



# The Exploris School

## Board Meeting

### Date and Time

Tuesday August 27, 2019 at 4:30 PM EDT

### Location

Middle Campus - 401 Hillsborough St. Rm 7N (upstairs)

### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>04:30 PM</b>
<b>A. Record Attendance and Guests</b>		Camesha Jones	1 m
<b>B. Call the Meeting to Order</b>		Camesha Jones	1 m
<b>C. Approve Minutes</b>	Approve Minutes	Keely Byars-Nichols	3 m
	Approve minutes for Annual Orientation on July 30, 2019		
<b>D. Public Comment</b>		Camesha Jones	15 m

#### PUBLIC COMMENT

Fifteen minutes will be allocated on the agenda for public input at each meeting. Additional time may be added at the discretion of the Chair.

Public comment may be oral, in person, or in written form to be read by the Chair. Public comment is limited to no more than 3 minutes per person. It is recommended that public comment be written out and provided to the board following the three minutes to ensure the entire message is heard by the board.

Each speaker will clearly state their full name and county of residence.

All public comment should be factual and should not include personally identifiable information of students or personnel in order to maintain confidentiality. Speakers should avoid using names of students or staff and maintain confidentiality and privacy standards.

All public comments will be taken under advisement by the Board, but will not elicit an immediate written or spoken response. The names of persons providing public comment and a brief summary of topics or input will be included in the meeting minutes published.

A response will be provided to the stakeholder within seven (7) days.

Specific issues about a particular student or teacher should be addressed to the school's executive director, rather than the Board of Directors.

**II. Executive Director Report** **04:50 PM**

A. Academics/ Personnel/ Operations	Vote	Ellie Schollmeyer	15 m
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**Personnel and Staffing Update:**

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

- Leslie Payne – MS Wellness Teacher
- Harry Huntley – MS Teaching Partner Global Cultures
- Accept the resignation of Oliver Smith Wellness teacher

**Operations:**

**Board Approval is requested for the 2019-2020 Emergency Procedures Manual**

The 2019-2020 Emergency Procedures Manual are attached for review and approval.

**Board approval is requested for the ED Goals and the School Improvement Goals for 2019-2020 school year.**

B. Finance	Discuss	Christine Hutchens	10 m
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**2018-2019**

The Finance committee has worked with Charter Success to analyze our monthly budget variance reports and project the latest for end of year activity. The 13th month financials were run after the completion of accounting for all June bills that have come in during July. The unaudited 2018-2019 end of year surplus is \$ 107,962.34.

**2019-2020 Budget Update**

The projection for the end of year is shown as a deficit of (605.19) at this time for the month of July. This is due to purchasing tickets for our Japan flights \$10,100 prior to collecting payment to take advantage of discounted flights as well as the purchase of instructional supplies of \$5,982 that will be reimbursed by the NC ACCESS grant. Amendments to the budget will be presented once the updated per pupil allocation is available.

**III. Facilities** **05:15 PM**

A. Discussion on Facilities	Discuss	Theo Kingsberry	25 m
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**IV. Standing Committee Updates** **05:40 PM**

A. Finance Committee	Discuss	Christine Hutchens	5 m
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B. Development Committee	FYI	George Burnette	5 m
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C. Governance Committee	FYI	Tom Miller	15 m
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Governance strengthening exercises.  
Review the bylaws to have a better understanding of the board's structure.

D. Excellence in Education	FYI	Katie Johnson	5 m
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Update on Equity and Diversity Subcommittee feedback from Open House

E. Facilities	FYI	Theo Kingsberry	15 m
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F. Grievance	FYI		5 m
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Committee Chair Needed

**V. Closing Items**

**06:30  
PM**

<b>A. Adjourn Meeting</b>	Discuss	Camesha Jones	5 m
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Action Items and Topics for next agenda

**The next Board meeting will be held on September 24, 2019 at 4:30 pm at the Middle School.**

**VI. Other Business**

# Cover Sheet

## Approve Minutes

**Section:** I. Opening Items  
**Item:** C. Approve Minutes  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Annual Orientation on July 30, 2019



# The Exploris School

## Minutes

### Annual Orientation

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**Date and Time**

Tuesday July 30, 2019 at 4:30 PM

**Location**

Middle Campus - 401 Hillsborough St. Rm 7N (upstairs)

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**Directors Present**

C. Greer-Banks, C. Hutchens, C. Jones, E. Schollmeyer, G. Burnette, J. Jenkins, J. Korreck, K. Byars-Nichols, K. Johnson, M. Leichliter-Rice, T. Guyer, T. Kingsberry, T. Miller

**Directors Absent**

*None*

**Directors Arrived Late**

C. Hutchens, M. Leichliter-Rice

**Guests Present**

Cory Draughon, Deborah Brown, new AD for MS, M. Duncan

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

K. Byars-Nichols called a meeting of the board of directors of The Exploris School to order on Tuesday Jul 30, 2019 @ 4:34 PM at Middle Campus - 401 Hillsborough St. Rm 7N (upstairs).

Camesha made a motion to change the agenda for today's meeting to include a closed session after the ED report. Motion passed, and Keely made the addition to the agenda.

**C. Approve Minutes**

K. Byars-Nichols made a motion to approve minutes from the Board Meeting on 06-18-19.  
T. Kingsberry seconded the motion.  
The board **VOTED** unanimously to approve the motion.

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

Michelle offered a thank you to the board, and Debbie introduced herself as new Associate Director of Middle grades.

### **II. Team Building and Introductions**

#### **A. Ice Breaker**

Camesha introduced an activity for the group to complete as an ice breaker.  
M. Leichter-Rice arrived late.  
C. Hutchens arrived late.

### **III. Charter School Funding**

#### **A. Charter School Funding**

Cory Draughon from Charter Success Partners gave a presentation about a board member's fiduciary responsibility to the school (to responsibly manage assets). He stressed the importance of asking questions, placing the interest of the school first, following applicable laws and regulations, using funds appropriately (to better organization).  
Other topics Cory covered: differences between Charter & Public School funding, reading financial statements, analyzing cash-on-hand and liquidity.  
Several more guests arrived late: Koren Morgan, Karen Rectanus, Leah Perry.

### **IV. Exploris History**

#### **A. Exploris Hallmarks, Values, Vision**

Leah Perry and Karen Rectanus made a presentation about Exploris's history, mission, and vision, including the importance of Project Based Learning, co-teaching, service learning, and global (whole child) education.  
The board took a brief break.

### **V. Board Expectations and Commitments**

#### **A. Expectations**

Tom addressed the importance of longevity of leadership tenure, common goals, clear expectations, and trust. He clarified that roles of the board are to:

- Establish and evaluate student outcomes
- Establish and monitor compliance and policy
- Approving and terminating contracts
- Evaluate the executive director
- Oversee and approve finances
- Establish and monitoring org. goals
- Develop board's ability to understand governance

To renew our charter, we have to be in compliance with current Charter law and policy, student performance (within a certain percentage of Wake County), no significant issues in financial audit.

There are clear distinctions between roles and duties, i.e. what is a governance decision (mostly board), what are partnership decisions, and management decisions (mostly

administrators of the school). Camesha stressed the importance of board members remembering our role(s).

## VI. Executive Director Report

### A. Academics/ Personnel/ Operations

Personnel: Board approval is requested for the following positions-

- Associate Director Middle School – Deborah Brown
- 1st Grade Teaching Partner: Matt Moreland
- K Teacher: Jessica Thorn
- Miranda Joseph: Western Governors University Student Teacher working with Ashley Moser in 1st Grade
- Christina Franklin: World Cultures teacher at the Middle School
- Board approval is requested to accept the resignation of Laura Lewis and Eugene Wheeler

Operations:

- Board Approval is requested for the 2019-2020 Personnel Handbook and Parent / Student Handbook, attached for review and approval. Modifications are highlighted in yellow.
- Amendments submitted in July to Office of Charter School to update the school mission, vision, values and goals as outlined by the new strategic plan. Documents submitted were provided as part of the Board packet.

K. Byars-Nichols made a motion to approve the hires as listed.

T. Kingsberry seconded the motion.

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

T. Kingsberry made a motion to accept the two resignations, as listed above.

C. Hutchens seconded the motion.

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

Camesha suggested that in the future, the governance committee lead the review policy-related changes to the Student Handbook and Personnel Handbook.

G. Burnette made a motion to approve the Personnel and Parent Handbooks, as revised and included in packet.

T. Guyer seconded the motion.

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

Renovations to 6th grade classroom (ceiling insulation), and newly secured entrances at MS are completed.

Ellie updated the board on ACCESS grant awarded to the school in the amount of \$600,000. Different options are being explored for the best way to use this money, as it is specifically designed to benefit economically disadvantaged students. Food and transportation plans for students are a priority.

### B. Finance

#### 2018-2019

The Finance committee has worked with Charter Success to analyze our monthly budget variance reports and project the latest for end of year activity. There are June bills that have come in during July and still need to be finalized in the end of year accounting during August. At this time, the 2018-2019 end of year surplus is estimated to be \$96,291.03. This does not include all end of year expenses that will be finalized within the next month. The balance sheet and income statement along with the YTD 18-19 June budget are included in meeting packet.

#### 2019-2020

Salary savings reflected with the new hires is estimated to be \$24,486. We will also realize savings of \$22,103 from 6 staff members not electing benefits coverage which was not anticipated. An additional cost savings of \$3,677 is reflected in the working copy of the 19-20 budget from a change in provider for our insurance coverages. We switched from Wright Insurance for liability and Eastern Alliance for Workers Compensation and moved coverages to Hanover Insurance umbrella package. The student Accident policy will remain with Hartford Insurance. At this time we are projecting a surplus of 64,289.67. Amendments to the budget will be presented once the updated per pupil allocation is available.

## **VII. Closed Session**

### **A. Closed Session to discuss privileged information**

K. Johnson made a motion to go into closed session.

T. Miller seconded the motion.

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

K. Byars-Nichols made a motion to end closed session.

T. Miller seconded the motion.

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

## **VIII. Standing Committee Updates**

### **A. Development Committee**

George reported that they are planning and polling their committee.

### **B. Governance Committee**

Tom urged folks to join Governance.

### **C. Excellence in Education**

Katie reports that she is meeting with Frank and Keely later this week.

### **D. Facilities**

Theo gave an update from the developer. We still do not have enough committed investors to break ground. Theo has also started reaching out to folks to explore a Plan B for a location.

## **IX. Closing Items**

### **A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:57 PM.

Respectfully Submitted,

K. Byars-Nichols



# Cover Sheet

## Academics/ Personnel/ Operations

**Section:** II. Executive Director Report  
**Item:** A. Academics/ Personnel/ Operations  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** 8 27 19.pdf  
ED Goals 2019.pdf  
School Improvement Plan 2019-2020.pdf

## **ED Report – August 2019**

### **Academic Update:**

The School Open House was held on 8/19/19 and was well attended by families to meet their teachers and visit their classrooms. The first day of school went smooth with lots of smiles, laughter, and learning.

BOG Testing, Map Testing, and mClass Testing will be completed in September.

An additional chrome book cart was added to the Middle School to support students.

### **2018-19SY School Report Card Dates**

October 10-22: LEA Preview Period #1

October 30: SRC Release #1

Wake County Public School endorsed Exploris EDEx Design For Change initiative. See attached letter of recommendation from Paul Domenico. Conversations are also underway with Dr. David Stegall, Deputy Superintendent of Innovation for DPI about partnering and supporting our EDEx initiative.

### **Personnel and Staffing:**

#### **Board approval is requested for the following Personnel and Staffing changes:**

Leslie Payne – MS Wellness Teacher

Harry Huntley – MS Teaching Partner Global Cultures

Accept the resignation of Oliver Smith Wellness teacher.

### **Operations:**

#### **Board Approval is requested for the 2019-2020 Emergency Procedures Manual**

Manual is included in Board packet for your review.

The State Board approved our updated Charter with the New Strategic Plan- Mission, Vision, and Values

New Board member tour is available. Please confirm if you are interested at the meeting and a date will be set.

#### **Board approval is requested for the ED Goals and the School Improvement Goals for 2019-2020 school year.** Documents are attached for your review.

**Projected Enrollment Data for 2019 - 2020:**

<b>Grade</b>	<b># of returning students</b>	<b># of new students</b>	<b>Total # of students</b>
K	0	38	38
1	37	1	38
2	33	5	38
3	36	2	38
4	37	1	38
5	35	3	38
6	34	42	76
7	68	8	76
8	72	4	76
<b>TOTAL</b>	<b>352</b>	<b>104</b>	<b>456</b>

**Finance:**2018-2019

The Finance committee has worked with Charter Success to analyze our monthly budget variance reports and project the latest for end of year activity. The 13<sup>th</sup> month financials were run after the completion of accounting for all June bills that have come in during July. The unaudited 2018-2019 end of year surplus is \$ 107,962.34.

2019-2020 Budget Update

The projection for the end of year is shown as a deficit of (605.19) at this time for the month of July. This is due to purchasing tickets for our Japan flights \$10,100 prior to collecting payment to take advantage of discounted flights as well as the purchase of instructional supplies of \$5,982 that will be reimbursed by the NC ACCESS grant. Amendments to the budget will be presented once the updated per pupil allocation is available.

The transfer of funds from the Foundation account to the school account for 2018 – 2019 Foundation expenses of \$22,374.31 was completed on 8/20/19. The Foundation account balance on 8/21/19 is \$527,185.

**The next Board meeting will be held on September 24, 2019 at 4:30 pm at the Middle School.**

## **Executive Director Goals 2019 -2020**

### **Driving Academic Excellence**

- Exploris School will meet or exceed growth during the academic year and achieve at least 85% overall proficiency on state testing.
- At least 90% of students will demonstrate growth during the academic year as measured by mClass, MAP, portfolio, and/ or teacher assessments.

### **Leading the Educational Program**

- Collaborate with staff to create a K-8 Curriculum Plan for ELA, Math, and Expedition by June 1, 2019
- Analyze all student sub group data with leadership team and staff by November, 2019 to identify gaps and needed instructional supports for all students
- Identify and create new workspaces to support the needs of exceptional children so that the learning environment is conducive to supporting their educational program during the 2019-2020 school year

### **Building and Maintaining Family Satisfaction**

- Plan and host at least 4 Parent University Events by June 1, 2019 to build connections with families.
- At least 90% of parents will be satisfied with The Exploris School as measured by climate survey administered in the spring of 2019
- Establish a student council for each building and meet monthly with student leaders throughout the 2019-2020 school year to build connections and gather student input to improve school
- Retain at least 95% of students throughout the academic school year

### **Actively promoting Organization and Resources**

- Identify 2 strategic partnership opportunities that could support Exploris students and our mission, vision, and values by June 1, 2019
- Partner with the School Board and PTO to raise at least \$100K to support the school operating budget by May 1, 2019
- Partner with the Foundation Board to launch at least one initiative that supports The Exploris School mission, vision, and values by June 1, 2019
- Manage the overall financials of the school and ensure that we meet or exceed the Board approved 2019-2020 Budget and projected surplus of \$ 12,137.53.

### **Building Staff Relationships – Building Community, Capacity, and Connections**

- Hold an off-site leadership retreat to further develop relationships, build team morale, and define roles and norms by August, 2019. Implement norms and utilize weekly leadership team meetings for collaborative decision making processes for the academic year.

- Hold an off-site all staff retreat in August, 2019 to set the focus and direction for the school year on building community and connections and achievement of school-wide goals
- Partner with staff and Peaceful Schools to create a student led mentoring program to support students that are new to Exploris
- Encourage and support teacher interests in leadership by offering opportunities to participate in school leadership and will include: Kaizen grade level leaders, Board committee representatives, testing coordinator, staff led professional development, peer observations, Instructional Rounds grade level leaders, EDEX and Design For Change leadership, and opportunities to partner with other teacher leaders in NC.
- Two whole staff professional development workshops will be held in partnership with Peaceful Schools to Build Community and improve discipline strategies that support growth and responsibility by November, 2019.
- Provide opportunities for all staff to participate in whole group, team, and individual learning opportunities during the 19-20 school year to build capacity and community.
- Conduct daily walkthroughs and classroom visits 3 times per week
- Attend at least one field experience with each grade level during the academic year.
- Participate in at least one grade level lunch to bond with team during the academic year
- Create at least 6 opportunities for staff to connect informally to build community throughout the academic year. Examples include: a staff potluck, staff book club, hiking together, meet ups for Raleigh festivals, museum visits, 1<sup>st</sup> Fridays, etc.)
- Ensure transparency with all finances by sharing monthly financial report with all staff

### **Executive Director Professional Development Plan**

#### **Culturally-Relevant Recruitment, Retention, and Responsibility Webinar**

**Dates: 09/24/2019 - 10/22/2019**

*webinar,*

SRI and Dr. Liza Talusan (LT Coaching and Consulting, LLC) for a 3-part series on culturally relevant attitudes, behaviors, and actions that support recruitment, retention, and responsibility towards employees from institutionally underrepresented backgrounds.

- Part 1 will focus on why diversity, equity, and inclusion matters in the hiring process. We will go over the big questions that you and your institution should be asking itself about why you would engage in a culturally relevant process.
- Part 2 will focus on creating a more inclusive process that pays attention to the foundation of *why* we do this work together.
- Finally, Part 3 will explore the big questions around whether the culture, climate and behaviors of your institution are prepared to support and authentically engage with communities from institutionally underrepresented backgrounds.

#### **Leading Reflective Learning Communities Institute**

**Dates: 04/22/2020 - 04/24/2020**

*Location: Chicago, IL*

This three-day institute is designed for educators who are often called upon to facilitate meetings or deliver professional development and need support in designing, implementing and supporting adult learning. Using research-based tools and strategies, participants learn how to nurture ongoing conversations designed to improve teaching and learning. The Institute provides in-depth study of protocols; introduces adult learning theory; builds explicit connections between adult learning and student success; supports participants to ask for and receive feedback critical to their success; and enables participants to design action plans that facilitate the improvement of teaching and learning through the lens of educational equity and excellence.

By the conclusion of the 3-day institute, participants will:

- Gain an understanding of adult learning theory;
- Understand the connection between adult learning and school transformation;
- Understand core considerations when leading with SRI reflective tools and processes;
- Explore themselves as leaders; and
- Begin to develop and/or deepen the facilitative skills needed to lead educators' learning

## School Improvement Plan 2019-2020

Action Step	Who is Responsible	Evidence of Activities, Progress	Results and Outcomes
<p><b>Strategic Goal 1: Family and Community Engagement</b>                      Increase the number of partnerships with community organizations and parents to support students' academic, social, and emotional needs.</p>			
<p>1.1 Establish a study team to research grant opportunities for K-8, create a living resource document, and create an impact log by June 2020</p> <p>Feedback- Need an Example of a Monthly Impact Log (<b>example below, see Annah if questions</b>)</p>		<p>1-2 teachers attend a grant writing PD by June 2020</p> <p>1 shortened PD offered by above trainees to staff interested in grant writing</p> <p>Study team establishes a working/living document of available grant opportunities (large and small) that identifies how grants fit in with grade level curriculum or with need (ex. tech) by June 2020 and a record of previously applied for/received grants (create an impact log)                      *in hopes that in June 2021 1-2 grants would be applied for each trimester</p>	
<p>1.2 Establish continuing partnerships with at least 2 local universities/community colleges to further education for teachers in training and for Exploris students by May/June 2020.</p> <p><b>(See also 4.4)</b></p>		<p>Teachers in training apprentice, shadow, and receive help with curriculum planning at least once annually by May 2020</p> <p>At least 2 Explorations/service learning/electives are led by university/community college staff by June 2020 Identify o</p> <p>Each campus has identified staff</p>	

		to help mentor/support teachers in training	
<p>1.3 Plan and host 4-6 Parent Universities or Town Halls to increase access to community programming and increase family knowledge about the Exploris philosophy, community programming, and supports by May 2020</p> <p><b>(see also 5.4)</b></p>	<p>Admin team + SEL team/teachers with other expertise</p> <p>Study teams (teachers taking ownership of a PU, etc.)</p>	<p>Identify 1-2 new organizations in addition to pre-existing partners (Poe Center, Fletcher, CIS, PTO) to partner with by December 2019</p> <p>Develop resource list (in partnership with Diversity team) for families with limited access to resources by January 2020 <b>(see also 5.4)</b></p> <p>Grade levels knowing and identifying families that need support and sending home communications about PUs, resources, PTO, etc. through accessible means (ex. In Tuesday folders, language translations available, flyers, outreach)</p>	
<p><b>Strategic Goal 2: Facilities</b> Transition successfully to a new K-8 facility that aligns with our core values and expansion needs</p>			
<p>2.4a Building Transition Team meets at least monthly to finalize the building design by Feb 2020. <b>[Begin after groundbreaking.]</b> The plan will include:</p> <ul style="list-style-type: none"> <li>(a) Physical layout of classroom space, offices, common spaces, outdoor spaces, break out spaces, and storage.</li> <li>(b) Space utilization - define who uses spaces, when it is used, and how (grade</li> </ul>		<p>Finalized - Design Plan Finalized - Space Utilization Plan</p>	



levels, GA, EDEX, Testing (storage), EC, & support staff), etc.			
2.4b Building Transition Team meets at least monthly to identify furniture and fixtures vendor(s) and finalize interior and exterior selections by May 2020. <b>[Begin after groundbreaking.]</b>		Finalized-Design Plan	
2.4c In preparation for the move to our new building, teams will inventory storage need and begin organizing and purging physical resources by June 2020.		Finalized - Storage Plan	
2.5 External experts to finalize technology migration plan to include: (a) Inventory (b) Replacement plan/leasing (c) Infrastructure (i) Including online EOG/EOC testing		Finalized - 3-Year Technology Strategic Plan	
<b>Strategic Goal 3: Faculty and Staff</b> Attract and retain innovative and collaborative educators who are involved in shared decision making about issues that impact the success of Exploris and its students.			
3.1a Conduct a salary and benefits audit by the end of the first quarter of the fiscal year (Oct.) to determine how salaries are allocated.  <b>See also 3.1</b>		<ul style="list-style-type: none"> <li>completed audit is communicated to staff and includes a breakdown of percentage by role types</li> </ul>	

<p>3.1b Before 2020-21 offer letters are sent, use the results of the audit along with the state and local salary guides to establish and publish an Exploris guide that outlines compensation for each role (not person) at Exploris accounting for experience and certification. <b>(see also 6.4)</b></p>		<ul style="list-style-type: none"> <li>● completed salary guide published in handbook for the 20-21 school year</li> </ul>	
<p>3.2 At the beginning of the 2019-2020 school year, ensure that PD money is allocated transparently and strategically in alignment with school needs and Handbook Policies 2.4 and 7.5 (see below) which allow funding for off-site PD and associated travel costs and expenses. Create, maintain, and communicate a professional development plan with a lens on innovation and cultural competencies that is reviewed monthly.</p>		<ul style="list-style-type: none"> <li>● a professional development plan including the number and types of PD staff engages in is shared on a monthly basis</li> <li>● new learning from PD shared with students and staff <b>(linked to impact log in goal 1.1)</b></li> </ul>	
<p>3.3 During the 2019-20 school year, educate the staff on a 360-evaluation process to gain staff buy-in (What is it? Why is it beneficial?) and craft a timeline for full implementation for the 360-evaluation process beginning in the 2020-2021 school year.</p>		<ul style="list-style-type: none"> <li>● Agenda from and presentation Staff Meeting Calendar</li> <li>● Completed timeline for implementation</li> <li>● Full staff buy-in as measured by survey</li> </ul>	

<b>Strategic Goal 4: Student Success</b>			
Strengthen K-8 curriculum and instruction to embrace diversity and differentiation for achieving academic, social, emotional, and cultural growth.			
4.1 Complete a full analysis of academic growth across all sub-groups including a needs assessment and gap analysis by November 2019.		<ul style="list-style-type: none"> <li>Completed analysis</li> <li>Analysis shared with staff</li> <li>Stand Up and Kid Talk conversations informed by the data</li> <li>Adjustments to instruction</li> <li>Improvement in proficiency and growth across subgroups</li> </ul>	
4.2 Establish living curriculum plan records for ELA, math, and Expedition in all grade levels K-8. Initial plans created by August 2019.		<ul style="list-style-type: none"> <li>Completion of documents</li> <li>Survey of staff regarding effectiveness, helpfulness, and elements needed</li> </ul>	
4.3 Articulate processes for behavior data collection and faculty actions for student behaviors by Jan 2020. <ul style="list-style-type: none"> <li>Elements to include: consider the behavior's antecedents, factors, context, trends; what the teacher does; what admin does; when to refer; who contacts parents</li> </ul>		<ul style="list-style-type: none"> <li>Creation of process doc</li> <li>Survey results including improvement in lost instructional time</li> <li>Decrease in office referrals</li> <li>PD held around behavior</li> </ul>	
4.4 Hold an Academic Partnership Event for faculty to get to know additional organizations, speakers, and experts and inspire innovation and increase community partnerships to include DFC and Citizen Science projects by March 2020.		<ul style="list-style-type: none"> <li>Fair held</li> <li>Number of partners participating</li> <li>Number of current partnerships</li> <li>Log of current and new partners</li> <li>Staff survey</li> <li>Student work/culminating</li> </ul>	

<p><b>(See also 1.3)</b></p>		<ul style="list-style-type: none"> <li>events</li> <li>● Student impact on local community via new partnerships</li> </ul>	
<p><b>Strategic Goal 5: Diversity</b>                  Increase the racial and socio-economic diversity of Exploris educators and students to reflect that of Wake County.</p>			
<p>5.1, 5.2 Publish and present 2-3 years of demographic data patterns to staff of the past 2-3 years including the rate of change in the following areas: EDS, EC, race, gender, enrollment numbers, how many entered the weighted lottery, how many entered the lottery overall</p>		<ul style="list-style-type: none"> <li>● Information gathered</li> <li>● Published and presented to staff during August workdays</li> </ul>	
<p>5.2, 5.3, 5.4 By September 15th of 2019, a team will examine our current school needs and create an asset map of what is working well and determine where the gaps are (recruitment plan, wrap around support partnerships, programs, resources, and personnel).                  Asset Map: Gathering data about what supports we currently have to support racial diversity and educationally disadvantaged students and determine what is working well and where are the gaps. This data will help drive decisions around what services needed and what potential grant funding sources and partnerships are needed.</p>		<ul style="list-style-type: none"> <li>● Asset map created</li> <li>● Number of partnerships identified</li> <li>● Number of gaps identified</li> </ul>	
<p>5.3 , 5.4 Create and maintain a process-oriented resource guide for teachers and families to access school/community resources and educate all staff on</p>		<ul style="list-style-type: none"> <li>● Guide created (<b>in partnership with Goal 1 team, see also 1.3</b>)</li> <li>● % of Staff educated</li> <li>● Key stakeholders</li> </ul>	

<p>how to engage families in conversations utilizing the guide by January 2020. (counseling/therapy, financial support, tutoring, ADHD, learning differences, AU, summer camps etc)</p>		<p>identified to maintain this resource</p> <ul style="list-style-type: none"> <li>● Monthly check-ins during kid talk</li> </ul>	
<p><b>Strategic Goal 6: Finance</b> Acquire adequate financial resources to ensure long-term financial sustainability of Exploris.</p>			
<p>6.4 Create a salary and benefits structure for all staff that ensures the long-term financial stability of Exploris by Jan 2020.  <b>See also 3.1</b></p>		<p>Revised Salary Structure Presented to the school board for approval, to be implemented in 2020-2021.</p>	
<p>6.4 Create a five-year staffing plan by January 2020. Staffing plan includes projections for:</p> <ul style="list-style-type: none"> <li>(a) Crew Teachers/Partners</li> <li>(b) Global Arts</li> <li>(c) EC</li> <li>(d) Support Staff</li> </ul>		<p>Finalized - Staffing Plan</p>	
<p>6.5 Defining the roles and capacity of internal and external sources of funding by Jan 2020.</p> <ul style="list-style-type: none"> <li>(a) State and Federal Funds (ADM &amp; grants)</li> <li>(b) School Board Development Committee</li> <li>(c) Foundation Board</li> <li>(d) Annual Fund</li> <li>(e) Capital Campaign</li> <li>(f) EDEx</li> <li>(g) PTO</li> </ul>		<p>Finalized - Funding Plan</p> <p>Raise funds: Annual Fund (\$100,000) and Capital Campaign (100% board, 100% faculty, and 100% family participation)</p>	

## **2.4 Travel And Business Expenses**

Reasonable expenses incurred by an employee while on business for Exploris such as copying, transportation, parking, meals, and lodging will be reimbursed in accordance with procedures and standards as set forth in The Exploris School's financial policies.. All expenses must be pre-approved using an Expense Reimbursement Authorization Form signed by the Associate Director and Executive Director. If a pre-approval is not completed, then the school may not reimburse the employee for their travel and business expenses. In addition, all reimbursement requests must be accompanied by receipts.

## **7.5 Work Plan, Training, And Staff Development**

The Exploris School is committed to the career development and training of all employees. To the extent that organizational resources allow, The Exploris School may provide reimbursement for professional learning received in connection with employment at The Exploris School and that furthers the Exploris mission. All reimbursement requests must be pre-approved by the Executive Director.

Impact Log example from Kenan Fellows (See Annah for more information):

## **Do you have an additional activity to report out?**


### **ACTIVITIES YOU MAY REPORT IN THIS FORM:**

- **Visit of mentor to classroom;**
  - **Field trip or visit to mentor's workplace;**
  - **Implementation of KFP product developed during fellowship year;**
  - **Implementation of new instruction learned during KFP fellowship year;**
  - **Delivery of presentation/workshop to a school, district, state, or national audience;**
  - **Hosting of an event engaging the community;**
  - **Receipt of an award;**
  - **Receipt of a grant;**
  - **Acceptance of new leadership role ;**
  - **Receipt of press/media recognition; or**
  - **Student receipt of award or recognition.**
-

# Cover Sheet

## Finance

**Section:** II. Executive Director Report  
**Item:** B. Finance  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** 03. Board Report 2019.07 Exploris.pdf  
05. Income Statement 2019.07 Exploris.pdf  
06. Balance Sheet 2019.07 Exploris.pdf  
Board Report 2019.13 Exploris.pdf

		<h1 style="text-align: center;">Exploris</h1> <h2 style="text-align: center;">Budget Analysis Report</h2> <p style="text-align: center;">Fiscal Year: 2020   7/01/2019 - 7/31/2019</p>					
Account	Budget	Period Activity	YTD Activity	Remaining Budget	% Used	EOY Projection	
<b>Revenues</b>							
STATE REVENUE	2,654,798.88	200,000.00	200,000.00	2,454,798.88	7.53	2,654,798.88	
LOCAL REVENUE	1,323,700.48	25.38	25.38	1,323,675.10	0.00	1,323,725.86	
FEDERAL REVENUE	75,000.00	0.00	0.00	75,000.00	0.00	70,632.00	
FOUNDATION REVENUE	6,500.00	0.00	0.00	6,500.00	0.00	8,900.00	
B&A CARE REVENUE	90,000.00	0.00	0.00	90,000.00	0.00	90,000.00	
FIELD TRIP REVENUE	3,549.00	5,000.00	5,000.00	(1,451.00)	140.88	8,549.00	
<b>Revenues</b>	<b>4,153,548.36</b>	<b>205,025.38</b>	<b>205,025.38</b>	<b>0.00</b>	<b>4.94</b>	<b>4,156,605.74</b>	
<b>Expenses</b>							
Account	Budget	Period Activity	YTD Activity	Remaining Budget	% Used	EOY Projection	
SALARIES AND BONUSES	2,632,923.58	181,386.53	181,386.53	2,451,537.05	6.89	2,632,923.58	
BENEFITS	632,687.13	40,564.38	40,564.38	592,122.75	6.41	632,687.13	
BOOKS AND SUPPLIES	70,785.00	6,421.45	6,421.45	64,363.55	9.07	74,266.98	
TECHNOLOGY	80,100.00	5,944.00	5,944.00	74,156.00	7.42	80,100.00	
NON-CAP EQUIPMENT & LEASES	20,300.00	0.00	0.00	20,300.00	0.00	20,300.00	
CONTRACTED STUDENT SERVICES	75,500.00	0.00	0.00	75,500.00	0.00	75,500.00	
FIELD TRIPS	4,300.00	11,000.76	11,000.76	(6,700.76)	255.83	13,300.76	
STAFF DEVELOPMENT	11,000.00	5,156.00	5,156.00	5,844.00	46.87	11,000.00	
ADMIN SERVICES	79,650.00	11,370.00	11,370.00	68,280.00	14.27	85,550.00	
INSURANCES	39,000.00	5,462.80	5,462.80	33,537.20	14.01	39,000.00	
FACILITIES	455,583.28	55,709.90	55,709.90	399,873.38	12.23	455,583.28	
B&A CARE	36,032.84	0.00	0.00	36,032.84	0.00	36,032.84	
VARIOUS GRANTS-CASMT	0.00	966.36	966.36	(966.36)		966.36	
<b>Expenses</b>	<b>4,137,861.83</b>	<b>323,982.18</b>	<b>323,982.18</b>	<b>0.00</b>	<b>7.83</b>	<b>4,157,210.93</b>	
<b>SURPLUS/(DEFICIT)</b>	<b>15,686.53</b>	<b>(118,956.80)</b>	<b>(118,956.80)</b>			<b>(605.19)</b>	



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# THE EXPLORIS SCHOOL

## Income Statement

Fiscal Year: 2020 Month: July

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

Fund		Beg. Balance	MTD Actual	YTD Actual
<b>Fund 1</b>				
	<b>Revenue</b>			
	1.3100.016.000.000.000.00 Rev - Summer Reading - 016	0.00	0.00	0.00
	1.3100.036.000.000.000.00 Rev - Charter Schools	0.00	200,000.00	200,000.00
	<b>Revenue Total:</b>	<b>0.00</b>	<b>200,000.00</b>	<b>200,000.00</b>
	<b>Expense</b>			
	1.5110.036.121.000.000.00 Salary - Teacher	0.00	105,543.31	105,543.31
	1.5110.036.135.000.000.00 Salary - Instructional Facilitator	0.00	2,250.00	2,250.00
	1.5110.036.142.000.000.00 Salary - Teacher Assistant	0.00	8,768.62	8,768.62
	1.5110.036.162.000.000.00 Substitute Pay	0.00	0.00	0.00
	1.5110.036.183.000.000.00 Salary - Bonus	0.00	0.00	0.00
	1.5110.036.211.000.000.00 ER's Social Security Cost	0.00	8,262.48	8,262.48
	1.5110.036.229.000.000.00 ER's Other Retirement Cost	0.00	2,434.43	2,434.43
	1.5110.036.229.100.000.00 ER's Other Retirement Cost-CONTINGENCY	0.00	0.00	0.00
	1.5110.036.231.000.000.00 ER's Hospitalization Insurance	0.00	13,580.50	13,580.50
	1.5110.036.233.000.000.00 ER's Unemployment Insurance Co	0.00	0.00	0.00
	1.5110.036.234.000.000.00 ER's Dental Ins. Cost	0.00	178.72	178.72
	1.5110.036.235.000.000.00 ER's Life Ins. Cost	0.00	0.00	0.00
	1.5110.036.239.000.000.00 Other Ins. Cost	0.00	0.00	0.00
	1.5110.036.299.000.000.00 Long Term Disability	0.00	0.00	0.00
	1.5210.036.121.000.000.00 Salary - EC Teacher	0.00	14,505.68	14,505.68
	1.5210.036.142.000.000.00 Salary - EC Teacher Assistant	0.00	7,227.50	7,227.50
	1.5210.036.211.000.000.00 ER's Social Security Cost	0.00	1,498.88	1,498.88
	1.5210.036.229.000.000.00 ER's Other Retirement Cost	0.00	108.42	108.42
	1.5210.036.231.000.000.00 ER's Hospitalization Insurance	0.00	3,519.23	3,519.23
	1.5210.036.234.000.000.00 ER's Dental Ins. Cost	0.00	50.26	50.26
	1.5330.036.121.000.000.00 Intervention Teacher	0.00	4,640.00	4,640.00
	1.5330.036.211.000.000.00 Intervention SS	0.00	326.48	326.48
	1.5330.036.229.000.000.00 Intervention Other Retirement	0.00	139.20	139.20
	1.5330.036.231.000.000.00 Intervention Hospitalization	0.00	541.42	541.42
	1.5330.036.234.000.000.00 ER' Dental	0.00	11.17	11.17
	1.5350.016.411.000.000.00 Supplies and Materials - 016	0.00	0.00	0.00

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**THE EXPLORIS SCHOOL**

**Income Statement**

**Fiscal Year: 2020 Month: July**

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

<b>Fund</b>		<b>Beg. Balance</b>	<b>MTD Actual</b>	<b>YTD Actual</b>	
<b>Fund 1</b>					
	<b>Expense</b>				
	1.5400.036.151.000.000.00	Salary - Office Personnel	0.00	11,260.00	11,260.00
	1.5400.036.211.000.000.00	ER's Social Security Cost	0.00	828.08	828.08
	1.5400.036.229.000.000.00	ER's Other Retirement Cost	0.00	250.30	250.30
	1.5400.036.231.000.000.00	ER's Hospitalization Insurance	0.00	1,082.84	1,082.84
	1.5400.036.234.000.000.00	ER's Dental Ins. Cost	0.00	22.34	22.34
	1.5410.036.114.000.000.00	Salary - Principal/Headmaster	0.00	9,441.67	9,441.67
	1.5410.036.211.000.000.00	ER's SS	0.00	711.37	711.37
	1.5410.036.229.000.000.00	ER's Other Retirement	0.00	283.25	283.25
	1.5410.036.231.000.000.00	ER's Hospitalization	0.00	541.42	541.42
	1.5410.036.234.000.000.00	ER's Dental	0.00	11.17	11.17
	1.5420.036.116.000.000.00	Salary - Assistant Principal	0.00	5,773.63	5,773.63
	1.5420.036.211.000.000.00	ER's SS	0.00	441.68	441.68
	1.5420.036.229.000.000.00	ER's Other Retirement	0.00	144.34	144.34
	1.5420.036.231.000.000.00	ER's Hospitalization	0.00	541.42	541.42
	1.5830.036.131.000.000.00	Guidance Counselor	0.00	5,154.45	5,154.45
	1.5830.036.211.000.000.00	ER SS	0.00	379.58	379.58
	1.5830.036.231.000.000.00	ER's Hospitalization	0.00	541.42	541.42
	1.5830.036.234.000.000.00	ER's Dental Insurance Cost	0.00	11.17	11.17
	1.6580.036.325.000.000.00	Contracted Repairs and Mainten	0.00	0.00	0.00
	1.6580.036.325.001.000.00	Contracted Landscaping	0.00	0.00	0.00
	1.6620.036.311.000.000.00	Contracted Services - HR	0.00	250.00	250.00
	1.6910.036.411.000.000.00	Supplies and Materials - Board	0.00	0.00	0.00
	1.6940.036.327.000.000.00	Building Rentals & Leases	0.00	16,348.90	16,348.90
	1.6940.036.327.001.000.00	Land Lease New Bern	0.00	5,150.00	5,150.00
	1.6940.036.327.002.000.00	Modular Lease	0.00	7,934.40	7,934.40
	<b>Expense Total:</b>		<b>0.00</b>	<b>240,689.73</b>	<b>240,689.73</b>
	<b>Change in Fund 1 Balance:</b>		<b>0.00</b>	<b>(40,689.73)</b>	<b>(40,689.73)</b>
<b>Fund 2</b>					
	<b>Revenue</b>				
	2.3250.036.000.000.000.00	Rev - Sales Tax	0.00	0.00	0.00

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**THE EXPLORIS SCHOOL**

**Income Statement**

**Fiscal Year: 2020 Month: July**

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

<b>Fund</b>		<b>Beg. Balance</b>	<b>MTD Actual</b>	<b>YTD Actual</b>	
<b>Fund 2</b>					
	<b>Revenue</b>				
	2.4110.435.000.000.000.00	Rev - Durham County Schools	0.00	0.00	0.00
	2.4110.456.000.000.000.00	Rev - Johnston County Schools	0.00	0.00	0.00
	2.4110.482.000.000.000.00	Rev - Pitt County Schools	0.00	0.00	0.00
	2.4110.502.000.000.000.00	Rev - Wake County Schools	0.00	0.00	0.00
	2.4211.036.000.930.000.00	Rev - Field Trips - Japan	0.00	5,000.00	5,000.00
	2.4430.036.001.000.000.00	Rev - Annual Fund	0.00	0.00	0.00
	2.4450.036.000.001.000.00	Interest Income Reserve	0.00	25.38	25.38
	2.4490.690.000.001.000.00	Foundation Financial Reporting Contribution	0.00	0.00	0.00
	2.4490.690.000.002.000.00	Foundation Marketing Contribution	0.00	0.00	0.00
	2.4910.036.000.908.000.00	Fund Balance Allocation - 8th	0.00	0.00	0.00
	<b>Revenue Total:</b>		<b>0.00</b>	<b>5,025.38</b>	<b>5,025.38</b>
	<b>Expense</b>				
	2.5110.036.232.000.000.00	ER's Workers' Comp. Insurance	0.00	0.00	0.00
	2.5110.036.233.000.000.00	ER's Unemployment Insurance Co	0.00	2,275.35	2,275.35
	2.5110.036.311.000.000.00	Contracted Services	0.00	0.00	0.00
	2.5110.036.311.901.000.00	Scholarships - KI-01	0.00	0.00	0.00
	2.5110.036.311.903.000.00	Scholarships - 02-03	0.00	0.00	0.00
	2.5110.036.311.905.000.00	Scholarships - 04-05	0.00	0.00	0.00
	2.5110.036.311.906.000.00	Scholarships - 06	0.00	0.00	0.00
	2.5110.036.311.907.000.00	Scholarships - 07	0.00	0.00	0.00
	2.5110.036.311.908.000.00	Scholarships - 08	0.00	0.00	0.00
	2.5110.036.312.000.000.00	Workshop Expenses	0.00	150.00	150.00
	2.5110.036.315.000.000.00	Reproduction Costs	0.00	0.00	0.00
	2.5110.036.326.000.000.00	Contracted Repairs - Equipment	0.00	0.00	0.00
	2.5110.036.333.906.000.00	Field Trips - 06	0.00	900.00	900.00
	2.5110.036.333.930.000.00	Field Trips - Japan	0.00	10,100.76	10,100.76
	2.5110.036.361.000.000.00	Membership Dues and Fees	0.00	0.00	0.00
	2.5110.036.411.000.000.00	Supplies and Materials	0.00	5,981.98	5,981.98
	2.5110.036.411.100.000.00	Supplies and Materials - Kindergarten	0.00	0.00	0.00
	2.5110.036.411.101.000.00	Supplies and Materials - 1st Grade	0.00	0.00	0.00

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**THE EXPLORIS SCHOOL****Income Statement****Fiscal Year: 2020 Month: July****Include Fund(s): 1, 2, 3, 5**

<b>Fund</b>		<b>Beg. Balance</b>	<b>MTD Actual</b>	<b>YTD Actual</b>	
<b>Fund 2</b>					
	<b>Expense</b>				
	2.5110.036.411.102.000.00	Supplies and Materials - 2nd Grade	0.00	0.00	0.00
	2.5110.036.411.103.000.00	Supplies and Materials - 3rd Grade	0.00	0.00	0.00
	2.5110.036.411.104.000.00	Supplies and Materials - 4th Grade	0.00	0.00	0.00
	2.5110.036.411.105.000.00	Supplies and Materials - 5th Grade	0.00	0.00	0.00
	2.5110.036.411.106.000.00	Supplies and Materials - 6th Grade	0.00	0.00	0.00
	2.5110.036.411.107.000.00	Supplies and Materials - 7th Grade	0.00	0.00	0.00
	2.5110.036.411.108.000.00	Supplies and Materials - 8th Grade	0.00	0.00	0.00
	2.5110.036.411.113.000.00	Supplies and Materials - Explorations	0.00	0.00	0.00
	2.5110.036.411.114.000.00	Supplies and Materials - Connected World	0.00	0.00	0.00
	2.5110.036.418.000.000.00	Computer Software and Supplies	0.00	5,323.00	5,323.00
	2.5110.036.461.000.000.00	Non-Cap Inst. Equipment	0.00	0.00	0.00
	2.5110.036.462.000.000.00	Non-Cap Computer Hardware	0.00	0.00	0.00
	2.5110.559.312.000.000.00	Workshop Expense - CASMT	0.00	966.36	966.36
	2.5110.790.312.000.000.00	Workshop - CSP Access Grant	0.00	5,006.00	5,006.00
	2.5210.036.311.000.000.00	Contracted Services - EC	0.00	0.00	0.00
	2.5210.036.312.000.000.00	Workshop Expenses	0.00	0.00	0.00
	2.5210.036.317.000.000.00	Contracted Psychological Servi	0.00	0.00	0.00
	2.5210.036.411.000.000.00	Supplies and Materials	0.00	0.00	0.00
	2.5240.036.318.000.000.00	Contracted Services - Speech	0.00	0.00	0.00
	2.5330.036.411.000.000.00	Supplies and Materials - Intervention	0.00	0.00	0.00
	2.5400.036.211.000.000.00	ER's Social Security Cost	0.00	382.49	382.49
	2.5400.036.343.000.000.00	Telecommunications Services	0.00	0.00	0.00
	2.5400.036.361.000.000.00	Membership Dues and Fees	0.00	162.00	162.00
	2.5400.036.411.000.000.00	Supplies and Materials - Offic	0.00	187.94	187.94
	2.5400.036.418.000.000.00	Computer Software and Supplies	0.00	621.00	621.00
	2.5400.036.459.000.000.00	Food Purchase - Office	0.00	0.00	0.00
	2.5400.036.461.000.000.00	Non-Cap Furniture and Equipmen	0.00	0.00	0.00
	2.5400.036.462.000.000.00	Non-Cap Computer Hardware	0.00	0.00	0.00
	2.5400.502.471.000.000.00	S/T - Wake County	0.00	89.53	89.53
	2.5501.036.411.000.000.00	Supplies and Materials - Athle	0.00	0.00	0.00

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**THE EXPLORIS SCHOOL**

**Income Statement**

**Fiscal Year: 2020 Month: July**

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

<b>Fund</b>		<b>Beg. Balance</b>	<b>MTD Actual</b>	<b>YTD Actual</b>	
<b>Fund 2</b>					
	<b>Expense</b>				
	2.5502.036.411.000.000.00	Supplies and Materials - Arts	0.00	0.00	0.00
	2.5504.036.411.000.000.00	Supplies and Materials - Music	0.00	0.00	0.00
	2.5830.036.411.000.000.00	Supplies and Materials - Counselor	0.00	0.00	0.00
	2.5840.036.411.000.000.00	Health - Supplies and Materials	0.00	0.00	0.00
	2.5850.036.345.000.000.00	Security Monitoring	0.00	92.80	92.80
	2.6400.036.311.000.000.00	Contracted Services - Technolo	0.00	0.00	0.00
	2.6510.036.341.000.000.00	Telephone	0.00	396.60	396.60
	2.6510.036.342.000.000.00	Postage	0.00	0.00	0.00
	2.6530.036.321.000.000.00	Utilities - Electrical Service	0.00	1,486.18	1,486.18
	2.6530.036.323.000.000.00	Utilities -Water and Sewer	0.00	292.84	292.84
	2.6540.036.311.000.000.00	Contracted Services - Custodi	0.00	2,100.00	2,100.00
	2.6540.036.411.000.000.00	Supplies and Materials	0.00	192.28	192.28
	2.6580.036.325.001.000.00	Contracted Landscaping	0.00	75.00	75.00
	2.6580.036.325.002.000.00	Contracted Pest Control	0.00	80.00	80.00
	2.6580.036.325.003.000.00	Contracted Maint- Fire Inspect	0.00	0.00	0.00
	2.6580.036.422.000.000.00	Repair Parts and Materials	0.00	0.00	0.00
	2.6610.036.311.000.000.00	Contracted Services - Business	0.00	7,620.00	7,620.00
	2.6610.036.362.000.000.00	Bank Service Fees	0.00	0.00	0.00
	2.6610.036.371.000.000.00	Liability Insurance	0.00	0.00	0.00
	2.6610.036.376.000.000.00	International Travel Insurance	0.00	0.00	0.00
	2.6610.036.378.000.000.00	Scholastic Accident Insurance	0.00	5,462.80	5,462.80
	2.6620.036.311.000.000.00	Contracted Services - Personne	0.00	0.00	0.00
	2.6920.036.311.000.000.00	Contracted Legal Services	0.00	0.00	0.00
	2.6930.036.311.000.000.00	Contracted Audit Services	0.00	3,500.00	3,500.00
	2.6940.036.327.000.000.00	Building Rentals & Leases	0.00	16,348.90	16,348.90
	2.6940.036.327.001.000.00	Land Lease New Bern	0.00	5,150.00	5,150.00
	2.6940.036.327.002.000.00	Modular Lease	0.00	0.00	0.00
	2.6940.036.332.000.000.00	Travel - Parking	0.00	62.00	62.00
	2.6950.036.313.000.000.00	Advertising Cost	0.00	0.00	0.00
	2.6950.690.311.001.000.00	Foundation - The Center for Innovation Services	0.00	0.00	0.00

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**THE EXPLORIS SCHOOL**

**Income Statement**

**Fiscal Year: 2020 Month: July**

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


<b>Fund</b>		<b>Beg. Balance</b>	<b>MTD Actual</b>	<b>YTD Actual</b>
<b>Fund 2</b>				
<b>Expense</b>				
<b>Expense Total:</b>		<b>0.00</b>	<b>75,005.81</b>	<b>75,005.81</b>
<b>Change in Fund 2 Balance:</b>		<b>0.00</b>	<b>(69,980.43)</b>	<b>(69,980.43)</b>
<b>Fund 3</b>				
<b>Revenue</b>				
3.3600.060.000.000.000.00	Rev - IDEA VI-B - 060	0.00	0.00	0.00
<b>Revenue Total:</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Expense</b>				
3.5210.060.121.000.000.00	Salary - EC Teacher	0.00	6,821.67	6,821.67
3.5210.060.211.000.000.00	ER's Social Security Cost	0.00	490.18	490.18
3.5210.060.229.000.000.00	ER's Retirement	0.00	145.90	145.90
3.5210.060.231.000.000.00	ER's Hospitalization	0.00	812.13	812.13
3.5210.060.234.000.000.00	ER Dental Insurance	0.00	16.76	16.76
<b>Expense Total:</b>		<b>0.00</b>	<b>8,286.64</b>	<b>8,286.64</b>
<b>Change in Fund 3 Balance:</b>		<b>0.00</b>	<b>(8,286.64)</b>	<b>(8,286.64)</b>
<b>Fund 5</b>				
<b>Revenue</b>				
5.4210.701.000.000.000.00	Rev - Before & After School	0.00	0.00	0.00
<b>Revenue Total:</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Expense</b>				
5.5350.701.178.000.000.00	Salary - B & A Care	0.00	0.00	0.00
5.5350.701.211.000.000.00	ER's Soc Sec Cost - B & A Care	0.00	0.00	0.00
5.5350.701.411.000.000.00	Inst. Supp & Materials - B & A	0.00	0.00	0.00
5.7200.035.311.000.000.00	Contracted Services	0.00	0.00	0.00
<b>Expense Total:</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Change in Fund 5 Balance:</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**THE EXPLORIS SCHOOL**

**Balance Sheet**

**Fiscal Year: 2020 | Fiscal Month: July**  
**Include Funds: All**

<b>Assets</b>		
1.1010.000.000.000.000.00	Cash OP FCIT 6528	(20,151.65)
2.1010.000.000.000.000.00	Cash OP FCIT 6528	206,116.28
2.1011.000.000.000.000.00	Cash - Reserve	199,173.12
2.1020.000.000.000.000.00	Cash CK FCIT 4317	11,674.55
2.1180.000.000.000.000.00	Accounts Receivable - Employee	270.00
2.1611.000.000.000.000.00	Security Deposit	15,658.00
3.1010.000.000.000.000.00	Cash OP FCIT 6528	(7,391.29)
5.1010.000.000.000.000.00	Cash OP FCIT 6528	337,051.17
	<b>TOTAL Assets:</b>	<b>742,400.18</b>
<b>Liabilities</b>		
1.2010.000.000.000.000.00	Accounts Payable	(3,813.25)
1.2210.000.000.000.000.00	EEs' FICA Taxes - EFTPS	(812.04)
1.2230.000.000.000.000.00	Federal Withholding Taxes - EF	(444.56)
1.2240.000.000.000.000.00	State Withholding Taxes - NC E	(228.00)
1.2274.000.000.000.000.00	EEs' Dental Ins. Deductions	1,918.14
1.2278.000.000.000.000.00	EEs' Other Ins. Deductions	23,962.79
1.2282.000.000.000.000.00	EEs' Flex Spending Deductions	(45.00)
2.2010.000.000.000.000.00	Accounts Payable	(1,745.55)
2.2010.000.000.500.000.00	Prior Year Expenses	2,686.31
3.2274.000.000.000.000.00	EEs' Dental Ins. Deductions	67.03
3.2278.000.000.000.000.00	EEs' Other Ins. Deductions	828.32
	<b>TOTAL Liabilities:</b>	<b>22,374.19</b>
<b>Reserves and Equity</b>		
2.2960.000.000.000.000.00	Fund Equity	501,931.62
5.2960.000.000.000.000.00	Fund Equity	337,051.17
	<b>TOTAL Reserves and Equity:</b>	<b>838,982.79</b>
	<b>NET GAIN (LOSS):</b>	<b>(118,956.80)</b>
	<b>TOTAL LIABILITIES / RESERVES / INCOME:</b>	<b>742,400.18</b>

		<h1>Exploris</h1> <h2>Budget Analysis Report</h2> <p>Fiscal Year: 2020   6/01/2019 - 6/30/2019</p>				
Account	Budget	Period Activity	YTD Activity	Remaining Budget	% Used	
<b>Revenues</b>						
STATE REVENUE	2,655,506.96	2,855.24	2,686,429.67	(30,922.71)	101.16	
LOCAL REVENUE	1,236,666.65	5,382.07	1,249,226.65	(12,560.00)	101.02	
FEDERAL REVENUE	68,164.00	10,632.91	71,591.67	(3,427.67)	105.03	
FOUNDATION REVENUE	20,580.00	0.00	172.30	20,407.70	0.84	
B&A CARE REVENUE	90,000.00	3,590.00	98,996.61	(8,996.61)	110.00	
FIELD TRIP REVENUE	0.08	1,374.04	140,016.54	(140,016.46)	1750206	
<b>Revenues</b>	<b>4,070,917.69</b>	<b>23,834.26</b>	<b>4,246,433.44</b>	<b>0.00</b>	<b>104.31</b>	
<b>Expenses</b>						
Account	Budget	Period Activity	YTD Activity	Remaining Budget	% Used	
SALARIES AND BONUSES	2,516,923.33	228,040.40	2,498,797.70	18,125.63	99.28	
BENEFITS	594,663.26	45,222.43	530,278.89	64,384.37	89.17	
BOOKS AND SUPPLIES	65,810.00	2,700.40	53,812.47	11,997.53	81.77	
TECHNOLOGY	103,544.94	15,167.27	105,061.70	(1,516.76)	101.46	
NON-CAP EQUIPMENT & LEASES	19,500.00	0.00	19,068.28	431.72	97.79	
CONTRACTED STUDENT SERVICES	36,500.00	8,886.37	36,110.09	389.91	98.93	
FIELD TRIPS	4,000.12	2,420.73	140,677.22	(136,677.10)	3516.82	
STAFF DEVELOPMENT	11,000.00	2,402.74	12,788.72	(1,788.72)	116.26	
ADMIN SERVICES	105,580.00	9,161.18	150,795.43	(45,215.43)	142.83	
INSURANCES	33,111.00	0.00	33,011.40	99.60	99.70	
FACILITIES	462,264.52	42,545.69	472,492.63	(10,228.11)	102.21	
B&A CARE	39,581.51	3,359.99	41,090.72	(1,509.21)	103.81	
CLUBS	0.00	0.00	5,408.56	(5,408.56)		
VARIOUS GRANTS-CASMT	40,576.88	2,504.29	39,077.29	1,499.59	96.30	
<b>Expenses</b>	<b>4,033,055.56</b>	<b>362,411.49</b>	<b>4,138,471.10</b>	<b>0.00</b>	<b>102.61</b>	
<b>SURPLUS/(DEFICIT)</b>	<b>37,862.13</b>	<b>(338,577.23)</b>	<b>107,962.34</b>			



# Cover Sheet

## Discussion on Facilities

**Section:** III. Facilities  
**Item:** A. Discussion on Facilities  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** Legacy Brochure Charters 20190729 v2.pdf



**LEGACY FUNDING**  
SERVICES



**Legacy Funding Services**

[www.LegacyFundingServices.com](http://www.LegacyFundingServices.com)

**FACILITATING  
A BRIGHT NEW  
VISION FOR  
YOUR SCHOOL**



# Welcome to the Legacy Difference

**WE BELIEVE THAT HIGH-QUALITY SCHOOLS NOT ONLY OFFER LIFE-CHANGING EDUCATIONAL OPPORTUNITIES TO DIVERSE POPULATIONS, BUT THEY CAN ALSO BE THE KEY TO TRANSFORMING ENTIRE COMMUNITIES.**

Legacy Funding Services was created in 2006 by CEO Howard Sowell to help schools develop and finance the facilities needed to offer truly transformative education options to their communities. Thirteen years later, Legacy Funding Services has helped seed and develop over \$500 million in academic facility asset placements.

We believe in the power of our education partners to ensure that every child has access to a high-quality education, despite racial and socioeconomic barriers. We also believe in the importance of allowing families the right to make the best possible choices for their children. If you are the leader of an academic institution that is ready to provide these opportunities to your community, we will partner with you to see your vision and hard work come to life and truly transform lives.

“

*All good men and women must take responsibility to create legacies that will take the next generation to a level we could only imagine.”*

— Jim Rohn

# CEO's Statement

*We believe in the power of education to transform communities.*

*Legacy Funding Services is comprised of seasoned professionals with decades of experience in the financial, real estate, legal, and education sectors. We draw on this experience when creating unique and innovative financing and development solutions for our clients.*



**Legacy Funding Services is here to facilitate your vision for growth. We believe in your mission to educate and serve, and we have the resources to be your partner on the journey to design, build, and finance facilities that will make that goal a reality.**

# Our Mission

*Our mission is to transform communities through expanded educational choices. We deliver solutions. Not only do we have the knowledge and experience to find the funding, development, and operational solutions you and your community need, we have the experience and relationships to ensure that no question goes unanswered.*



## HOWARD SOWELL CEO

Mr. Sowell has over 25 years of real estate development and finance experience. His experience includes portfolio management, loan production, and corporate management as well as loss mitigation with loan portfolio restructuring and work-out experience.

Mr. Sowell began his career as Project Manager for a regional real estate development firm and his banking career began as Portfolio Manager and Senior Underwriter for the Commercial Real Estate Lending Division of First Horizon Bank. He moved to Senior Vice President and Regional Manager of two regional banks managing their Commercial Real Estate Divisions across North and South Carolinas.

In 2006, Mr. Sowell formed Legacy Funding Services, LLC, which found its mission focusing on funding and developing education facilities for traditional public, charter, and private schools across the Southeast.

Mr. Sowell holds a BS in Economics from the University of Arizona and a Master of Business Administration from Drake University.

# Featured Projects

*Legacy Funding Services has the resources to design and construct a new facility or to renovate an existing structure to be operated as a school. Additionally, we can provide operating capital, debt for facilities, and equity. Our experienced team delivers a unique, high quality, turn-key product for each of our education partners.*



## Invest Collegiate Imagine

# 01

### Asheville, NC

870 Student School

116,000 sq ft building on 55-acre grounds  
(July 2019 Delivery)

Legacy Funding Services (LFS) provided efficient funding access to capital markets through a \$26 million bond transaction to purchase land and build the new facility. The school building will include classrooms, a gymnasium, an auditorium, a cafeteria, plus foreign language, arts, and music rooms.

LFS also provided value engineering and development oversight from the initial conceptual stages that will continue until completion.



## Franklin School of Innovation

### Asheville, NC

535 Student Campus

78,000 sf Building  
(July 2019 Delivery)

LFS provided financial consulting services and secured the loan for the new campus.

Franklin's new campus is designed to hold a 78,000 square foot building with space for classrooms, a gymnasium, common areas, and a multipurpose room.





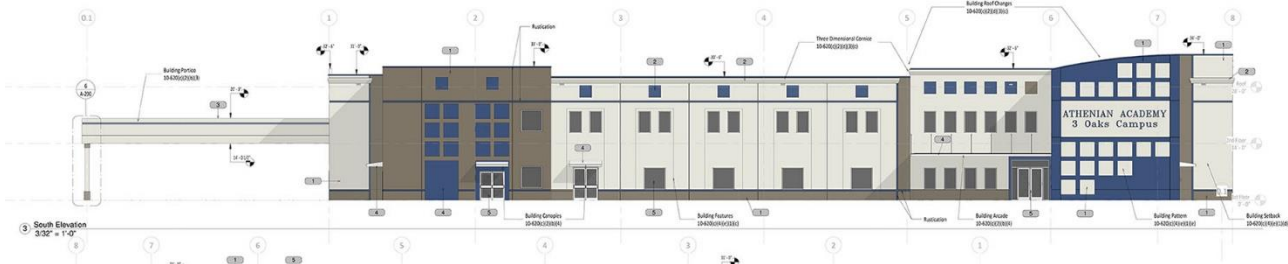
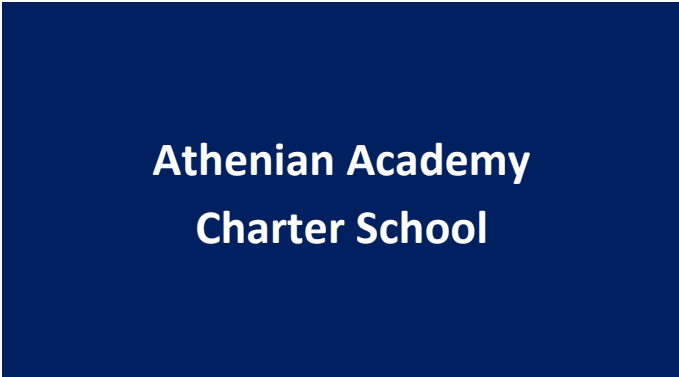
**Ft. Myers, FL**

568 Student School

45,000 sq ft building on 9.5-acre grounds  
(2020 Delivery)

This is a replication of a high-performing school in Clearwater, FL. Legacy Funding Services (LFS) provided financial consulting services to assist with the +\$12 million bond transaction to purchase the land and build the new facility. The campus will also house a Pre-Kindergarten operation to support school retention and growth.

LFS also provided value engineering and development consulting services for this project.







## Brighton Lakes Academy

### Kissimmee, Florida

980 Student School

85,000 sf campus

LFS arranged \$11.5MM debt & provided \$1.5MM equity.

Summit Construction – LFS Florida building partner constructed project.

04



# 05

## Burns Science and Technology Charter School

Oak Hill, FL

20,000 sf Expansion of Current Campus

550 students

New expansion will house gymnasium and additional classroom space. Brought sewer to community with municipal agreement between school, Oak Hill City Council and Volusia County Waste Treatment Services.

LFS arranged \$6.5MM debt placement to fund expansion and has provided development services on this project that will continue until completion.





## Queen City STEM School

Charlotte, NC

52,000 sf K-12 Campus

500 students

Partnership between WEDUF, HUBRICH CONSTRUCTION, & LFS executive team members. WEDUF founded schools.

LFS arranged \$7.5MM equity & debt placement.



06 - 07

## Emereau Charter School (Bladen)

Elizabethtown, NC

320 Student School; 20,000 sf Phase I of campus

LFS and its partners purchased the land and developed the facility, providing the school the option to purchase in 5 years. Committed to building additional facilities to accommodate growth.

Provided charter application support and \$150,000 in start-up capital to open school.





## Millennium Charter School

Mt. Airy, NC

70,000 sf K-12 Campus

950 students

LFS arranged \$14MM refinance of current debt and construction of 44,000 sf of new classroom and gymnasium.

Financing provided through USDA Guarantee Loan Program.



# 08 - 09

## Triangle Math and Science Academy

Cary, NC

79,000 sf K-12 Campus

950 students

Partnership between WEDUF & LFS executive team members.

WEDUF founded schools.

LFS arranged \$10MM acquisition debt and provided financial consulting services on \$12.5MM Tax Exempt Bonds Placement.



# ADDITIONAL COMPLETED PROJECTS

*This is not an exhaustive list of our previous development and financing education projects.*

*A complete list of past and current construction/ funding projects is available upon request.*

## GALILEO SCHOOL FOR GIFTED LEARNING



### **Sanford, Florida**

700 Student School  
65,000sf campus

LFS Executive Team worked with school to identify new site, design facility, provided required equity, structured and closed EB5 loan, and contracted with building partner to construct the facility.

## ANDERSON CREEK CHARTER



### **Harnett County, NC**

25,000sf K-12 Campus  
200 students

LFS executive team members arranged \$2.0MM debt placement.

## CHESAPEAKE LIGHTHOUSE FOUNDATION



### **Laurel, Maryland**

Two campuses 110,000sf K-8 and 95,000sf 9-12

Partnership between WEDUF & LFS executive team members  
WEDUF founded schools.

LFS arranged \$21MM short-term debt placement and coordinated financing on \$45MM in Tax Exempt Bonds Placement.

# CURRENT PROJECTS



## Charlotte, NC

Dual Campus K-12

150,000sf

1,500 students

Providing Development and Financial Services

Financing the acquisition of current campus and identifying new campus for expansion of high school

Total debt expectations of \$20MM

Tax-Exempt Bonds and New Market Tax Credits



## Cary/Morrisville, NC

Single Campus K-8

50,000sf

700 students

Partnership with Legacy Funding

Acquiring facility, renovating, and leasing back to school.



**Jacksonville, FL**

Single Campus K-12  
48,000+ sf  
900 (anticipated) students  
Total debt expectations of \$9.5MM  
Legacy Funding Services is providing financial consulting services to purchase the school and acquire property to expand. Expansion will consist of administrative offices, a gymnasium, and 8- 12 classrooms.



**Garner, NC**

Single Campus K-8 Replication  
70,000sf building on 18 acre campus  
375 (year 1) – 750 (anticipated year 5) students  
Providing Consulting Services from initial application/ marketing assistance to site selection, development consulting, and financial consulting services.



**Ft Myers, FL**

Single Campus K-8 Replication  
70,000sf  
300 – 800 (anticipated) students  
Total debt expectations of \$7MM+  
LFS providing financial consulting services for this project.



## Proposed Timeline

Legacy Funding Services, LLC (LFS) can provide all of the services below. The prior presented projects list identifies LFS involvement in all roles of the financing and design/development process. The following is a general structure of the items that need to be completed in order to obtain a successful project outcome.

**1**

Phase 1 – Identify needs.

- a. How many students are currently enrolled?
  - b. What are the growth projections for the next three, five, and ten years?
  - c. Special program and curriculum needs (i.e., arts, music, EC needs).
- 

**2**

Phase 2 – Design building and needed floorplan. Work with architects, engineers, and school director to complete drawing for submission to board and parents. Determine the level of phasing necessary for new facility to maximize growth in 3 to 5 years.

---

**3**

Phase 3 – Identify contractor. Work with director, board and development committee to solicit contractors and review bids for best fit for school.

---

**4**

Phase 4 – Recommend funding. Determine the best funding program for the school for both short-term and long-term capital needs.

---

**5**

Phase 5 – Complete project. Work with contractor, development team, and school to obtain Certificate of Occupancy in adequate time to begin school on time and within budget.



WE DON'T BUILD  
SCHOOLS.

WE BUILD  
LEGACIES.



**LEGACY FUNDING SERVICES, LLC**

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1207 Front Street  
Raleigh, NC 27609

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info@legacyfundingservices.com  
www.legacyfundingservices.com

# Cover Sheet

## Governance Committee

**Section:** IV. Standing Committee Updates  
**Item:** C. Governance Committee  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** Exploris\_School\_Amdend\_Bylaws\_Amended\_March\_2017.pdf

**BYLAWS OF THE  
EXPLORIS SCHOOL**

**Adopted March 28, 2017**

**ARTICLE 1  
OFFICES**

**SECTION 1. PRINCIPAL OFFICE, REGISTERED OFFICE, OTHER OFFICES**

The principal office and the registered office of The Exploris School (the “Corporation”) are located at 401 Hillsborough Street 27603 in Wake County, State of North Carolina.

The Corporation may also have offices at such other places, within or without its state of incorporation, where it is qualified to do business, as its business and activities may require, and as the Board of Directors (as defined below) may, from time to time, designate.

**SECTION 2. CHANGE OF ADDRESS**

The designation of the county of the Corporation’s principal office may be changed by amendment of these Bylaws. The Board of Directors may change the principal office from one location to another within the state by noting the changed address and effective date, and such changes of address shall not be deemed, or require, an amendment of these Bylaws.

**ARTICLE 2  
MEMBERSHIP**

The Corporation shall have no members.

**ARTICLE 3  
LIMITATIONS ON ACTIVITIES**

No substantial part of the activities of this Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation (except as otherwise provided by Section 501(h) of the Internal Revenue Code), and this Corporation shall not participate in, or intervene in (including the publishing or distribution of statements), any political campaign on behalf of, or in opposition to, any candidate for public office.

Notwithstanding any other provisions of these Bylaws, this Corporation shall not carry on any activities not permitted to be carried on (a) by a corporation exempt from federal

income tax under Section 501(c)(3) of the Internal Revenue Code, or (b) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.

Notwithstanding any other provisions of these Bylaws, at any time during which it is deemed a “private foundation” as that term is defined by Section 509 of the Code, or the corresponding provisions of any subsequent federal tax laws, the Corporation shall not engage in any act of self-dealing as defined in Section 4941(d) of the Code, or the corresponding provisions of any subsequent federal tax laws; the Corporation shall distribute its income for each taxable year at such time and in such manner as not to become subject to the tax on undistributed income imposed by Section 4942 of the Code, or the corresponding provisions of any subsequent federal tax laws; the Corporation shall not retain any excess business holdings as defined in Section 4943(c) of the Code, or the corresponding provisions of any subsequent federal tax laws; the Corporation shall not make any investments in such manner as to subject the Corporation to the tax under Section 4944 of the Code, or the corresponding provisions of any subsequent federal tax laws; and the Corporation shall not make any taxable expenditures as defined in Section 4945(d) of the Code, or the corresponding provisions of any subsequent federal tax laws.

## **ARTICLE 4**

### **PAYMENTS AND DISSOLUTION PROVISIONS**

#### **SECTION 1. PAYMENTS**

No part of the net earnings of this Corporation shall inure to the benefit of, or be distributable to, its directors, officers, or other private persons, except that this Corporation shall be authorized and empowered to pay reasonable compensations for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article 9.

#### **SECTION 2. DISSOLUTION**

Upon the dissolution of the Corporation, the Board of Directors shall, after paying or making provision for the payment of all of the liabilities of the Corporation, dispose of all of the assets of the Corporation to the local education authority, Wake County Public Schools.

## **ARTICLE 5**

### **NONPROFIT PURPOSES**

#### **SECTION 1. CODE SECTION 501(c)(3) PURPOSES**

This Corporation is organized exclusively for one or more purposes as specified in Section 501(c)(3) of the Code, including for such purposes, distributions to organizations that

qualify as exempt organizations under Section 501(c)(3) of the Code.

## SECTION 2. STATEMENT OF PURPOSE

The organizational purpose of the Corporation is to be a public charity which will operate and support The Exploris School, a North Carolina charter school pursuant to N.C. Gen. Stat. Section 115C-238.29A et seq.

In furtherance, but not in limitation, of the foregoing charitable purposes, the Corporation shall:

(a) Accept, hold, invest, reinvest, and administer any gifts, grants, bequests, devises, benefits of trusts, and property of any sort, without limitation as to value or amount, and apply the income and principal thereof, as the Corporation's board of directors may from time to time determine; and

(b) Alone or in cooperation with other persons, organizations, or institutions, conduct any and all other activities and do any and all acts and things which may be necessary, useful, suitable, or proper in connection with or for the furtherance, accomplishment, or attainment of such purposes as are lawful for a corporation formed under the North Carolina Nonprofit Corporation Act and for a corporation which qualifies for tax-exempt status under Sections 501(c)(3) and 501(a) of the Code.

## SECTION 3. SPECIFIC OBJECTIVES

The specific objectives of the Corporation shall be:

(a) To operate and support one charter school (the "School") pursuant to N.C. Gen. Stat. Chapter 115C Article 16 Part 6A, commonly known as the Charter Schools Act of 1996;

(b) To work in mutual cooperation with any other nonprofit corporations, North Carolina state organizations such as museums, and associations of individuals in furtherance of the purposes of this Corporation; and

(c) To expand and re-define its charitable educational programs from time to time as necessary to meet the continuing challenge of its purposes.

## **ARTICLE 6 DIRECTORS**

Pursuant to the Articles of Incorporation and Section 55A-8-01 of the North Carolina Nonprofit Corporation Act (the "Act"), all corporate powers shall be exercised by a board

of directors.

#### SECTION 1. NUMBER OF DIRECTORS

The Corporation shall have at least seven (7) and no more than fifteen (15) directors and collectively they shall be known as the Board of Directors. The number of directors shall be determined from time to time by resolution of the Board of Directors as to the specific need for directors to accomplish the purposes of the Corporation.

#### SECTION 2. POWERS OF DIRECTORS

Subject to the provisions of the Act and any limitations in these Bylaws, all corporate powers shall be exercised by or under the authority of, and the business and affairs of the Corporation and the School shall be managed under the direction of, the Corporation's Board of Directors.

#### SECTION 3. COMPENSATION OF DIRECTORS

Directors, as such, shall serve on the board without compensation. The Board of Directors may provide for the payment of all expenses incurred by directors in attending meetings of the Board and reimbursement of expenses incurred on behalf of the Corporation.

#### SECTION 4. QUALIFICATIONS OF DIRECTORS

The Board of Directors shall be composed of the following persons:

(a) The director of the School shall serve as an ex-officio, nonvoting member of the Board of Directors.

(b) The chair or a delegate of the chair of the School's parent organization shall serve as an ex-officio, voting member of the Board of Directors.

(c) One member of the academic faculty of the School selected by the faculty shall serve as an ex-officio, nonvoting member of the Board of Directors.

(d) All other Directors shall be selected by the incumbent members of the Board of Directors as provided in Section 5 of this Article 6.

Directors shall be at least twenty-one (21) years of age, shall be a current resident of North Carolina, and shall hold at least a high school diploma or its equivalent. Any such qualified person seeking election to the Board of Directors, except for the ex-officio members

described in this Section 4, must submit to a reasonable screening process by the current Board of Directors, which may include the provision of a written statement of personal education philosophy. Board members shall comply with all local conflict of interest policies, NC laws and State Board of Education policies.

#### SECTION 5. ELECTIONS OF DIRECTORS AND TERM OF OFFICE

Those directors who are to be elected by the Board of Directors shall be so elected at the annual meeting of the Board of Directors to serve staggered three-year terms, with terms expiring on June 30 of each year and with at least one (1) but not more than five (5) Board seats expiring in any given year. The Board may elect members outside of the annual meeting by following the Board's process and elected by two-thirds (2/3) vote. The Board members shall determine who shall serve for one, two or three more years in order to establish staggered terms if necessary. Each director shall hold office until his or her successor is elected and qualified, or until his or her earlier resignation, removal from office or death. Directors may serve a maximum of two successive terms.

#### SECTION 6. REMOVAL OR RESIGNATION

Any director may, by written notice to the Board, resign at any time. A director may be removed from the Board, without cause and at any time, upon three-fourths (3/4) vote of the other directors; provided that the director to be removed be provided at least ten (10) days written notice prior to such action.

#### SECTION 7. DUTIES OF DIRECTORS It shall be the duty of the Board of Directors to:

- (a) Register their addresses, email addresses and phone numbers with the Secretary of the Corporation, and notices of meetings mailed or telephoned or emailed to them at such mailing addresses, email addresses or telephone numbers shall be valid notices;
- (b) Meet at such times and places as required by these Bylaws;
- (c) Perform any and all duties imposed on them collectively or individually by law, or by these Bylaws.

#### SECTION 8. NONLIABILITY OF DIRECTORS

The directors shall not be personally liable for the debts, liabilities, or other obligations of the Corporation.

#### SECTION 9. REGULAR MEETINGS

Regular meetings of the Board of Directors shall be held at least eight (8) times per year on days and times determined by resolution of the Board of Directors. Meetings shall be held at the principal office of the Corporation unless otherwise provided by the Board, or at such other place as may be designated from time to time by resolution of the Board of Directors. The Board of Directors shall designate one such regular meeting as its annual meeting of the Board of Directors. In addition, the Board of Directors may provide, by resolution, the time and place for the holding of additional regular meetings.

#### SECTION 10. SPECIAL MEETINGS

Special meetings of the Board of Directors may be called by the Chair (as defined below). Such meetings shall be held at the principal office of the Corporation or, if different, at the place designated by the Chair. Calls for special meetings shall specify the time and purpose. No business other than that specified shall be considered.

#### SECTION 11. NOTICE OF MEETINGS

Notice to the public and to directors of all meetings shall be made in accordance with the North Carolina Open Meetings Law, N.C. Gen. Stat. § 143-318.9 et seq. The Board of Directors may adopt special notice procedures, as it deems necessary, subject to the requirements of the North Carolina Open Meetings Law.

#### SECTION 12. WAIVER OF NOTICE

Any director may waive notice of any meeting before or after the date and time stated in the notice. The waiver shall be in writing, signed by the director entitled to the notice and filed with the minutes or corporate records. A director's attendance at or participation in a meeting waives any required notice to him or her unless the director at the beginning of the meeting, or promptly upon arrival, objects to holding the meeting or to transacting business at the meeting and does not thereafter vote for or assent to action taken at the meeting.

#### SECTION 13. QUORUM FOR MEETINGS

A quorum for the transaction of business at any meeting of the Board of Directors shall consist of a simple majority of the voting directors of the Board of Directors in office immediately before the meeting begins. Ex-officio members do not count towards the definition of a quorum. No business shall be considered by the Board at any meeting at which a quorum is not present, and the only motion which the Chair shall entertain at such meeting is a motion to adjourn.

#### SECTION 14. MAJORITY ACTION AS BOARD ACTION



The affirmative vote of a majority of the directors present at a meeting duly held at which a quorum is present shall be the act of the Board of Directors, unless the Act, the Articles of Incorporation, or these Bylaws require a greater percentage or different voting rules for approval of a matter by the Board.

If one or more directors present at a meeting abstain from voting on a particular motion before the Board, due to personal conflict of interest with the subject of the motion, then the remainder of the directors shall still constitute a quorum for that particular vote and a two-thirds majority of those voting shall be required to approve the motion.

## SECTION 15. CONDUCT OF MEETINGS

Meeting of the Board of Directors shall be presided over by the Chairperson of the Board (the "Chair"), who shall be the President of the Corporation unless another officer has been so designated. In the absence of that officer, the Vice Chair, if there is one, or a Chairperson chosen by a majority of the directors present at the meeting, shall preside over the meeting. The Secretary of the Corporation shall act as secretary of all meeting of the board, except that, in his or her absence, the presiding officer shall appoint another person to act as Secretary of the meeting.

All meetings of the Board of Directors and all committee meetings shall be conducted in accordance with the North Carolina Open Meetings Law, including the provisions thereof for closed sessions pursuant to N.C. Gen. Stat. § 143-318.11.

Board members may not vote on issues in which they have a conflict of interest, The Board's Conflict of Interest policy shall be reviewed and signed annually by all members. The Board's policy shall comply with the State Government Ethics Act, as amended from time to time.

## SECTION 16. VACANCIES OF DIRECTORS

Any vacancy occurring in the Board of Directors, including, without limitation, a vacancy resulting from the death, resignation or removal of any director, or from an increase in the number of directors, may be filled by the Board of Directors.

If the number of directors in office when a vacancy occurs is less than a quorum, a vacancy on the Board may be filled by approval of a two-thirds majority of the directors then in office or by a sole remaining director.

A person elected to fill a vacancy on the board shall hold office until the next election of the Board of Directors or until his or her death, resignation or removal from office or until his or her successor is appointed or elected.

## **ARTICLE 7 OFFICERS**

### **SECTION 1. NUMBER OF OFFICERS**

The officers of the Corporation shall be a President and Chair, a Vice Chair, a Secretary, and a Treasurer, and such other officers as may be appointed in accordance with the provision of Section 3 of this Article 7. The same individual may simultaneously hold more than one office in the Corporation, but no individual may act in more than one capacity where action of two or more officers is required.

### **SECTION 2. ELECTION, TERM OF OFFICE AND QUALIFICATIONS**

Each officer, except such officers as may be appointed in accordance with the provisions of Section 3 of this Article 7, shall be elected by the Board at its annual meeting and shall hold office until the annual meeting of the Board held next after his election or until his death or until he shall resign or shall have been disqualified or shall have been removed from office. No person may be elected as President and Chair, Vice Chair, Secretary or Treasurer unless he or she is also a director. A person may be elected to successive terms as President Chair, Vice Chair, Secretary or Treasurer, provided that such person's term as director will not expire prior to the expiration of the term of the office to which he or she is elected.

### **SECTION 3. SUBORDINATE OFFICERS AND AGENTS**

The Board of Directors from time to time may appoint other officers or agents, each of whom shall hold office for such period, have such authority, and perform such duties as the Board from time to time may determine. The Board may delegate to any officer or agent the power to appoint any subordinate officer or agent and to prescribe his respective authority and duties. A person may be appointed as an officer or agent under this Section 3 of this Article 7 regardless of whether such person is also a director.

### **SECTION 4. DUTIES**

An officer with discretionary authority shall discharge his duties under that authority in good faith, with the care an ordinarily prudent person in a like position would exercise under similar circumstances, and in a manner he reasonably believes to be in the best interests of the Corporation.

In case of the absence of any officer of the Corporation or for any other reason that the Board may deem sufficient, the Board may delegate the powers or duties of such officer to any other officer or to any director provided a majority of the entire Board concurs therein.

The officers of the Board shall have the following duties:

(a) President Chair. The President and Chair shall preside at all meetings of the Board and perform such other duties as may be directed by the Board.

(b) Vice Chair. At the request of the Chair, or in his absence or disability, the Vice Chair shall perform all the duties of the Chair and when so acting shall have all the powers of and be subject to all the restrictions upon the Chair. The Vice Chair shall perform such other duties and have such authority as from time to time may be assigned to him by the Board.

(c) Secretary. The Secretary shall keep the minutes of the meetings of the Board and shall see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law. He shall maintain and authenticate the records of the Corporation and shall be custodian of the records, books, reports, statements, certificates and other documents of the Corporation and the seal of the Corporation, and see that the seal is affixed to all documents requiring such seal. In general, he shall perform all duties and possess all authority incident to the office of Secretary, and he shall perform such other duties and have such other authority as from time to time may be assigned to him by the Board.

(d) Treasurer. The Treasurer shall have supervision over the funds, securities, receipts, and disbursements of the Corporation. The Treasurer shall in general perform all duties and have all authority incident to the office of the Treasurer and shall perform such other duties and have such other authority as from time to time may be assigned or granted to them by the Board.

## SECTION 5. BONDS

The Board of Directors may by resolution require any officer, agent, or employee of the Corporation to give bond to the Corporation, with sufficient sureties, conditioned on the faithful performance of the duties of his or her respective office or position, and to comply with such other conditions as may from time to time be required by the Board of Directors.

## SECTION 6. REMOVAL

The officers specifically designated in Section 1 of this Article 7 may be removed, either with or without cause, by the Board. The officers appointed in accordance with the provisions of Section 3 of this Article 7 may be removed, either with or without cause, by the Board or by any officer or agent upon whom such power of removal may be conferred by the Board. The removal of any person from office shall be without prejudice to the contract rights, if any, of the person so removed. The appointment of an officer does not itself create contract rights.

## SECTION 7. RESIGNATIONS

Any officer may resign at any time by giving written notice to the Board or to the Chair or the Secretary of the Corporation, or, if he was appointed by an officer or agent in accordance with Section 3 of this Article 7, by giving written notice to the officer or agent who appointed him. Any such resignation shall take effect upon its being accepted by the Board or by the officer or agent appointing the person so resigning, unless it specifies in writing a later effective date. If a resignation is made effective at a later date and the Corporation accepts the future effective date, the Board may fill the pending vacancy before the effective date if the Board provides that the successor does not take office until the effective date.

## SECTION 8. VACANCIES

A vacancy in any office because of death, resignation, removal, or disqualification, or any other cause, shall be filled for the unexpired portion of the term in the manner prescribed by these Bylaws for regular appointments or elections to such offices.

## **ARTICLE 8 COMMITTEES**

### SECTION 1. COMMITTEES

The Board of Directors may create an executive committee and other committees of the board and appoint directors to serve on them. The creation of a committee of the Board and appointment of directors to it must be approved by the greater of (a) a majority of the number of directors in office when the action is taken or (b) the number of directors required to take action pursuant to Section 6 of Article 13. Each committee of the Board may have up to three directors as members, and to the extent authorized by law and specified by the Board of Directors, shall have and may exercise all of the authority of the Board of Directors in the management of the Corporation, except that a committee may not: (a) authorize distributions; (b) recommend or approve dissolution or merger or the sale, pledge or transfer of all or substantially all of the Corporation's assets; (c) fill vacancies on any committee of the Board of Directors; or (d) adopt, amend, or repeal the Articles of Incorporation or Bylaws. Each committee member shall serve at the pleasure of the Board of Directors. The provisions of Sections 11 and 14 of Article 6, which govern meetings of the Board of Directors, shall likewise apply to meetings of any committee of the Board of Directors. All committee meetings shall be conducted in accordance with the North Carolina Open Meetings Law.

### SECTION 2. ADVISORY COMMITTEES

The Corporations may have advisory committees as may from time to time be designated by resolution of the Board. These committees may consist of persons who are not directors of the Board. These committees shall act in an advisory capacity to the Board, with no powers to act on behalf of the Corporation. All advisory committee meetings shall be

conducted in accordance with the North Carolina Open Meetings Law.

## **ARTICLE 9**

### **INDEMNIFICATION AND INSURANCE**

#### **SECTION 1. INDEMNIFICATION BY CORPORATION**

Any person who at any time serves or has served as a director or Officer of the Corporation, or at the request of the Corporation is or was serving as an officer, director, agent, partner, trustee, administrator, or employee of any other foreign or domestic corporation, partnership, joint venture, trust, employee benefit plan, or other enterprise, shall be indemnified by the Corporation to the fullest extent permitted by law in the event he or she is made, or is threatened to be made, a party to any threatened, pending or completed civil, criminal, administrative, investigative or arbitral action, suit or proceeding and any appeal therein (and any inquiry or investigation that could lead to such action, suit or proceeding), whether or not brought by or on behalf of the Corporation, seeking to hold him or her liable by reason of the fact that he or she is or was acting in such capacity. The Corporation shall not, however, indemnify any person against liability or expenses the person may incur on account of his or her activities which were, at the time taken, known or believed by the person to be clearly in conflict with the best interests of the Corporation, or if the person received an improper personal benefit. In addition, the Corporation shall not indemnify any person against liability or expenses the person may incur on account of his or her activities if such indemnification would (i) be a taxable expenditure under Section 4945 of the Code (or the corresponding provision of any subsequent United States tax laws), (ii) constitute an act of self-dealing under Section 4941 of the Code (or the corresponding provision of any subsequent United States tax laws) or (iii) jeopardize the Corporation's exemption from taxation under Section 501(a) of the Code as an organization described in Section 501(c)(3) of the Code (or the corresponding provisions of any subsequent United States tax laws). The Board of Directors may provide such lawful indemnification for the employees and agents of the Corporation as it deems appropriate and as are consistent with the restrictions expressed in this Section 1.

The rights of those receiving indemnification hereunder shall, to the fullest extent from time to time permitted by law, cover (a) reasonable expenses, including without limitation all attorneys' fees actually and necessarily incurred by him or her in connection with any such action, suit or proceeding, (b) all reasonable payments made by him or her in satisfaction of any judgment, money decree, fine (including an excise tax assessed with respect to an employee benefit plan), penalty, or settlement for which he or she may have become liable in such action, suit or proceeding; and (c) all reasonable expenses incurred in enforcing the indemnification rights provided herein.

Expenses incurred by anyone entitled to receive indemnification under this Section 1 in defending a proceeding may be paid by the Corporation in advance of the final disposition of such proceeding as authorized by the Board of Directors in the specific case or as authorized or required under any provisions in these Bylaws or by any applicable

resolution or contract upon receipt of an undertaking by or on behalf of such person to repay such amount unless it shall ultimately be determined that he or she is entitled to be indemnified by the Corporation against such expense..

The Board of Directors shall take all such action as may be necessary and appropriate to authorize the Corporation to pay the indemnification authorized by this Section 1, including, without limitation, making a determination that indemnification is permissible in the circumstances and a good faith evaluation of the manner in which the claimant for indemnification acted and of the reasonable amount of indemnity due. The Board of Directors may appoint a committee or special counsel to assist in making such determination and evaluation.

## SECTION 2. INSURANCE FOR CORPORATE AGENTS

Except as may be otherwise provided under provisions of law, the Board of Directors may adopt a resolution to authorize the purchase and maintenance of insurance on behalf of any agent of the Corporation (including directors, officers, employees or other agents of the Corporation) against liabilities asserted against or incurred by the agent in such capacity or arising out of the agent's status as such, whether or not the Corporation would have the power to indemnify the agent against the liability under the Bylaws or provisions of law.

## **ARTICLE 10** CONTRACTS, LOANS, CHECKS AND DEPOSITS

### SECTION 1. CONTRACTS

The Board of Directors may authorize any officer or officers, agent or agents, to enter into any contract or to execute and deliver any instrument in the name of and on behalf of the Corporation, and such authority may be general or confined to specific instances.

### SECTION 2. LOANS

No loans shall be contracted on behalf of the Corporation and no evidences of indebtedness shall be issued in its name unless authorized by the Board of Directors. Such authority may be general or confined to specific instances.

### SECTION 3. CHECKS AND DRAFTS

All checks, drafts or other orders for payment of money, issued in the name of the Corporation, shall be signed by such officer or officers, agent or agents of the Corporation and in such manner as shall from time to time be determined by resolution of the Board of

Directors.

#### SECTION 4. DEPOSITS

All funds of the Corporation not otherwise employed shall be deposited from time to time to the credit of the Corporation in such depositories as may be selected by or under the authority of the Board of Directors.

### **ARTICLE 11** **CORPORATE RECORDS AND REPORTS**

#### SECTION 1. MAINTENANCE OF CORPORATE RECORDS

All of the Corporation's records shall be maintained in written form or in another form capable of conversion into written form within a reasonable time.

The Corporation shall keep as permanent records minutes of all meetings of the Board of Directors, a record of all actions taken by the Board of Directors without a meeting, and a record of all actions taken on behalf of the Corporation by a committee of the board of directors in place of the Board of Directors. The Corporation shall maintain appropriate accounting records.

The Corporation shall keep a copy of the following records at its principal office: (a) the Articles of Incorporation and all amendments to them currently in effect; (b) these Bylaws and all amendments to them currently in effect; (c) the annual financial statements described below, prepared during the past three years; and (d) a list of the names and business addresses of its current directors and officers.

The Corporation shall prepare, or cause to be prepared, and maintain at least three (3) years annual financial statements for the Corporation that include a balance sheet as of the end of the fiscal year and statement of operations for that year. The financial statements may be prepared for the Corporation on the basis of generally accepted accounting principles or on such other basis as the Treasurer may deem reasonable.

#### SECTION 2. DIRECTORS' INSPECTION RIGHTS

Every director shall have the absolute right at any reasonable time to inspect and copy all books, records and documents of every kind and to inspect the physical properties of the Corporation and shall have such other rights to inspect the books, records and properties of this Corporation as may be required under the Articles of Incorporation, other provisions of these Bylaws, and provisions of law.

Any inspection under the provisions of this Article may be made in person or by agent or

attorney and the right to inspection shall include the right to copy and make extracts.

### SECTION 3. PERIODIC REPORT

The Board shall cause any annual or periodic report required under law to be prepared and delivered within the time limits set by law.

### SECTION 4. PUBLIC RECORDS

Records made or received by the Corporation pursuant to transaction of the public business of governing operation of a public charter school shall be public records, subject to inspection and copying under Chapter 132 of the North Carolina General Statutes. Such public records shall be kept at the principal office of the Corporation, or at the offices of the public charter school, or in such buildings in which they are ordinarily used.

The custodian of the public records shall permit their inspection at reasonable times and under reasonable supervision, and shall furnish copies thereof upon payment of minimal fees for the actual cost of reproducing the public information.

Nothing contained herein shall be construed to require or authorize disclosure of information which is defined as confidential or otherwise exempted under Chapter 132 of the North Carolina General Statutes.

## **ARTICLE 12** AMENDMENT AND CONSTRUCTION OF BYLAWS

### SECTION 1. AMENDMENT

These bylaws can be amended at any regular meeting of the Board of Directors by two-thirds vote, provided that the amendment has been submitted in writing at the previous meeting.

### SECTION 2. CONSTRUCTION AND TERMS

All references in these Bylaws to the Articles of Incorporation shall be to the Articles of Incorporation, the founding document of this Corporation filed with an office of this state and used to establish the legal existence of this Corporation.

All references in these Bylaws to the "Code" mean the federal Internal Revenue Code of 1986 as it may be amended from time to time. References to Sections of the Code include references to corresponding provisions of any subsequent United States tax laws.



If there is any conflict between the provisions of these Bylaws and the Articles of Incorporation, the provisions of the Articles of Incorporation shall govern.

Should any of the provisions or portions of these Bylaws be held unenforceable or invalid for any reason, the remaining provisions and portions of these Bylaws shall be unaffected by such holding.

The Board of Directors will have and shall exercise administrative responsibility for the organizational format of these Bylaws, and for correction of typographical errors and oversights in grammar, punctuation and spelling wherever they appear in these Bylaws or any amendment thereof. Such corrections may be made by consensus of the Board without the need for a formal resolution.

Bylaws Amended Date: March 28, 2017