



The Exploris School

Board Meeting

Date and Time

Tuesday April 28, 2020 at 4:30 PM EDT

Location

zoom meeting

Join Zoom Meeting <https://zoom.us/j/96193797380?pwd=Ykt0aFpFUlVvY0t2VVBPbUNLZ3padz09> Meeting ID: 961 9379 7380 Password: 056101

Agenda

	Purpose	Presenter	Time
I. Opening Items			4:30 PM
Opening Items			
A. Call the Meeting to Order		Camesha Jones	1 m
B. Record Attendance and Guests		Camesha Jones	1 m
C. Approve Minutes from last board meeting	Approve Minutes	Keely Byars-Nichols	1 m
Approve minutes for Board Meeting on February 25, 2020			
D. Public Comment		Camesha Jones	5 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. 2020 - 2021 Budget Presentation

4:38 PM

Review the proposed budget for the 2020 -2021 School Year

A. Budget Presentation Discuss Cory Draughan 30 m

Review and discuss the proposed budget for the 2020 -2021 School Year

The proposed budget includes the following key assumptions

- 95% reduction in the per pupil allotment
- 99% attainment for ADM of 454 (reduction in crew sizes in K-17, 1st-18, and increase in 8th-20)
- Annual fund contributions of \$55,000
- Employee subscription to the health benefit plan remains the same. (8 employees currently do not elect coverage – Savings of \$53,414)

Based on the projections outlined above, the 2020-2021 school budget shows a \$3,884 surplus.

Board approval is requested to move forward with the recommendation from the finance committee to finalize the budget for 20-21 keeping salaries stable and approving the increases for teaching partners using the new teaching partner salary schedule.

Board approval is also requested to re-evaluate salaries after the state announces the per pupil allotment and will make any salary increase retroactive to July 1, 2020.

III. Executive Director Report

5:08 PM

A. Personnel/ Operations Vote Ellie Schollmeyer 5 m

Personnel

- **Board approval is requested to accept the retirement of Helene Elliston, effective 6/30/2020.** Helene is completing her 16th year of teaching at Exploris as a 7th grade teacher. We would like to recognize and thank Helene for the contributions she has made to support our students, staff, and parents. Helene has been a leader in the classroom and has led our Science Olympiad team to many competitions inspiring our future scientists. We are grateful for Helene's dedication, service, and commitment to the entire Exploris community.
- **Board approval is requested to accept the resignation of Ellie Schollmeyer, Executive Director, effective 6/30/2020.**

Operations

Board approval is requested to renew and approve the following contracts to support EC for next year

- **OT Services - Pediatric Therapy Associates**
- **Dr. Snow - Psychologist**

Board approval is requested to approve the contract with RTP Studio to redesign and upgrade our school website.

Board approval is request to approve the contract with SchoolPass for a new visitor management system discussed in previous board meetings.

Board approval is requested to continue digital learning for the remainder of the 2019-2020 school year to protect the health and safety of our students and staff and maximize the integrity of our instructional program.

B. Finance Vote Ellie Schollmeyer 6 m

2019-2020 Budget Update

The Finance committee met on 4/15/20 to review the year to date revenue updates, expenditures, and project future impacts. Based on YTD activity, we are projecting an end of year surplus of **\$196,550.25**. The balance sheet and income statement along with the YTD budget report are attached for your review.

COVID 19 Related Expenditures and Funding

State Allotment - \$10,337

OCS ACCESS Grant Supplement - \$30,000

The finance committee has the following recommendations:

Board approval is requested to provide a \$200 stipend to all staff with the state allotment and utilize the Access grant supplement for chromebooks and sanitizing the school. Funds were restricted for specific use.

Board approval is requested to share the proceeds from the Employment Retention Tax credit if applicable with all staff.

IV. Committee Reports

5:19 PM

A. Facilities	Discuss	Theo Kingsberry	10 m
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Review and discuss property search conducted by Tri Properties.

Board approval is requested to extend the land lease agreement 1 year with Gordon Smith, The Woodpile, LLC. Contract is attached for your review.

B. Governance	FYI	Tom Miller	20 m
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C. Development	Discuss	George Burnette	5 m
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Update on committee activity

D. Education Excellence	Discuss	Katie Johnson	5 m
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Update on committee goals

E. Finance Committee	Discuss	Christine Hutchens	5 m
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Update on Food & Nutrition
Budget Recommendation

V. Update on Leadership Transition

6:04 PM

A. Team Leadership Model	Discuss	Theo Kingsberry	20 m
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VI. Closing Items

6:24 PM

A. Adjourn Meeting	Discuss		2 m
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Future Meetings:

The next Board meeting is scheduled on May 26, 2020 at 4:30 pm via zoom.

Cover Sheet

Approve Minutes from last board meeting

Section: I. Opening Items
Item: C. Approve Minutes from last board meeting
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Board Meeting on February 25, 2020

DRAFT



The Exploris School

Minutes

Board Meeting

Date and Time

Tuesday February 25, 2020 at 4:30 PM

Location

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

Directors Present

A. Rodriguez, C. Greer-Banks, C. Jones, E. Schollmeyer, G. Burnette, J. Hwang, J. Korreck (remote), K. Byars-Nichols, K. Hogan, S. Darroch (remote), T. Guyer, T. Kingsberry (remote), T. Miller

Directors Absent

C. Hutchens, K. Johnson

Directors Arrived Late

C. Greer-Banks, J. Korreck

Guests Present

Darrell Kain (guest, potential board member), Deb Brown (Associate Director), Michelle Parkerson (Instructional Coach)

I. Opening Items

A. Call the Meeting to Order

C. Jones called a meeting of the board of directors of The Exploris School to order on Tuesday Feb 25, 2020 @ 4:34 PM at Middle Campus - 401 Hillsborough St. Rm 7N (upstairs)

B. Record Attendance and Guests

C. Approve Minutes from last board meeting

G. Burnette made a motion to approve the minutes from. Annual Retreat on 01-28-20
K. Byars-Nichols seconded the motion.
The board **VOTED** to approve the motion.

D. Public Comment

Deb and Michelle introduced themselves to new board members.

II. Executive Director Report

A. Personnel/ Operations

T. Miller made a motion to approve personnel changes (hires) as listed in the ED report (in packet).
G. Burnette seconded the motion.
The board **VOTED** to approve the motion.
K. Byars-Nichols made a motion to approve change to background check policy for all volunteers, as stated in ED report (in packet).
T. Miller seconded the motion.
The board **VOTED** to approve the motion.
C. Greer-Banks arrived late.

B. Finance

2019-2020 Budget Update:

- The Finance committee met to review the year to date revenue updates, expenditures, and project future impacts. The budget was updated to reflect the budget amendments approved at last month's board meeting. Based on YTD activity, we are projecting an end of year surplus of \$228,400.43. The balance sheet and income statement along with the YTD budget report are included in board meeting packet.

2020-2021 Budget Process:

- Staff Input Sessions
- Community Input Session
- Draft Budget -March
- Budget Presented to Board in April
- Budget Approved in May

K. Byars-Nichols made a motion to modify the employee handbook and allow for part-time employees to receive the 401K match according to the plan guidelines.

J. Hwang seconded the motion.

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

Five Year Projections and Bond Financing: The five year projections were reviewed and updated at the 2/19/20 finance committee meeting and are attached for Board review.

Updated financials were provided to BB&T for a re-evaluation of our bond financing capacity. We would like to understand our minimum and maximum capacity for borrowing based on our current size and our anticipated growth.

K. Byars-Nichols made a motion to approve the Underwriter Letter of Intent with BB&T so that they can provide full underwriting estimates of our bond capacity.

T. Guyer seconded the motion.

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

III. New Board Member Orientation

A. Board Member Orientation

Camesha led the group in introductions and training information (overview, roles, responsibilities, best practices). Tom led the group in discussion of a vignette. J. Korreck arrived late.

IV. Committee Reports

A. Facilities

On Theo's behalf, Ellie relayed information to the board from TriProperties, containing potential property for us to consider. We cannot make a clear decision until we know what our financing capacity is.

B. Development

George reports that Development Committee/Foundation board is meeting next week.

V. Closing Items

A. Adjourn Meeting

Camesha reminded the board that we have a Special Meeting next month 3/24. There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:19 PM.

Respectfully Submitted,
K. Byars-Nichols

Documents used during the meeting

- ED Report.pdf
- 03. Board Report 2020.01 Exploris.pdf
- 05. Income Statement 2020.01 Exploris.pdf
- 06. Balance Sheet 2020.01 Exploris.pdf
- 401 K edits.docx
- Exploris 5yr. Proj Facility Project 2 19 20.pdf
- 2019.BoardTraining_LSG.pdf
- Roles of the board.pdf
- 5110 P Criminal History.Background Checks Draft.pdf

Cover Sheet

Budget Presentation

Section: II. 2020 - 2021 Budget Presentation
Item: A. Budget Presentation
Purpose: Discuss
Submitted by:
Related Material: Exploris FY21 Draft Budget - FY21 Draft Budget 4 23 20.pdf

The Exploris School

FY21 Draft Budget						20-21 YOY Increase	
					454	100%	
Account	Budget 18-19	19-20 FY20 EOY Projection	19-20 FY20 Budget	% Total	20-21	% Total	
		2020.03	2019-2020		2020-2021		
Revenues							
STATE REVENUE							
Rev - Behavioral Support - 029		1,100.00	0.00				
Rev - Charter Schools - 036	2,649,781.96	2,807,493.72	2,821,021.72		\$2,626,548		ADM 454 Target. Reduced by ERate and 6 students from prior year
Rev - COVID19 PRC154		10,737.00					
Rev - PRC 085		3,040.00	0.01				
Rev - School Safety		24,280.00	24,280.00				
Rev - Summer Reading- 016	5,725.00	8,843.53	12,375.00		\$12,375		
STATE REVENUE	2,655,506.96	2,855,494.25	2,857,676.73	62.87%	\$2,638,923	61.28%	
LOCAL REVENUE							
Fund Balance Allocation Computer Equipment	36,000.00				\$0		
Fund Balance Allocation for Capital Improvements	0.01				\$0		
Fund Balance Allocation Legal Expenses	20,000.00				\$0		
Interest Income Reserve	100.00	203.01			\$0		
Rev - CASMT Fund Balance Roll Forward	13,664.38				\$0		Remove CASM
Rev - CASMT Grant	26,912.50				\$0		Remove CASM
Rev - Clubs	0.00	6,155.00			\$0		
Rev - Annual Fund		61,000.00	54,000.00		\$55,000		
Rev - Contributions	0.00	4,600.13			\$0		
Rev - Durham County Schools	10,986.76	21,978.00	24,102.54		\$21,978		
Rev - Franklin County	0.00		0.00		\$0		
Rev - Harnett County Schools	3,258.00		0.00		\$0		
Rev - Johnston County Schools	29,693.54	40,003.44	39,707.76		\$41,743		
Rev - Pitt County	0.00		0.00		\$0		
Rev - Sales Tax	6,570.00	6,570.00	6,570.00		\$6,570		
Rev - Wake County Schools	1,089,481.46	1,244,124.00	1,249,041.25		\$1,236,184		
LOCAL REVENUE	1,236,666.65	1,384,633.58	1,373,421.55	30.22%	\$1,361,475	31.62%	
VARIOUS GRANTS - NCACCESS							
Rev NCACCESS - Instr. Prof Fees and Contr Serv	20,000.00	20,000.00	35,000.00		45,000.00		
Rev NCACCESS - Instr. Supplies and Materials	35,000.00	35,000.00	10,000.00		20,000.00		
Rev NCACCESS - Instr. Tech and Equip Classroom	23,000.00	23,000.00	23,000.00		10,000.00		
Rev NCACCESS - Instr. Tech and Equip Playground	10,000.00	10,000.00	10,000.00		10,000.00		
Rev NCACCESS - Instr. Travel, Conf, Meetings	10,000.00	10,000.00	20,000.00		10,000.00		
Rev NCACCESS - Support Other	24,000.00	24,000.00	24,000.00				
Rev NCACCESS - Support Technology and Equipment					20,000.00		
Rev NCACCESS - Support Prof Fees & Serv FoodPlan	5,000.00	5,000.00					
Rev NCACCESS - Support Prof Fees	7,000.00	7,000.00	7,000.00				
Rev NCACCESS - Support Prof Fees & Serv Translat	2,000.00	2,000.00	2,000.00		12,000.00		
Rev NCACCESS - Support Supplies and Materials	3,000.00	3,000.00	5,000.00		3,000.00		
Rev NCACCESS - Support Travel, Conf, Meetings	3,000.00	3,000.00	3,000.00		3,000.00		
VARIOUS GRANTS - NCACCESS	142,000.00	142,000.00	139,000.00		123,000.00		
FEDERAL REVENUE							
Rev - IDEA VI-B - 060	68,164.00	70,632.00	75,000.00		\$75,000		
Rev - Improving Teacher Quality 103		4,255.00					
Rev - PRC 118	0.00	430.59			\$0		

The Exploris School

FY21 Draft Budget		454			20-21 YOY Increase	
		19-20	19-20		100%	
Account	Budget 18-19	FY20 EOY Projection	FY20 Budget	% Total	20-21	% Total
		2020.03	2019-2020		2020-2021	
FEDERAL REVENUE	68,164.00	75,317.59	75,000.00	1.65%	\$75,000	1.74%
FOUNDATION REVENUE						
Foundation Financial Reporting Contribution	2,400.00	6,300.00	3,900.00		\$6,630	changed to match this to expense
Foundation Marketing Contribution	4,000.00	0.00	2,600.00		\$2,600	
Foundation PTO Contribution	14,180.00				\$0	
FOUNDATION REVENUE	20,580.00	6,300.00	6,500.00	0.14%	\$9,230	0.21%
B&A CARE REVENUE						
Revenue - Before and After School	90,000.00	87,000.00	90,000.00		\$95,000	
B&A CARE REVENUE	90,000.00	87,000.00	90,000.00	1.98%	\$95,000	2.21%
FIELD TRIP REVENUE						
Rev - Field Trips - 6th Collected	0.01	12,893.00			\$0	
Rev - Field Trips - 7th Collected	0.01	28,027.42			\$0	
Rev - Field Trips - 7th Fundraising	0.01				\$0	
Rev - Field Trips - 8th Collected	0.01	54,769.00	3,549.00		\$3,549	Rollover from 18-19, trip cancelled in 19-20
Rev - Field Trips - 8th Fundraising	0.01	210.00			\$0	
Rev - Field Trips - Elementary School	0.01	11,637.81			\$0	
Rev - Field Trips - Japan Exch	0.01	14,726.00			\$0	
Rev - German Exch	0.01				\$0	
FIELD TRIP REVENUE	0.08	122,263.23	3,549.00	0.08%	3,549.00	0.08%
Revenues	4,070,917.69	4,673,008.65	4,545,147.28	100.00%	4,306,177.29	100.00%
Expenses						
Account	Budget					
SALARIES AND BONUS <small>AVG Salary</small>						
Salary - Administration	587,725.73	533,013.54	535,801.40		\$588,827	EC Director position moved from Teacher to Admin category
Salary - Bonus	5,000.00	6,000.00	5,000.00		\$5,000	
Salary - EC Teacher	192,001.20	224,522.52	249,834.00		\$198,620	
Salary - EC Teacher Assistant	104,000.00	103,730.00	108,360.00		\$100,706	
Salary - Substitute	25,000.00	31,541.50	25,000.00		\$25,000	
Salary - Teacher	1,524,726.40	1,572,197.73	1,609,495.68		\$1,573,348	
Salary - PRC 016			0.00			
Salary - Teacher Assistant	78,470.00	116,912.50	98,432.50		\$126,528	Must Match L93
SALARIES AND BONUSES	2,516,923.33	2,587,917.79	2,631,923.58	57.91%	\$2,618,028	60.80% <small>\$2,588,028.03</small>
BENEFITS						
Dental Cost	6,226.08	4,155.00	4,155.00		\$4,155	
Hospitalization Cost	303,499.20	292,365.00	324,850.00		\$293,729	Assumes same as 19-20 - (8 employees did not elect benefits -Savings \$53,414)
Life Insurance Cost	1,597.00	5,019.44	1,665.00		\$1,665	
Long Term Disability	4,127.00	5,375.52	5,375.52		\$5,376	
Other Retirement Contingency	25,624.25	30,731.45	22,608.50		\$29,671	

The Exploris School

FY21 Draft Budget							20-21 YOY Increase	
						454	100%	
Account	Budget 18-19	19-20 FY20 EOY Projection	19-20 FY20 Budget	% Total	20-21	% Total		
		2020.03	2019-2020		2020-2021			
Other Retirement Cost	47,587.89	71,706.73	55,449.21		\$76,297			
Short Term Disability Insurance Cost	8,247.00	7,307.71	7,307.71		\$7,308			
Social Security Cost	186,308.44	199,047.15	199,047.15		\$202,863			
Unemployment Cost	11,446.40	12,229.04	12,229.04		\$12,451			
BENEFITS	594,663.26	627,937.04	632,687.13	13.92%	\$645,348	14.99%		
BOOKS AND SUPPLIES								
Art - Elementary (was combined with Middle)		1,500.00	1,500.00		750.00			
Art - Middle					750.00			
Board of Directors Supplies	13,000.00	26,150.00	13,000.00		10,000.00			
Connected World (was combined with World Cultures)		1,500.00	1,500.00		750.00			
World Cultures					750.00			
Counselor		1,500.00	1,500.00		750.00			
EC Instructional Supplies	1,642.50	1,515.18	1,500.00		1,500.00			
Explorations		500.00	500.00		500.00			
Health Supplies	547.50	1,241.18	750.00		1,500.00			
Instructional Supplies	24,090.00	3,813.88	3,500.00		4,000.00			
1st Grade Instructional Supplies		1,082.38	1,000.00		1,000.00			
2nd Grade Instructional Supplies		1,195.51	1,000.00		1,000.00			
3rd Grade Instructional Supplies		1,000.00	1,000.00		1,000.00			
4th Grade Instructional Supplies		1,000.00	1,000.00		1,000.00			
5th Grade Instructional Supplies		1,052.47	1,000.00		1,000.00			
6th Grade Instructional Supplies		2,000.00	2,000.00		2,000.00			
7th Grade Instructional Supplies		2,000.00	2,000.00		2,000.00			
8th Grade Instructional Supplies		2,000.00	2,000.00		2,000.00			
Intervention		500.00	500.00		300.00			
Kindergarten Instructional Supplies		1,000.00	1,000.00		1,000.00			
Memberships	547.50	1,750.00	1,750.00		500.00			
Movement (was combined with Wellness)		2,000.00	2,000.00		700.00		Added Poe	
Wellness Middle					2,660.00		Added Poe & Gym Rental	
Music		500.00	500.00		500.00			
Office Food Purchases	1,642.50	1,650.00	1,650.00		1,500.00			
Office Supplies	9,855.00	10,000.00	10,000.00		7,000.00			
Postage	2,190.00	2,190.00	2,190.00		2,000.00			
COVID19 PRC 154		10,737.00						
PRC 016 Instructional Supplies	5,725.00	12,375.00	12,375.00		12,375.00			
Sales Tax Expense	6,570.00	6,570.00	6,570.00		6,570.00			
BOOKS AND SUPPLIES	65,810.00	98,322.60	73,285.00	1.61%	67,355.00	1.56%		
TECHNOLOGY								
Instructional Software	21,900.00	21,500.00	21,500.00		\$21,930			
Internet Services	1,979.94	500.00	2,900.00		\$750			
IT Contracted Services	36,000.00	38,000.00	38,000.00		\$38,760			
Non-Cap Computer Hardware	38,190.00	10,000.00	10,000.00		\$5,000			
Non-Cap Office Computer Hardware	1,095.00	1,000.00	1,000.00		\$1,020			
Office Software	4,380.00	4,200.00	4,200.00		\$2,000			
School Connectivity (ERate)		23,655.00						
TECHNOLOGY	103,544.94	98,855.00	77,600.00	1.71%	\$69,460	1.61%		

The Exploris School

FY21 Draft Budget						
						20-21 YOY Increase
						100%
						454
Account	Budget 18-19	19-20 FY20 EOY Projection	19-20 FY20 Budget	% Total	20-21	% Total
		2020.03	2019-2020		2020-2021	
NON-CAP EQUIPMENT & LEASES						
Equipment Repairs	300.00	300.00	300.00		\$300	
Instructional Equipment	5,000.00	5,000.00	5,000.00		\$4,000	
Office Equipment	1,000.00	1,000.00	1,000.00		\$750	
Reproduction Costs	13,200.00	14,000.00	14,000.00		\$14,000	
School Safety Equipment		2,280.00	2,280.00			school safety 1 year grant
NON-CAP EQUIPMENT & LEASES	19,500.00	22,580.00	22,580.00	0.50%	\$19,050	0.44%
CONTRACTED STUDENT SERVICES						
F/R Lunch Services	0.00	40,000.00	40,000.00		\$42,000	
Contracted Community Services (ESY & Comp Ed)	3,500.00	1,500.00	1,500.00		\$1,500	
Contracted Counseling Services School Safety Grant		22,000.00	22,000.00	one year grant		
OT Services	6,000.00	6,210.00	6,000.00		\$6,500	
Psychological Services	10,000.00	10,000.00	10,000.00		\$10,000	
Speech Services	17,000.00	18,000.00	18,000.00		\$20,000	
CONTRACTED STUDENT SERVICES	36,500.00	97,710.00	97,500.00	2.15%	\$80,000	1.86%
FIELD TRIPS						
Field Trips - Elementary	0.01	260.00			\$0	
Field Trips - German Exchange	2,000.00				\$2,000	
Field Trips - German Exchange Scholarship	0.01				\$0	
Field Trips - Grade 6	0.01	11,637.81			\$0	
Field Trips - Grade 6 Scholarship	0.01	12,893.00	500.00		\$1,000	
Field Trips - Grade 7	0.01	900.00			\$0	
Field Trips - Grade 7 Scholarship	0.01	28,027.42	500.00		\$1,500	
Field Trips - Grade 8	0.01	775.00			\$0	
Field Trips - Grade 8 Scholarship	0.01	54,769.00	1,000.00		\$5,099	Outward Bound Carryover \$3,849 from 18-19 and \$1,250 in OB donations from 19-20
Field Trips - Japan Exchange	2,000.00	4,750.00	2,000.00		\$2,000	
Field Trips - Japan Exchange Scholarship	0.01	14,726.00			\$0	
Scholarships 00-01	0.01	100.00	100.00		\$100	
Scholarships 02-03	0.01	100.00	100.00		\$100	
Scholarships 04-05	0.01	100.00	100.00		\$100	
FIELD TRIPS	4,000.12	129,038.23	4,300.00	0.09%	\$11,899	0.28%
STAFF DEVELOPMENT						
EC Workshop Expenses	1,000.00	164.34	1,000.00		\$1,000	
PRC 118 Workshop Expenses	0.00				\$0	
Workshop Expenses	10,000.00	11,000.00	10,000.00		\$8,000	
STAFF DEVELOPMENT	11,000.00	11,164.34	11,000.00	0.24%	\$9,000	0.21%
ADMIN SERVICES						
Advertising	4,000.00	1,500.00	4,000.00		\$1,500	
Audit Services	10,500.00	15,900.00	12,000.00		\$16,200	
Bank Fees	2,000.00	1,500.00	500.00		\$1,800	
Financial Services	36,400.00	40,000.00	38,000.00		\$43,000	
Fire Inspection Fees	3,000.00	3,532.95	3,000.00		\$3,600	

The Exploris School

FY21 Draft Budget		454			20-21 YOY Increase	
					100%	
Account	Budget 18-19	19-20 FY20 EOY Projection	19-20 FY20 Budget	% Total	20-21	% Total
		2020.03	2019-2020		2020-2021	
Foundation Expenses	0.00	10,861.53	6,500.00		\$6,630	
Human Resources	500.00	650.00	650.00		\$663	
Legal Services	35,000.00	60,000.00	45,000.00		\$30,000	
Philanthropy	0.00		0.00		\$0	this line can be removed
PTO Expenses	14,180.00				\$0	this line can be removed
ADMIN SERVICES	105,580.00	133,944.48	109,650.00	2.41%	\$103,393	2.40%
INSURANCES						
General Liability - Wright	20,140.00	10,605.00	10,605.00		\$23,175	Access Grant paid for 1/2 in 2019-2020
International Travel Insurance	500.00	600.00	600.00		\$618	
Student Accident - Hartford	2,717.00	2,746.40	2,900.00		\$2,987	
Workers Compensation - Eastern Alliance	9,754.00	8,787.00	10,500.00		\$10,815	
INSURANCES	33,111.00	22,738.40	24,605.00	0.54%	\$37,595	0.87%
FACILITIES						
		3,593.06				
Building Rent	213,664.52	202,728.00	202,728.00		\$208,810	
Building Repairs & Maintenance	5,000.00	7,500.00	5,000.00		\$5,150	
Building Supplies & Materials	2,000.00	2,000.00	2,000.00		\$2,060	
Contracted Custodial Services	27,000.00	27,000.00	27,000.00		\$40,000	New contracts are significantly hire and current company is not meeting expectattions
Contracted Landscaping	3,600.00	3,600.00	3,600.00		\$3,708	
Contracted Pest Control	1,200.00	1,200.00	1,200.00		\$1,236	
Custodial Supplies & Materials	10,000.00	10,000.00	10,000.00		\$10,300	
Electricity - New Bern	21,000.00	21,500.00	21,500.00		\$22,145	
Land Lease - New Bern	61,800.00	63,350.00	63,350.00		\$65,251	
Modular Lease	100,000.00	95,705.28	95,705.28		\$98,576	
Parking: Hillsborough St.	0.00	6,500.00	6,500.00		\$6,695	
Security Monitoring	10,000.00	10,000.00	10,000.00		\$6,000	
Telephone	2,000.00	2,000.00	2,000.00		\$2,060	
Water and Sewer	5,000.00	5,000.00	5,000.00		\$5,150	
FACILITIES	462,264.52	461,676.34	455,583.28	10.02%	\$477,141	11.08%
B&A CARE						
B&A Care Supplies - 016	0.00	500.00	500.00		\$1,500	
Salary - B&A Care	38,325.00	33,007.75	33,007.75		\$37,000	
Social Security - B&A Care	1,256.51	2,525.09	2,525.09		\$2,525	
B&A CARE	39,581.51	36,032.84	36,032.84	0.79%	\$41,025	0.95%
CLUBS						
Clubs Expenses	0.00	5,561.34			\$0	
CLUBS	0.00	5,561.34	0.00	0.00%	\$0	0.00%
VARIOUS GRANTS-CASMT						
Salary - Stipend - CASMT	25,000.00				\$0	These lines can be removed
Social Security Cost - CASMT	1,912.50				\$0	These lines can be removed
Staff Development - CASMT	13,664.38				\$0	These lines can be removed
VARIOUS GRANTS-CASMT	40,576.88		0.00	0.00%	\$0	0.00%

The Exploris School

FY21 Draft Budget					20-21 YOY Increase	
				454	100%	
Account	Budget 18-19	19-20 FY20 EOY Projection 2020.03	19-20 FY20 Budget 2019-2020	% Total	20-21 2020-2021	% Total
VARIOUS GRANTS - NCACCESS						
ACCESS - Instr. - Supplies and Materials	35,000.00	35,000.00	35,000.00		20,000.00	
ACCESS - Instr. - Technology & Equip - Playground	10,000.00	10,000.00	10,000.00			
ACCESS - Instr. - Technology & Equip - Technology	23,000.00	23,000.00	23,000.00		10,000.00	
ACCESS - Instr. - Travel, Conferences, Meetings	10,000.00	10,000.00	10,000.00		10,000.00	
ACCESS - Instr. Prof Fees & Cont Services	20,000.00	20,000.00	20,000.00		45,000.00	
ACCESS - Support - Other	24,000.00	24,000.00	24,000.00			
ACCESS - Support - Technology and Equipment					20,000.00	
ACCESS - Support - Prof Fees & Cont Serv Recruit	7,000.00	7,000.00	7,000.00			
ACCESS - Support - Prof Fees & Cont Serv Transl	2,000.00	2,000.00	2,000.00		2,000.00	
ACCESS - Support - Prof Fees & Cont Services	5,000.00	5,980.00	5,000.00		10,000.00	
ACCESS - Support - Supplies and Materials	3,000.00	3,000.00	3,000.00		3,000.00	
ACCESS - Support - Travel, Conferences, Meetings	3,000.00	3,000.00	3,000.00		3,000.00	
VARIOUS GRANTS - NCACCESS	142,000.00	142,980.00	142,000.00		123,000.00	
Expenses	4,033,055.56	4,476,458.40	4,318,746.83	95.02%	4,302,293.46	99.91%
SURPLUS/(DEFICIT)	37,862.13	196,550.25	226,400.45	4.98%	\$3,884	0.09%

Cover Sheet

Personnel/ Operations

Section: III. Executive Director Report
Item: A. Personnel/ Operations
Purpose: Vote
Submitted by:
Related Material: COVID-19 Funding, Waivers, and Resources for Charter Schools.pdf
Dr. Snow 2020-2021 Contract.pdf
ED Report.pdf
Exploris.PTA Contract - OT Services.pdf
School Pass Visitor Management System Agreement.pdf
Website Contract Studio RTP Signed.pdf

COVID-19 Funding, Waivers, and Resources for Charter Schools from the National Alliance for Public Charter Schools (NAPCS)¹

Contents:

[Family First Coronavirus Relief Act \(FFCRA\)](#)

[Coronavirus Aid, Relief and Economic Security Act \(CARES\)](#)

[Funding Provisions](#)

[Legal Waivers \(National Education Emergency Waivers\)](#)

[SBA No- and Low-cost Loans for Paycheck Protection and Economic Recovery](#)

[Conclusion](#)

Family First Coronavirus Relief Act (FFCRA): Child Nutrition Funds / Employee Leave

- USDA given authority to grant waivers (until September 30, 2020) for various provisions of Child Nutrition and School Lunch Acts to allow meals to be provided outside of school setting in a safe environment and to waive nutritional content requirements, among other things
- Expansion of Employee sick leave and paid family medical leave (previously reported by Lexis Services)

Coronavirus Aid, Relief and Economic Security Act (CARES)

Funding Provisions

- \$2+ Trillion (total)
- Creates Education Stabilization Fund (\$30.75 Billion)
 - 1% of funds reserved for states with the highest virus populations
 - Remainder of funds split 3-ways:
 - **Governors' Fund** (for discretionary distribution; almost \$3 Billion)
Allocated to states based on affected populations – gubernatorial discretion to distribute among schools and related care providers
 - **Elementary and Secondary Schools Fund** (\$13.32 Billion)
Based on schools' prior share of Title I: 90% to school districts (including charter schools); 10% reserved for state discretion. Broad discretion for school use.

¹ Most of the material herein is condensed, summarized and excerpted from the NAPCS site; portions regarding recent legislation were made available by the Penn Group on behalf of the NAPCS.

(E.g., funds for any activities under existing federal education laws such as health response; planning and coordination for long-term school closures like meeting online learning and disability needs; staff training on safety and sanitation; purchasing educational technology (to aid regular interaction of teachers with students); mental health services and supports; principals' discretion for operations.)

■ **Higher Education Fund** (almost \$14 B)

- **School Emergency Response to Violence** (SERV; \$100 Million)
Provides support (e.g., for counseling and referral to mental health services) to LEAs and IHEs in which the learning environment has been disrupted by violence or traumatic crisis
- **General provisions**
 - SEAs and governors must award funds within one year
 - Federally controlled funds available for LEAs/Charter Schools until 9/30/21; Tydings Amendment gives LEAs/Charter Schools one year after that to spend the funds
 - A state must maintain fiscal support for K-12 schools at the average level of the three previous years before the pandemic, subject to waivers for financial inability

Legal Waivers (National Education Emergency Waivers)

- By SEA AND LEA request
(i.e., Charter Schools/LEAs may make direct requests for certain waivers)
- Expedited process
- US DOE may grant SEAs waivers of Title I requirements for assessments, accountability systems, annual report card requirements
- Both SEAs AND LEAs may receive waivers (1) for Title I schoolwide programs poverty threshold, maintenance of effort (MOE), carryover of Title I funding; (2) Title IV-A needs assessment, allocation of funds, and technology purchases; (3) definition of “professional development”
- Any waivers issued must be for all public schools, including charter schools within the SEA or LEA, consistent with state charter law

SBA No- and Low-cost Loans for Paycheck Protection and Economic Recovery

According to the NAPCS:

This month's federal relief packages make two low- or no-cost lending programs available through the [Small Business Administration](#) (SBA). Charter schools that have a 501(c)3 status with the IRS and for-profit education management companies with fewer than 500 employees ... can apply for **SBA 7(a) Paycheck Protection Program** or **SBA Economic Injury Disaster Loans**.

See the NAPCS website for more details regarding [these loan programs](#).

Conclusion

For more extensive information, see the [NAPCS General COVID-19 Resource page](#). Lexis Services will continue to cull, condense, and share information, from this and other reliable sources, as it becomes available. All matters of legal significance to your school should be addressed to your school attorney; otherwise, feel free to contact us.



The Exploris School

Empowering Learners to Change the World

Professional Services Contract

This contract is between The Exploris School (hereinafter "school") in Raleigh, NC 27603 and the contractor, Dr. Catherine Snow (hereinafter "contractor"), Raleigh, NC 27606 for school psychological evaluation services for the purposes required by law. Said contractor represents that she is duly licensed and qualified in the state of the North Carolina and agrees to perform all services described in the contract to the satisfaction of the school.

1. Term of Contract

Effective date: August 10th, 2020

Expiration date: June 10th, 2021, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

Cancellations: Contracts may be terminated by either party upon written notice given 30 days prior to date of termination

2. Contractor's Duties

The contractor, who is not a school employee, will:

- Provide psychological evaluation services as required by the most recent amended version of the NC Policies Governing Children with Disabilities, develop reports for student Individual Educational Program Team, and make recommendations for accommodations and interventions as appropriate for the Individual Education Programs. The contractor will serve as a member of the IEP team for evaluation interpretation purposes.

3. Time

The contractor will make every effort to complete evaluations within the allowed time limits specified in the most recent amended version of the North Carolina Policies Governing Children with Disabilities.

4. Consideration and Payment

Consideration: The School will pay for all services performed by the Contractor under this contract as follows:

- A. Compensation. The Contractor will be paid at the rate of \$85 per hour
- B. Travel Expenses. Reimbursement for travel required by the School will be reimbursed: Mileage @ "current federal rate" per mile. Per diem and lodging at actual cost not to exceed \$100 per day. Travel must be pre-approved by the Executive Director.



The Exploris School

Empowering Learners to Change the World

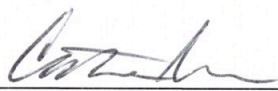
Payment. The Contractor will submit a monthly statement for payment by the 15th day of each month. Payment will be made by the 1st day of each month.

5. Conditions of Payment

All services provided by the Contractor under this contract must be performed to the School's satisfaction, as determined at the sole discretion of the Exploris School Executive Director and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Contractor will not receive payment for work found by the School to be unsatisfactory or performed in violation of federal, state, or local law.

No indebtedness of any kind incurred or created by the charter school shall constitute an indebtedness of the State of North Carolina and/or its political subdivisions, and no indebtedness of the charter school shall involve or be secured by the faith, credit, or taxing power of the State of North Carolina and /or its political subdivisions. The school and the contractor agree to indemnify and hold harmless the State of North Carolina for any indebtedness related to this engagement.

Signed 
Executive Director

Signed 
Contractor

By Ellie Schollmeyer

by Dr. Catherine Snow

Date 4/17/20

Date 4-17-20

ED Report – April 2020

Academic Update:

- Exploris transitioned to a digital learning plan on 3/19/20. The staff participated in 3 days of professional development and team planning to prepare for the launch and transition. Staff have been doing an amazing job during this transition to support students academically, socially, and emotionally. We have received an incredible amount of support and appreciation from our families for quickly pivoting to online learning and providing needed supports for families.
- A video created by Deb and Amanda highlights the digital learning experience and can be viewed here <https://youtu.be/BPgAnqmD8dc>
- End of year portfolio conferences will be scheduled virtually and the staff are discussing options and plans. Information will be shared with parents when finalized.
- Plans are underway to develop a virtual graduation and celebrations to recognize our 8th graders as they close their chapter at Exploris and move on to high school.

Enrollment Data for 2019 - 2020:

Update as of 4/20/20

Grade	Total # of students	Change
K	35	
1	37	
2	38	
3	39	
4	38	
5	38	
6	74	
7	74	1 withdrawal to home school
8	75	
TOTAL	448	

Demographics and Enrollment Data:

	Wake County Public Schools	The Exploris School 18-19	The Exploris School 19-20
Black	22.7%	10%	12%
Hispanic	18%	7%	7%
Asian	9.2%	2%	2%
Multi-racial	3.8%	5%	8%

Non-Hispanic White	45.8%	75%	71%
Other	.3%	1%	1%
Free and Reduced Lunch	32.2%	10.8%	12.7%

Personnel:

- **Board approval is requested to accept the retirement of Helene Elliston, effective 6/30/2020.** Helene is completing her 16th year of teaching at Exploris as a 7th grade teacher. We would like to recognize and thank Helene for the contributions she has made to support our students, staff, and parents. Helene has been a leader in the classroom and has led our Science Olympiad team to many competitions inspiring our future scientists. We are grateful for Helene's dedication, service, and commitment to the entire Exploris community.
- The Middle School interview team is in the process of evaluating and interviewing candidates for her replacement and anticipate having a recommendation at the May meeting.
- **Board approval is requested to accept the resignation of Ellie Schollmeyer, Executive Director, effective 6/30/2020.**

Operations:

- **Board approval is requested to renew and approve the following contracts to support EC for next year. Copies included in board packet.**
 - OT Services - Pediatric Therapy Associates
 - Dr. Snow – Psychologist
- **Board approval is requested to approve the contract with RTP Studio to redesign and upgrade our school website. This initiative is being funded with ACCESS grant resources. The contract is provided in the attachment for your review.**
- **Board approval is request to approve the contract with SchoolPass for a new visitor management system discussed in previous board meetings.**
 - The contract is attached for your review, total cost year 1-\$3,710 and Year 2- \$2,550. Funds from the safety grant -\$2,280 and PTO contributions of \$1,430 will cover the cost of the new system for the 20-21 school year. The PTO has also generously approved a contribution of up to \$3,500 to support the volunteer background checks that will be implemented in the 2020-2021 school year.

COVID-19 Related

- The North Carolina State Board of Education voted on 4/9/20 to ask the N.C. General Assembly to waive all state accountability requirements for the current academic year because of statewide school closures ordered last month to slow the spread of COVID-19. Cancelling end of year testing measures would also eliminate the summer reading camp because the measures needed to qualify students would not be available.

- The state board also approved a measure asking the legislature to ease licensure testing requirements for beginning teachers who are now facing a June deadline for gaining a continuing license. They have also requested a 1-year extension for all renewals.
- On April 28, the legislative session will formally reopen for business with appropriate measures in place to ensure health and safety. The General Assembly will review and issue recommendations and approval that will guide schools for the remainder of the school year.
- The Department of Public Instruction has issued guidance on grading for schools. At Exploris, our teachers are providing feedback to students and parents on assignments while being flexible and sensitive to unique family living and learning situations. We have ensured that all students have technology to support their remote learning but recognize that each family situation is unique and some students may not have the supports needed to be successful independently. It is critical that we are providing equitable access to our education plan and have guided our teachers to be flexible and understanding. Teachers will not implement any punitive measures for missed assignments or class meetings but will encourage all students to be fully engaged in the remote learning process. This is a challenging time for all of us and we are encouraging everyone to provide grace, patience, and flexibility during our remote learning environment. We anticipate that the end of year achievement reports will be comments only and that specific grades for standards will not be measured. The leadership team and staff are collaborating to plan for the third trimester portfolios and for the 8th grade passage portfolio process in a remote environment.
- A summary of COVID-19 Funding, Waivers, and Resources for Charter Schools from the National Alliance for Public Charter Schools is provided as an attachment in your packet for additional information.
- DPI resources in response to COVID-19 can be located [here](#).
- DPI padlet of FAQ and resources linked [here](#)

Transitioning back to in-person instruction

- After careful evaluation of the available data on the benefits and risks associated with returning to school this year, I recommend that we finish the 19-20 school year utilizing the newly established online learning platforms. The second transition back at the end of the school year if approved by the state would incur additional lost learning time and resetting of norms, expectations, and instructional processes with only 3 weeks remaining in school. The facilities available at Exploris would not allow us to implement social distancing and creating an alternating schedule for students with such a short time to finish would reduce instructional opportunities for students and increase instructional plans needed by teachers to accommodate both online and in-person instruction.
- Team planning is underway to evaluate and consider alternative schedules for the fall in order to implement a safe return to school for the 2020-2021 school year.
- **Board approval is requested to continue digital learning for the remainder of the 2019-2020 school year to protect the health and safety of our students and staff and maximize the integrity of our instructional program.**

Enrollment and Admissions for 2020-2021

Applications received as of 4/20/20 – 1,141

- Board & Staff – 3
- Siblings - 54
- FRL – 98
- Open Seats – 77 – assuming reduced class sizes for K (17) and 1st (18) – (\$50K budget impact)
- Lottery Held on – 3/6/20
- Adding an additional student in each 8th grade crew- 4 new openings were added on 4/20/20
- 7- Open/Pending Seats to be filled in total as 4/20/20

Finance:

2019-2020 Budget Update

The Finance committee met on 4/15/20 to review the year to date revenue updates, expenditures, and project future impacts. Based on YTD activity, we are projecting an end of year surplus of **\$196,550.25**. The balance sheet and income statement along with the YTD budget report are attached for your review.

COVID-19 Related

The State has allotted schools supplementary funding to support all during the COVID-19 crisis. Exploris received an additional \$10,337 to support incremental expenses associated with digital instruction. The finance committee agreed to provide a \$200 stipend to all staff members to cover incremental costs of internet and phone usage which will total \$10,600. The \$263 difference will be covered by surplus funds in the operating budget. Staff will receive these stipend checks at the end of April.

The OCS offered NC ACCESS grant recipients the opportunity to apply for an incremental \$30,000 to support the transition to digital learning learning as well as sanitizing the school to ensure it is safe for staff and students when we return. I submitted our request for the incremental funding to the OCS and received approval to utilize these funds to purchase additional chromebooks and sanitize the school. An additional 120 chromebooks and carts were ordered and contracts are being reviewed for the school sanitization project.

- **Board approval is requested to provide a \$200 stipend to all staff with the state allotment and utilize the Access grant supplement for chromebooks and sanitizing the school. Funds were restricted for specific use.**

We have investigated two programs made available through the CARES Act. The Employee Retention Tax Credit and the Payroll Protection Program (PPP) were implemented to support small businesses impacted by COVID-19. Although other charter schools may be applying for the PPP, we have determined that Exploris is not eligible since we have not lost revenue due to the impact of COVID-19. However, we are applying for the employee retention tax credit and are partnering with Charter Success Partners on this initiative. The Employee Retention Tax Credit is a refundable tax credit against certain employment taxes equal to 50 percent of the

qualified wages an eligible employer pays to employees after March 12, 2020, and before January 1, 2021. Eligible employers can get immediate access to the credit by reducing employment tax deposits they are otherwise required to make. Also, if the employer's employment tax deposits are not sufficient to cover the credit, the employer may get an advance payment from the IRS.” The finance committee recommended that any savings related to the employment tax credit be shared with all staff.

- **Board approval is requested to share the proceeds from the Employment Retention Tax credit if applicable with all staff.**

2020 – 2021 Budget Process

Budget input meetings were held in December and January with all teams at the middle and elementary campus to identify remaining needs for 2020 and plan for the 2020 – 2021 budget. A budget input session was held by the finance committee on February 4th after school to allow for additional input. A staff survey on class size was also used to provide additional input to the budget process.

Additional committee meetings were held on 3/31/20 and 4/16/20 to discuss the economic climate and project the impact on our school. The finance committee approved the recommendation to implement a new salary schedule to recognize and reward the important role our teaching partners play to support our students and teachers.

Teaching Partners Salary Scale

Years of Experience at Exploris	Salary
Starting Salary	\$ 22,330
1	\$ 23,000
2	\$ 23,690
3	\$ 24,401
4	\$ 25,133
5	\$ 25,887
6	\$ 26,663
7	\$ 27,463
8	\$ 28,287
9	\$ 29,136
10	\$ 30,010

In order to finalize the 20-21 draft budget, several scenarios were evaluated using information provided by DPI as well as Charter Success Partners to determine the best course of action. DPI Business and Finance division are projecting a 5% decline in the per pupil allotment due to the economic impacts from COVID-19 related closures.

The budget was forecasted using a best case, worst case, and most likely scenario as well as evaluated using different salary schedules for consideration. Four salary plans were evaluated to estimate payroll expenses including: using the current Exploris salary schedule, a flat rate

increase of 3%, a flat rate of 2.5%, and holding salaries stable until the state announces the per pupil allotment for the upcoming year.

After much discussion and thoughtful deliberation the finance committee is recommending that we hold salaries and positions stable to start the 20-21 school year except for the increases recommended for teaching partners. The committee also is recommending that the Board approve re-evaluating salaries after the state announces the per pupil allotment.

We were able to negotiate a reduction from the original projection of a 7.82% increase in our benefit costs to a 2.75% increase for our Blue Cross and Blue Shield health plan. All ancillary health benefits rates will remain at our current rates ensuring our employees have stable health benefits. Salaries and benefits represent 76% of the total school budget. Facilities represent 11% of the 20-21 school budget.

The proposed budget includes the following key assumptions:

- 95% reduction in the per pupil allotment
- 99% attainment for ADM of 454 (reduction in crew sizes in K-17, 1st-18, and increase in 8th-20)
- Annual fund contributions of \$55,000
- Employee subscription to the health benefit plan remains the same. (8 employees currently do not elect coverage – Savings of \$53,414)

Based on the key assumptions defined above the 2020-2021 school budget shows a **\$3,884** surplus.

Board approval is requested to move forward with the recommendation from the finance committee to finalize the budget for 20-21 keeping salaries stable and approving the increases for teaching partners using the new teaching partner salary schedule.

Board approval is also requested to re-evaluate salaries after the state announces the per pupil allotment and will make any salary increase retroactive to July 1, 2020.

The final budget proposal will be shared at the May meeting for a final vote of approval.

Facilities Update:

Elementary Lease Renewal

The elementary land lease and lease with Wilscott for the trailers expires in December 2020. Ellie has worked with Gordon Smith to extend the land lease an additional year. Mr. Smith is willing to meet again in June to discuss further extensions. Theo will be following up with Wilscott to extend the leases for the trailers.

- **Board approval is requested to extend the land lease agreement 1 year with Gordon Smith, The Woodpile, LLC. Contract is attached for your review.**

The legal complaint against our developers was filed on 1/17/20 in Superior Court in Wake County and all information was shared with the Board in an email on 1/17/20. Our attorneys have recommended the following response to any inquiries about our complaint. **"We are unable to comment on matters in active litigation and our complaint speaks for itself."**

Legal Update from Morningstar Law

The Chief Justice has extended all deadlines in Superior Court actions, like the Exploris case, through June 1. Therefore, although the defendants' answer was due this week, it is possible that we will not receive anything from them until June. On the other hand, nothing prevents them from filing their answer on time, or at least before June 1. We shall have to wait and see.

In the meantime, our attorneys have prepared and served a first set of discovery and anticipate getting responses no later than June. There likely will be no significant action in this case for the next couple months, due to the delays caused by the COVID-19 situation.

Future Meetings:

The next Board Special Board meeting is scheduled on May 26, 2020 at 4:30 via zoom.

PEDIATRIC THERAPY ASSOCIATES

4201 Lake Boone Trail, Suite 4

Raleigh, NC 27607

919-781-4434

Tax ID: 56-1680364

PROGRAM SERVICES CONTRACT

The Exploris School

A. CONTRACT AGREEMENT

This agreement is hereby entered between The Exploris School hereafter referred to as the AGENCY/SCHOOL and Pediatric Therapy Associates hereafter referred to as the PROVIDER.

This agreement shall be in effect from and to the dates specified and shall remain in effect subject to the continued compliance by the PROVIDER with applicable standards for the stated service(s) and other terms of this agreement as stated herein.

B. PROVISIONS:

(1) This agreement shall be in effect from August 01, 2020 to June 30, 2021.

(2) Type of service provided:

Occupational Therapy Services

Therapy services are defined as time spent in the review and preparation of records, IEP preparation and meetings, direct therapy during evaluations and treatments, and any other required meetings as necessary to provide therapy services to the children of The Exploris School. In addition, if travel between two campuses is needed on the same day, travel time between the locations is also included at the contract rate.

(3) Cost of service:
\$69.00/hour

*Evaluations will be billed for a maximum of 3 hours at the hourly rate. This rate will include direct and indirect time related to performing the evaluation, including direct time with the student, diagnostic testing/scoring, report writing, and if needed, attendance at eligibility meeting for up to 30 minutes.

C. PROVIDER agrees to:

(1) Provide the service(s) stipulated in the type of service indicated under B (2).

- (2) Furnish documentation of service(s) rendered in the form of timesheets, bills or other mutually agreed upon form
- (3) Keep confidential any information about a client which is shared by AGENCY/SCHOOL staff, client, or parents, and to share such information only with persons authorized to receive such information.
- (4) Comply with all state licensing standards, all applicable accrediting standards, and any standards or criteria established by the AGENCY/SCHOOL to assure quality services.
- (5) Maintain appropriate program records and appropriate case files to document the provision of the agreed upon service(s) to clients.
- (6) To comply with the equal opportunity employment standards and policies dedicated to a policy of non-discrimination in the provision of said services to clients regardless of race, creed, color, age, sex, religion, national origin, marital or veteran status, medical condition, or disability.
- (7) Provide sixty (60) day written notice of termination of contract.

D. AGENCY/SCHOOL agrees to:

- (1) Pay the PROVIDER for service(s) rendered thirty (30) days after the receipt of timesheet, bill, or agreed upon form.
- (2) Inform the PROVIDER at least two weeks in advance of scheduled holidays and any variation in the agreed upon schedule.
- (3) Give assistance, direction, and information to the PROVIDER as needed to assure compliance of the PROVIDER with any and all applicable federal and state laws, standards, and regulations governing service providers.
- (4) Provide sixty (60) day written notice of termination of contract.
- (5) Not directly or indirectly hire any staff (employee or independent contractor) of the PROVIDER during the term of this Agreement and for a period of one (1) calendar year from the termination date of this contract.
- (6) Have on file all consents necessary to treat minors.

E. AGENCY and PROVIDER agree to be responsible for their own liabilities.

F. No indebtedness of any kind incurred or created by The Exploris School shall constitute an indebtedness of the state or its political subdivision, and no indebtedness of The Exploris School shall involve or be secured by the faith, credit or taxing power of the state or its political subdivisions. Both parties agree to indemnify and hold harmless the State of North Carolina for any indebtedness related to this engagement.

Provider

Cheryl Stephenson
Pediatric Therapy Associates
(Signature)

Cheryl Stephenson
(Please print)

Co-Director
Title

4-16-20
Date

Agency/School

Ellie Schollmeyer
The Exploris School
(Signature)

Ellie Schollmeyer
(Please print)

Executive Director
Title

4/17/2020
Date



Prepared for ("Buyer")	The Exploris School 401 Hillsborough Street Raleigh, NC 27603 Ellie Schollmeyer Executive Director ellie@exploris.org 919-715-3690
MHR Technologies ("Seller")	MHR Technologies, Inc. 267 Kentlands Blvd, #2034 Gaithersburg, MD 20878
Prepared by	Jillian Bronstein jillian.bronstein@schoolpass.com 3013853685
Prepared Date	04/15/2020
Expiration Date	05/30/2020
Target System	SchoolPass™ Visitor Management

In consideration of the mutual promises contained herein, Buyer and Seller agree as follows:

1. SCOPE OF SERVICES

Seller agrees to provide the *SCHOOLPASS* product as a service to Buyer ("Services"). All Services shall be provided only after Buyer and Seller mutually agree upon the specific terms as outlined in Appendix A ("Scope of Services"). Appendix A, by reference herein, is incorporated and made a part hereof.

2. TERM OF AGREEMENT

This Agreement shall become effective and shall continue in accordance with the Effective Date and Contract Term agreed upon in Appendix A.

3. COMPENSATION AND EXPENSES

Buyer shall pay Seller for all Services provided in accordance with the pricing and payment schedule authorized in Appendix A.

4. PURCHASE ORDERS

Buyer may choose to issue a Purchase Order to Seller, which will incorporate this Agreement by reference. All invoicing from Seller shall reference this Purchase Order. All Purchase Orders issued shall be subject to the terms and conditions set forth in this Agreement and any special terms and conditions which may be included in a Purchase Order; in the event any general terms and conditions provided with a Purchase Order conflict with any terms and conditions in this Agreement, the terms of this Agreement shall prevail.



5. INVOICES AND PAYMENT

Seller shall prepare and submit invoices to Buyer for amounts due covering Services provided under this Agreement as outlined in Appendix A. Buyer will pay the invoice amounts to Seller within fifteen (15 days), if not otherwise stated in Appendix A.

Seller shall be responsible for payment of all taxes or business license fees, including but not limited to payment of federal, state, and local taxes arising out of Seller's activities under this Agreement.

Interest shall be payable on any payments that are not paid on or before the dates agreed to in the Payment Schedule section of Appendix A. Buyer will be charged interest at a compound rate of 1.25% per month until full payment is received.

6. DISPUTE RESOLUTION

Each of the parties agrees that they will meet and negotiate in good faith to resolve any dispute that may arise between them with respect to this Agreement.

7. TERMINATION OF AGREEMENT

Buyer may terminate this Agreement with a written notice sixty (60) days prior to the end of the Contract Term.

8. LIMITATION OF LIABILITY

Seller hereby agrees to defend, indemnify and hold harmless Buyer against any and all loss, cost, expense, or liability of any kind, except for Buyer's sole negligence, including but not limited to, reasonable attorney's fees, arising out of any claims resulting from Services provided to Buyer by Seller, its officers, directors, employees, or agents pursuant to this Agreement.

No action, regardless of form, arising out of the transactions under this Agreement may be brought by either party more than two (2) years after the cause of action has occurred.

9. CONFIDENTIALITY

In the performance of its duties hereunder, Buyer may disclose in writing to Seller that certain materials and information relating to its business or operations are not publicly known or available from other sources. Seller agrees to keep such materials and information confidential and shall use reasonable efforts to confine knowledge and use of such materials and information only to its employees who require such knowledge in the course and scope of their employment by Seller.

10. ADVERTISING OR PUBLICITY

Seller agrees to obtain the prior written consent from the Buyer for the use of any quotes, comments or any other attribution in support of the system in marketing, sales or advertising programs.

11. RIGHTS/REMEDIES

All rights and remedies hereunder are cumulative and not exclusive.

12. NO WAIVER



The waiver by either party of any breach of any term or condition of this Agreement will not be deemed a waiver of any prior or subsequent breach.

13. FORCED WORK STOPPAGE

Neither party shall be liable for any failure to perform its obligations under this Agreement if prevented from doing so by a cause or causes beyond its control. Without limiting the generality of the foregoing, such causes include acts of God, or the public enemy, fires, floods, storms, earthquakes, riots, strikes, lockouts, wars or war operations, restraints of government or other cause or causes which could not with reasonable diligence be controlled or prevented by the party.

14. SUPPORT SERVICES

Seller agrees to satisfy all requests for assistance regarding product usage, operation, and installation problems. Buyer will notify Seller promptly of any product "bugs" or other unresolved technical problems arising in connection with the installation or use of the product and investigate unusual or serious problems sufficiently to provide Seller's personnel with sufficient technical information to solve such.

15. PRODUCT MAINTENANCE

Seller reserves the right to modify, improve or change its product without Buyer's approval. Seller in its sole discretion will determine if new features or enhancements constitute a maintenance release, a product modification, or an upgrade. If such works are deemed by Seller to be a maintenance release then Seller will provide Buyer the maintenance release at no additional cost. The Seller's product maintenance schedule is subject to change without notice. Buyer may request unique features be developed and integrated into their solution instance. New features will be delivered under a separate fee-based agreement.

16. WARRANTY

Seller warrants that all Services performed under this Agreement shall be provided in accordance with the highest industry standards of workmanship and shall conform to those Services as detailed herein.

17. NOTICES

Any notice or communication given or required under this Agreement shall be in writing and shall be deemed to have been performed when mailed by U.S. Postal Service registered or certified mail, return receipt requested, postage prepaid, overnight mail courier, or facsimile transmission to the other party at the address given or such other address subsequently provided to the other party.

18. ENTIRE AGREEMENT

This Agreement contains the entire understanding of the parties relating to the subject matter of this Agreement and supersedes all prior agreements and understandings, written or oral, relating to such subject matter at the time of execution of this Agreement. The terms and conditions of this Agreement may not be modified or deleted except by a written instrument signed by a duly authorized representative for the parties hereto.

19. SEVERABILITY

If any provision of this Agreement is in conflict with any statute or rule of law or may be determined by a court of competent jurisdiction to be illegal or unenforceable, then such provision will be deemed inoperative to the



extent that it may conflict therewith or be illegal or unenforceable, and each provision not so affected will be enforced to the full extent provided by law.

20. GOVERNING LAW

This Agreement will be governed by and construed in accordance with the laws of the State of Maryland.

21. North Carolina State Required Language

“No indebtedness of any kind, incurred or created, by the charter school shall constitute an indebtedness of the State or its political subdivisions and no indebtedness of the charter school shall involve or be secured by the faith, credit or taxing power of the State or its political subdivisions” (NCGS 115C-238.29H(a)).



SERVICE AGREEMENT

MHR Technologies, Inc.
Agreement Number 2524

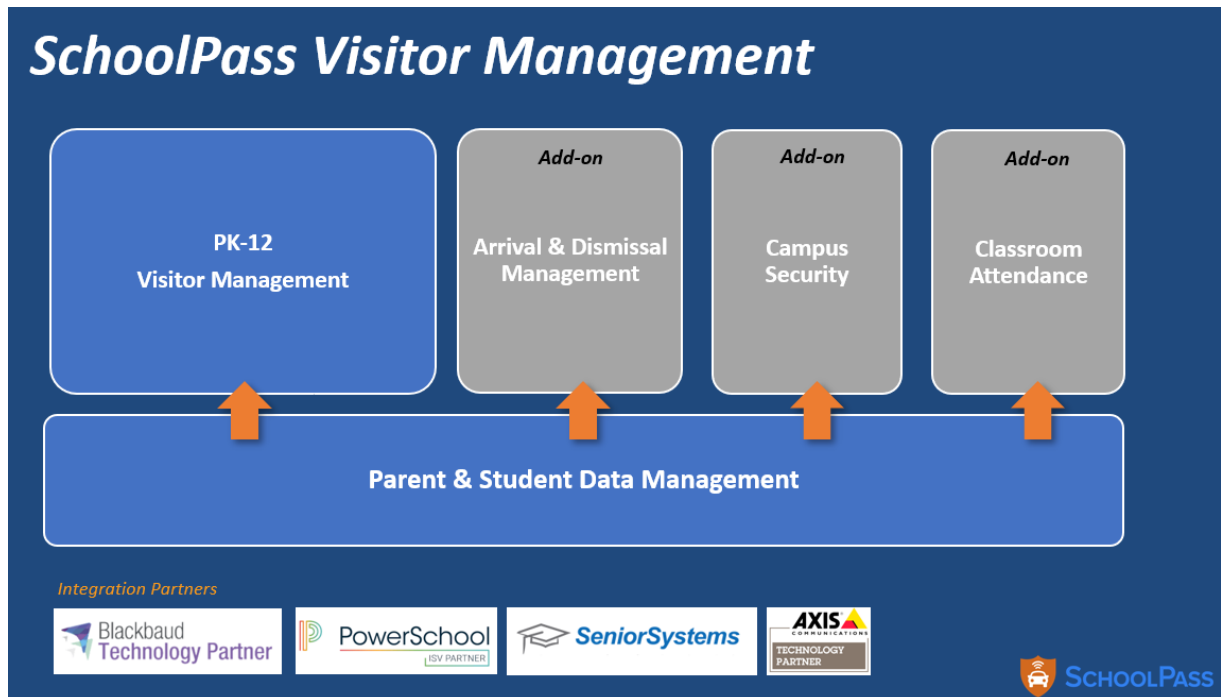
IN WITNESS WHEREOF, the parties have read this Agreement and agree to be bound by it and therefore have caused it to be executed by their duly authorized representatives.

SELLER	BUYER
MHR TECHNOLOGIES, INC.	The Exploris School
By:	By:
Name: Mark Ruiters Title: Founder & CEO	Name: Title:
Date: 04/15/2020	Date:

APPENDIX A SCOPE OF SERVICES

1. Solution Overview:

The SchoolPass™ platform is exclusively used by PK-12 schools across the country to secure their campuses and automate arrival/dismissal operations. Visitors, parents, staff, and students can check in/out which includes offender screening for visitors, notification, and badge printing. Pre-Registration makes it easy for schools to host events with pre-registered lists built (with optional offender checks). Student check-in/out events can seamlessly be integrated with your SIS.



2. Modules Included:

2.1 Parent & Student Data Management. The *Data Management* module is used by school staff manage staff, parent, and student data used to support Visitor Management features.

2.2 PK-12 Visitor Management. The *Visitor Management* iPad App helps the school to screen and manage visitors on campus. Visitor check-in includes drivers license scanning, an instant background check, badge printing, and visitor notification. Students can check-in when arriving late or leaving the campus - and includes printing tardy/dismissal slips. Event pre-registration allows an event leader to pre-register visitors, with an option for a background check and faster check-in using a QR-code. Staff check-in and check-out is also available.

2.3 SIS Integration. *SIS Data Integration Services (SDIS)*. Parent and student data can be sync'd from the school's SIS. The data can be updated multiple times a day in SchoolPass. If the SIS supports the exchange of attendance data, SchoolPass can pull and push attendance data from the SIS.



3. Modules Excluded:

3.1 Campus Security. The *Campus Security* module is unique technology used to automatically identify vehicles arriving and leaving the campus, 24x7. The technology can be deployed using Automated License Plate Recognition (ALPR) cameras or Radio Frequency Identification (RFID)/toll tag readers to identify parents, high school student drivers, staff, visitors, and vendor vehicles. Alerts can be sent when unwanted plates arrive or leave, parents can automatically be checked into carline during afternoon dismissal, open campus gates if required, track staff and visitors, and more.

3.2 Carline Automation. The ALPR Carline *Automation* module is used to automatically identify (and verify) parents as they arrive on campus during dismissal using Automated License Plate Recognition (ALPR) cameras and displays ETA-based dismissal information automatically in classrooms or centralized dismissal locations where students are waiting. Daily student changes are taken into account when displaying dismissal information in classrooms.

3.3 Bus Boarding. The *Bus Boarding* module allows staff to print bus boarding manifests for more accurate bus boarding and faster departure. A staff member can also use the SchoolPass Staff App to check students onto or off buses, and optionally notify parents when the bus departs the campus.

3.4 Afterschool Activity Management. The *After-school Activity* module allows the school and parents to manage activities and enroll students or move students to activities on an ad-hoc basis. Enrollment rosters can be printed, or staff can use the SchoolPass Staff App to check students in and out of activities, with configurable notification to parents. Activities can be configured to require signature capture when checking students in/out.

3.5 Classroom Attendance. The Day-level Attendance module is an easy way for teachers and administrators to take attendance in the morning. Late arrivals, absences, and early dismissals reported by parents and admins are dynamically included during roll call. Admins have a school-wide dashboard to track attendance progress, and teachers will receive notification when attendance is not completed.



4. Pricing:

SchoolPass™ Visitor Management

SKU/Service	Price	QTY	Subtotal
Visitor Management Subscription - Year 1 Includes three (3) station licenses	\$1,600.00	1	\$1,600.00
Visitor Management station(s) subscription - Additional Campus Year 1 Includes three (3) station licenses.	\$950.00	1	\$950.00
Visitor Management hardware iPad stand, Badge printer, labels, cable lock, anchor point. EXCLUDES IPADS	\$580.00	2	\$1,160.00
SIS Integration Subscription - Year 1 Powerschool Included	\$0.00	1	\$0.00
			\$3,710.00
Visitor Management Subscription - Year 2 Includes three (3) station licenses	\$1,600.00	1	\$1,600.00
Visitor Management station(s) subscription - Additional Campus Year 2 Includes three (3) station licenses.	\$950.00	1	\$950.00
SIS Integration Subscription - Year 2 Powerschool Included	\$0.00	1	\$0.00
			\$2,550.00



SERVICE AGREEMENT

MHR Technologies, Inc.
Agreement Number 2524

Visitor Management Subscription - Year 3 Includes three (3) station licenses	\$1,600.00	1	\$1,600.00
Visitor Management station(s) subscription - Additional Campus Year 3 Includes three (3) station licenses.	\$950.00	1	\$950.00
SIS Integration Subscription - Year 3 Powerschool Included	\$0.00	1	\$0.00
			\$2,550.00



Payment Schedule

Year	Payment Due Date
1	7/1/2020
2	7/1/2021
3	7/1/2022

Included in this package

- Software:
 - SchoolPass™ Web Application
 - SchoolPass™ Visitor Management App (iPad only)
- Implementation/setup services:
 - Installation & station setup
 - SchoolPass software configuration
 - School data load (parents, students, and teachers)
 - Student image load (if required)
 - Staff training (online)
 - Go-live support
- Ongoing services:
 - SchoolPass™ software maintenance updates
 - Data and application backups
 - Data archiving (by school year)
 - Phone and email support (business hours)



Pricing Assumptions and Terms

- Contract start date: 7/1/2020 (implementation commences)
- Contract Term: three (3) years:
 - Year 1: 7/1/2020 – 6/30/2021
 - Year 2: 7/1/2021 – 6/30/2022
 - Year 3: 7/1/2022 - 6/30/2023
- Pricing provided is based on two (2) physical campus
- Buyer may upgrade its subscription at any time
- Travel expenses are invoiced separately (if onsite support is requested by the School)
- Pricing quoted in US Dollars

Buyer Responsibilities

- Buyer will assign a point of contact or administrator for SchoolPass
- Buyer will provide school data based on a SchoolPass data template (spreadsheet)



Studio RTP
print & web design

STUDIO RTP, INC.

1145 EXECUTIVE CIRCLE, STE E | CARY, NC 27511 | P: 919-285-1450

WWW.STUDIORTP.COM

GREETINGS

For over a decade, Studio RTP has been providing companies and organizations with website design and development, marketing consultation, and content strategy design. Our highly effective solutions help clients establish their market dominance and grow their business in a variety of industries including healthcare, technology, manufacturing, fine arts, retail and professional services. We're very proud to have been recognized as one of the [top 20 design firms in the Raleigh, North Carolina area](#) by Expertise.com. Working as partners with our clients, we develop powerful marketing strategies with one sole purpose: producing results.

To help you achieve your organization's goals, our team of creative thinkers, designers, developers, copy writers, search engine specialists, and marketers work with you as an extension of your business. We consider ourselves a part of the team and share the vested interest of success.

We look forward to working with you as your trusted partner to build a website that meets your goals and maximizes your visitor experience.



ABOUT US

WHAT WE DO

Website Design

We deliver highly designed, results-focused websites.

- Web Design
- Front and Backend Development
- CMS Implementation
- Growth-Driven Design
- User Experience
- Wireframing and Prototyping

Search Optimization

Not just a website – an online business. But, are you being found?

- Search Engine Optimization (SEO)
- Search Engine Marketing
- Social Media Advertising
- Keyword Research
- Analytics and Reporting
- Website Audits and Optimizations

Marketing

Attract your desired audience and convert them into members of your community.

- Inbound Marketing Strategy
- Social Media
- Persona Creation
- Campaign Creation
- Calls-to-Action and Landing Pages
- Customer Relations Management

Creative

Gain recognition as a leader in your industry with creative approaches in your strategy.

- Branding and Identity
- Collateral Material Design
- Way Finding and Signage
- Tradeshow and Exhibit
- Video and Motion
- Creative Copy Writing

OUR CLIENTS

Studio RTP has extensive experience working with companies and organizations across various industries. Some of the brands we have worked with over the years include:



OUR TEAM

Meet the creative team that is Studio RTP. We work with the top professionals in the design and marketing industry and are proud to partner with the following talent:



Ryan Given

Owner, Studio RTP



Guy Flynn

Marketing, Design, Creative



Scott Yuhnke

Developer



Katherine Van Dis

Creative Content Writer



Carlos Manriquez

Video Production



Chris Smashe

SEO Specialist



YOUR PROJECT

OVERVIEW

The Exploris School (<https://www.exploris.org>) is in need of a high-quality, responsive website that adapts well to today's electronic devices, provides a state-of-the-art user experience for visitors, performs well in search engines, and is optimized well for fast page load speeds. In addition to being technically sound, the website will be aesthetically pleasing to best represent the strength of The Exploris School brand, positioning their tuition-free, charter, public school as the best in the triangle. The website will also come with a new, more organized and easier to navigate content structure. Studio RTP will work directly with the client to strategize the new content structure to find a careful balance of an improved visitor navigation experience without the sacrifice of high quality search engine performance.

Studio RTP is recommends developing a new, custom website theme so that the code is up to date with the latest in universal code standards and can be properly supported. With this approach, there are no limitations to the design or content structure. Studio RTP will work closely with Deborah Brown, Associate Director, to design the overall look and feel of the website to match the goals and positively represent The Exploris School brand. The custom design will be converted to an TreepI CMS theme and integrated into the full-fledged Content Management System (CMS). Using the TreepI CMS platform, The Exploris School website will provide the organization with complete content control and the secure piece of mind of the Amazon S3 servers that will securely host the website.

OUR STRATEGY

01 Create a Custom Design for the Website

- Custom designs for the following six (6) pages/layouts:
 - Home page
 - Left sidebar page (with sidebar navigation to move around each section, social sharing buttons, and boxes for mini advertisements and/or announcements) to be used as the 'default' template
 - Right sidebar page (with sidebar navigation to move around each section, social sharing buttons, and boxes for mini advertisements and/or announcements) to be used as an alternate template to provide some flexibility and variation throughout the site
 - Blog list/detail page (for use in the elementary and middle school curriculums)
 - General design elements (i.e. list styles, headline styles, fonts, colors, tables, accordions, tabs, form fields, grid columns, etc.)
 - Contact
- Custom custom module designs to display specific content:
 - Employment opportunities
 - Link to each class (k - 8) newsletter (link to Mailchimp)
 - Image slider (for news)
 - Awards
 - Clubs and athletics
 - Board of directors
 - Testimonials (with video feature available for future testimonials)
 - Calendar and events
 - Media downloads (list of pdf downloads, forms, etc.)
 - Photo gallery
 - eCommerce

02 Create Markup Code for Each Page and Custom Module Design

- Take approved page and custom module designs and create HTML/CSS markup code
- Write the code so the website is 'responsive' and works on desktop computers, laptops, tablets, and smart phones
- Implement Bootstrap Grid to allow for future page layout/design flexibility and variety
- Create the necessary Javascript markup to enhance functionality and any required animations on the page layouts (i.e. drop down menu, animate image slider, hover effects, etc.)

03 Treepi CMS Integration

- Integrate the final page and custom module design markup (HTML/CSS/Javascript) into the Treepi CMS content management system
- Customize all Treepi modules (i.e. custom modules, photo gallery, web forms, content holders, page templates, calendar and events, snippets, etc.) to fit the overall look and feel of the new site
- Testing and quality control of all customized pages, page templates, custom modules and Treepi built-in modules

04 Site Build

- Build out each of the 'static' pages on the website (proposal includes up to 45 static pages, based on the sitemap found here: <https://bit.ly/2QWm5kl>)
- Build and prepare the first 5 custom module items for each custom module
- Quality control and testing prior to final site launch

05 Treepi CMS Training

- Custom site-specific training on how to use the Treepi CMS platform
- Includes up to 4 total hours of training. Training can be accomplished in several ways or a mix of each: phone training, video/tutorial (screen-recorded) training, or on-site training



ESTIMATE

PROPOSAL

01 Create a Custom Design for the Website

25 hours @ \$85/hour: **\$2,125**

02 Create Markup Code for Each Page Design

35 hours @ \$85/hour: **\$2,975**

03 TreepI CMS Integration

20 hours @ \$85/hour: **\$1,700**

04 Site Build

15 hours @ \$85/hour: **\$1,275**

05 TreepI CMS Training

4 hours @ \$85/hour: **\$340**

06 TreepI CMS Hosting (eCommerce Plan)

\$840/year: **\$840**

Total Cost: **\$9,255**



ADDITIONAL SERVICES

ADDITIONAL COSTS

Any change in feature requests, new content additions or change in scope of project can result in additional costs. All extra costs must be approved in writing before work can begin.

Additional hours can be purchased at Studio RTP's hourly rate of \$85/hour for any additional work or future site maintenance.



Studio RTP
print & web design

Studio RTP, Inc.
530 Country Lane
Holly Springs, NC 27540
Cell: 216-310-2793 | Office: 919-285-1450
ryan@studiortp.com | studiortp.com

Client:

The Exploris School

401 Hillsborough Street
Raleigh, NC 27603

Date:

March 11, 2016

Reference:

Invoice: #01379

Studio RTP, Inc.

WEBSITE DESIGN, DEVELOPMENT AND MAINTENANCE AGREEMENT

I, ___Ellie Schollmeyer___, a representative of the The Exploris School, (Client) requests that Studio RTP, Inc. perform the following services: Design and development of the new Exploris School website at: <http://www.exploris.org> website.

Total Cost: \$9,255

For: Overhaul of <http://www.exploris.org> to make the website including working with client to create a custom design, development, and integration of the new design into the TreepL CMS Content Management System. Full service details are included in the attached document: [exploris-proposal.pdf](#)

Upon completion of contract any additional work, beyond the scope of the original contract, will continue at \$85.00 per hour but must require written consent from the The Exploris School.

1. DISCLAIMER

1.1 Studio RTP, Inc. offers website design and development services. We believe business should be conducted honestly, fairly and be subject to reasonableness. We strive to provide the highest quality of service and support. We cannot guarantee specific results for our services, but will operate under the principles stated above and expect the client to do the same.

2. BILLING TERMS

2.1 Website design and development services are billed at an hourly rate. Charges will be calculated in quarter-hour increments, rounded up by default. We may, on a case-by-case basis, choose to round down to the nearest quarter-hour.

2.2 One way travel time is billed at an hourly rate when on-site meetings are required. Charges will be calculated in quarter-hour increments, rounded up by default.

2.3 Upon request we will provide you with an estimate of cost for the work that you ask us to do. Estimates are guaranteed to 15% accuracy. In the case that we foresee a deviation on cost or time requirement of job completion beyond the above stated allowable amount, we will contact you and inform you of the situation and require authorization in writing or via email to continue performing our responsibilities.

Client:

The Exploris School

401 Hillsborough Street
Raleigh, NC 27603

Date:

March 11, 2016

Reference:

Invoice: #01379

2.4 Invoicing will be done in three installments with the first payment due to begin the project, the second due on May 11, 2020 and the final payment prior to final site launch.

3. PAYMENT TERMS

3.1 We do expect payment within 30 days of the invoice date. There is a 1.5% interest charge per month on late invoices. Failure to pay after six (6) months past the date on the invoice may result in the debt being turned over to a collections agency and reporting to the credit bureau upon reasonable notice. The client will be responsible for a reasonable interest rate and all costs incurred by us, collection agencies, or courts, incurred by litigation for failure to pay.

3.2 In the event of a billing dispute a formal letter of complaint on company letterhead is required to be filed with Studio RTP, Inc. within 30 days of the invoice being issued or 35 days of the postmark on the envelope it was delivered in, whichever time period is longer. This letter should include the invoice number and reasons for the charges being disputed.

4. LIABILITY

4.1 We provide our services in an effort to improve website performance and upgrade websites for which you request such services. We will not intentionally harm your system. It is our goal to fix your website, not damage it. In the case of accidental damage to your website or data loss caused by already existing problems on your website, host, or content management platform such as issues with platform upgrades, issues with plugin upgrades, issues with the upgrades, or loss of files and/or data, you agree to hold us, Studio RTP, Inc., and any persons associated with us or involved in the work being done for you harmless from damages resulting from such already existing problems.

5 OPERATING TERMS

5.1 Upon maturity of this agreement both Studio RTP, Inc., and the client agree to continue to operate under the terms of this agreement on a month-to-month basis. During the month-to-month period this agreement and services can be terminated at any time by either party by filing a formal letter on company letterhead with Studio RTP, Inc. requesting service termination up to five (5) business days before the next monthly service cycle begins.

5.2 Studio RTP, Inc. reserves the right at any time to halt all work on any project at any point that the legality or our ethical integrity of the project is in question. Upon proper review the project may be resumed or permanently stopped at the discretion of Studio RTP.

5.3 No indebtedness of any kind, incurred or created, by the charter school shall constitute an indebtedness of the State or its political subdivisions and no indebtedness of the charter school shall involve or be secured by the faith, credit or taxing power of the State or its political subdivisions" (NCGS 115C-238.29H(a)).

Client:

The Exploris School

401 Hillsborough Street
Raleigh, NC 27603

Date:

March 11, 2016

Reference:

Invoice: #01379

6. SUPPORT

6.1 Customer satisfaction is of utmost importance to us. We will backup our work with support services. Free support will be provided for problems or issues that arise as a direct result of our services or in the event that there was an oversight on the work order. Additional support may be provided free of charge at our discretion.

I hereby agree to the above terms and authorize the above listed services to be performed.

Signed: *E. Sch. 1/4/20* The Exploris School Date: 04/02/2020

Signed: *Ryan Given* Studio RTP, Inc. Date: 4/20/20

INVOICE



Studio RTP, Inc.
 530 Country Lane
 Holly Springs, NC 27540
 919-285-1450 (Phone)
 ryan@studiortp.com

Invoice #:	01379
Date:	03/10/2020
Due Date:	06/30/2020
Balance Due (\$):	9,255.00
Customer PO #:	

Bill To:

The Exploris School
 401 Hillsborough Street
 Raleigh, North Carolina 27603
 919-715-3690 (Phone)
 919-715-2042 (Fax)
 deborah@exploris.org

Item	Price (\$)	Unit	Qty	Total (\$)	Tax
Website Design & Development Create a custom design for the website	85.00	hour	25	2,125.00	
Website Design & Development Create markup code for each page design	85.00	hour	35	2,975.00	
Website Design & Development Treepl CMS Integration	85.00	hour	20	1,700.00	
Website Design & Development Site Build	85.00	hour	15	1,275.00	
Website Design & Development Treepl CMS Training	85.00	hour	4	340.00	
Treepl Annual Hosting - eCommerce Plan Annual hosting fee for Treepl CMS	840.00	year	1	840.00	

Pre-tax Total: 9,255.00

Tax: 0.00

Total: 9,255.00

Payments: 0.00

Balance (\$): 9,255.00

Terms and Conditions

Payment will be in three installments with the first due to start the project, the second payment on May 11, 2020 and final balance payment due prior to site launch. Thank you for your business!

Cover Sheet

Finance

Section: III. Executive Director Report
Item: B. Finance
Purpose: Vote
Submitted by:
Related Material: 03. Board Report 2020.03 Exploris.pdf
05. Income Statement 2020.03 Exploris.pdf
06. Balance Sheet 2020.03 Exploris.pdf



Exploris

Budget Analysis Report

Fiscal Year: 2020 | 3/01/2020 - 3/31/2020

Account	Budget	Period Activity	YTD Activity	Remaining Budget	% Used	EOY Projection
Revenues						
STATE REVENUE	2,857,676.73	280,962.82	2,303,222.20	554,454.53	80.60	2,855,494.25
LOCAL REVENUE	1,373,421.55	109,938.35	911,542.48	461,879.07	66.37	1,384,633.58
. NCACCESS GRANT REVENUE	142,000.00	12,540.00	35,221.64	106,778.36	24.80	142,000.00
FEDERAL REVENUE	75,000.01	24,187.49	68,975.65	6,024.36	91.97	75,317.59
FOUNDATION REVENUE	6,500.00	0.00	0.00	6,500.00	0.00	6,300.00
B&A CARE REVENUE	90,000.00	13,760.00	80,935.00	9,065.00	89.93	87,000.00
FIELD TRIP REVENUE	3,549.00	508.42	121,820.23	(118,271.23)	3432.52	122,263.23
Revenues	4,548,147.29	441,897.08	3,521,717.20	0.00	77.43	4,673,008.65
Expenses						
Account	Budget	Period Activity	YTD Activity	Remaining Budget	% Used	EOY Projection
SALARIES AND BONUSES	2,632,923.58	219,443.85	1,925,586.24	707,337.34	73.13	2,587,917.79
BENEFITS	632,687.13	49,496.18	404,647.18	228,039.95	63.96	627,937.04
BOOKS AND SUPPLIES	73,285.00	6,300.00	55,128.41	18,156.59	75.00	98,322.60
TECHNOLOGY	77,600.01	7,574.10	62,951.57	14,648.44	81.12	98,855.00
NON-CAP EQUIPMENT & LEASES	22,580.00	5,145.84	16,282.66	6,297.34	72.11	22,580.00
CONTRACTED STUDENT SERVICES	97,500.00	10,417.70	45,028.25	52,471.75	46.18	97,710.00
FIELD TRIPS	4,300.02	9,164.79	90,959.21	(86,659.19)	2115.32	129,038.23
STAFF DEVELOPMENT	11,000.00	736.28	3,755.84	7,244.16	34.14	11,164.34
ADMIN SERVICES	109,650.00	15,699.69	93,120.88	16,529.12	84.93	133,944.48
INSURANCES	24,605.00	2,196.75	12,093.40	12,511.60	49.15	22,738.40
FACILITIES	455,583.28	71,428.00	362,157.58	93,425.70	79.49	461,676.34
B&A CARE	36,032.84	4,057.21	30,359.70	5,673.14	84.26	36,032.84
CLUBS	0.00	665.04	5,561.34	(5,561.34)		5,561.34
VARIOUS GRANTS - NCACCESS	142,000.00	32,238.60	66,514.26	75,485.74	46.84	142,980.00
Expenses	4,319,746.86	434,564.03	3,174,146.52	0.00	73.48	4,476,458.40
SURPLUS/(DEFICIT)	228,400.43	7,333.05	347,570.68			196,550.25

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

Fund		Beg. Balance	MTD Actual	YTD Actual
Fund 1				
	Revenue			
	1.3100.016.000.000.000.00 Rev - Summer Reading - 016	12,116.41	103.00	12,219.41
	1.3100.029.000.000.000.00 Rev - Behavioral Support - 029	1,100.00	0.00	1,100.00
	1.3100.036.000.000.000.00 Rev - Charter Schools	2,006,889.97	280,859.82	2,287,749.79
	1.3100.036.000.039.000.00 Rev - School Safety	0.00	0.00	0.00
	1.3100.036.000.085.000.00 Rev - 085	0.00	0.00	0.00
	1.3100.048.000.000.000.00 Rev- State Bonus	2,153.00	0.00	2,153.00
	Revenue Total:	2,022,259.38	280,962.82	2,303,222.20
	Expense			
	1.5110.036.121.000.000.00 Salary - Teacher	1,039,459.57	131,384.96	1,170,844.53
	1.5110.036.135.000.000.00 Salary - Instructional Facilitator	20,299.00	2,250.00	22,549.00
	1.5110.036.142.000.000.00 Salary - Teacher Assistant	76,887.58	10,006.23	86,893.81
	1.5110.036.162.000.000.00 Substitute Pay	15,756.50	3,627.50	19,384.00
	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	78,220.35	10,598.55	88,818.90
	1.5110.036.229.000.000.00 ER's Other Retirement Cost	17,897.19	3,273.72	21,170.91
	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	124,456.27	16,669.49	141,125.76
	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	1,419.49	179.95	1,599.44
	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
	1.5110.036.411.000.000.00 Supplies and Materials	0.00	0.48	0.48
	1.5110.048.180.000.000.00 Testing Bonus	2,000.00	0.00	2,000.00
	1.5110.048.211.000.000.00 ER's Social Security Cost	153.00	0.00	153.00
	1.5118.036.121.000.000.00 Salary - Teacher COVID	0.00	592.08	592.08
	1.5118.036.211.000.000.00 ER's Social Security Cost Covid	0.00	41.94	41.94
	1.5118.036.229.000.000.00 ER's Other Retirement Cost Covid	0.00	17.76	17.76
	1.5118.036.231.000.000.00 ER's Hospitalization Insurance Covid	0.00	67.67	67.67
	1.5118.036.234.000.000.00 ER's Dental Ins. Cost	0.00	1.40	1.40

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

Fund		Beg. Balance	MTD Actual	YTD Actual	
Fund 1					
	Expense				
	1.5210.029.162.000.000.00	Substitute Pay	875.00	0.00	875.00
	1.5210.029.211.000.000.00	ER's Social Security Cost	66.94	0.00	66.94
	1.5210.029.312.000.000.00	Workshop Expenses	322.40	(164.34)	158.06
	1.5210.036.121.000.000.00	Salary - EC Teacher	101,675.10	13,006.36	114,681.46
	1.5210.036.142.000.000.00	Salary - EC Teacher Assistant	58,820.00	11,227.50	70,047.50
	1.5210.036.196.000.000.00	Salary - Workshop Participant	100.00	0.00	100.00
	1.5210.036.211.000.000.00	ER's Social Security Cost	11,712.23	1,696.91	13,409.14
	1.5210.036.229.000.000.00	ER's Other Retirement Cost	1,082.90	194.08	1,276.98
	1.5210.036.231.000.000.00	ER's Hospitalization Insurance	25,381.09	3,051.68	28,432.77
	1.5210.036.234.000.000.00	ER's Dental Ins. Cost	383.94	42.61	426.55
	1.5210.036.235.000.000.00	ER's Life Ins. Cost	0.00	446.18	446.18
	1.5210.036.239.000.000.00	Other Ins. Cost	0.00	3,756.25	3,756.25
	1.5210.036.312.000.000.00	Workshop Expenses	0.00	164.34	164.34
	1.5240.036.318.000.000.00	Contracted Services - Speech	1,292.50	0.00	1,292.50
	1.5330.036.121.000.000.00	Intervention Teacher	37,120.00	4,640.00	41,760.00
	1.5330.036.211.000.000.00	Intervention SS	2,665.88	333.33	2,999.21
	1.5330.036.229.000.000.00	Intervention Other Retirement	1,113.60	139.20	1,252.80
	1.5330.036.231.000.000.00	Intervention Hospitalization	4,331.36	541.42	4,872.78
	1.5330.036.234.000.000.00	ER' Dental	89.36	11.17	100.53
	1.5350.016.121.000.000.00	Teacher - Summer Reading Camp	4,200.00	0.00	4,200.00
	1.5350.016.211.000.000.00	ER SS - Summer Reading Camp	4,043.54	0.00	4,043.54
	1.5350.016.229.000.000.00	Other Retirement	102.00	0.00	102.00
	1.5350.016.231.000.000.00	ER's Hospitalization Insurance	492.94	0.00	492.94
	1.5350.016.234.000.000.00	ER's Dental Ins. Cost	5.05	0.00	5.05
	1.5350.016.411.000.000.00	Supplies and Materials - 016	3,376.36	(0.48)	3,375.88
	1.5400.036.151.000.000.00	Salary - Office Personnel	89,047.50	11,112.50	100,160.00
	1.5400.036.211.000.000.00	ER's Social Security Cost	6,610.91	818.73	7,429.64
	1.5400.036.229.000.000.00	ER's Other Retirement Cost	2,007.52	319.50	2,327.02
	1.5400.036.231.000.000.00	ER's Hospitalization Insurance	8,622.99	1,043.11	9,666.10
	1.5400.036.234.000.000.00	ER's Dental Ins. Cost	177.90	21.52	199.42
	1.5400.036.418.073.000.00	E-Rate Connectivity Software	11,356.10	0.00	11,356.10

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

Fund		Beg. Balance	MTD Actual	YTD Actual	
Fund 1					
	Expense				
	1.5410.036.114.000.000.00	Salary - Principal/Headmaster	75,533.36	9,441.67	84,975.03
	1.5410.036.211.000.000.00	ER's SS	5,622.10	699.90	6,322.00
	1.5410.036.229.000.000.00	ER's Other Retirement	2,360.42	377.67	2,738.09
	1.5410.036.231.000.000.00	ER's Hospitalization	4,331.36	541.42	4,872.78
	1.5410.036.234.000.000.00	ER's Dental	89.36	11.17	100.53
	1.5420.036.116.000.000.00	Salary - Assistant Principal	90,734.52	12,137.27	102,871.79
	1.5420.036.211.000.000.00	ER's SS	6,932.90	927.32	7,860.22
	1.5420.036.229.000.000.00	ER's Other Retirement	1,356.81	173.21	1,530.02
	1.5420.036.231.000.000.00	ER's Hospitalization	4,331.36	541.42	4,872.78
	1.5830.036.131.000.000.00	Guidance Counselor	41,335.60	5,154.45	46,490.05
	1.5830.036.211.000.000.00	ER SS	3,025.89	376.50	3,402.39
	1.5830.036.231.000.000.00	ER's Hospitalization	4,331.36	541.42	4,872.78
	1.5830.036.234.000.000.00	ER's Dental Insurance Cost	89.36	11.17	100.53
	1.5830.036.311.039.000.00	Contracted Counseling Services - School Safety	2,152.50	2,170.00	4,322.50
	1.5830.036.311.101.000.00	Contracted Guidance Services - SMH Grant	0.00	2,152.50	2,152.50
	1.5848.036.411.000.000.00	Health Supplies - COVID	0.00	856.50	856.50
	1.5850.036.461.039.000.00	Non Cap Security Equipment - School Safety	0.00	0.00	0.00
	1.6400.036.311.000.000.00	Contracted Services - Technolo	2,402.24	0.00	2,402.24
	1.6400.036.462.073.000.00	Non-Cap Comp Hardware - E-Rate	3,737.72	4,269.72	8,007.44
	1.6530.036.321.000.000.00	Utilities - Electrical Service	1,408.24	(2,157.71)	(749.47)
	1.6530.036.323.000.000.00	Utilities -Water and Sewer	240.90	0.00	240.90
	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
	1.6610.036.311.000.000.00	Contracted Services - Business	614.66	0.00	614.66
	1.6610.036.362.000.000.00	Bank Service Fees	63.50	0.00	63.50
	1.6620.036.311.000.000.00	Contracted Services - HR	250.00	0.00	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	16,348.90	0.00	16,348.90
	1.6940.036.327.001.000.00	Land Lease New Bern	5,305.00	0.00	5,305.00
	1.6940.036.327.002.000.00	Modular Lease	7,661.18	0.00	7,661.18

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Income Statement

Fiscal Year: 2020 Month: March

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

Fund		Beg. Balance	MTD Actual	YTD Actual
Fund 1				
	Expense			
	Expense Total:	2,033,883.30	269,338.90	2,303,222.20
	Change in Fund 1 Balance:	(11,623.92)	11,623.92	0.00
Fund 2				
	Revenue			
	2.3250.036.000.000.000.00 Rev - Sales Tax	4,104.74	0.00	4,104.74
	2.4110.435.000.000.000.00 Rev - Durham County Schools	14,957.25	2,136.75	17,094.00
	2.4110.456.000.000.000.00 Rev - Johnston County Schools	14,023.65	3,334.31	17,357.96
	2.4110.502.000.000.000.00 Rev - Wake County Schools	734,513.72	103,507.06	838,020.78
	2.4211.036.000.901.000.00 Rev - Field Trips - KI-01	1,529.00	122.00	1,651.00
	2.4211.036.000.903.000.00 Rev - Field Trips - 02-03	383.75	326.00	709.75
	2.4211.036.000.905.000.00 Rev - Field Trips - 04-05	8,799.06	478.00	9,277.06
	2.4211.036.000.906.000.00 Rev - Field Trips - 06	12,450.00	0.00	12,450.00
	2.4211.036.000.907.000.00 Rev - Field Trips - 07	28,421.00	(393.58)	28,027.42
	2.4211.036.000.908.000.00 Rev - Field Trips - 08	54,769.00	0.00	54,769.00
	2.4211.036.000.908.100.00 Rev - F/T - 8th Fundraising	210.00	0.00	210.00
	2.4211.036.000.930.000.00 Rev - Field Trips - Japan	14,750.00	(24.00)	14,726.00
	2.4430.036.000.000.000.00 Rev - Contributions	4,600.13	0.00	4,600.13
	2.4430.036.000.000.000.20 Rev - Annual Fund PayPal	17.86	0.00	17.86
	2.4430.036.000.200.000.00 Rev - Annual Fund 6528	23,129.00	860.00	23,989.00
	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	192.78	10.23	203.01
	2.4490.036.000.002.000.00 Rev - Elective	240.00	0.00	240.00
	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
	2.4493.036.000.000.000.00 Rev - Clubs	5,825.00	90.00	5,915.00
	2.4890.790.000.000.000.00 NCACCESS Grant	100.00	0.00	100.00
	2.4890.790.000.001.000.00 Rev NCACCESS - Instr Supplies and Materials	0.00	0.00	0.00
	2.4890.790.000.002.000.00 Rev NCACCESS - Instr Prof Fees & Contr Serv	0.00	0.00	0.00

THE EXPLORIS SCHOOL

Income Statement

Fiscal Year: 2020 Month: March

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

Fund		Beg. Balance	MTD Actual	YTD Actual
Fund 2				
Revenue				
2.4890.790.000.003.000.00	Rev NCACCESS - Instr Travel, Conf, Meetings	233.64	0.00	233.64
2.4890.790.000.004.000.00	Rev NCACCESS - Instr Tech and Equip Classroom	0.00	0.00	0.00
2.4890.790.000.005.000.00	Rev NCACCESS - Instr Tech and Equip Playground	0.00	0.00	0.00
2.4890.790.000.006.000.00	Rev NCACCESS - Support Prof Fees & Serv Food Plan	0.00	0.00	0.00
2.4890.790.000.007.000.00	Rev NCACCESS - Support Prof Fees & Serv Transl	0.00	0.00	0.00
2.4890.790.000.008.000.00	Rev NCACCESS - Support Prof Fees & Serv Recruit	0.00	0.00	0.00
2.4890.790.000.009.000.00	Rev NCACCESS - Support Travel, Conf, Meetings	0.00	0.00	0.00
2.4890.790.000.010.000.00	Rev NCACCESS - Support Supplies & Materials	0.00	0.00	0.00
2.4890.790.000.011.000.00	Rev NCACCESS - Support Other	0.00	0.00	0.00
2.4910.036.000.908.000.00	Fund Balance Allocation - 8th	0.00	0.00	0.00
Revenue Total:		923,249.58	110,446.77	1,033,696.35
Expense				
2.5110.036.121.001.000.00	Salary - Teacher Homebound	630.00	0.00	630.00
2.5110.036.211.000.000.00	ER's Social Security Cost	3,806.23	0.00	3,806.23
2.5110.036.211.001.000.00	ER's Social Security	46.50	0.00	46.50
2.5110.036.229.000.000.00	ER's Other Retirement Cost	(2,728.68)	84.59	(2,644.09)
2.5110.036.229.001.000.00	ER's Other Retirement Cost	15.05	0.00	15.05
2.5110.036.231.000.000.00	ER's Hospitalization Insurance	4,713.01	0.00	4,713.01
2.5110.036.231.001.000.00	ER's Hospitalization Insurance	73.53	0.00	73.53
2.5110.036.232.000.000.00	ER's Workers' Comp. Insurance	6,590.25	2,196.75	8,787.00
2.5110.036.233.000.000.00	ER's Unemployment Insurance Co	3,815.10	0.00	3,815.10
2.5110.036.234.001.000.00	ER's Dental Ins. Cost	1.53	0.00	1.53
2.5110.036.235.000.000.00	ER's Life Ins. Cost	817.01	0.00	817.01
2.5110.036.239.000.000.00	Other Ins. Cost	3,481.09	0.00	3,481.09
2.5110.036.299.000.000.00	Long Term Disability	2,695.28	0.00	2,695.28
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

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

Fund		Beg. Balance	MTD Actual	YTD Actual
Fund 2				
	Expense			
	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	900.00	0.00	900.00
	2.5110.036.311.907.000.00 Scholarships - 07	775.00	0.00	775.00
	2.5110.036.311.908.000.00 Scholarships - 08	4,750.00	0.00	4,750.00
	2.5110.036.312.000.000.00 Workshop Expenses	2,647.16	637.28	3,284.44
	2.5110.036.315.000.000.00 Reproduction Costs	8,717.90	5,145.84	13,863.74
	2.5110.036.326.000.000.00 Contracted Repairs - Equipment	0.00	0.00	0.00
	2.5110.036.333.002.000.00 Field Trips - Electives	260.00	0.00	260.00
	2.5110.036.333.901.000.00 Field Trips - KI-01	631.96	0.00	631.96
	2.5110.036.333.903.000.00 Field Trips - 02-03	383.75	0.00	383.75
	2.5110.036.333.905.000.00 Field Trips - 04-05	1,642.76	3,469.20	5,111.96
	2.5110.036.333.906.000.00 Field Trips - 06	12,893.00	0.00	12,893.00
	2.5110.036.333.907.000.00 Field Trips - 07	12,729.96	1,694.10	14,424.06
	2.5110.036.333.908.000.00 Field Trips - 08	35,311.46	2,520.00	37,831.46
	2.5110.036.333.930.000.00 Field Trips - Japan	11,516.53	1,481.49	12,998.02
	2.5110.036.361.000.000.00 Membership Dues and Fees	89.00	0.00	89.00
	2.5110.036.411.000.000.00 Supplies and Materials	3,169.36	480.00	3,649.36
	2.5110.036.411.002.000.00 Supplies & Materials-Elective	124.05	0.00	124.05
	2.5110.036.411.100.000.00 Supplies and Materials - Kindergarten	933.40	37.58	970.98
	2.5110.036.411.101.000.00 Supplies and Materials - 1st Grade	1,059.39	22.99	1,082.38
	2.5110.036.411.102.000.00 Supplies and Materials - 2nd Grade	911.66	283.85	1,195.51
	2.5110.036.411.103.000.00 Supplies and Materials - 3rd Grade	517.57	339.05	856.62
	2.5110.036.411.104.000.00 Supplies and Materials - 4th Grade	739.38	0.00	739.38
	2.5110.036.411.105.000.00 Supplies and Materials - 5th Grade	1,052.47	0.00	1,052.47
	2.5110.036.411.106.000.00 Supplies and Materials - 6th Grade	403.96	0.00	403.96
	2.5110.036.411.107.000.00 Supplies and Materials - 7th Grade	160.19	56.45	216.64
	2.5110.036.411.108.000.00 Supplies and Materials - 8th Grade	901.44	67.96	969.40
	2.5110.036.411.113.000.00 Supplies and Materials - Explorations	99.57	279.17	378.74
	2.5110.036.411.114.000.00 Supplies and Materials - Connected World	1,095.10	0.00	1,095.10

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Fund		Beg. Balance	MTD Actual	YTD Actual	
Fund 2					
	Expense				
	2.5110.036.418.000.000.00	Computer Software and Supplies	17,487.30	0.00	17,487.30
	2.5110.036.461.000.000.00	Non-Cap Inst. Equipment	1,940.95	0.00	1,940.95
	2.5110.036.462.000.000.00	Non-Cap Computer Hardware	717.97	289.39	1,007.36
	2.5110.036.541.000.000.00	Purchase of Inst. Equipment -	299.99	0.00	299.99
	2.5110.790.311.000.000.00	Instr Contracted Services - NCACCESS	0.00	0.00	0.00
	2.5110.790.312.000.000.00	Workshop - NCACCESS	415.60	970.59	1,386.19
	2.5110.790.411.000.000.00	Instr Supplies and Materials - NCACCESS	3,529.95	635.70	4,165.65
	2.5110.790.461.000.000.00	Instr Equipment - NCACCESS	0.00	0.00	0.00
	2.5110.790.462.000.000.00	Instr Computer Hardware - NCACCESS	0.00	9,575.00	9,575.00
	2.5210.036.311.000.000.00	Contracted Services - EC	6,210.00	0.00	6,210.00
	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	4,441.25	0.00	4,441.25
	2.5210.036.411.000.000.00	Supplies and Materials	1,380.46	76.64	1,457.10
	2.5240.036.318.000.000.00	Contracted Services - Speech	11,955.00	1,195.00	13,150.00
	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	382.49	0.00	382.49
	2.5400.036.312.000.000.00	Workshop Expense	50.00	99.00	149.00
	2.5400.036.343.000.000.00	Telecommunications Services	186.30	0.00	186.30
	2.5400.036.361.000.000.00	Membership Dues and Fees	162.00	0.00	162.00
	2.5400.036.411.000.000.00	Supplies and Materials - Offic	3,355.12	1,003.35	4,358.47
	2.5400.036.418.000.000.00	Computer Software and Supplies	(10,547.90)	14.99	(10,532.91)
	2.5400.036.459.000.000.00	Food Purchase - Office	603.01	69.21	672.22
	2.5400.036.461.000.000.00	Non-Cap Furniture and Equipmen	177.98	0.00	177.98
	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	4,304.78	1,553.77	5,858.55
	2.5400.790.411.000.000.00	Support Supplies and Materials - NCACCESS	0.00	0.00	0.00
	2.5501.036.411.000.000.00	Supplies - Movement & Wellness	0.00	169.74	169.74
	2.5502.036.411.000.000.00	Supplies and Materials - Arts	1,177.43	188.79	1,366.22
	2.5503.036.333.000.000.00	Field Trips - Clubs	4,387.51	0.00	4,387.51

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

Fund		Beg. Balance	MTD Actual	YTD Actual	
Fund 2					
	Expense				
	2.5503.036.361.000.000.00	Membership Dues & Fees - Clubs	175.00	0.00	175.00
	2.5503.036.411.000.000.00	Supplies and Materials - Clubs	333.79	665.04	998.83
	2.5504.036.411.000.000.00	Supplies and Materials - Music	206.35	217.64	423.99
	2.5830.036.411.000.000.00	Supplies and Materials - Counselor	256.67	196.04	452.71
	2.5840.036.411.000.000.00	Health - Supplies and Materials	324.51	60.17	384.68
	2.5850.036.345.000.000.00	Security Monitoring	2,793.47	579.00	3,372.47
	2.6400.036.311.000.000.00	Contracted Services - Technolo	30,037.74	3,000.00	33,037.74
	2.6510.036.341.000.000.00	Telephone	1,255.62	0.00	1,255.62
	2.6510.036.342.000.000.00	Postage	994.10	50.90	1,045.00
	2.6530.036.321.000.000.00	Utilities - Electrical Service	12,252.14	4,282.15	16,534.29
	2.6530.036.323.000.000.00	Utilities -Water and Sewer	2,400.52	857.42	3,257.94
	2.6540.036.311.000.000.00	Contracted Services - Custodi	17,100.00	2,250.00	19,350.00
	2.6540.036.411.000.000.00	Supplies and Materials	5,224.20	1,664.84	6,889.04
	2.6570.036.526.000.000.00	Architects Fees	3,593.06	0.00	3,593.06
	2.6580.036.325.000.000.00	Contracted Repairs and Mainten	2,086.17	1,200.00	3,286.17
	2.6580.036.325.001.000.00	Contracted Landscaping	375.00	0.00	375.00
	2.6580.036.325.002.000.00	Contracted Pest Control	635.00	80.00	715.00
	2.6580.036.325.003.000.00	Contracted Maint- Fire Inspect	3,323.95	209.00	3,532.95
	2.6580.036.422.000.000.00	Repair Parts and Materials	937.51	142.25	1,079.76
	2.6610.036.311.000.000.00	Contracted Services - Business	25,460.34	2,665.00	28,125.34
	2.6610.036.362.000.000.00	Bank Service Fees	703.00	64.50	767.50
	2.6610.036.371.000.000.00	Liability Insurance	(10,617.00)	0.00	(10,617.00)
	2.6610.036.371.001.000.00	Commercial Umbrella	10,617.00	0.00	10,617.00
	2.6610.036.376.000.000.00	International Travel Insurance	590.00	0.00	590.00
	2.6610.036.378.000.000.00	Scholastic Accident Insurance	2,716.40	0.00	2,716.40
	2.6610.690.311.000.000.00	Contracted Services - Business Foundation	4,556.22	200.00	4,756.22
	2.6610.790.371.000.000.00	Support Liability Insurance - NCACCESS	0.00	0.00	0.00
	2.6620.036.311.000.000.00	Contracted Services - Personne	127.61	40.00	167.61
	2.6910.036.411.000.000.00	Supplies and Materials - Board	21,333.01	290.20	21,623.21
	2.6920.036.311.000.000.00	Contracted Legal Services	25,540.35	11,221.19	36,761.54

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THE EXPLORIS SCHOOL

Income Statement

Fiscal Year: 2020 Month: March

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

Fund		Beg. Balance	MTD Actual	YTD Actual
Fund 2				
Expense				
2.6930.036.311.000.000.00	Contracted Audit Services	10,400.00	1,300.00	11,700.00
2.6930.690.311.000.000.00	Foundation - Contracted Audit Services	2,600.00	0.00	2,600.00
2.6940.036.311.000.000.00	Contracted General Administrat	40.00	0.00	40.00
2.6940.036.327.000.000.00	Building Rentals & Leases	114,442.30	34,921.25	149,363.55
2.6940.036.327.001.000.00	Land Lease New Bern	36,825.00	10,610.00	47,435.00
2.6940.036.327.002.000.00	Modular Lease	56,448.02	15,868.80	72,316.82
2.6940.036.332.000.000.00	Travel - Parking	3,397.35	1,130.00	4,527.35
2.6940.036.411.000.000.00	Supplies and Materials	39.99	0.00	39.99
2.6940.790.311.000.000.00	Support Contracted Services - NCACCESS	0.00	5,035.00	5,035.00
2.6940.790.311.001.000.00	Support Cont Serv Recruitment Tools - NCACCESS	0.00	0.00	0.00
2.6940.790.311.002.000.00	Support Cont Serv Translation - NCACCESS	0.00	105.00	105.00
2.6940.790.312.000.000.00	Support Staff Dev - NCACCESS	0.00	445.17	445.17
2.6950.036.313.000.000.00	Advertising Cost	276.25	0.00	276.25
2.6950.690.311.001.000.00	Foundation - The Center for Innovation Services	0.00	0.00	0.00
2.6950.690.312.001.000.00	Foundation - The Center for Innovation Workshop	750.00	0.00	750.00
2.6950.690.411.000.000.00	Foundation - Supplies & Materials	101.10	0.00	101.10
2.6950.690.418.000.000.00	Foundation Computer Software	2,654.21	0.00	2,654.21
2.7200.036.459.000.000.00	Other Food Purchases - F&R Lunch	5,170.90	2,619.10	7,790.00
2.8100.036.715.000.000.00	Transfer FCIT 6528	95,356.00	0.00	95,356.00
2.8100.036.715.001.000.00	Transfer Reserve Account	(95,356.00)	0.00	(95,356.00)
Expense Total:		579,465.96	136,607.13	716,073.09
Change in Fund 2 Balance:		343,783.62	(26,160.36)	317,623.26
Fund 3				
Revenue				
3.3600.060.000.000.000.00	Rev - IDEA VI-B - 060	44,357.57	24,187.49	68,545.06
3.3600.103.000.000.000.00	Rev - Teacher Quality - 103	0.00	0.00	0.00
3.3600.118.000.000.000.00	Rev - IDEA VIB Targeted Assist	430.59	0.00	430.59

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THE EXPLORIS SCHOOL

Income Statement

Fiscal Year: 2020 Month: March

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

Fund	Beg. Balance	MTD Actual	YTD Actual
Fund 3			
Revenue			
3.3600.160.000.000.000.00 Rev - NC Access 160	22,348.00	12,540.00	34,888.00
Revenue Total:		67,136.16	103,863.65
Expense			
3.5110.160.312.000.000.00 Reg Curr - Workshop Exp/Allowable Travel	7,014.39	70.59	7,084.98
3.5110.160.411.000.000.00 Reg Curr - Supplies and Materials	160.56	410.05	570.61
3.5110.160.462.000.000.00 Reg Curr - Computer Equipment	720.00	9,575.00	10,295.00
3.5110.160.541.000.000.00 Reg Curr - Equipment Purchase	3,584.69	0.00	3,584.69
3.5210.060.121.000.000.00 Salary - EC Teacher	51,268.66	4,863.33	56,131.99
3.5210.060.211.000.000.00 ER's Social Security Cost	3,687.66	349.56	4,037.22
3.5210.060.229.000.000.00 ER's Retirement	1,215.83	194.53	1,410.36
3.5210.060.231.000.000.00 ER's Hospitalization	6,226.33	541.42	6,767.75
3.5210.060.234.000.000.00 ER Dental Insurance	128.49	11.17	139.66
3.5210.060.411.000.000.00 EC - Supplies & Material	58.08	0.00	58.08
3.5210.118.163.000.000.00 Salary - Sub Staff Dev Pay PRC 118	400.00	0.00	400.00
3.5210.118.211.000.000.00 ER's Social Security Cost	30.59	0.00	30.59
3.5880.160.312.000.000.00 Parent Involvement - Workshop Exp/Allowable Travel	700.00	0.00	700.00
3.6110.160.311.000.000.00 Reg Curr Support and Dev - Contracted Services	840.00	105.00	945.00
3.6110.160.411.000.000.00 Reg Curr Support and Dev - Supplies and Materials	1,381.97	0.00	1,381.97
3.6610.160.371.000.000.00 Financial Services - Insurance - Liability	15,928.50	5,311.50	21,240.00
Expense Total:		93,345.75	114,777.90
Change in Fund 3 Balance:		(26,209.59)	(10,914.25)
Fund 5			
Revenue			
5.4210.701.000.000.000.00 Rev - Before & After School	67,175.00	13,760.00	80,935.00
Revenue Total:		67,175.00	80,935.00
Expense			
5.5350.701.178.000.000.00 Salary - B & A Care	24,554.69	3,786.49	28,341.18

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THE EXPLORIS SCHOOL

Income Statement

Fiscal Year: 2020 Month: March

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

Fund		Beg. Balance	MTD Actual	YTD Actual
Fund 5				
	Expense			
	5.5350.701.211.000.000.00 ER's Soc Sec Cost - B & A Care	1,747.80	270.72	2,018.52
	5.5350.701.229.000.000.00 ER's Other Retirement	90.52	56.26	146.78
	5.5350.701.231.000.000.00 ER's Hospitalization	3,095.49	779.85	3,875.34
	5.5350.701.234.000.000.00 Dental	50.58	11.43	62.01
	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	3,348.40	0.00	3,348.40
	5.7200.035.451.000.000.00 Food Purchases	0.00	2,281.10	2,281.10
	Expense Total:	32,887.48	7,185.85	40,073.33
	Change in Fund 5 Balance:	34,287.52	6,574.15	40,861.67

THE EXPLORIS SCHOOL**Balance Sheet**Fiscal Year: 2020 | Fiscal Month: March
Include Funds: All**Assets**

1.1010.000.000.000.000.00	Cash OP FCIT 6528	24,874.96
2.1010.000.000.000.000.00	Cash OP FCIT 6528	639,222.28
2.1011.000.000.000.000.00	Cash - Reserve	294,706.75
2.1020.000.000.000.000.00	Cash CK FCIT 4317	11,692.41
2.1120.000.000.000.000.00	Accounts Receivable - Local Go	(109,062.08)
2.1160.000.000.000.000.00	Accounts Receivable - Non-Gove	(22,374.31)
2.1180.000.000.000.000.00	Accounts Receivable - Employee	297.44
2.1611.000.000.000.000.00	Security Deposit	15,658.00
3.1010.000.000.000.000.00	Cash OP FCIT 6528	(10,417.83)
5.1010.000.000.000.000.00	Cash OP FCIT 6528	378,651.20

TOTAL Assets: 1,223,248.82**Liabilities**

1.2278.000.000.000.000.00	EEs' Other Ins. Deductions	24,874.96
2.2010.000.000.000.000.00	Accounts Payable	(138.60)
3.2278.000.000.000.000.00	EEs' Other Ins. Deductions	496.42
5.2278.000.000.000.000.00	EEs' Other Ins. Deductions	738.36

TOTAL Liabilities: 25,971.14**Reserves and Equity**

2.2960.000.000.000.000.00	Fund Equity	512,655.83
5.2960.000.000.000.000.00	Fund Equity	337,051.17

TOTAL Reserves and Equity: 849,707.00**NET GAIN (LOSS):** **347,570.68****TOTAL LIABILITIES / RESERVES / INCOME:** 1,223,248.82

Cover Sheet

Facilities

Section: IV. Committee Reports
Item: A. Facilities
Purpose: Discuss
Submitted by:
Related Material: Fourth Amendment to Lease - The Wood Pile - Exploris (3.8.2020).pdf

FOURTH AMENDMENT TO LEASE

THIS FOURTH AMENDMENT TO LEASE (the “**Fourth Amendment**”) is made and entered into as of the _____ day of _____, 2020, by and between **The Wood Pile, LLC**, a North Carolina limited liability company (“**Landlord**”) and **Exploris Middle School**, a North Carolina non-profit corporation (“**Tenant**”).

WITNESSETH:

WHEREAS, Landlord and Tenant entered into that certain Lease dated July 16, 2014 (the “**Original Lease**”) whereby Landlord leased to Tenant the premises consisting of approximately 1.377 acres of land commonly known as 17 S. Swain Street, Raleigh, North Carolina, as more particularly described in the Lease (the “**Premises**”);

WHEREAS, Tenant exercised its option to extend the Lease Term through an including June 30, 2017, pursuant to Section 1.4 of the Lease and, in order to memorialize such exercised extension, Landlord and Tenant entered into that certain Addendum to Lease dated January 6, 2016 (the “**Addendum**”);

WHEREAS, Landlord and Tenant entered into a First Amendment to Lease dated January 11, 2017 (the “**First Amendment**”) a Second Amendment to Lease dated May 17, 2018 (the “**Second Amendment**”) and a Third Amendment to Lease dated March 6, 2019 (the “**Third Amendment**”) whereby, without limitation, the Lease Term has been extended through and including December 31, 2020 (the Original Lease, the Addendum, the First Amendment, the Second Amendment and the Third Amendment are hereinafter collectively referred to herein as the “**Lease**”);

WHEREAS, Landlord and Tenant desire to further amend the terms of the Lease to further extend the Lease Term until December 31, 2021 on the terms and provisions set forth in this Fourth Amendment;

NOW, THEREFORE, in consideration of the promises, mutual covenants and agreements contained herein, and other good and valuable consideration, the receipt and legal sufficiency of which is hereby acknowledged, the Lease is hereby amended as follows:

1. **DEFINITIONS.** The foregoing recitals are incorporated herein by reference. Capitalized and defined terms used in this Fourth Amendment shall have the meanings ascribed to them in the Lease, unless the context clearly requires otherwise. In the event that the terms of this Fourth Amendment conflict with the terms of the Lease, the terms of this Fourth Amendment shall control.

2. **TERM.** The term of the Lease shall be extended beyond its current term expiration of December 31, 2020, for a period commencing on January 1, 2021 and continuing through and including December 31, 2021 (the “**Fifth Extension Period**”),

provided, however, that such extension shall be contingent on the following: (i) upon expiration of the Fourth Extension Period, Tenant has no outstanding Default and no event has occurred that upon notice or the passage of time, or both, would constitute a Default; (ii) Tenant has not been in Default under the Lease on more than two (2) occasions during the 12-month period preceding the Fifth Extension Period; and (iii) Tenant is occupying the Premises.

3. RENT. For the Fifth Extension Period, Tenant shall pay to Landlord monthly Rent in the amount of **\$5,630.00**, with the first installment being due and payable on January 1, 2021. The Rent is due and payable on or before the first (1st) day of each calendar month, in advance, delivered to the address designated in Section 2.1 of the Lease, or at such other place as may be designated from time to time by Landlord.

4. The Lease is in full force and effect, binding and enforceable against Tenant and Landlord in accordance with its terms, and there are no other agreements other than this Fourth Amendment, whether oral written, or understandings of any nature between Landlord and Tenant which modify or amend the Lease, in any respect whatsoever. The Lease, including this Fourth Amendment, constitutes the sole and complete agreement of Tenant and Landlord with respect to the use or occupancy of the Premises, and Tenant acknowledges that it has no right to use the Premises other than pursuant to the Lease and this Fourth Amendment. Landlord has fully performed all obligations of the landlord under the Lease. As of execution of this Fourth Amendment, Tenant has no claim of default, offset, setoff, abatement, reduction, defense or counterclaim to the payment of Rent or other charges payable by Tenant pursuant to the Lease or with respect to Tenant's other obligations under the terms of the Lease, and Tenant has no defenses to enforcement of the Lease in accordance with its terms. To the best knowledge and belief of Tenant, Landlord is not in default in the performance or observance of any landlord obligations under the Lease, and no event has occurred and no condition exists that, with the giving of notice or the passage of time, or both, would constitute any such default under any of the terms or provisions of the Lease.

5. Except as hereinbefore set forth, all terms, provisions and conditions contained in the Lease shall remain in full force and effect, and this Fourth Amendment shall remain in full force and effect.

6. Each party hereby acknowledges and agrees that no court construing this Fourth Amendment shall construe it more stringently against one party than the other.

7. This Fourth Amendment shall be construed in accordance with and governed by the laws of the State of North Carolina.

8. The provisions of this Fourth Amendment are intended to be severable. If any term or provision hereof is held to be illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity or enforceability of the remainder of this Fourth Amendment.

9. No indebtedness of any kind incurred or created by Tenant shall constitute an indebtedness of the State of North Carolina (the “State”) or its political subdivisions and no indebtedness of Tenant shall involve or be secured by the faith, credit, or taxing of the State or its political subdivisions.

[signatures on following page.]

IN WITNESS WHEREOF, Landlord and Tenant have caused this Fourth Amendment to be duly executed, under seal, as of the day and year first above written.

LANDLORD:

The Wood Pile, LLC, a North Carolina limited liability company

By: _____ (SEAL)
Gordon Smith, III, Its Manager

STATE OF NORTH CAROLINA
COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____, 2020 by Gordon Smith, III, Manager of The Wood Pile, LLC, on behalf of the limited liability company.

Notary Public for North Carolina (SEAL)

My commission expires: _____

TENANT:

Exploris Middle School, a North Carolina non-profit corporation

By: _____ (SEAL)
Ellie Schollmeyer, Its Executive Director

STATE OF NORTH CAROLINA
COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____, 2020 by Ellie Schollmeyer, Executive Director of Exploris Middle School, on behalf of the corporation.

Notary Public for North Carolina (SEAL)

My commission expires: _____

Cover Sheet

Team Leadership Model

Section: V. Update on Leadership Transition
Item: A. Team Leadership Model
Purpose: Discuss
Submitted by:
Related Material: Transition to Interim Leadership Recommendation.pdf

Transition to Interim Leadership

In the attempt to hear all the voices of Exploris we hired Industry Expansion Solutions, IES to conduct a climate assessment. The data is scheduled to be shared with the staff, Wednesday 29th April at 3:30 pm. This recommendation is not connected in any way to the collected data and is only focused on the transition to an interim period of leadership.

In the spirit of Exploris's core values of collaboration and relationships, we are collecting recommendations from faculty and staff for 4 members to serve on this leadership team. These nominees will serve on the Interim Leadership Team (ILT) along with our HR Representative in order to maintain services and compliances until we hire a new Executive Director.

In addition to nominating the 4 representatives, we ask for your input in recommending who should serve as the Interim Head of School. We have to designate one point of contact in order to meet contractual obligations. Please complete this survey to capture your [nominations](#).

The Interim Leadership Team (ILT) shall mostly continue with their normal day-to-day duties and obligations in aligned with stated expectations:

Leadership

- Be inspirational, visible and accessible to members of the school community and beyond.
 - All correspondence to the Interim Head of School shall be acknowledged within 72 hours. The Board must approve any changes to established operations, work assignments, personnel files, or other conditions for any employee.
- Interim Head of School and HR representative attend all Board meetings as a non-voting board member and prepare and present reports as requested by the Board.
 - The ILT shall promptly inform the Board of any matters that may be important to the core functions of the school, particularly any sensitive matters that present potential liability for the school. This includes but is not limited to: allegations of injury, mistreatment, bullying, threats, or harassment of any kind.
- Lead by example with Exploris's core values of collaboration and relationships as the driving philosophy to engage staff and families.

Professional and Cultural Development & Supervision Responsibilities

- The Board must approve any changes to established operations, work assignments, personnel files, or other conditions for any employee.
- The Interim Head of School and HR Representative shall only counsel employees related to their performance and shall do so within the confines of a private office or classroom where no one other than the employee is present. If actions are deemed egregious, notification to the Board with supporting documentation must be submitted within 3 days of the incident. Appropriate communications and guidance will be provided from the Board or approved Board designee; along with the help of the Interim Leadership Team where possible without violating personnel policies.

Transition to Interim Leadership

School Culture Development

- Maintain clear, proactive and effective communication with all stakeholders.
- Promote a culture of curiosity, social empowerment, innovation and awareness at Exploris.
- Actively promote the Exploris culture and participate in actions that supports continued student enrollment.
- Promote and build strong collaborative ties with the school Task Force.

Academic Development

- Ensure compliance at all times in financial, operational, instructional, and any other matters as required by the Department of Public Instruction and local, state and federal law.

Phase 1: May 1 - 15 (Access and Institutional Knowledge Transfer)

- Granting access to school systems
 - Eddy System, NCID, Epicenter, etc
- Transfer of names to governing entities
 - Banks, Law firms, OCS, etc
- Notifications and correspondence
 - All correspondences must cc the Interim Leadership Team (ILT). If phone calls or in-person conversations are conducted then a follow up summary in email will be sent to the ILT within 1 business day. The expectation is to inform said party that future communications will be handled by the ILT.
- Confirm ending date of resigning Executive Director

Phase 2: May 16 - 30 (Transition to ILT; ILT is the interim governing body of Exploris)

- Confirming appropriate access to maintain day-to-day operations
- Confirming all correspondences through ILT
- Normalize roles of the Interim Leadership Team

Phase 3: June 1 - 30 (ILT fully operational as interim body)

- Resigning Executive Director serves as an available resource
- Confirm resigning Executive Director's access has been terminated