000.000.00 Contracted Psychological Servi	0.00	0.00	833.33	0.00	5,000.00

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

Fund		Beg. Balance	MTD Actual	MTD Budget	YTD Actual	YTD Budget
1.5240.036.318.000.000.00	Contracted Services - Speech	4,726.25	0.00	1,416.67	4,726.25	8,500.00
1.5330.036.121.000.000.00	Intervention Teacher	22,035.85	4,407.17	0.00	26,443.02	0.00
1.5330.036.211.000.000.00	Intervention SS	1,531.71	308.47	0.00	1,840.18	0.00
1.5330.036.229.000.000.00	Intervention Other Retirement	661.10	132.22	0.00	793.32	0.00
1.5330.036.231.000.000.00	Intervention Hospitalization	2,611.00	522.20	0.00	3,133.20	0.00
1.5330.036.234.000.000.00	ER' Dental	61.75	12.35	0.00	74.10	0.00
1.5350.016.121.000.000.00	Teacher - Summer Reading Camp	818.54	0.00	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	2,862.50
1.5400.036.151.000.000.00	Salary - Office Personnel	40,983.35	10,946.67	0.00	51,930.02	0.00
1.5400.036.211.000.000.00	ER's Social Security Cost	3,004.21	823.33	0.00	3,827.54	0.00
1.5400.036.229.000.000.00	ER's Other Retirement Cost	779.63	238.43	0.00	1,018.06	0.00
1.5400.036.231.000.000.00	ER's Hospitalization Insurance	5,744.20	1,566.60	0.00	7,310.80	0.00
1.5400.036.234.000.000.00	ER's Dental Ins. Cost	123.89	37.05	0.00	160.94	0.00
1.5400.036.411.000.000.00	Supplies and Materials - Offic	1,046.37	0.00	0.00	1,046.37	0.00
1.5410.036.114.000.000.00	Salary - Principal/Headmaster	45,833.35	9,166.67	0.00	55,000.02	0.00
1.5410.036.211.000.000.00	ER's SS	3,450.21	690.13	0.00	4,140.34	0.00
1.5410.036.229.000.000.00	ER's Other Retirement	1,375.00	275.00	0.00	1,650.00	0.00
1.5410.036.231.000.000.00	ER's Hospitalization	2,611.00	522.20	0.00	3,133.20	0.00
1.5410.036.234.000.000.00	ER's Dental	61.75	12.35	0.00	74.10	0.00
1.5410.048.180.000.000.00	Bonus - 048	1,000.00	0.00	0.00	1,000.00	0.00
1.5410.048.211.000.000.00	ER's Social Security Cost	77.00	0.00	0.00	77.00	0.00
1.5420.036.116.000.000.00	Salary - Assistant Principal	56,691.25	11,338.25	48,977.14	68,029.50	293,862.86
1.5420.036.211.000.000.00	ER's SS	4,235.83	845.54	0.00	5,081.37	0.00
1.5420.036.229.000.000.00	ER's Other Retirement	1,505.10	312.20	0.00	1,817.30	0.00
1.5420.036.231.000.000.00	ER's Hospitalization	5,222.00	1,044.40	0.00	6,266.40	0.00
1.5420.036.234.000.000.00	ER's Dental	61.75	12.35	0.00	74.10	0.00
1.5830.036.131.000.000.00	Guidance Counselor	33,903.48	9,714.03	0.00	43,617.51	0.00
1.5830.036.211.000.000.00	ER SS	2,522.06	728.19	0.00	3,250.25	0.00
1.5830.036.231.000.000.00	ER's Hospitalization	2,611.00	522.20	0.00	3,133.20	0.00
1.5830.036.234.000.000.00	ER's Dental Insurance Cost	61.75	12.35	0.00	74.10	0.00
1.5830.036.311.101.000.00	Contracted Guidance Services - SMH Grant	0.00	2,199.00	0.00	2,199.00	0.00
1.6110.036.113.000.000.00	Curriculum Support & Dev	10,729.15	2,145.83	0.00	12,874.98	0.00

01/08/2019
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Income Statement

Fiscal Year: 2019 Month: December

Include Fund(s): 1, 2, 3, 5

Fund		Beg. Balance	MTD Actual	MTD Budget	YTD Actual	YTD Budget
1.6110.036.211.000.000.00	ER's SS	820.77	164.16	0.00	984.93	0.00
1.6400.036.311.000.000.00	Contracted Services - Technolo	6,000.00	0.00	3,000.00	6,000.00	18,000.00
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
1.6530.036.323.000.000.00	Utilities -Water and Sewer	480.00	0.00	0.00	480.00	0.00
1.6540.036.311.000.000.00	Contracted Services - Custodi	9,600.00	0.00	2,250.00	9,600.00	13,500.00
1.6540.036.411.000.000.00	Supplies and Materials	2,426.41	0.00	0.00	2,426.41	0.00
1.6580.036.325.001.000.00	Contracted Landscaping	0.00	0.00	300.00	0.00	1,800.00
1.6580.036.422.000.000.00	Repair Parts and Materials	27.87	0.00	0.00	27.87	0.00
1.6610.036.311.000.000.00	Contracted Services - Business	12,061.45	0.00	3,033.33	12,061.45	18,200.00
1.6610.036.371.000.000.00	Liability Insurance	9,866.02	0.00	1,678.33	9,866.02	10,070.00
1.6610.036.378.000.000.00	Scholastic Accident Insurance	0.00	0.00	226.42	0.00	1,358.50
1.6620.036.311.000.000.00	Contracted Services - HR	141.05	0.00	41.67	141.05	250.00
1.6920.036.311.000.000.00	Contracted Legal Services	591.32	0.00	2,916.67	591.32	17,500.00
1.6930.036.311.000.000.00	Contracted Audit Services	2,750.00	0.00	875.00	2,750.00	5,250.00
1.6940.036.327.000.000.00	Building Rentals & Leases	64,888.68	16,348.90	17,805.38	81,237.58	106,832.26
1.6940.036.327.001.000.00	Land Lease New Bern	25,600.00	5,150.00	5,150.00	30,750.00	30,900.00
1.6940.036.327.002.000.00	Modular Lease	0.00	0.00	8,333.33	0.00	50,000.00
1.6950.036.313.000.000.00	Advertising Cost	0.00	0.00	333.33	0.00	2,000.00
Expense Total:		1,313,697.52	274,331.13	309,365.58	1,588,028.65	1,856,193.55
Change in Fund 1 Balance:		(5,421.09)	(54,331.13)	(88,073.34)	(59,752.22)	(528,440.07)

Fund 2

Revenue

2.3250.036.000.000.000.00	Rev - Sales Tax	0.00	0.00	547.50	0.00	3,285.00
2.4110.435.000.000.000.00	Rev - Durham County Schools	4,682.88	2,341.44	915.56	7,024.32	5,493.38
2.4110.439.000.000.000.00	Rev - Franklin County Schools	181.06	362.12	0.00	543.18	0.00
2.4110.447.000.000.000.00	Rev - Harnett County Schools	0.00	0.00	271.50	0.00	1,629.00
2.4110.456.000.000.000.00	Rev - Johnston County Schools	6,448.17	4,384.32	2,474.46	10,832.49	14,846.77
2.4110.482.000.000.000.00	Rev - Pitt County Schools	492.09	0.00	0.00	492.09	0.00
2.4110.502.000.000.000.00	Rev - Wake County Schools	392,654.18	197,590.03	90,790.12	590,244.21	544,740.73
2.4211.036.000.901.000.00	Rev - Field Trips - KI-01	195.00	215.00	0.00	410.00	0.00
2.4211.036.000.903.000.00	Rev - Field Trips - 02-03	130.00	0.00	0.00	130.00	0.00

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The Exploris School

Income Statement

Fiscal Year: 2019 Month: December

Include Fund(s): 1, 2, 3, 5

Fund		Beg. Balance	MTD Actual	MTD Budget	YTD Actual	YTD Budget
2.4211.036.000.905.000.00	Rev - Field Trips - 04-05	3,040.40	0.00	0.00	3,040.40	0.00
2.4211.036.000.906.000.00	Rev - Field Trips - 06	2,692.20	1,597.00	0.00	4,289.20	0.00
2.4211.036.000.907.000.00	Rev - Field Trips - 07	17,179.32	1,117.00	0.00	18,296.32	0.00
2.4211.036.000.908.000.00	Rev - Field Trips - 08	29,492.00	3,034.90	0.00	32,526.90	0.00
2.4211.036.000.930.000.00	Rev - Field Trips - Japan	10,425.00	1,400.00	0.00	11,825.00	0.00
2.4211.036.000.931.000.00	Rev - Field Trips - Germany	0.00	8,000.00	0.00	8,000.00	0.00
2.4430.036.000.000.000.00	Rev - Contributions	11,008.21	(9,240.00)	0.00	1,768.21	0.00
2.4430.036.004.000.000.00	Rev - PTO Donations	0.00	(1,301.00)	0.00	(1,301.00)	0.00
2.4430.690.000.000.000.00	REV- CAPITAL CAMPAIGN FOUNDATI	0.00	0.00	333.33	0.00	2,000.00
2.4450.036.000.001.000.00	Interest Income Reserve	92.20	29.42	8.33	121.62	50.00
2.4490.036.000.000.000.00	Rev - Various	616.00	0.00	0.00	616.00	0.00
2.4490.352.000.000.000.00	Rev - Foundation/PTO	0.00	0.00	1,181.67	0.00	7,090.00
2.4490.352.000.100.000.00	Rev - Foundation Financial Reporting Contrib	0.00	0.00	200.00	0.00	1,200.00
2.4493.036.000.000.000.00	Rev - Clubs	470.00	3,980.00	0.00	4,450.00	0.00
2.4890.559.000.000.000.00	Rev - CASMT Grant	25,000.00	0.00	2,242.71	25,000.00	13,456.25
2.4910.036.000.000.000.00	Fund Balance Appropriated - Legal	20,000.00	0.00	1,666.67	20,000.00	10,000.00
2.4910.036.000.002.000.00	Fund Balance Appropriated - Tech	36,000.00	0.00	3,000.00	36,000.00	18,000.00
2.4910.559.000.000.000.00	Fund Balance Appropriated CASMT	0.00	0.00	1,138.70	0.00	6,832.19
Revenue Total:		560,798.71	213,510.23	104,770.55	774,308.94	628,623.32
Expense						
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	175.00	0.00	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	11.58	0.00	0.00	11.58	0.00
2.5110.036.231.000.000.00	ER's Hospitalization Insurance	2,884.60	0.00	0.00	2,884.60	0.00
2.5110.036.232.000.000.00	ER's Workers' Comp. Insurance	5,209.00	2,280.00	0.00	7,489.00	0.00
2.5110.036.233.000.000.00	ER's Unemployment Insurance Co	725.65	0.00	0.00	725.65	0.00
2.5110.036.235.000.000.00	ER's Life Ins. Cost	504.59	151.50	0.00	656.09	0.00
2.5110.036.239.000.000.00	Other Ins. Cost	4,461.19	1,004.22	0.00	5,465.41	0.00
2.5110.036.312.000.000.00	Workshop Expenses	3,575.00	0.00	833.33	3,575.00	5,000.00
2.5110.036.315.000.000.00	Reproduction Costs	4,962.55	1,463.77	1,100.00	6,426.32	6,600.00
2.5110.036.326.000.000.00	Contracted Repairs - Equipment	0.00	0.00	25.00	0.00	150.00

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

Fund		Beg. Balance	MTD Actual	MTD Budget	YTD Actual	YTD Budget
2.5110.036.333.901.000.00	Field Trips - KI-01	0.00	447.99	0.00	447.99	0.00
2.5110.036.333.903.000.00	Field Trips - 02-03	190.00	0.00	0.00	190.00	0.00
2.5110.036.333.905.000.00	Field Trips - 04-05	(100.00)	203.78	0.00	103.78	0.00
2.5110.036.333.906.000.00	Field Trips - 06	(136.09)	0.00	0.00	(136.09)	0.00
2.5110.036.333.907.000.00	Field Trips - 07	12,038.34	0.00	0.00	12,038.34	0.00
2.5110.036.333.908.000.00	Field Trips - 08	24,535.68	0.00	0.00	24,535.68	0.00
2.5110.036.333.930.000.00	Field Trips - Japan	857.89	4,979.94	166.67	5,837.83	1,000.00
2.5110.036.333.931.000.00	Field Trips - Germany	0.00	0.00	166.67	0.00	1,000.00
2.5110.036.361.000.000.00	Membership Dues and Fees	50.00	0.00	45.63	50.00	273.75
2.5110.036.411.000.000.00	Supplies and Materials	7,967.41	3,657.69	2,007.50	11,625.10	12,045.00
2.5110.036.418.000.000.00	Computer Software and Supplies	15,265.00	36.95	1,825.00	15,301.95	10,950.00
2.5110.036.461.000.000.00	Non-Cap Inst. Equipment	164.92	2,214.99	416.67	2,379.91	2,500.00
2.5110.036.462.000.000.00	Non-Cap Computer Hardware	36,547.38	0.00	3,182.50	36,547.38	19,095.00
2.5110.559.181.000.000.00	Salary - Stipend - CASMT	25,000.00	0.00	2,083.33	25,000.00	12,500.00
2.5110.559.211.000.000.00	ER's Social Security - CASMT	1,912.50	0.00	159.38	1,912.50	956.25
2.5110.559.312.000.000.00	Workshop Expense - CASMT	1,200.00	0.00	1,138.70	1,200.00	6,832.19
2.5210.036.312.000.000.00	Workshop Expenses	0.00	224.37	0.00	224.37	0.00
2.5210.036.317.000.000.00	Contracted Psychological Servi	0.00	2,040.00	0.00	2,040.00	0.00
2.5210.036.411.000.000.00	Supplies and Materials	(1,416.41)	0.00	136.88	(1,416.41)	821.25
2.5240.036.318.000.000.00	Contracted Services - Speech	893.75	2,820.25	0.00	3,714.00	0.00
2.5400.036.332.000.000.00	Travel Reimbursement	12.50	0.00	0.00	12.50	0.00
2.5400.036.343.000.000.00	Telecommunications Services	153.78	102.52	165.00	256.30	989.97
2.5400.036.361.000.000.00	Membership Dues and Fees	120.29	89.00	0.00	209.29	0.00
2.5400.036.411.000.000.00	Supplies and Materials - Offic	1,842.08	438.39	821.25	2,280.47	4,927.50
2.5400.036.418.000.000.00	Computer Software and Supplies	259.75	0.00	365.00	259.75	2,190.00
2.5400.036.459.000.000.00	Food Purchase - Office	360.16	171.00	136.88	531.16	821.25
2.5400.036.461.000.000.00	Non-Cap Furniture and Equipmen	0.00	0.00	83.33	0.00	500.00
2.5400.036.462.000.000.00	Non-Cap Computer Hardware	24.99	188.16	91.25	213.15	547.50
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	1,210.14	102.76	547.50	1,312.90	3,285.00
2.5502.036.411.000.000.00	Supplies and Materials - Arts	191.74	0.00	0.00	191.74	0.00
2.5503.036.411.000.000.00	Supplies and Materials - Clubs	132.00	311.42	0.00	443.42	0.00
2.5503.352.327.000.000.00	Rentals/Leases - PTO	0.00	0.00	1,181.67	0.00	7,090.00

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

Fund		Beg. Balance	MTD Actual	MTD Budget	YTD Actual	YTD Budget
2.5840.036.411.000.000.00	Supplies and Materials	638.77	12.95	45.63	651.72	273.75
2.5850.036.345.000.000.00	Security Monitoring	2,337.68	1,014.00	833.33	3,351.68	5,000.00
2.6400.036.311.000.000.00	Contracted Services - Technolo	6,008.95	3,000.00	0.00	9,008.95	0.00
2.6510.036.341.000.000.00	Telephone	127.98	0.00	166.67	127.98	1,000.00
2.6510.036.342.000.000.00	Postage	329.96	0.00	182.50	329.96	1,095.00
2.6530.036.321.000.000.00	Utilities - Electrical Service	5,895.36	1,969.60	1,750.00	7,864.96	10,500.00
2.6530.036.323.000.000.00	Utilities -Water and Sewer	1,072.34	456.02	416.67	1,528.36	2,500.00
2.6540.036.311.000.000.00	Contracted Services - Custodi	4,800.00	2,100.00	0.00	6,900.00	0.00
2.6540.036.411.000.000.00	Supplies and Materials	1,387.40	788.35	833.33	2,175.75	5,000.00
2.6570.690.526.000.000.00	Foundation - Architect Fees	0.00	2,500.00	0.00	2,500.00	0.00
2.6580.036.325.000.000.00	Contracted Repairs and Mainten	830.29	0.00	416.67	830.29	2,500.00
2.6580.036.325.002.000.00	Contracted Pest Control	320.00	0.00	100.00	320.00	600.00
2.6580.036.325.003.000.00	Contracted Maint- Fire Inspect	2,155.90	0.00	250.00	2,155.90	1,500.00
2.6580.036.422.000.000.00	Repair Parts and Materials	270.57	0.00	166.67	270.57	1,000.00
2.6610.036.311.000.000.00	Contracted Services - Business	6,084.98	2,625.00	0.00	8,709.98	0.00
2.6610.036.362.000.000.00	Bank Service Fees	653.50	135.15	166.67	788.65	1,000.00
2.6610.036.362.000.000.20	Bank Service Fees 4317	25.00	5.00	0.00	30.00	0.00
2.6610.036.371.000.000.00	Liability Insurance	7,751.41	0.00	0.00	7,751.41	0.00
2.6610.036.376.000.000.00	International Travel Insurance	0.00	0.00	41.67	0.00	250.00
2.6620.036.311.000.000.00	Contracted Services - Personne	156.41	144.16	0.00	300.57	0.00
2.6910.036.411.000.000.00	Supplies and Materials - Board	9,995.00	0.00	1,083.33	9,995.00	6,500.00
2.6920.036.311.000.000.00	Contracted Legal Services	24,371.95	2,866.25	0.00	27,238.20	0.00
2.6930.036.311.000.000.00	Contracted Audit Services	0.00	9,134.00	0.00	9,134.00	0.00
2.6940.036.327.000.000.00	Building Rentals & Leases	32,645.87	0.00	0.00	32,645.87	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	48,392.40	7,975.44	0.00	56,367.84	0.00
2.6940.036.332.000.000.00	Travel - Parking	1,278.75	455.00	0.00	1,733.75	0.00
2.6950.690.411.000.000.00	Foundation - Supplies & Materials	1,173.25	200.00	0.00	1,373.25	0.00
2.6950.690.418.000.000.00	Foundation Computer Software	2,592.00	0.00	0.00	2,592.00	0.00
2.7100.036.311.000.000.00	Contracted Community Services	0.00	0.00	291.67	0.00	1,750.00
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	56,000.00	0.00	0.00	56,000.00	0.00

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The Exploris School

Income Statement

Fiscal Year: 2019 Month: December

Include Fund(s): 1, 2, 3, 5

Fund		Beg. Balance	MTD Actual	MTD Budget	YTD Actual	YTD Budget
	Expense Total:	320,900.99	58,309.62	23,423.95	379,210.61	140,543.41
	Change in Fund 2 Balance:	239,897.72	155,200.61	81,346.60	395,098.33	488,079.91
Fund 3						
	Revenue					
	3.3600.060.000.000.000.00 Rev - IDEA VI-B - 060	25,772.42	5,076.14	5,680.33	30,848.56	34,082.00
	3.3600.118.000.000.000.00 Rev - IDEA VIB Targeted Assist	280.04	884.92	0.00	1,164.96	0.00
	Revenue Total:	26,052.46	5,961.06	5,680.33	32,013.52	34,082.00
	Expense					
	3.5210.060.121.000.000.00 Salary - EC Teacher	21,344.60	4,268.92	0.00	25,613.52	0.00
	3.5210.060.211.000.000.00 ER's Social Security Cost	1,546.65	308.97	0.00	1,855.62	0.00
	3.5210.060.229.000.000.00 ER's Retirement	640.35	128.07	0.00	768.42	0.00
	3.5210.060.231.000.000.00 ER's Hospitalization	2,611.00	522.20	0.00	3,133.20	0.00
	3.5210.118.163.000.000.00 Salary - Sub Staff Dev Pay PRC 118	0.00	315.00	0.00	315.00	0.00
	3.5210.118.312.000.000.00 Workshop Expenses - PRC 118	220.00	912.42	0.00	1,132.42	0.00
	3.5210.118.411.000.000.00 Supplies - PRC 118	60.04	17.50	0.00	77.54	0.00
	Expense Total:	26,422.64	6,473.08	0.00	32,895.72	0.00
	Change in Fund 3 Balance:	(370.18)	(512.02)	5,680.33	(882.20)	34,082.00
Fund 5						
	Revenue					
	5.4210.701.000.000.000.00 Rev - Before & After School	29,010.30	21,066.31	7,500.00	50,076.61	45,000.00
	Revenue Total:	29,010.30	21,066.31	7,500.00	50,076.61	45,000.00
	Expense					
	5.5350.701.178.000.000.00 Salary - B & A Care	11,951.10	2,953.40	3,193.75	14,904.50	19,162.50
	5.5350.701.211.000.000.00 ER's Soc Sec Cost - B & A Care	799.63	196.70	104.71	996.33	628.25
	5.5350.701.231.000.000.00 ER's Hospitalization	236.79	178.16	0.00	414.95	0.00
	5.5350.701.234.000.000.00 Dental	2.37	2.21	0.00	4.58	0.00
	Expense Total:	12,989.89	3,330.47	3,298.46	16,320.36	19,790.75
	Change in Fund 5 Balance:	16,020.41	17,735.84	4,201.54	33,756.25	25,209.25

The Exploris School

Balance Sheet

Fiscal Year: 2019 | Fiscal Month: December
Include Funds: All

Assets		
1.1010.000.000.000.000.00	Cash OP FCIT 6528	(56,556.91)
2.1010.000.000.000.000.00	Cash OP FCIT 6528	617,292.35
2.1011.000.000.000.000.00	Cash - Reserve	230,992.43
2.1020.000.000.000.000.00	Cash CK FCIT 4317	11,679.55
2.1160.000.000.000.000.00	Accounts Receivable - Non-Gove	(2,963.51)
2.1180.000.000.000.000.00	Accounts Receivable - Employee	2,157.09
2.1611.000.000.000.000.00	Security Deposit	15,658.00
3.1010.000.000.000.000.00	Cash OP FCIT 6528	(882.20)
5.1010.000.000.000.000.00	Cash OP FCIT 6528	314,297.66
	TOTAL Assets:	1,131,674.46
 Liabilities		
1.2274.000.000.000.000.00	EEs' Dental Ins. Deductions	2,407.13
1.2278.000.000.000.000.00	EEs' Other Ins. Deductions	788.18
2.2010.000.000.000.000.00	Accounts Payable	(851.00)
5.2274.000.000.000.000.00	EEs' Dental Ins. Deductions	8.83
5.2278.000.000.000.000.00	EEs' Other Ins. Deductions	1.48
	TOTAL Liabilities:	2,354.62
 Reserves and Equity		
2.2960.000.000.000.000.00	Fund Equity	480,568.58
5.2960.000.000.000.000.00	Fund Equity	280,531.10
	TOTAL Reserves and Equity:	761,099.68
	NET GAIN (LOSS):	368,220.16
	TOTAL LIABILITIES / RESERVES / INCOME:	1,131,674.46

Cover Sheet

Governance Committee Donation Policy

Section: III. Committee Updates
Item: A. Governance Committee Donation Policy
Purpose: Vote
Submitted by:
Related Material: DONATION ACCEPTANCE POLICY-12042018142923.pdf

The Exploris School

DONATION ACCEPTANCE POLICY

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This policy serves as a guideline to members of school staff involved with accepting gifts, outside advisors who assist in the gift planning process, and prospective donors who wish to make gifts to the school. This policy is intended only as a guide and each gift will be evaluated ~~allows for some flexibility~~ on a case-by-case basis.

ACCEPTABLE ASSETS

The Exploris School considers the following to be acceptable assets for donation. Assets not described on this list may be considered and accepted on a case-by-case basis.

1. Cash
2. Publicly Traded Securities
3. Closely Held Securities
4. Real Estate
5. Tangible Personal Property
6. Life Insurance

CASH

1. The Exploris School ~~can~~ shall accept all gifts by cash or check regardless of amount.
2. Checks shall be made payable to The Exploris School with specific instructions when the gift is designated for a particular program, project, or organization represented by the school. In no event shall a check be made payable to an individual who represents the school or the Board. If a check is made out to an individual, said check will be returned and the donation rejected.

PUBLICLY TRADED SECURITIES

1. The school can accept readily marketable securities, such as those traded on a recognized securities~~stock~~ exchange (i.e. the New York Stock Exchange).
2. Gifts of marketable securities are likely to be sold immediately by the school.
3. For gift crediting and accounting purposes, the value of the securities is the average of the high and low trading price on the date of the gift.

CLOSELY HELD SECURITIES

1. Non-publicly traded securities may be accepted after consultation with the Finance Committee.
2. Prior to acceptance, the school shall explore methods of liquidation for the securities through redemption or sale. A representative of the school shall contact the closely held corporation to determine:
 - An estimate of fair market value and
 - Any restrictions on transfer.
3. Prior to acceptance of a gift, the company will make reasonably available for review by the finance committee (and its' agents) all documentation related to the structure, ownership, and restrictions of the shares to be gifted.
4. No legally binding agreement ~~commitment~~ for sale, redemption, or repurchase of closely held securities shall be made prior to completion of the gift of the non-publicly traded securities.
5. The donor is responsible for obtaining a qualified independent appraisal of the securities to be gifted. The cost of the appraisal is the responsibility of the donor

6. For gift crediting and accounting purposes, the value of the gift is the appraised value of the securities on the date of the gift as determined in the donor's qualified appraisal.

REAL ESTATE

1. Gifts of real estate must be reviewed by the Finance Committee before acceptance.
2. The donor is responsible for obtaining a qualified independent appraisal of the property. The cost of the appraisal is the responsibility of the donor.
3. Prior to presentation to the Finance Committee, a member of the staff must conduct a visual inspection of the property. If the property is located in a geographically isolated area, a local real estate broker can substitute for a member of the staff in conducting the visual inspection. In either case, the individual charged with inspecting the property shall verify with the local municipality the zoning classification of the property.
4. Prior to presentation to the Finance Committee, the donor must provide the following documents:
 - Survey,
 - Phase 1 environmental report;
 - Preliminary title report, and
 - For condominium and planned unit development properties, a copy of any Covenants, Conditions and Restrictions.
5. Depending on the value and desirability of the gift, the donor's connection with the school, and the donor's past gift record, the donor may be asked to pay for all or a portion of the following:
 - Maintenance costs,
 - Real estate taxes,
 - Insurance,
 - Real estate broker's commission and other costs of sale,
 - Closing costs,
 - Title insurance policy premiums, and
 - Applicable roll-back tax for "greenbelt" property.
6. Except in unusual cases, all gifts of real property shall be deeded by general warranty deed. The Finance Committee must approve any exceptions.
7. For gift crediting and accounting purposes, the value of the gift is the appraised value of the real estate as determined in the donor's qualified appraisal.

TANGIBLE PERSONAL PROPERTY

1. All gifts of tangible personal property, which have a use related to the work of the school, will be guided to that organization directly for acceptance, receipting, and use.
2. All gifts of tangible personal property which do not have a use related to the work of the school but have a potentially high resale value, such as gifts of jewelry, artwork, collectables, equipment, and software, shall be accepted subject to ~~after~~ approval by the Finance Committee.
3. Gifts of tangible personal property which do not have a related use to the work of the school, which are accepted by the school, shall be sold as soon as possible.

4. At the discretion of the Finance Committee, the school may have a qualified outside appraiser value the gift before accepting it.
5. The school adheres to all IRS requirements related to disposing of gifts of tangible personal property and filing appropriate forms.

LIFE INSURANCE

1. The Exploris School will accept life insurance policies as gifts only when the school is named as the owner and beneficiary of 100% of the policy.
2. Only policies with a cash value will be accepted.
3. The value of all Life Insurance Policies accepted shall be determined by the issuing insurance company as of the date of transfer to the Foundation.
4. If the policy is partially paid up, the value of the gift for the campaign's gift crediting and accounting purposes is the policy's cash surrender value. (Note: For IRS purposes, the donor's charitable income tax deduction is equal to the interpolated terminal reserve, which is an amount slightly in excess of the cash surrender value.)
5. The school will only keep life insurance policies in force so long as the donor continues to make premium payments. In the event a donor chooses to discontinue premium payments, the policy will be exchanged for its remaining cash value.

PLEDGES

Pledges may be payable in single or multiple installments with no dollar minimum. Pledges may be paid with cash or any other acceptable asset as described in this policy. There is no maximum number of years for pledges to be carried out unless special pledge terms are outlined for specific fundraising efforts or appeals. All donors intending to make a gift pledge must complete a pledge form or confirm the pledge in writing.

DONOR DESIGNATED GIFTS

1. All gifts accepted as donor designated gifts will be used for the purpose designated by the donor.
2. Current gifts of less than \$5,000 may be designated for a special use if a fund already exists for that designated purpose at the time the gift is made. Gifts less than \$5,000 without a designated fund are available for immediate use in the operating budget.
3. Current gifts of more than \$5,000 may be accepted for new or future designated purposes upon the approval of the Finance Committee.
4. In light of the fact that any programs or entities supported by the School may or may not exist in their current form in the future, donors will be strongly encouraged to avoid designating the use of deferred gifts. The Exploris School will reserve the right to disclaim any gifts bearing donor designated terms that would be onerous to fulfill.
5. Donors may be recognized from time to time by honoring their names in connection to various parts of the school buildings or equipment. Any desire for name recognition will be granted according to

the terms of a specific program or appeal or on a case by case basis at the discretion of the Board of Directors as appropriate.

ADMINISTRATIVE ISSUES

1. The school shall not act as an executor (personal representative) for any donor's estate.
2. The Finance Committee of the school is responsible for developing investment policy, endowment spending policies, and for recommending and overseeing the investment manager(s) of the assets once gifts are received.
3. The Board of Directors delegates to the campaign leadership the authority to negotiate gift arrangements in concordance with this Gift Acceptance Policy. The Finance Committee as required by this Policy will submit all gifts negotiated for review.
4. The Finance Committee may appoint a standing sub-committee comprised of both staff and board members to serve as a Gift Review Committee and function in place of the Finance Committee to fulfill its responsibilities as described in this Gift Acceptance Policy.

ACKNOWLEDGING GIFTS

- 1) Under \$500 – acknowledgement letter from the Director
- 2) \$500 & above – Letter from Board Chair or Campaign Chair, separate letter from Director
- 3) All major Gifts (amount TBD) should be reviewed by campaign committee and if members know donor - send a personal note. Letter should go to the donor from Board Chair or Campaign Chair.
- 4) Pledge payments – letter from Director
- 5) In Kind Gifts – send appropriate letter from Director if major gift level handle as above.
- 6) If gift is memorial – send acknowledgement to donor and next of kin with card.
- 7) Stock Transactions – according to law, the donor receives credit for the mean average price of the stock on the day on which he/she relinquished control by transferring it to the institution.
- 8) Naming Recognition – if gift is designated for naming opportunity, mention this in body of letter.

The following statement should be included in all “thank you” acknowledgement letters:
Contributions to The Exploris School are tax-deductible as provided by law. The IRS requires us to state that you received no goods or services in exchange for this gift. Please retain this letter as a receipt for your tax records.