



BOARD OF DIRECTORS MONTHLY MEETING AGENDA – SEPTEMBER 24, 2019

TIME: 6:00 PM

LOCATION: High School Atrium

Neuse Charter School Mission:

Neuse Charter School provides innovative approaches to learning by focusing on high academic standards, critical and creative thinking skills, character development, and multicultural experiences for grades K-12. All stakeholders work cooperatively to ensure the NCS community empowers every individual to achieve his or her maximum potential.

Neuse Charter School Vision:

We, the Neuse Charter School community, believe that through a positive, safe, and creative learning environment, students will emerge as respectful, responsible citizens of a global community.

Ethics Statement for North Carolina State Government:

Conflict of Interest Reminder, per NCGS 138A-15(e): Board members are reminded that it is our duty to avoid conflicts of interest and the appearance of conflicts of interest as we handle the work of this Board. Does any member of the Board know of any conflict of interest or any appearance of conflict with respect to any matters coming before us at this meeting? If so, please state them for the record.

If during the course of the meeting you become aware of an actual or apparent conflict of interest, please bring the matter to the attention of the chair. It will then be your duty to abstain from participating in discussion on the matter and from voting on the matter.

TOPIC	PRESENTER
Call to Order	Dawn Dixon, Chair
Ethics Statement	D. Dixon
Agenda	D. Dixon
Public Comment	
Approval of Minutes <ul style="list-style-type: none"> • Board Meeting: August 2019 	D. Dixon
Athletic Booster Club Report	ABC President
Student Government Association Report	
Director's Report	S. Pullium
Executive Committee Report Standing Committee Reports	Committee Chairs

<ul style="list-style-type: none"> • Finance <ul style="list-style-type: none"> • Approval of July Budget Report • Resource • Academic Affairs • Board Development 	
Old Business	D. Dixon
New Business <ul style="list-style-type: none"> • Bethea Concrete Bid • GOECO Copier Service Bid • Student Leadership Retreat • Public Library of Johnston County Agreement 	D. Dixon
Closed Session for Personnel and Administrative Discussion (As Needed) {NCGS 143-318.11(a)(6)}	D. Dixon
Adjournment	D. Dixon

Neuse Charter School Board of Directors Meeting Minutes-August 27, 2019

Board Members Present:

Paul Worley, Vice Chair
Nichole Booker, Secretary
Rodney Dunn, Treasurer
Benjy Woodard
Michelle Denning
Jane Jackson
Robbie Taylor

Board Members Absent:

Dawn Dixon, Chair

Call to Order [6:03 pm]

Worley called the meeting to order at 6:03 pm and recognized Chris Johnson, Founding Member of Neuse Charter School for his 12 years serving on Neuse Charter Board. Jimmy Lloyd, serving 11 years on Neuse Charter Board was also recognized.

6:11 read the Ethics Statement. All board members were given the opportunity to respond to the Conflict of Interest Statement.

Agenda Review [6:11 pm]

Worley presented the agenda. Motioned by Dunn to approve with the change of allowing academic affairs to go first. Seconded by Taylor, passed unanimously.

Public Comment [6:12 pm]

Chris Johnson referred to “See you at the Pole” on September 25th, an event that has national participation and wanted to ensure the school was in compliance with state and federal law.

Eric Brownlee commended new Booster Club President Lena Smith and all the historical the leadership. Also commended the staff and Board for all their hard work. Believes the school and the Booster Club can collaborate and do all lot of great things.

Brent Highfill said a prayer in his public comment.

Anthony Hopkins spoke (See 6 page handout attached) End of Grade Test scores and grouping of students. Was concerned that NCS 2018-2019 ELA/Reading Score was barely a three which is not college or career ready. NCS 2018-2019 Fourth Grade Math scores ranked as “not proficient”. Mr. Hopkins requests that Board release test scores for each grade level. Would also like to get the percentage of passage level for EOG at each grade level.

Mr. Hopkins noted that NCS policies regarding student grouping (Accelerated and Accelerated Plus) is not being followed because students in the Accelerated Plus group are still heterogeneously mixed.

Board Meeting Minutes [6:26 pm]

Board meeting minutes for July 2019 were presented. Motioned by Taylor, seconded Dunn to approve board meeting minutes. Motion passed unanimously.

Booster Club Report [6:26 pm]

Lena Smith, ABC President, was asked to update the board. Ms. Smith notes that ABC did not reach its' fundraising goals in 2018-19 because, in part, past President became ill. ABC is working hard to implement changes to assist athletics. The Booster Club exists to enhance athletics sponsored by the school. Voted to change "sponsorship levels" to "membership levels". Would love to work with the school on donor wall in the gym as this has most visual traffic. One proposed change would be to buy an American flag to replace the painted one to give more space. Hosting booster bizarre in December. Will also sell Golden Corral cards. Trying to update website.

SGA Report [6:31pm]

No Report

Director's Report [6:31pm]

See Directors Report incorporated into these minutes.

Dunn requests historical data from lottery and attrition rate and will be provided at next meeting

Operationally, update on road construction.

Hot lunch program is going well and new partnership with golden corral is going well. Special thank you to Eric Brownlee for all his help.

NC State Budget update still authorized a certain amount of draw down money to pay bills that are due but official allotment money has not been released.

Scores for EOG have been released individually but school wide scores are not yet available. Reminder that Math EOG was renormed and scores are expected to be lower across the state.

Continue selection process for Senior Academy Leader and Dean of Students.

Paideia training and implementation continues. Writing rubrics have been refined and are in place in classrooms. Writing prompt based on summer reading program will be implemented by the end of the week. Curriculum maps have been submitted to

academy leaders. Recruitment processes have been amended based on parent comments.

Mr. Squibb submitted a report but had a family emergency (**see** Audit/Review of NCS EC Program Power Point printed) Currently have approximately 100 EC students. Denning presented a question of how procedurally recommended “spot checks” would occur. Ms. Pullium will convey the question to Mr. Squibb. Dunn would like to know how the progress of these initiatives are going to be reported to the board and recommended Academic Affairs Committee follow up. Mr. Squibb has been added to the Academic Affairs Committee.

DPI requires a report of the use of Title I funds. Historically, funds have been used to support reading and math gaps. Would like to continue to utilize the funds to do so by continuing to hire an intervention specialist. Also have leveled reading materials and would like more in every classroom. Would also like to hire multiple part time tutors. Would also like to purchase additional materials for math. Dunn motioned to support the plan as presented. Seconded by Woodard. Passed Unanimously. Dunn mentioned the need to evaluate whether these interventions are successful in the future.

Executive Committee [7:10 pm]

NO report.

Academic Affairs [7:11 pm]

Dr. Schwartzlander reported that at the last meeting the committee generated a list of priorities:

1. Maximizing partnerships with community colleges and universities. Ms. McGinnis has contacted all community colleges within an hour of our campus.
2. Updating course catalogue for Senior Academy.
3. Rigor and Grouping
4. English issues in HS
5. ACT Prep
6. Maximize information from students who transfer with learning gaps
7. Redefining plus
8. PSAT/SAT scores how to improve those

See 2019-20 Recommended Academic Targets attached and incorporated into these minutes. Ms. Jackson and Ms. Pullium explained that the Academic Affairs Committee and the Academy Leaders are looking at the 1-10 list above to reach those targets.

September, Academic Affairs Committee will come back with whether a bonus would be coupled with the targets and give more information on the process. Goal is to discuss and prioritize to bring recommendations to the board.

Motion to accept recommended Academic Target for 2019-20 motioned by Dunn seconded by Jackson.

Pullium will frame school targets in a comparative and scaled format.

Denning asked for clarification of Accelerated Plus groups. Dr. Schwartzlander explained that Accelerated Plus is in a class with accelerated plus only classes. Accelerated Group 85-100 percentile (mid 4 and up).

Dr. Schwartzlander will email the board and provide data report to ensure policy is being followed.

Ms. Sandora mentioned that tracking students from K, need to focus on math as much as reading.

Pullium will share accountability model that will be used to assess effectiveness of Title I interventions strategies.

Finance Committee [7:59 pm]

See August Committee Notes, July Budget Report attached and incorporated into these minutes. State provided funds based on 20% of projected head count of ADM until budget is approved. Motion to approve July Budget Report by Taylor, seconded by Woodard. Passed unanimously.

Motion to approve Proposed Fiscal Policy Change (see attached)(by Booker, seconded by Jackson. Passed unanimously.

Motion by Booker, seconded by Denning, passed unanimously, to approve Bank Signature Card (See attached) changes to the following: Rodney Dunn, Robbie Taylor, Benjy Woodard and Paul Worley.

Motion to move 500k from operating account to capital reserve account, seconded by Taylor, passed unanimously.

Facility Committee [8:09]

See attached NCS Facilities Planning hand out for informational purposes.

Pullium will engage with town of Smithfield on road naming.

Pullium will include breakdown of all costs associated w/building and construction including installation and equipment.

Resource Committee [8:18pm]

See attached FY20 Fundraising Strategy and Sponsorship Levels attached (pages Resource 1-4).

Motion by Booker to approve FY20 Fundraising Strategy with exception of the sponsorship levels (page 4) requesting that Booster Club and Resource Committee to align sponsorship levels and Booster Club Membership levels. Woodard Second. 4 ayes, 2 no, motion passes.

Pullium will support committee in partnering with Booster Club to finalize sponsorship plan.

Board Development [9:30 pm]

Motion by Taylor to allow Dave Neville to continue as ex officio NCS Facilities Board. Second by Denning. Passed unanimously.

Dunn expressed concern regarding committees not following bylaws in recommending and voting on committee members.

Old Business [9:43 pm]

None

New Business [9:43pm]

See Neuse Charter Field Trip Request Form, motion by denning seconded by Jackson. Motion passed unanimously.

Closed Session [9:46 pm]

Motion by Dunn, seconded Taylor, passed unanimously to move into closed session for personnel and administrative discussion per NCGS 143-318.11(a)(6).

[10:15 pm] Motion by Dunn, seconded by Denning to reconvene in regular session. Passed unanimously.

Motion by Booker seconded Denning by to approve Director's Recommendation for EC Teacher Assistant, Senior Academy Leader and Approved Extra Duty Pay Positions. Passed 6,1.

Adjournment

Motion by Dunn, seconded by Taylor to adjourn. Passed unanimously at **[10:15 pm]**.

Respectfully submitted,
Nichole Booker, Secretary

“To Do’s”

1. Board: Mr. Hopkins requests that Board release test scores for each grade level. Would also like to get the percentage of passage level for EOG at each grade level
2. Academic Affairs Committee
3. Pullium: compile historical data from lottery and attrition rate
4. Pullium: ask Mr.Squib how EC “spot checks” will occur and report to board on progress of EC initiatives are
5. Pullim will frame school taregts I a comparative and scaled format
6. Swartzlander will email board and provided data report ot ensure grouping policy is beig followed.
7. Pullium will share accoutabiity model that will be used ot assess effectiveness of Title I internvention strategies.
8. Pullium will support Resource Committee in partneiiing with Athletic Booster Club to finalize sponsorship levels

1st---Dismal EOG scores

Neuse Charter as a whole 3-8 is a low level 3 in Reading

We are barely obtaining sufficient understanding of grade level content and may require support at next grade level

Any Level 3 is not on Track for Career and College Readiness

Neuse Charter as a whole 3-8 is shamefully a Level 2 in Math

We are Not Proficient meaning there is inconsistent understanding of grade level content standards and Will Require Support, not to mention two levels from Career and College Readiness

I am asking the Board of Directors to compile and release 3-8 EOG Reading and Math breakdowns by grade level

How many 5s, 4s, 3s, 2s, 1s of each subject at each grade level

The percentage of passage rate at each grade level and as a whole 3-8

We as a community of stakeholders deserve to know which grades Neuse is failing to educate so we can make informed decisions regarding our students

I am estimating that Neuse Charter as a whole 3-8 will be scored in the low to mid 60s and that growth will not have been met

This is on a 15 point scale that NC used to inflate the schools scores, NC will revert back to a 10 point scale in 2020, like most states use, if no legislative action is taken

If NC reverts back to a 10 point scale, Neuse Charter would be a D if we are in the 60s as I estimate

We have entire grades where the majority of students are not passing the EOG in Math and barely passing in Reading

How long can this trend continue before DPI gets involved and places Neuse on Academic Probation

2nd-----The Board is legally obligated by the State of North Carolina by statute to decide matters relating to the operation of the school, including budgeting, curriculum, and operating procedures

The Board of Directors policy as stated in the most recent Handbook available that 2 groups are to be identified for Math and Reading

Accelerated---see policy

Accelerated Plus-----see policy----remember we do not have AIG or GIEP

This policy is not being followed for 5th grade Intermediate Academy

Parents should have been notified if this policy was being changed, the school notified of change to the new dress code but not about the change in how our students will be educated

This would have greatly affected our decision to stay at Neuse Charter'

This is what continues to create distrust for parents with Neuse Charter creating a toxic school culture

**End-of-Grade English Language Arts/Reading Grade 4
Individual Student Report 2018-19**

Hopkins

This *Individual Student Report* provides information on how your student performed on the recently administered End-of-Grade English Language Arts/Reading assessment. The score on this assessment is only one of the many indicators of how well your student is achieving. Test scores should always be considered along with all other available information provided about your student.

(1) Areas Assessed	(2) Total Number of Questions	(3) Total Points Earned	(4) Achievement Levels	(5) Student's Scores	(6) Scale Score Comparisons
English Language Arts/Reading	44	44	Achievement Level 5 Superior Command *	Scale Score 468 Percentile (2012-13 Norming Year) 99	<p>Achievement Levels</p> <p>Student: 5 School: 4 District: 3 State 2013: 3</p>
Language	9	9	On Track for Career- and College-Readiness	Lexile® Framework for Reading 1300L	
Reading: Literature	13	13	Yes		
Reading: Informational Text	22	22	Proficient Yes		

Column (1) lists the areas that are assessed on the End-of-Grade English Language Arts (ELA)/Reading Assessment.

Column (2) lists the total number of questions on the assessment that count toward the student's score and the total number of questions assessed in each category.

Column (3) shows the total number of questions that the student answered correctly.

Column (4) indicates the achievement level the student scored on the test and whether the score is proficient (Yes) or not proficient (No). The standards measured on this assessment are grounded in career- and college-readiness. Career- and college-readiness standards define the knowledge and skills students should master by the end of each grade level. Grade-level proficiency is level 3 and above. Scores of level 4 and above meet the career- and college-readiness standard, which means if a student continues performance at these levels throughout grades 3-12, the student should be prepared for career and college after graduating from high school.

Column (5) provides additional information about the score and the Lexile measure. The number of questions the student answered correctly is converted to a scale score. The percentile compares the student's performance on the test this year to that of all North Carolina students who took the test in the norming year. The norming year for a test is the first year the test was administered. The norming year for this test was 2012-13. The Lexile® Framework for Reading measures both reader ability and text difficulty. Lexile measures do not translate specifically to grade level. By using the Lexile measure, one can match the student to a novel or other reading material that is similar to the student's reading ability. Additional information on Lexile measures can be found at <http://www.ncpublicschools.org/accountability/lexileoverview>.

Column (6) compares the student's scale score with all students in the school, the district, and the state. The student bar shows the student's scale score. The bold horizontal line drawn through the student bar estimates the range of scale scores the student would receive if the student took the test multiple times, assuming no additional instruction is given. The bar graphs for the school and the district provide a comparison of the student's scale score to the average scale scores of all students in the school and district who took the test during this school year. The bar graph for the state provides a comparison to the average scale scores of students in North Carolina who took the test during the norming year (2012-13).

Hopkins



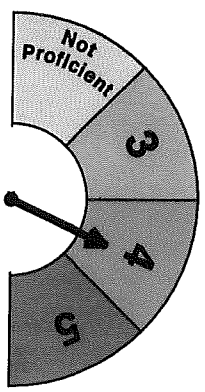
North Carolina Individual Student Report 2018-19

Grade 4 End-of-Grade

School Name: Neuse Charter School

This *Individual Student Report* provides information on how your student performed on the recently administered End-of-Grade Mathematics test. The score on this test is only one of many indicators of how well your student is achieving. Test scores should always be considered along with all other available information provided about your student.

MATHEMATICS



Students at Level 4 demonstrate a **thorough** understanding of grade level content standards and are on track for career and college.

Level 4
Scale Score 556

Mathematics Achievement Levels	Not Proficient 522-546	On Grade Level		
		Level 3 547-551	Level 4 552-559	Level 5 560-570
Your Student			556	
Your School	546			
Your District				
State	548			

End-of-Grade Reading results were distributed at the end of the 2018-2019 school year.

Percentile Rank

Your student's score is higher than **76%** of North Carolina grade 4 students who took the test in 2018-19.

Quantile

Your student's Quantile score is **875Q**. The Quantile measure describes the student's readiness to learn specific skills or concepts.

Academic Grouping of Students

In keeping with its policy of offering an honors/college preparatory curriculum, NCS will strive to prepare, accelerate, and group all students in grades 3-8 to match their academic potential. Students will be challenged to perform at their best ability level for academic and personal excellence. To match students' specific learning needs with meaningful and appropriate differentiated instruction, several group strategies may be employed for various students at various times throughout the day. For Math and/or English Language Arts instruction, students in grades 3-8 will be placed in either an Accelerated Group or Accelerated Plus Group.

Accelerated Group

Students will be grouped heterogeneously for Accelerated Groups with special attention given to age, peers, interest, performance data, and teacher professional recommendations. Intra- grouping may occur within a single Accelerated Group class or across classes, allowing grade level teacher teams (PLC) to maximize teaching techniques and rotate activities throughout the classes. Whole group and small group instruction (either push-ins or pullouts) will be utilized in all Accelerated Groups.

Accelerated Plus Group

Students will be placed in the Accelerated Plus Group using a proficiency approach where students are grouped according to their capacity, performance level, aptitude, and the teachers' professional recommendations. All groups will be "fluid" and "flexible," and may change throughout the year to facilitate better teaching and learning. The Academy Leader will make all decisions for grouping students for either the Accelerated or Accelerated Plus classes.

Student must meet all three of the criteria below to be placed in the Accelerated Plus groups:

1. *Teacher's professional judgment and recommendations (consider 1 or all):*
 - a. The student is self-driven and can work well independently.
 - b. The student is generally organized and shows a high level of responsibility.
 - c. The student is goal-oriented.
2. Grades and work samples:
 - a. The student has earned a minimum of As and/or Bs in Reading and Math in three of four quarters.
3. Standardized test scores [EOGs] or any NCS approved standardized test.

Hopkins

Student must qualify in both subjects:

- a. Math: Student falls in the top 1/3 of the grade level percentile ranking (typically 85th – 100th).
- b. Reading: Student falls in the top 1/3 of the grade level percentile ranking (typically 85th – 100th).

Accountability for Academic Achievement

The NCS Academic Accountability policy is designed to ensure that students in K-8 are meeting promotion standards in order to be promoted to the next grade level, and students in grades 9- 12 are receiving graduation credits for meeting state standards in their courses.

Students in Kindergarten through second grades shall demonstrate grade level mastery of required skills listed in the North Carolina Standard Course of Study in reading, math and writing. Mastery of skill will be measured by formative, benchmark, and mCLASS assessments. Students must also meet the state attendance requirement.

Grades 3-8

Students in grades three through eight will take the NC End-of-Grade [EOG] tests in reading and math at the end of the school year. Students in grades five and eight will also take the EOG test in science. A student who scores below Level III on either test may be retained in the same grade. However, a student who scores below a Level III and who has met the state attendance requirement could be considered for promotion if the following criteria are met:

- 1. The student meets grade level reading and math proficiencies before the new school year begins;
- 2. The student's reading and/or math teacher and Academy Leader show evidence that the student is performing on grade level;
- 3. The student has been retained once previously in grades K-5 or in grade 6-8.

Additionally, third grade students have to meet the Read to Achieve standards. All students who do not pass the EOG will go through an initial waiver meeting to determine if the student will be retained or promoted.

Grade 9-12

Students in the Senior Academy must pass all required State End-of-Course [EOC] tests or Final Exams with a Level III and also meet all course requirements to receive full course credits toward graduation. However, a Senior Academy student who has met the attendance requirement and who did not score a Level III on the State End-of-Course test or the Final exam may receive full credit for a course if the student and teacher show

Hopkins 06

Neuse Charter School
909. E. Booker Dairy Rd.
Smithfield, NC 27577

Thursday, August 22, 2019

Dear Parent/Guardian,

On August 12, 2019, the North Carolina State Board of Education (SBE) adopted new Academic Achievement Levels and Descriptors for end-of-grade (EOG) and end-of-course (EOC) mathematics tests.

An Individual Student Report (ISR) of your student's 2018–19 EOG mathematics test score is attached with this letter. As you review your student's score report, remember the score on this test is only one indicator of how well your student is achieving, and should always be considered along with all other available information provided about your student.

In previous school years, the test has been reported using five Academic Achievement Levels; however, effective in August 2019, Achievement Levels are reported as shown below.

Achievement Levels	On-Grade-Level Standard	On Track for Career- and College-Readiness
Level 5 denotes comprehensive understanding of grade level content standards, are on track for career and college, and are prepared for advanced content at the grade/course.	Yes	Yes
Level 4 denotes a thorough understanding of grade level content standards and are on track for career and college.	Yes	Yes
Level 3 denotes sufficient understanding of grade level content standards though some support may be needed to engage with content at the next grade/course.	Yes	No
Not Proficient denotes inconsistent understanding of grade level content standards and will need support.	No	No

If you have any questions or concerns about your student's ISR, please contact Mrs. Sandora, the Primary Academy Leader, at bsandora@neusecharterschool.org.

Sincerely,

Mrs. Brittany Sandora
Primary Academy Leader

Neuse Charter School
Executive Director's Report

BOD Meeting
August 27, 2019

Excellence in Developing College Ready Graduates

Excellence in Academics

Excellence in Culture

Excellence in Operations

A huge thank you to all of our staff and volunteers for their efforts in making this the best start to a school year we have had in many years!

#CougarExcellence

Enrollment Update:

Total enrollment target for 2019-20 = 945

Enrolled as of 8/26/19 = 944

ADM is currently calculating at 940

Active waitlist and waitlist processing over the next two weeks as openings become available

Staffing Update:

Total full-time positions = 92

Total vacancies = 4

Recommendations for closed session today = 2

Continuing recruitment, screening and interviewing process for remaining vacancies

General Operations Update:

- Opening of school went extremely well
- Appreciate everyone adhering to updated carpool patterns in the morning as we continue to try and be good community members and get cars off of Booker Dairy and Kellie Drive as much as possible
- New organization of hot lunch program is going very well – a special thank you to Eric Brownlee for serving as a volunteer liaison for the school, a special thank you to Dana and the Golden Corral crew for ensuring more students have access to hot lunch this year.
- The budget has yet to be approved by the legislature and the governor, as such we are continuing to monitor expenditures carefully so that we do not overspend our current “draw down” authority from the state. All is well at this time and we do not foresee any complications in meeting budget requirements as we await a final approved state budget package.
- Scores from last year’s administration of Math EOGs and EOCs have been released to students, however school reports have not yet been released to us, and we will coordinate with the Academic Committee as the reports are available for analysis.

Strategic Planning Update:

- Planning work has been on hold as we prepared for the start of the school year and continued the selection process for our Senior Academy Leader and Dean of Students positions.
- However, actual work toward strategic initiatives has continued...

Neuse Charter School
Executive Director's Report

BOD Meeting
August 27, 2019

- Paideia training has been completed for more than 75% of our teaching faculty and the strategies for instruction are already being incorporated into class lesson plans
- Writing rubrics have been refined and are ready for use across all disciplines – the writing prompt for all students that is based on their summer reading assignments will be given to all students by the end of this week.
- Curriculum maps for all intermediate and senior courses have been submitted and are undergoing a feedback process at this time.
- K-2 teachers are implementing competency-based assessment strategies throughout all disciplines to better reflect student progress toward proficiency and mastery of targeted learning skills.
- Recruitment processes are being enhanced to provide information about our school and our vacancies to a wider and highly qualified talent pool.
- And so much more...we will have a comprehensive report and update at the September BOD meeting and incremental progress updates for each of the committees this month.

Neuse Charter School

2019-20 Recommended Academic Targets*

**The Strategic Plan will outline long-range targets*

School Report Card Grade

- B or higher (with a 2%+ increase in overall score from 2018-19)
 - meeting or exceeding growth

State Assessments (EOG, EOC)

- 75% Proficient or better across all required state assessments
- 74% Proficient or better on each required state assessment (Math, ELA, Science)

Qualifications and Honors

- ACT composite average >21
 - NC state average is 18.3
 - Current NCS composite average is 20
 - UNC system admissions average is 20-25 across all campuses, with 33 being the highest
- 70% of participating students earn a 3 or above on AP exams
 - Current rate is 65%
- 75% of students enrolled in dual or concurrent enrollment courses successfully complete their course(s) with a "C" or better

Post-Secondary Placement

- 95%+ four year high school graduation rate
- 85%+ of graduates accepted to an institution of higher education

Audit/ Review of NCS EC Program

Areas of Needed Growth

Limited Submissions of Applications for Available Grant Funds

Inconsistent IEP Development Process

Inefficient Student Identification Process

Limited Submissions of Applications for Available Grant Funds

- Immediately identified and submitted applications for specific grant opportunities that would directly support staff and student needs in the EC department.
- \$37,500 in additional funding in 2018-19 as compared to the previous school year.

Inconsistent IEP Development Process

Identified areas of needed growth

- Clearly written student goals that include specific measures of student progress
- Clearly written accommodations and modifications for teacher implementation
- Inclusion of more precise present level of performance indicators
- Comparable and consistent data sets for progress monitoring

Inconsistent IEP Development Process

Development Strategies

○ Professional Development

- Specialized training for all EC staff in the following areas:
 - IEP goal writing (including present level of performance)
 - Autism support
 - Clarity in writing accommodations/modifications
 - Different methods of data collection, including how to use data collected to determine appropriate accommodations/modifications
- General training for all teachers in the following areas:
 - Co-planning and co-teaching models
 - Implementation of accommodations/modifications
 - De-escalation techniques

Inefficient Student Identification Process

The identification and eligibility determination process timeline for school year 2017-2018 was at 82% efficiency.

To improve this measure, we streamlined the identification process:

- Initial request forwarded to EC Director for review and processing (as opposed to the EC Case Manager and/or Academy Leader)
- EC Director establishes IEP team membership and schedules appropriate meeting(s) to review and discuss available data

RESULT: 2018-2019 rate was at 100% efficiency

Areas for Continued Improvement

Co-teaching/ co-planning model implementation and refinement, including:

- Training staff on the proper implementation of instructional strategies
- Monitoring and retraining during implementation phases
- Reviewing lesson plans and conducting teacher walk through observations to ensure proper implementation and identify areas of weakness

Continued training and development for EC staff in IEP development processes

NEUSE CHARTER SCHOOL
BUDGET REPORT (CONDENSED)

7/1/2019 ~ 7/31/2019

All Accounts

REVENUES

	CURRENT BUDGET	MTD ACTIVITY	YTD ACTIVITY	BUDGET BALANCE	PERCENT REMAINING	NOTES
State Revenue						
Rev - Charter Schools	\$5,909,096.00	\$456,712.81	\$456,712.81	\$5,452,383.19	92.27%	
Total State Revenue	\$5,909,096.00	\$456,712.81	\$456,712.81	\$5,452,383.19	92.27%	
Local Revenue						
Rev - Harnett County Schools	\$2,160.00	\$0.00	\$0.00	\$2,160.00	100.00%	
Rev - Johnston County Schools	\$1,489,677.00	\$0.00	\$0.00	\$1,489,677.00	100.00%	
Rev - Nash-Rocky Mount Schools	\$4,251.00	\$0.00	\$0.00	\$4,251.00	100.00%	
Rev - Wake County Schools	\$32,400.00	\$0.00	\$0.00	\$32,400.00	100.00%	
Rev - Wayne County Schools	\$2,698.00	\$0.00	\$0.00	\$2,698.00	100.00%	
Rev - Wilson County Schools	\$5,869.00	\$0.00	\$0.00	\$5,869.00	100.00%	
Rev - Interest Income	\$175.00	\$0.00	\$0.00	\$175.00	100.00%	
Rev - Interest Income 0809	\$2.00	\$0.00	\$0.00	\$2.00	100.00%	
Rev - Interest Income 2195	\$1.00	\$0.00	\$0.00	\$1.00	100.00%	
Rev - Interest Income 9805	\$1.00	\$0.00	\$0.00	\$1.00	100.00%	
Rev - Interest Income 5104	\$25.00	\$0.00	\$0.00	\$25.00	100.00%	
Rev - Sales Tax	\$25,000.00	\$0.00	\$0.00	\$25,000.00	100.00%	
Rev - Contributions	\$3,500.00	\$0.00	\$0.00	\$3,500.00	100.00%	
Rev - Contributions - PayPal	\$1,700.00	\$0.00	\$0.00	\$1,700.00	100.00%	
Rev - Fundraising - 653	\$75,000.00	\$1,398.37	\$1,398.37	\$73,601.63	98.14%	
Rev - Field Trip	\$70,000.00	\$0.00	\$0.00	\$70,000.00	100.00%	
Rev - Student Supply Fee	\$14,000.00	\$0.00	\$0.00	\$14,000.00	100.00%	
Rev - Hospitality Fund	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100.00%	
Rev - Various	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%	
Rev - Athletics	\$58,375.00	\$6,882.30	\$6,882.30	\$51,492.70	88.21%	
Rev - Clubs	\$22,000.00	\$0.00	\$0.00	\$22,000.00	100.00%	
Rev - Uniforms	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100.00%	
Total Local Revenue	\$1,813,834.00	\$8,280.67	\$8,280.67	\$1,805,553.33	99.54%	
Federal Revenue						
Rev - Title I	\$94,660.00	\$0.00	\$0.00	\$94,660.00	100.00%	
Rev - IDEA VI-B - 060	\$150,390.00	\$0.00	\$0.00	\$150,390.00	100.00%	
Total Federal Revenue	\$245,050.00	\$0.00	\$0.00	\$245,050.00	100.00%	
Business-Type Revenue						
Rev - Before & After School	\$55,000.00	\$0.00	\$0.00	\$55,000.00	100.00%	
Total Business-Type Revenue	\$55,000.00	\$0.00	\$0.00	\$55,000.00	100.00%	
TOTAL REVENUES	\$8,022,980.00	\$464,993.48	\$464,993.48	\$7,557,986.52	94.20%	

	CURRENT BUDGET	MTD ACTIVITY	YTD ACTIVITY	BUDGET BALANCE	PERCENT REMAINING	NOTES
EXPENSES						
Salaries & Wages	\$4,016,959.39	\$341,148.03	\$341,148.03	\$3,675,811.36	91.51%	
Benefits	\$1,731,996.04	\$128,896.69	\$128,896.69	\$1,603,099.35	92.56%	
Books & Supplies	\$164,125.00	\$6,178.16	\$6,178.16	\$157,946.84	96.24%	
Contracted Student Services	\$235,400.00	\$12,447.00	\$12,447.00	\$222,953.00	94.71%	
Staff Development	\$24,400.00	\$3,479.50	\$3,479.50	\$20,920.50	85.74%	
Administrative Services	\$148,300.00	\$9,608.33	\$9,608.33	\$138,691.67	93.52%	
Insurances	\$51,875.00	\$53,931.97	\$53,931.97	(\$2,056.97)	-3.97%	
Rents & Debt Service	\$32,000.00	\$23,562.65	\$23,562.65	\$88,437.35	97.17%	
Facilities	\$274,080.55	\$17,781.54	\$17,781.54	\$256,299.01	93.51%	
Utilities	\$197,966.00	\$482.41	\$482.41	\$197,483.59	99.76%	
Transportation & Travel	\$5,500.00	\$0.00	\$0.00	\$5,500.00	100.00%	
Technology	\$22,925.00	\$18,051.25	\$18,051.25	\$4,873.75	21.26%	
Non-Cap Equipment & Leases	\$52,459.31	\$0.00	\$0.00	\$52,459.31	100.00%	
Cap Equipment & Purchases	\$20,000.00	\$0.00	\$0.00	\$20,000.00	100.00%	
Nutrition & Food	\$6,300.00	\$0.00	\$0.00	\$6,300.00	100.00%	
Title I Basic - 050	\$86,960.08	\$0.00	\$0.00	\$86,960.08	100.00%	
IDEA VI-B - 060	\$150,390.00	\$0.00	\$0.00	\$150,390.00	100.00%	
TOTAL EXPENSES	\$8,021,636.37	\$615,567.53	\$615,567.53	\$7,406,068.84	92.33%	
NET SURPLUS/(DEFICIT)	\$1,343.63	(\$150,574.05)	(\$150,574.05)			

FINANCE COMMITTEE MEETING NOTES

August 14, 2019

PRESENT

Rodney Dunn, Chair [call-in]
Robbie Taylor, BOD
Benjy Woodard, BOD
Dave Neville, NCSF Board
Susan Pullium, Ex-officio
Amanda Highfil, Staff

ABSENT

Dawn Dixon, Ex-officio

AGENDA ITEMS

1. Old Business/Previous Month Task Update
 - Calendar of Deadlines - BOD deadlines for each month based on committee (example, audit contract deadline)
 - 2B. Pullium: Admin liaison to Resource Committee to talk to staff each month and report to the Resource Committee with Revenue/ Profit Report
 - 3A. Pullium: Budgetary analysis of the EC Program
 - * Pullium: Working with D. Ham to create an MOU with SRAC for facilities usage
2. Review July budget / Budget Adjustments [if needed]
3. Services Proposals
4. *Bank account balances/Allotment Updates reported at the end of this report*
5. Other: _____

KEY NOTES

Pie chart with big categories with the BOD
December [mid-point] - true-up the budget, priority list, salary adjustments, etc.

CURRENT TASKS

Pullium: Technology plan to Finance by next week.

DECISIONS MADE

REPORTING/ ACTION ITEMS FOR BOD MEETING

- July 2019 Budget approval
- Move \$500k from Operating to Capital Reserve
- \$464,000 Facilities Request for Design Phase

Submitted by the Committee Chair: _____

Rodney Dunn, NCS Finance Committee Chair

FINANCIAL SNAPSHOT FY20

- Cash Balances:
 - Operating Account: \$996,766.95
 - Make NCS Great Account: \$17,685.28
 - Money Market State Mandated Account: \$50,069.22
 - NCS Contingency Account: \$350,742.88

- FY20 Allotment Updates:
 - PRC 036 #1: \$ [34% allocation]

 - PRC 036 CWD Funds [based on 4/18 headcount]: \$ [34% allocation]

 - PRC 036 NCVPS Transfer: \$ [34% allocation]

 - PRC 036 HC Transfer [based on severity of new, unanticipated needs]: \$ [68% allocation]

 - PRC 036 School Resource Officer: \$32,479.00
 - PRC 036 Fines & Forfeitures: \$
 - PRC 036 CTE Credential Allotment: \$
 - PRC 036 Special State Reserve for CWD [cover salary and social security for Instructional Assistant for EC classroom]: \$
 - PRC 036 Charter Schools State Funds [PRC 085]: \$

 - PRC 016 Summer Reading Camp: \$
 - PRC 017 Career & Technical EDU-Program Improvement: \$9,691.00
 - PRC 029 Behavioral Support: \$
 - PRC 048 Test Result Bonus: \$ [revert if staff member transferred]
 - PRC 049 IDEA Preschool: \$1,678.00
 - PRC 050 IASA Title I-Basic Programs: \$94,660.00
 - PRC 060 IDEA VI-B Handicapped: \$150,390.00
 - PRC 103 Supportive Effective Instruction Title II: \$19,840
 - PRC 104 Language Acquisition State Grant: \$1,309
 - PRC 108 Student Support & Academic Enrichment Grant: \$10,000
 - PRC 118 IDEA VIB-Special Needs Targeted Assistance: \$



PROPOSED FISCAL POLICY CHANGE

In an effort to support the new practice of collecting athletic gate through the school accounts and processes, the following is a proposed adjustment to the NCS Fiscal Policies & Procedures Manual. This wording adjustment would allow NCS to support enough people coming through gate with \$1 and \$5 change bills for \$20 bill payments. Additionally, this change would provide for multiple cash boxes on multi-game nights.

CURRENT:

Page 6 under Petty Cash item #2: "The petty cash fund will be capped at \$200."

PROPOSED CHANGE:

"The petty cash fund will be capped at \$2,000 with no more than \$500 in a single cash box."

BOD Chair Signature

Approval Date



BANK SIGNATURE CARD

With the change in Board membership, we need a new signature card with KS Bank. This requires Board approval reflected in the minutes, along with everyone who is approved to sign going to KS Bank in Smithfield and signing a new card.

PROPOSED APPROVED BOD MEMBERS FOR SIGNATURE:

- Rodney Dunn, Treasurer, Finance, Resource
- Robbie Taylor, Finance & Facilities, Resource
- Benjy Woodard, Finance & Facilities
- Paul Worley, Resource

EFFECTIVE DATE OF CHANGE: Immediately

BOD Chair Signature

Approval Date

NCS Facilities Planning

Prepared by the Facilities Committee Meeting for the BOD Meeting on August 27, 2019

Strategic Plan Goal Alignment

Primary: Excellence in Academics

Secondary: Excellence in Operations

Purpose

Evaluate the capacity of NCS to embark on the next phase of capital expansion on its campus at 909 E Booker Dairy Rd.

Background/ Historical Perspective:

Through a strong partnership with NCSF, property at 909 E Booker Dairy Road was acquired in 2012 and welcomed students for the first time in the 2013-14 school year. Cottages (modular units) were moved from the Selma campus to the Smithfield campus to create classroom space on the largely undeveloped 26-acre lot. An addition to the west side of the existing gymnasium structure was completed by 2013 to create formal office space for administration and reception services. Planning and development began for the construction of a 'high school' building, and teachers and students moved into this structure during the 2014-15 school year. Parking lot improvements were completed during the 2015-16 school year. An addition of four classrooms to the east side of the gymnasium was completed, and began serving kindergarten students in the 2016-17 school year. During the 2017-18 school year, construction of a standalone auxiliary building began and was completed during the summer of 2018. This building serves as a central hub for elective classes, and was in use at the start of the 2018-19 school year.

Throughout these various phases of construction, the ultimate plan has been to provide safe and permanent classroom spaces for all grades and subjects. In addition, facilities planning teams have maintained a forward-looking approach to upfitting outdoor spaces to accommodate physical education and extracurricular needs.

Debt Service Changes Over Time:

Year	Annual Facility Rental Fees	Annual Facility Lease Fees	Total Annual Facilities Costs ¹	% Annual Budget
2013-14	\$278,068	\$205,440	\$922,745	17.7%
2014-15	\$226,344	\$515,440	\$1,084,765	20.0%
2015-16	\$213,780	\$526,111	\$1,094,098	17.2%
2016-17	\$214,804	\$534,924	\$1,113,075	15.4%
2017-18	\$199,138	\$566,008	\$1,175,144	15.6%
2018-19 ²	\$180,944	\$610,800	\$1,214,381	15.1%

¹Includes rent, lease, utilities and maintenance costs.

²Based on preliminary budget for June 2019, final values will be confirmed by September 2019.

Financial Outlook:

Budget Surplus Trends

2016-17	\$604,610.31
2017-18	\$588,099.18
2018-19 ²	Projected \$250,000 (last budget showed \$125,143.69; one installment from Johnston County outstanding valued at ~\$122,397)

²Based on preliminary budget for June 2019, final values will be confirmed by September 2019.

Current Account Standings (7/19)

Operations	\$996,766.95
Capital Reserve	\$350,742.88
Total	\$1,347,509.83

Annual transfer to Capital Reserve

Projected transfer of \$500,000 from Operations to Capital Reserve in October (after initial allotments are reconciled)

Project Proposal:

Begin preparations for the next phase of capital construction to accommodate all students in permanent construction.

- Create a design plan that incorporates enough teaching spaces to allow for eventual expansion to accommodate up to 96 students per grade level for a total base enrollment of 1,248 students. Current capacity is limited to 72 students per grade level for a total base enrollment of 936.
- Work with architect to develop a two-phase approach to construction such the total estimated square feet of approximately 70,000 can be constructed in two phases. Construction of the first phase of approximately 35,000 square feet can be constructed to accommodate Grades 1-6 and associated enhancements, eliminating the need for our current modular units. The second phase would allow for the eventual separation of all three academies and overall growth to 1,248 students.

Recommendation:

- 1) Move forward with the design phase of the next construction project to develop plans for permanent construction for Primary Academy and Intermediate Academy spaces. (\$464,000.00)
 - a. Payments will be made over a 9-12 month timeline
 - b. Money is available in existing reserve funds
 - c. Expenses for design will be counted toward down payment on future construction loan

FY20 Fundraising Strategy - \$200,000 Budget

PASSIVE GIVING:	AMOUNT	POINT OF CONTACT	DATES
Harris Teeter	150	Highfil	Yearlong
Lowe's Food	200	Highfil	
Box Tops	2000	House - Parent Volunteer	
Facebook	1000	Williams	
Amazon Smile	200	Highfil	
Spirit Nights	2000	Parent Ambassador	
LifeTouch	8000	Moody	
Pepsi	500	Moody	
Employee Company Match	1200	Williams - link on website	
DIRECT GIVING:	AMOUNT	POINT OF CONTACT	DATES
PayPal	500	Williams - link on website	
Checks	500	Williams - link on website	
ACTIVE FUNDRAISING:	AMOUNT	POINT OF CONTACT	DATES
Candy Bar Sales	5000	Jenkins	
Elementary Art Show	2500	Wilson	
Book Fair Fall & Spring	4000	laquinto	
301 Yardsale [add food items]	3000	R. Dunn/ B. Ward [MS/ HS Soccer]	June 2020
Mudcats	4000	L. Williams	
Calendar Raffle	5000	Browning - Fall Fundraiser	
Intermediate Academy Hangouts	500	Cole	
Lunch Program	20000	Golden Corral/ ED contract	
PAWS Program	15000	E. Harris	
Reverse Raffle/ Auction Event	45000	Resource Committee	
Spirit Wear [T-Shirt sales]**	3200	Band - \$1200; Athletic \$2k	
Yardsign	200	Parent Ambassadors	
50/50 Basketball Game Raffle	500	Cheer - Winter Fundraiser	
Golden Corral Cards	10000	Boosters	
Fall Festival [Cow Patty Bingo, Fun Run, BBQ CookOff, Ticket Bazaar, Concessions]	10000	Boosters	*S. Dunn action item for Booster-thon/ Fun Run
Booster Club Membership	5000	Boosters*	
Sponsorships [School-wide]	45000	Boosters <i>Resource</i>	All advertising/ sponsorships will be recorded under School-Wide Sponsorships. Incentives: Yearbook advertising/ Drama Performance advertising/ NCS T-Shirt advertising/ Free access to academic-related on-campus events and/or athletic-related on-campus events?
Concessions	5000	Boosters	for all athletic activities and academic performances and showcases
TICKETED ACADEMIC EVENTS:	AMOUNT	POINT OF CONTACT	DATES
Elementary Music Concert w/ Art Show**	500	Johnson	Scheduled with Book Fair week
Summer Athletic/ Academic Camps**		AD/ SAL	Deadline 12/15/19 for summer camp plans [athletic and academic]
JCC Drama Performance**	5000	Murray	
*Performing Arts Pass to allow families into all performances except the JCC show.			***Need to make a decision on this topic
*Ticketed events \$3/adult or \$5/family			
*Need a shared lists of "asks" so as not to overdo our community sponsors.			
Source: Kaleidoscope Charter School for giving ideas			

Resource (1)

TOTAL FUNDRAISING GOAL:	204650		
BUDGETED FY20:			
Hospitality	3000		
Fundraising	75000		
Contributions	5200		
Athletics	58375		
Clubs	10000	fundraising only	
	53075	Unbudgeted Revenue	
**Sponsorship opportunities			
	Yearbook		
	T-Shirts		
	Theater Program		
	Elementary Concert Program [Night of the Arts]		
Advertising/ Incentives:			
	Yearbook		
	T-Shirts		
	Ticketed Events		
	Sign on gym wall		
	Digital signage: Website, Facebook		
	Reverse Raffle: On-Screen, Table Sponsor, and Program notation		

Resource (2)

Neuse Charter School Fundraising Strategy 2019-20

Neuse Charter School's Resouce Committee has set a \$200,000 fundraising goal for 2019-20. Please join us this year as we strive to attain this goal and supplement the learning opportunities for your student(s).

PASSIVE GIVING - \$15,000 GOAL:

These are community members that have agreed to give ongoing reimbursements the school based on NCS family purchases. Some business that participate in passive fundraising opportunities include the following:

- Harris Teeter* Go to Harristeeter.com - Together in Education [under In our Stores at the bottom]. Follow the instructions to link your VIC card. The NCS school code is **2159**.
- Lowe's Food* NCS gets credit for all Lowe's brand foods. Go to Lowesfood.com - Rewards - Back 2 School - Cart to Class - Link your School to your Card.
- Office Depot When you checkout at Office Depot/ Office Max, give our NCS code: **70217497**
- Box Tops Turn in Box Tops to your teachers or the box in the front office. In addition, the program is going digital. Download the Box Tops for Education app, and you will be able to scan all receipts and earn money for NCS instantly.
- Facebook
- Amazon Smile
- Pepsi
- Spirit Nights Every second Tuesday of the month at various local restaurants.
- LifeTouch Fall and Spring pictures purchased through NCS.
- Employee Company Match Companies such as Cisco and Kohl's offer employer matches to your directed giving. Check with your employer to see if they participate.

*Must be linked annually.

DIRECT GIVING (Memberships and Sponsorships) - \$50,000 GOAL:

Families have an opportunity to give directly to the school all throughout the year via our donation links on the website using PayPal or directed monetary giving to the school.

- Booster Club Membership Various levels of Booster Club Membership provide miscellaneous incentives including, but not limited to, voting rights for Athletic decisions, tickets to academic and athletic performances and showcases, etc.
- Sponsorships [School-wide] NCS Sponsorships have various levels of giving that include certain incentives including, but not limited to the following chart:

ACTIVE FUNDRAISING - \$135,000 GOAL:

- Golden Corral Cards August 2019
- Cougar Yardsign Sales August 2019
- Calendar Raffle September 2019
- Fall Festival
- *Cow Patty Bingo
- *Fun Run October 2019
- *BBQ CookOff
- *Ticket Bazaar
- Fall Book Fair Fall 2019
- 50/50 Basketball Game Raffle January/February 2020
- Candy Bar Sales February 2020
- Reverse Raffle/ Auction Event March 2020
- Theater/ Arts Performance at JCC Spring 2020
- NCS Spirit Week
- *Spring Bookfair
- *Mudcat Community Day April 2020
- *Elementary Art Show
- *Elementary Music Performance
- 301 Yardsale [add food items] June 2020
- Academic and Athletic Camps Summer 2020
- Spirit Wear [on-line store] Opened three times throughout the year
- Intermediate Academy Hangouts Yearlong
- Lunch Program Yearlong
- Concessions Yearlong

(CS over 3)

<u>Sponsorship Levels:</u>						
Impact of Your Direct Giving Investment:	Bronze Level \$100+	Silver Level \$500+	Gold Level \$1,000+	Sapphire Level \$5,000+	Diamond Level \$10,000+	Platinum Level \$25,000+
Listing on Friends of NCS Webpage	*	*	*	*	*	*
Featured in Executive Director's Monthly Newsletter	*	*	*	*	*	*
NCS Performing Arts Program Advertising		*	*	*	*	*
NCS Yearbook Advertising (1/4 page ad)			*	*	*	*
Logo on Friends of NCS Page			*	*	*	*
NCS T-Shirt advertising			*	*	*	*
Reverse Raffle On Screen and Program Notation			*	*	*	*
Name posted in the Dr. Patricia Harris gymnasium			*			
Small Logo posted in the Dr. Patricia Harris gymnasium				*		
Logo posted in the Dr. Patricia Harris gymnasium					*	*
Mention on NCS Business Facebook Page				*	*	*
Reverse Raffle - Table Sponsor				*	*	*
Tickets to academic-related/athletic-related on-campus events					*	*
Title Sponsorship for Reverse Raffle or JCC Drama Production						*

resource (4)

FINANCE COMMITTEE MEETING NOTES

September 11, 2019

PRESENT

Rodney Dunn, Chair
Robbie Taylor, BOD
Susan Pullium, Ex-officio
Amanda Highfil, Staff
Brad Williams, Staff

ABSENT

Dawn Dixon, Ex-officio
Dave Neville, NCSF Board
Benjy Woodard, BOD

AGENDA ITEMS

1. Old Business/Previous Month Task Update
Technology plan to Finance by 3rd week of August.
2. Review August budget / Budget Adjustments [if needed]
3. Services Proposals/Contracts
4. *Bank account balances/Allotment Updates reported at the end of this report*
5. Other: _____

KEY NOTES

R. Dunn asked how our funding is impacted based on withdrawals through the year and also how it impacts us when and if we decide to not backfill. It was clarified that after the second accounting by the state the only money we would not get is the local dollars.

Payroll discussions including a question regarding bonus payout for FY20. Confirmation that bonus was passed by the BOD as an all or none bonus for 2019-20. Additional confirmation the Executive Director could take an additional recommendation to the BOD to overwrite the all or none confirmation with BOD for this fiscal year.

CURRENT TASKS

Pullium: Provide R.Dunn with requested number of students who withdraw from this point forward and the financial implications of freezing the process of backfilling enrollment.
Highfil: Check PayPal transfer to Operating Account for lunches or a "deposit" to Operating Account or send a report weekly to Dunn for a transfer.
Highfil: Collect Arbiter Pay contract.
Highfil: Copier proposal: Bid paperwork; Other contracts to present to BOD for Consent Agenda
Old Business: \$464,000 Facilities Request for Design Phase

DECISIONS MADE

REPORTING/ ACTION ITEMS FOR BOD MEETING

- August 2019 Budget approval

Submitted by the Committee Chair: _____
Rodney Dunn, NCS Finance Committee Chair

FINANCIAL SNAPSHOT FY20

- Cash Balances:
 - Operating Account: \$
 - Make NCS Great Account: \$
 - Money Market State Mandated Account: \$
 - NCS Contingency Account: \$

- FY20 Allotment Updates:
 - PRC 036 #1: \$ [34% allocation]

 - PRC 036 CWD Funds [based on 4/18 headcount]: \$ [34% allocation]

 - PRC 036 NCVPS Transfer: \$ [34% allocation]

 - PRC 036 HC Transfer [based on severity of new, unanticipated needs]: \$ [68% allocation]

 - PRC 036 School Resource Officer: \$32,479.00
 - PRC 036 Fines & Forfeitures: \$
 - PRC 036 CTE Credential Allotment: \$
 - PRC 036 Special State Reserve for CWD [cover salary and social security for Instructional Assistant for EC classroom]: \$
 - PRC 036 Charter Schools State Funds [PRC 085]: \$

 - PRC 016 Summer Reading Camp: \$
 - PRC 017 Career & Technical EDU-Program Improvement: \$9,691.00
 - PRC 029 Behavioral Support: \$
 - PRC 048 Test Result Bonus: \$ [revert if staff member transferred]
 - PRC 049 IDEA Preschool: \$1,678.00
 - PRC 050 IASA Title I-Basic Programs: \$94,660.00
 - PRC 060 IDEA VI-B Handicapped: \$150,390.00
 - PRC 103 Supportive Effective Instruction Title II: \$19,840
 - PRC 104 Language Acquisition State Grant: \$1,309
 - PRC 108 Student Support & Academic Enrichment Grant: \$10,000
 - PRC 118 IDEA VIB-Special Needs Targeted Assistance: \$

**NEUSE CHARTER SCHOOL
BUDGET REPORT (CONDENSED)
8/1/2019 ~ 8/31/2019
All Accounts**

	CURRENT BUDGET	MTD ACTIVITY	YTD ACTIVITY	BUDGET BALANCE	PERCENT REMAINING	NOTES
REVENUES						
State Revenue						
Rev - Charter Schools	\$5,909,096.00	\$520,747.42	\$977,460.23	\$4,931,635.77	83.46%	
Total State Revenue	\$5,909,096.00	\$520,747.42	\$977,460.23	\$4,931,635.77	83.46%	
Local Revenue						
Rev - Harnett County Schools	\$2,160.00	\$0.00	\$0.00	\$2,160.00	100.00%	
Rev - Johnston County Schools	\$1,489,677.00	\$0.00	\$0.00	\$1,489,677.00	100.00%	
Rev - Nash-Rocky Mount Schools	\$4,251.00	\$0.00	\$0.00	\$4,251.00	100.00%	
Rev - Wake County Schools	\$32,400.00	\$0.00	\$0.00	\$32,400.00	100.00%	
Rev - Wayne County Schools	\$2,698.00	\$0.00	\$0.00	\$2,698.00	100.00%	
Rev - Wilson County Schools	\$5,869.00	\$0.00	\$0.00	\$5,869.00	100.00%	
Rev - Interest Income	\$175.00	\$0.00	\$0.00	\$175.00	100.00%	
Rev - Interest Income 0809	\$2.00	\$0.00	\$1.20	\$0.80	40.00%	
Rev - Interest Income 2195	\$1.00	\$0.00	\$0.00	\$1.00	100.00%	
Rev - Interest Income 9805	\$1.00	\$0.00	\$0.00	\$1.00	100.00%	
Rev - Interest Income 5104	\$25.00	\$0.00	\$0.00	\$25.00	100.00%	
Rev - Sales Tax	\$25,000.00	\$0.00	\$0.00	\$25,000.00	100.00%	
Rev - Contributions	\$3,500.00	\$0.00	\$0.00	\$3,500.00	100.00%	
Rev - Contributions - PayPal	\$1,700.00	\$0.00	\$0.00	\$1,700.00	100.00%	
Rev - Fundraising - 653	\$75,000.00	\$0.00	\$3,816.33	\$71,183.67	94.91%	
Rev - Field Trip	\$70,000.00	\$0.00	\$0.00	\$70,000.00	100.00%	
Rev - Student Supply Fee	\$14,000.00	\$766.00	\$766.00	\$13,234.00	94.53%	
Rev - Hospitality Fund	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100.00%	
Rev - Various	\$1,000.00	\$0.00	\$526.47	\$473.53	47.35%	
Rev - Athletics	\$58,375.00	\$798.70	\$9,129.12	\$49,245.88	84.36%	
Rev - Clubs	\$22,000.00	\$0.00	\$0.00	\$22,000.00	100.00%	
Rev - Uniforms	\$3,000.00	\$475.00	\$475.00	\$2,525.00	84.17%	
Total Local Revenue	\$1,813,834.00	\$2,039.70	\$14,714.12	\$1,799,119.88	99.19%	
Federal Revenue						
Rev - Title I	\$94,660.00	\$0.00	\$0.00	\$94,660.00	100.00%	
Rev - IDEA VI-B - 060	\$150,390.00	\$0.00	\$0.00	\$150,390.00	100.00%	
Rev - Educational Technology	\$23,852.89	\$0.00	\$0.00	\$23,852.89	100.00%	
Total Federal Revenue	\$268,902.89	\$0.00	\$0.00	\$268,902.89	100.00%	

	CURRENT BUDGET	MTD ACTIVITY	YTD ACTIVITY	BUDGET BALANCE	PERCENT REMAINING	NOTES
Business-Type Revenue						
Rev - Before & After School	\$55,000.00	\$4,468.00	\$4,468.00	\$50,532.00	91.88%	
Total Business-Type Revenue	\$55,000.00	\$4,468.00	\$4,468.00	\$50,532.00	91.88%	
TOTAL REVENUES	\$8,046,832.89	\$527,255.12	\$996,642.35	\$7,050,190.54	87.61%	
EXPENSES						
Salaries & Wages	\$4,016,959.39	\$332,127.77	\$673,275.80	\$3,343,683.59	83.24%	
Benefits	\$1,731,996.04	\$120,502.52	\$249,399.21	\$1,482,596.83	85.60%	
Books & Supplies	\$164,125.00	\$21,047.44	\$27,268.13	\$136,856.87	83.39%	
Contracted Student Services	\$235,400.00	\$4,135.00	\$16,582.00	\$218,818.00	92.96%	
Staff Development	\$24,400.00	\$2,664.63	\$6,144.13	\$18,255.87	74.82%	
Administrative Services	\$148,300.00	\$9,156.08	\$18,764.41	\$129,535.59	87.35%	
Insurances	\$51,875.00	\$2,929.00	\$56,860.97	(\$4,985.97)	-9.61%	
Rents & Debt Service	\$832,000.00	\$13,632.00	\$37,194.65	\$794,805.35	95.53%	
Facilities	\$274,080.55	\$28,643.82	\$46,425.36	\$227,655.19	83.06%	
Utilities	\$197,966.00	\$6,020.08	\$6,502.49	\$191,463.51	96.72%	
Transportation & Travel	\$5,500.00	\$0.00	\$0.00	\$5,500.00	100.00%	
Technology	\$22,925.00	\$1,365.00	\$19,423.11	\$3,501.89	15.28%	
Non-Cap Equipment & Leases	\$52,459.31	\$168.83	\$168.83	\$52,290.48	99.68%	
Cap Equipment & Purchases	\$20,000.00	\$7,371.00	\$7,371.00	\$12,629.00	63.15%	
Nutrition & Food	\$6,300.00	\$0.00	\$0.00	\$6,300.00	100.00%	
Title I Basic - 050	\$86,960.08	\$0.00	\$0.00	\$86,960.08	100.00%	
IDEA VI-B - 060	\$150,390.00	\$0.00	\$0.00	\$150,390.00	100.00%	
Educational Technology - 108	\$23,852.89	\$0.00	\$0.00	\$23,852.89	100.00%	
TOTAL EXPENSES	\$8,045,489.26	\$549,763.17	\$1,165,380.09	\$6,880,109.17	85.52%	
NET SURPLUS/(DEFICIT)	\$1,343.63	(\$22,508.05)	(\$168,737.74)			


Neuse Charter School Board of Directors

Consent Agenda Item

AGENDA ITEM #: A1

1. MONTH OF MEETING:		2. DATE SUBMITTED:	
September 2019		9/18/19	
3. DEPARTMENT:		4. SUBMITTED BY:	
Facilities		Bunner, Josh	
Total Funding Amount: \$ 4,500		Facilities	
State Funding	\$	<i>(budget line)</i>	<i>(PRC)</i>
Federal Funding	\$	<i>(budget line)</i>	<i>(PRC)</i>
Local Funding	\$ 4,500	<i>Building Services</i>	<i>n/a</i>
Other Funding	\$	<i>(budget line)</i>	<i>(PRC)</i>
State Program: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	CAPITAL EXPENDITURE Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Previously Funded/Budgeted	Approved by Exec. Committee:
Federal Program: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	OPER. & MAINTENANCE Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes No NA	Yes No <input checked="" type="checkbox"/> NA
5. PROJECT DESCRIPTION:			
Approval of Bethea's Concrete to install a concrete walkway along the north side of the exterior of the main gymnasium connecting to the existing walkway along the northeast corner. Quotes were solicited between August 25 and September 15. Three quotes were received. This recommendation is for the lowest bidder.			
6. PROJECT / PROGRAM BENEFITS:			
Installation of this walkway will reduce the inflow of dirt and other particulate matter into the main gymnasium, reduce erosion of existing mulch beds in the area, and reduce overall maintenance costs related to the deterioration of the flooring in the main gymnasium due to the tracking of dirt and other particulate matter into the main student entrance of the gymnasium during school hours.			
7. RESULT OF PROJECT / PROGRAM IF NOT FUNDED or APPROVED:			
Continued erosion of existing mulch beds and continued maintenance costs associated with repairing and/ or refurbishing the gym flooring, reduction in the useful life of the existing gym flooring.			
8. ATTACHMENTS/PRESENTATIONS:			
Quote request document and preferred quote			

9. BUDGET RECONCILIATION ITEMS:			
<i>Budget Description</i>	<i>Amount</i>	<i>Revenue line</i>	<i>Expense Line</i>
<i>Budget Description</i>	<i>Amount</i>	<i>Revenue line</i>	<i>Expense Line</i>
<i>Budget Description</i>	<i>Amount</i>	<i>Revenue line</i>	<i>Expense Line</i>

10. EXECUTIVE DIRECTOR RECOMMENDATION:	DATE:
	9/18/19
11. EXECUTIVE COMMITTEE APPROVAL:	DATE:
n/a	
12. FULL BOARD APPROVAL (Signature of Chair or Designee):	DATE:

August 25, 2019

**Neuse Charter School
Request for Services (Facilities)**

Prepare a quote for the installation of a concrete walkway along a designated path on the north/ northeast side of the NCS main gymnasium building. Quotes should be 'turnkey' and include all costs associated with labor, materials, clean up and placement of concrete.

Quotes should be submitted to Josh Bunner by September 15, 2019

Direct all questions to Josh Bunner, jbunner@neusecharterschool.org

Bethea's Concrete
"No job to big or small"

250 Calcasieu drive
Parkton, North Carolina
910-633-1136
910-303-8804
Tracybethes36@gmail.com

Date: September 15, 2019
Re: Neuse Charter School

To whom it may concern,

I Tracy Campbell(co-owner) is willing and able to do any concrete work for you at the school.

At a turnkey of \$4500.00

This is for labor, material, and placement of concrete.

If possible, I would like half of the payment before work begins, and remaining payment when job is complete.

Thank you
Tracy Campbell
9103036804

Neuse Charter School Board of Directors

Consent Agenda Item

AGENDA ITEM #: D1

1. MONTH OF MEETING:		2. DATE SUBMITTED:	
September 2019		9/18/19	
3. DEPARTMENT:		4. SUBMITTED BY:	
Academics (Extracurricular)		Westergard, Anna	
Total Funding Amount: \$ n/a			
State Funding	\$	(budget line)	(PRC)
Federal Funding	\$	(budget line)	(PRC)
Local Funding	\$	(budget line)	(PRC)
Other Funding	\$	(budget line)	(PRC)
State Program: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	CAPITAL EXPENDITURE Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Previously Funded/Budgeted Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Approved by Exec. Committee: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Federal Program: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	OPER. & MAINTENANCE Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		

5. PROJECT DESCRIPTION:

Approval of a student leadership retreat as an overnight field trip to Fort Caswell in Oak Island, North Carolina from February 15 through February 17, 2020.

6. PROJECT / PROGRAM BENEFITS:

During this third annual student leadership retreat, Senior Academy students will have an opportunity to participate in a student-facilitated, student-led retreat. A group of student leaders will plan a weekend filled with intensive and enriching activities designed to give all participants the opportunity to grow as leaders. Participants will take part in team building activities, competitions, discussion groups, and reflective activities designed to help all individuals build stronger leadership skills.

7. RESULT OF PROJECT / PROGRAM IF NOT FUNDED or APPROVED:

Program would cease to exist in its current form and would have a much-reduced impact on student leadership skill development.

8. ATTACHMENTS/PRESENTATIONS:

Request form and tentative agenda

9. BUDGET RECONCILIATION ITEMS:

Budget Description	Amount	Revenue line	Expense Line
Budget Description	Amount	Revenue line	Expense Line
Budget Description	Amount	Revenue line	Expense Line

10. EXECUTIVE DIRECTOR RECOMMENDATION:

[Signature]

DATE:

9/18/19

11. EXECUTIVE COMMITTEE APPROVAL:

n/a

DATE:

12. FULL BOARD APPROVAL (Signature of Chair or Designee):

DATE:



**NEUSE CHARTER SCHOOL
FIELD TRIP / SPECIAL ACTIVITY REQUEST**

Name of Activity: 3rd Annual Student Leadership Retreat

Description: See attached

Person/Organization Planning the Activity: Anna Westergard, Paige Bruner

Location: Fort Caswell, Oak Island, North Carolina

Location (check one): In-State Out of State Out of Country Overnight

Date(s) of Activity: 2/15/20-2/17/20

**if on-going event, please include ending date*

Any known conflicts and proposed solutions to these dates/requests: This event is over a weekend and teacher workday.

I confirm I have checked both the Master and Athletics Calendars online for my date, including set up and tear down dates.

Set-Up Date/Time: 2/14 Start Date/Time: 2/15 7a End Date/Time: 2/17 1p

Facility Needs: (bleachers out/in, chairs, tables, sound system, podium, projector, stage, etc.)
n/a

Estimated number of students/people participating/attending: 60

Grade(s)/Group/Organization Involved: 9-12

Per Student Cost: \$180 Per Adult Cost [add \$10 for Background Screen]: \$0

Source of Funds: Student Payment

Transportation provided by: Rental Vans

Details or other important information: See Attached

Educational Purpose of Activity -**attach additional information** (ie. curriculum link):
See Attached

Requestor's Signature: *Anna Westergard* Date: 9-17-19

Administration Signature: *[Signature]* Date: 9-17-19

Board Signature*: _____ Date: _____

**Required for Out of State/Country and Overnight Field Trips*

Proposal for Student Leadership Retreat, February 2020

We are excited to continue the tradition of building excellence in student leadership with the 3rd Annual Student Leadership Retreat. Once again, high school students will have the opportunity to participate in a student-facilitated, student-led retreat in February 2020. A group of student leaders will plan a weekend filled with intensive and enriching activities designed to give all participants the opportunity to grow as leaders. Participants take part in team building activities, competitions, discussion groups, and reflective activities designed to help all individuals build stronger leadership skills.

What is the plan for this retreat?

The retreat will take place in February over one of the teacher workdays. ALL activities will be developed and led by a group of 8 to 10 students (½ boys and ½ girls). 40-60 NCS students (½ boys and ½ girls) will be selected to attend the 2-night, 3-day retreat at Fort Caswell, Oak Island. There will be a maximum projected cost of \$180 per student to cover food, lodging, transportation, and materials.

Leading up to the retreat, the eight selected student leaders will participate in planning meetings to drive the content (leadership and team building) and focus (theme, etc.) of the retreat and to take ownership of the various activities and sessions that will happen at the retreat.

Throughout the weekend the students will be broken up into four smaller groups and will alternate between doing activities in their small groups or with the entire group.

Students selected should be responsible leaders who can conduct themselves in a manner that reflects all NCS guidelines. Failure to not conduct oneself in this manner will result in parent contact and removal from the retreat by parents.

How will students be selected?

Teachers are asked to nominate students based on non-traditional criteria that include natural leaders and potential leaders that could benefit from an intense retreat experience. Teachers are also encouraged to nominate those students that might become the next generation of leaders on campus given greater confidence and exposure to leadership skills. Students who are not nominated by a teacher may self-nominate by requesting a self-nomination form and obtaining a teacher recommendation.

Once all teacher nominations and self-nominations are in, these students will be asked to complete a short application to enter their name into a lottery drawing to select the participants.

Neuse Charter School Board of Directors

Consent Agenda Item

AGENDA ITEM #: B2

1. MONTH OF MEETING:		2. DATE SUBMITTED:	
September 2019		9/4/19	
3. DEPARTMENT:		4. SUBMITTED BY:	
Academics (Partnerships)		Williams, Brad	
Total Funding Amount: \$ n/a			
State Funding	\$	(budget line)	(PRC)
Federal Funding	\$	(budget line)	(PRC)
Local Funding	\$	(budget line)	(PRC)
Other Funding	\$	(budget line)	(PRC)
State Program: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	CAPITAL EXPENDITURE Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Previously Funded/Budgeted	Approved by Exec. Committee:
Federal Program: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	OPER. & MAINTENANCE Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Yes No <input checked="" type="checkbox"/> NA	Yes No NA
5. PROJECT DESCRIPTION:			
Approval of Memorandum of Agreement Regarding Neuse Charter School's Collaboration with the Public Library of Johnston County and Smithfield.			
6. PROJECT / PROGRAM BENEFITS:			
Develop an infrastructure that will allow all NCS students to access and use the Public Library's materials specified by the NC Cardinal StudentAccess project at no cost to the students or the school. The Public Library will streamline student access to databases and materials by integrating with Neuse Charter School's Student ID numbers and Public Library accounts through the StudentAccess initiative, allowing every student at NCS instant access to Library databases and materials. NCS will also partner with the Public Library to facilitate the introduction of professional development opportunities for NCS teachers surrounding the StudentAccess initiative and other Library projects.			
7. RESULT OF PROJECT / PROGRAM IF NOT FUNDED:			
Decreased access to Public Library databases and materials for NCS students as compared to peers in Johnston County.			
8. ATTACHMENTS/PRESENTATIONS:			
MOA			

9. BUDGET RECONCILIATION ITEMS:			
Budget Description	Amount	Revenue line	Expense Line
Budget Description	Amount	Revenue line	Expense Line
Budget Description	Amount	Revenue line	Expense Line

10. EXECUTIVE DIRECTOR RECOMMENDATION:	DATE:
	9/4/19
11. EXECUTIVE COMMITTEE APPROVAL:	DATE:
Yes	9/4/19
12. FULL BOARD APPROVAL (Signature of Chair or Designee):	DATE:

**MEMORANDUM OF AGREEMENT REGARDING NEUSE CHARTER SCHOOL'S
COLLABORATION WITH THE PUBLIC LIBRARY OF JOHNSTON COUNTY AND
SMITHFIELD**

This Memorandum of Agreement (this "Agreement") is made and entered into this _____ day of _____, 2019, between Neuse Charter School (referred to herein also as "NCS") located at 909 East Booker Dairy Road, Smithfield, North Carolina and The Public Library of Johnston County and Smithfield (referred to herein also as "the Public Library") located at 305 East Market Street, Smithfield, North Carolina.

Background.

In order to develop a comprehensive, strategic and sustainable collaboration that will strengthen both organizations and benefit the community by increasing literacy and educational success, the Public Library and its Board of Directors and NCS and its Board of Directors seeks to build a strong relationship at the administrative level in order to work together more collaboratively and demonstrate measurable impact.

By developing an infrastructure that will allow all NCS students to access and use the Public Library's materials specified by the NC Cardinal Student Access project, the Public Library and NCS will leverage our collaboration for innovative and cost-effective ways to better utilize the Public Library's resources to serve NCS students, their families, and staff.

Both NCS and the Public Library understand that such services shall be provided at no cost to NCS.

The term of this Agreement is from the date first written above until the agreement is canceled by either party. Either party may cancel this Agreement upon ninety (90) days written notice to the other party.

Vision of Relationship.

NCS and the Public Library can work together as educational partners, with the Public Library serving as an extension of the classroom – providing students with access to books, computers, reading programs, and dozens of other important educational resources. Additionally, both organizations have aligned around a focus on literacy and are committed to creating a community of readers, empowering individuals with free access to information, building a welcoming place where reading, learning and imagination thrive, maximizing academic achievement, and preparing every child to lead a rich and productive life.

The parties enter this Agreement to confirm their agreements regarding these matters.

Agreement.

For and in consideration of the mutual promises set forth in this Agreement, the parties do mutually agree as follows:

Obligations of the Public Library.

In connection with this Agreement, the Public Library agrees to the following:

1. The Public Library of Johnston County and Smithfield will streamline student access to databases and materials by integrating Neuse Charter School's Student ID numbers and Public Library accounts through this StudentAccess initiative, allowing every student in Neuse Charter School instant access to Library databases and materials.
2. Work collaboratively with Neuse Charter School to further deepen the partnership between the agencies.

Obligations of NCS.

In connection with this Agreement, Neuse Charter School agrees to the following:

1. Neuse Charter School will support implementation of the StudentAccess initiative by providing the Public Library of Johnston County and Smithfield with the student ID number; student's first, middle, and last names; address; telephone number; email address; date of birth; gender; guardian; and school of each student enrolled in Neuse Charter School. This database will be updated near the beginning of each school semester as new students enroll in NCS or as otherwise agreed by both parties.
2. In collaboration with the Public Library staff, help to facilitate the introduction of professional development opportunities for NCS teachers surrounding the StudentAccess initiative and other Library projects.

Confidentiality.

1. All student data or information provided by NCS is considered confidential under this Agreement as well as under the Family Educational Rights and Privacy Act (FERPA), and any other federal or state regulations pertaining to students' education records. The information shared with the Public Library is designated by NCS as directory information according to FERPA, and includes student ID number; student's first, middle, and last names; address; telephone number; email address; date of birth; gender; guardian; and school. To the extent that the Public Library has access to any personally identifiable information from students' education records, the Public Library agrees that it shall not use such information except for the legitimate educational purpose of providing services pursuant to this Agreement and that it shall not re-disclose this information to any other party for any reason. The Public Library's staff agrees to comply with all applicable federal and state regulations governing the student records, including FERPA.
2. All student data provided is considered confidential under this Agreement as well as under the Family Education Rights and Privacy Act (FERPA), and any other federal or state regulations pertaining to student records.
3. Library staff will sign statements in which they agree to keep confidential all student record information.

General Provisions.

1. Project Coordinator. Brad Williams, Director of IT (Title) is designated as the Project Coordinator for NCS. The Project Coordinator shall be the NCS representative in connection with the Public Library's performance under this Agreement.
2. Public Library Supervisors. Renita Barksdale, Library Director, and Dustin Mobley, Technology Coordinator, are designated as the Public Library Supervisors. The Public Library Supervisors are fully authorized to act on behalf of the Public Library in connection with this Agreement.
3. Expenses. Any expenses related to the provision of services incurred by the Public Library shall be the sole responsibility of the Public Library incurring such costs.
4. Termination for Convenience. In addition to all of the other rights which NCS and the Public Library may have to cancel this Agreement, NCS or the Public Library shall have the further right, without assigning any reason therefore, to terminate any work under this Agreement, in whole or in part, at any time at its complete discretion by providing ninety (90) days' notice in writing from one party to the other party.
5. No Partnership. The provisions of this Agreement are not intended to create, and shall not be interpreted to create a joint venture, a partnership or any similar relationship between the parties. No officer, manager, director, employee, agent, affiliate or other person shall be deemed to be an officer, manager, director, employee, agent, contractor or subcontractor of NCS. The Public Library will not have any right, power or authority, express or implied, to bind NCS.
6. Governing Law and Venue. This Agreement shall be interpreted and construed in accordance with and governed by the laws of the State of North Carolina. Any controversies or legal problems arising out of this agreement and any action involving the enforcement or interpretation of any rights hereunder shall be submitted to the jurisdiction of the State of North Carolina and Johnston County, North Carolina.

IN WITNESS HEREOF, the parties hereto have caused this Agreement to be executed as of the day and year first above written.

By:

Name:

Title:

By:

Name:

Title:

Dear Parents,

Neuse Charter School and the Public Library of Johnston County and Smithfield are partnering to support students' ongoing education. We share the belief that a love of books and learning is a strong foundation for student success, and we are working together to provide every Neuse Charter School student access to books and resources found at their public library.

Beginning (Month) (Day), 2018, all Neuse Charter School students will be able to use their Student ID number to access and borrow public library books and resources. We are calling this initiative **StudentAccess**.

Question: *How will a student use their student ID account?*

Answer: Students will use their school ID number and PIN to borrow books or access the library's services like e-books and online research. The default PIN is the last 4 digits of the student ID number.

Question: *What can a student do with a student ID account?*

Answer: Student ID accounts allow students to borrow e-resources and access library databases just like any other Public Library of Johnston County and Smithfield card. Students can also borrow up to 10 print or audio books from the public libraries located in Smithfield, Benson, Four Oaks, Kenly, Princeton, or Selma (Johnston County Affiliated Libraries).

Question: *Is the student account free?*

Answer: Yes, the student account is free. There are no overdue fines for student accounts, but students are responsible for any fees on lost or damaged books.

Question: *How do I sign my child up for a student ID account?*

Answer: You don't need to take any action to get a student ID account for your child. All Neuse Charter School students will automatically be enrolled in this program.

Question: *What if I don't want my child to have a student ID account?*

Answer: If you do not want your child to have access to library materials, you may opt out. See the back of this document for an opt-out form you can sign and return to the school. Be aware that students who opt out of StudentAccess will not be able to participate in classroom use of library resources unless they have a Johnston County Affiliated Libraries card and know the full card number and PIN.

For more information, visit www.pljcs.org/studentaccess or visit your local library.

This project was made possible in part by the Institute of Museum and Library Services and the State Library of North Carolina.



StudentAccess Parent Opt-Out Form

If you want your child to participate in StudentAccess in the 2019-2020 academic year, then you do not need to do anything. Your child will automatically be enrolled.

If you do not want your child to participate, then please complete this parent opt-out form and return it to your child's teacher.

Child's Name (Please print)

School

Grade

Student ID Number

Parent or Guardian's Name (Print)

Phone Number

By signing this form, I understand my child will have a student ID library account and PIN to be able to participate in classroom use of library resources.

Parent/Guardian Signature

Date

Neuse Charter School Board of Directors

Consent Agenda Item

AGENDA ITEM #: B1

1. MONTH OF MEETING:		2. DATE SUBMITTED:	
September 2019		9/11/19	
3. DEPARTMENT:		4. SUBMITTED BY:	
Finance		Highfil/Williams	
Total Funding Amount: \$ 30,000 [existing budget]		Non-Cap Equipment & Leases	
State Funding	\$ 30,000	Copiers/Reproductions	036
Federal Funding	\$	<i>(budget line)</i>	<i>(PRC)</i>
Local Funding	\$	<i>(budget line)</i>	<i>(PRC)</i>
Other Funding	\$	<i>(budget line)</i>	<i>(PRC)</i>
State Program: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	CAPITAL EXPENDITURE Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Previously Funded/Budgeted	Approved by Exec. Committee:
Federal Program: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	OPER. & MAINTENANCE Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Yes No NA	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA

5. PROJECT DESCRIPTION:

Approval of GOECO to replace our current copy machines throughout campus and provide on-going copier service. Our current lease with Toshiba expired March 2019. We reached out to three companies in August 2019 who have spoken with us over the last two years regarding the copier contract and had knowledge of our current systems. Of the three companies, only one provided a bid by the stated deadline.

6. PROJECT / PROGRAM BENEFITS:

The recommended vendor will provide new equipment in all of the current copier locations equal to or better than the current models. As a local vendor, the repair service times will be faster than the other vendor multi-day response estimations. Additionally, the new proposal will include a 24" wide-format plotter for inhouse printing of larger posters and instructional items which will save funds on outsource printing.

7. RESULT OF PROJECT / PROGRAM IF NOT FUNDED:

If not approved, NCS will need to seek another copier solution in order to ensure excellence in operations and academics.

8. ATTACHMENTS/PRESENTATIONS:

Proposed Contract and Lease Agreement

9. BUDGET RECONCILIATION ITEMS:

n/a	n/a	n/a	n/a
-----	-----	-----	-----

10. EXECUTIVE DIRECTOR RECOMMENDATION:	DATE:
	9/18/19
11. EXECUTIVE COMMITTEE APPROVAL:	DATE:
12. FULL BOARD APPROVAL (Signature of Chair or Designee):	DATE:

GOECO
2500 Ash Street
Goldsboro, NC 27534
PH 919-731-2308

MAINTENANCE AGREEMENT
FOR
Neuse Charter School

GOECO WILL PROVIDE ALL PARTS, LABOR, TONER AND DRUMS FOR ZERO BLACK PAGES AND ZERO COLOR PER YEAR. EXCESS PAGES WILL BE BILLED AT \$0.0075 B/W AND \$0.045 COLOR PER PAGE. PAPER IS NOT INCLUDED.

\$714.00/month (Monthly price includes parts, supplies, toner, labor, maintenance etc everything except paper and staples)

EQUIPMENT COVERED UNDER THIS CONTRACT:

Canon 525if III qty 6 SN:
Canon c256if III
Canon c5560i III
Canon ipf670e

GOECO IS NOT RESPONSIBLE FOR ANY DAMAGE TO THIS EQUIPMENT CAUSED BY MISUSE, ABUSE OR AN ACT OF NATURE. SERVICE UNDER THESE CONDITIONS WILL BE BILLED AT \$150.00 PER HOUR. PARTS WILL NOT BE COVERED UNDER THESE CONDITIONS.

Neuse Charter School Inc

GOECO

DATE: _____

DATE: _____

LEASE AGREEMENT

Please fax completed agreement to 1-866-329-8795
 Questions or need assistance? Call 1-866-550-8795



This Lease has been written in "Plain English." When we use the words Lessee, You and Your in this Lease, we mean the Lessee indicated below. When we use the words Lessor, We, Us, and Our in this Lease, We mean TIAA Commercial Finance, Inc. Our address is 10 Waterview Boulevard, Parsippany, New Jersey 07054.

LESSEE INFORMATION	Lessee Name Neuse Charter School Inc	Lease Number	
	Lessee Billing Address 909 E Booker Dairy Road, Smithfield NC, 27577	Lessee Phone Number 919-626-2300	
	Equipment Location (if different from above) Same as above	Federal Tax ID Number	
SUPPLIER INFORMATION	Supplier Name ("Supplier") and Address GOECO	Supplier Phone Number 919-731-2308	
EQUIPMENT DESCRIPTION ("Equipment")	Make/Model/Accessories	Quantity	Serial Number(s)
	Canon 525f III, Canon c256f III, Canon c556f III Canon ip1670e	6,1,1 1	
PURCHASE OPTION	Check one applicable box. If no box is checked or if more than one box is checked, the Fair Market Value Purchase Option will apply. <input checked="" type="checkbox"/> Fair Market Value <input type="checkbox"/> \$1.00 Purchase Option <input type="checkbox"/> Fixed Price Purchase Option - 10% of Total Cash Price		
TERM AND PAYMENT	Initial Lease Term (months): 63	Lease Payment: 714.00	Supply/Delivery Charge (monthly): NA
			PLUS APPLICABLE TAX

TERMS AND CONDITIONS

1. **LEASE.** You agree to lease the Equipment from Us on the terms and conditions of this lease agreement ("Lease"). The Equipment will be deemed irrevocably accepted by You upon the earlier of (a) the delivery to Us of a signed Delivery and Acceptance Certificate or (b) 10 days after delivery of the Equipment to You if previously You have not given written notice to Us of Your non-acceptance. This Lease commences on the day the Equipment is delivered to You (the "Commencement Date") and the first Lease Payment shall be due on the Commencement Date or any other date that we designate, and the remaining Lease Payments will be due on the same day of each subsequent month at an address specified by Us in writing. If more than one Lease Payment is required in advance, the additional amount will be applied at the end of the initial or any renewal term. **IF THIS LEASE IS REPLACING AN EXISTING LEASE, THE NEW PAYMENT MAY INCLUDE THE BALANCE OF THAT LEASE AND RESULT IN A GREATER AGGREGATE COST TO YOU. YOUR LEASE OBLIGATIONS ARE ABSOLUTE, UNCONDITIONAL AND NOT SUBJECT TO CANCELLATION, REDUCTION, SETOFF OR COUNTERCLAIM, EVEN IF THE EQUIPMENT DOES NOT WORK PROPERLY.** You authorize Us to adjust the Lease Payment up or down by not more than 15% if the total amount We have paid in connection with the purchase, delivery and installation of the Equipment, including any trade-up and buyout amounts (collectively, the "Total Cash Price") differs from the estimated Total Cash Price originally assumed for documentation purposes.

2. **NO WARRANTIES.** You are leasing the Equipment "AS-IS" AND WE MAKE NO WARRANTIES EITHER EXPRESS OR IMPLIED, INCLUDING WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

3. **EQUIPMENT USE AND MAINTENANCE, RESTOCKING FEE.** You will keep the Equipment at the location stated above and maintain it in good working condition, eligible for manufacturer's certification, normal wear and tear excepted. You will pay for any repairs. It is solely Your duty to remove all sensitive or confidential data stored within the Equipment prior to returning it. You will pay all shipping expenses for the return of the Equipment to Us, to a location in the United States that We designate. We may charge You a restocking fee equal to two (2) Lease Payments. You agree that You will not take the Equipment out of service and have a third party pay or provide funds to pay the amounts due under this Lease.

4. **ASSIGNMENT.** You agree not to sell, assign or sublease either the Equipment or any right under this Lease without Our prior written consent. We may sell or assign this Lease without notice and the new owner will not be subject to any claims, defenses or setoffs that You may have.

5. **TAXES AND FEES.** You will pay all excise, sales and use, personal property and all other taxes and charges which may be imposed during the term of the Lease, arising from the use, acquisition, ownership or leasing of the Equipment, whether due before or after termination of this Lease. You will reimburse Us for Our administrative costs and fees associated with the preparation, filing, payment, and other costs of administering taxes associated with the Equipment. Where required by law, We will file the personal property tax returns with respect to the Equipment, and You shall pay Us in advance, and when We require, the taxes that We anticipate will be due during the year. You further agree to pay Us a fee for documenting this Lease.

6. **INSURANCE.** You will maintain at Your expense (a) property insurance against the loss, theft or destruction of, or damage to, the Equipment for its full replacement value, naming Us as loss payee, and (b) public liability and third party property insurance, naming Us as an additional insured, and give Us written proof of Your insurance. We reserve the right to reject Your insurance carrier. **IF YOU DO NOT GIVE US EVIDENCE OF INSURANCE ACCEPTABLE TO US, WE HAVE THE RIGHT, BUT NOT THE OBLIGATION, TO OBTAIN INSURANCE COVERING OUR INTERESTS FOR THE TERM OF THIS LEASE, INCLUDING ANY RENEWAL OR EXTENSIONS. WE MAY ADD THE COSTS OF ACQUIRING AND MAINTAINING SUCH INSURANCE, AND OUR FEES FOR OUR SERVICES IN PLACING AND MAINTAINING SUCH INSURANCE (COLLECTIVELY, "INSURANCE CHARGE"), ON WHICH WE MAY EARN A PROFIT, TO THE AMOUNTS DUE FROM YOU UNDER THIS LEASE.** Such insurance may duplicate coverage provided under Your existing policy. You will pay the Insurance Charge in equal installments allocated to the remaining Lease Payments. You acknowledge that We are not required to secure or maintain any insurance, and We will not be liable to You if We terminate any insurance coverage that We arrange.

7. **PURCHASE OPTION; AUTOMATIC RENEWAL.** If no default exists under this Lease, You will have the option at the end of the initial or any renewal term to purchase all (but not less than all) of the Equipment at the Purchase Option price shown above, plus any applicable taxes. Unless the Purchase Option price is \$1.00, You must give Us at least 90 days written notice before the end of the initial Lease Term that You will purchase the Equipment or that You will return the Equipment to Us. If You do not give Us such written notice or if You do not purchase or deliver the Equipment in accordance with the terms and conditions of this Lease, this Lease will automatically renew on a monthly basis until You exercise a purchase option or deliver the Equipment to Us.

8. **DEFAULT AND REMEDIES.** You shall be in default under this Lease if (a) You fail to make any Lease Payment or other payment within 10 days of its due date; (b) You do not perform any of Your obligations under this Lease or any other agreement with Us or any of Our affiliates and this failure continues for 10 days; or (c) You become insolvent. If a default occurs, We may do one or more of the following: (i) terminate this Lease or any other agreement You have with Us or any of Our affiliates; (ii) require that You immediately pay to Us the balance of unpaid Lease Payments plus the present value of the Equipment's anticipated residual value discounted at 3% per annum plus any other amounts due or to become due under this Lease; (iii) demand that You return the Equipment to Us; and (iv) exercise any other legal right or remedy that We may have. If any Lease Payment is not paid to Us within 3 days of its due date, You will owe Us a late charge not to exceed the greater of 10% of each late payment or \$20.00 (or such lesser amount as is the maximum allowable under applicable law). You will pay all of Our costs and reasonable attorneys' fees associated with enforcing Our rights and pursuing Our remedies against You.

9. **OWNERSHIP; UCC.** Unless You have a \$1.00 purchase option, We are the owner of the Equipment and this Lease is a "finance lease" as defined in Article 2A of the UCC; however, in the event this Lease is deemed to be a lease intended for security, You hereby grant to Us a first priority security interest in the Equipment.

10. **INDEMNIFICATION.** You are responsible for any losses, damages, claims, and actions, including reasonable attorneys' fees caused by or related to (a) the selection, installation, ownership, use, lease, or possession of the Equipment or (b) any data You store within the Equipment.

11. **TRANSITION BILLING.** In order to facilitate an orderly transition, including Equipment installation and establish a uniform billing cycle, You agree to pay a prorated amount for the period between the date the Equipment is installed and the Commencement Date. This payment for the transition period will be based on the Lease Payment prorated on a 30-day calendar month and will be added to Your first invoice.

12. **SERVICES FEE ADJUSTMENTS.** The Supplier or its designee (the "Service Provider") may provide services during the term of this Lease and charge You a services fee. At the end of the first year of the term of this Lease, and on each anniversary thereof, We may increase such services fee by a maximum 15% of the Lease Payment in effect during the preceding year. We will pass through to the Service Provider all services fees, including any such increase.

13. **MISCELLANEOUS.** This is the entire agreement between the parties and supersedes all prior agreements, whether oral or written, concerning the subject matter hereof. **THE EQUIPMENT WILL BE USED ONLY FOR BUSINESS PURPOSES. YOU CONFIRM THAT YOU DECIDED TO ENTER INTO THIS LEASE RATHER THAN PURCHASE THE EQUIPMENT, YOU AUTHORIZE US TO CORRECT OBVIOUS ERRORS OR SUPPLY MISSING INFORMATION IN THIS LEASE WITHOUT NOTICE TO YOU. YOU AGREE THAT THIS LEASE WILL BE GOVERNED BY THE LAWS OF THE STATE OF NEW JERSEY. YOU CONSENT TO THE JURISDICTION OF ANY STATE OR FEDERAL COURT LOCATED WITHIN NEW JERSEY. WE WILL NOT BE BOUND BY THIS LEASE UNTIL WE COUNTERSIGN IT OR BY PURCHASING THE EQUIPMENT, WHICHEVER OCCURS FIRST. A FAX OR ELECTRONIC VERSION OF YOUR SIGNATURE ON THIS LEASE WHEN RECEIVED BY US SHALL BE BINDING UPON YOU AS IF ORIGINALLY SIGNED. YOU AND WE EXPRESSLY WAIVE ANY RIGHTS TO A TRIAL BY JURY.**

TIAA COMMERCIAL FINANCE, INC. Lessor	Neuse Charter School Inc Lessee
X Authorized Signature _____ Print Name and Title _____	X Authorized Signature _____ Print Name and Title _____
Date _____	Date _____

ACCEPTANCE OF DELIVERY

You certify that all the Equipment listed above has been furnished to You, and that delivery and installation has been fully completed and satisfactory and therefore You accept the Equipment. Further, all terms and conditions of this Lease have been reviewed and agreed to by You. Upon Your signing below, Your promises herein will be irrevocable and unconditional. We have purchased the Equipment from the above Supplier, whom You may contact for Your warranty rights, which We transfer to You for the term of this Lease. You acknowledge that We are not the manufacturer, supplier or dealer of the Equipment, and that the above Supplier is not Our agent.

X Authorized Signature _____	Date _____
Print Name and Title _____	Date _____

Neuse Charter School Board of Directors

Consent Agenda Item

AGENDA ITEM #: B1

1. MONTH OF MEETING:		2. DATE SUBMITTED:	
September 2019		9/11/19	
3. DEPARTMENT:		4. SUBMITTED BY:	
Finance		Highfil/Williams	
Total Funding Amount: \$ 30,000 [existing budget]		Non-Cap Equipment & Leases	
State Funding	\$ 30,000	Copiers/Reproductions	036
Federal Funding	\$	(budget line)	(PRC)
Local Funding	\$	(budget line)	(PRC)
Other Funding	\$	(budget line)	(PRC)
State Program: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	CAPITAL EXPENDITURE Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Previously Funded/Budgeted	Approved by Exec. Committee:
Federal Program: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	OPER. & MAINTENANCE Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Yes No NA	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA
5. PROJECT DESCRIPTION:			
Approval of GOECO to replace our current copy machines throughout campus and provide on-going copier service. Our current lease with Toshiba expired March 2019. We reached out to three companies in August 2019 who have spoken with us over the last two years regarding the copier contract and had knowledge of our current systems. Of the three companies, only one provided a bid by the stated deadline.			
6. PROJECT / PROGRAM BENEFITS:			
The recommended vendor will provide new equipment in all of the current copier locations equal to or better than the current models. As a local vendor, the repair service times will be faster than the other vendor multi-day response estimations. Additionally, the new proposal will include a 24" wide-format plotter for inhouse printing of larger posters and instructional items which will save funds on outsource printing.			
7. RESULT OF PROJECT / PROGRAM IF NOT FUNDED:			
If not approved, NCS will need to seek another copier solution in order to ensure excellence in operations and academics.			
8. ATTACHMENTS/PRESENTATIONS:			
Proposed Contract and Lease Agreement			

9. BUDGET RECONCILIATION ITEMS:			
n/a	n/a	n/a	n/a

10. EXECUTIVE DIRECTOR RECOMMENDATION:	DATE:
11. EXECUTIVE COMMITTEE APPROVAL:	DATE:
12. FULL BOARD APPROVAL (Signature of Chair or Designee):	DATE:


Neuse Charter School Board of Directors

Consent Agenda Item

AGENDA ITEM #: B3

1. MONTH OF MEETING:		2. DATE SUBMITTED:	
September 2019		9/18/19	
3. DEPARTMENT:		4. SUBMITTED BY:	
Finance		Pullium, Susan	
Total Funding Amount: \$ 9,000 (existing budget)		Administrative Services	
State Funding	\$	<i>(budget line)</i>	<i>(PRC)</i>
Federal Funding	\$	<i>(budget line)</i>	<i>(PRC)</i>
Local Funding	\$	<i>(budget line)</i>	<i>(PRC)</i>
Other Funding	\$	<i>(budget line)</i>	<i>(PRC)</i>
State Program: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	CAPITAL EXPENDITURE Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Previously Funded/Budgeted	Approved by Exec. Committee:
Federal Program: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	OPER. & MAINTENANCE Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA
5. PROJECT DESCRIPTION:			
Approval of contract to authorize Rives & Associates, LLP to conduct the NCS annual audit for fiscal year 2019. Audit of the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of the School as of and for the year ended June 30, 2019. Furthermore, this includes an audit of the consolidated financial statements of the Neuse Charter School Facilities, which comprise the statement of the financial position as of June 30, 2019, and the related statements of activities, and the related notes to the financial statements.			
6. PROJECT / PROGRAM BENEFITS:			
Maintain compliance with state and federal regulations. Review any findings to assist NCS in improving business practices.			
7. RESULT OF PROJECT / PROGRAM IF NOT FUNDED:			
Noncompliance			
8. ATTACHMENTS/PRESENTATIONS:			
Letters of engagement and contract documents.			

9. BUDGET RECONCILIATION ITEMS:			
<i>Budget Description</i>	<i>Amount</i>	<i>Revenue line</i>	<i>Expense Line</i>
<i>Budget Description</i>	<i>Amount</i>	<i>Revenue line</i>	<i>Expense Line</i>
<i>Budget Description</i>	<i>Amount</i>	<i>Revenue line</i>	<i>Expense Line</i>

10. EXECUTIVE DIRECTOR RECOMMENDATION:		DATE:
		9/18/19
11. EXECUTIVE COMMITTEE APPROVAL:		DATE:
12. FULL BOARD APPROVAL (Signature of Chair or Designee):		DATE:

May 13, 2019

To the Board of Directors
Neuse Charter School of Johnston County
Smithfield, North Carolina

We are pleased to confirm our understanding of the services we are to provide Neuse Charter School of Johnston County (the "School") for the year ended June 30, 2019. We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of the School as of and for the year ended June 30, 2019. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the School's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the School's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1) Management's Discussion and Analysis

We have also been engaged to report on supplementary information other than RSI that accompanies the School's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

- 1) Schedule of expenditures of federal and State awards
- 2) Schedule of Revenues, Expenditures, and Changes in Fund Balance – Budget and Actual
- 3) Schedules of School Contributions and School's Proportionate Share of the Net Pension Liability

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of The School and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of The School's financial statements. Our report will be addressed to Board of Commissioners of the School. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the School is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of The School's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

We will also assist in preparing the financial statements and related notes of the School in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for (1) establishing and maintaining effective internal controls, including internal controls over compliance, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements,

(2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities also include identifying significant vendor relationships in which the vendor has responsibility for program compliance and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

Engagement Administration, Fees, and Other

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the School; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Rives & Associates, LLP and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to an oversight agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Rives & Associates, LLP personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the Oversight Agency or pass-through entity. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit approximately during May 2019 and to issue our reports no later than October 31, 2019. Jay E. Sharpe, CPA, CFE is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed **\$9,700 (\$8,500 for the Audit and \$1,200.00 for the 990 tax return)**. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our reports. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. ***The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.***

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by these addressees. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by use in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any

consequential, incidental, direct, indirect, or special damages, such as loss of revenues, or anticipated profits, or disclosure or communication of confidential or proprietary information.

In the event we are required to respond to a court order or other legal process for the production of documents or/or testimony relative to information we obtained and/or prepared during the course of this engaging, you agree to compensate us at our hourly rates, as set forth above, for the time we expend in connection with such response, and to reimburse us for all of our out-of-pocket costs incurred in that regard.

This engagement letter is contractual in nature, and includes all of the relevant terms that will govern the engagement for which it has been prepared, the terms of this letter supersede any prior oral or written representations or commitments by or between the parties. Any material changes or additions to the terms set forth in this letter will only become effective if evidenced by a written amendment to this letter, signed by all of the parties.

We appreciate the opportunity to be of service to the School and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Rives & Associates LLP

RESPONSE:

This letter correctly sets forth the understanding of Neuse Charter School of Johnston County

Management signature: _____

Title: _____

Date: _____

Governance signature: _____

Title: _____

Date: _____

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.



Rives & Associates, LLP
Certified Public Accountants

www.rivescpa.com

Member:
American Institute of
Certified Public Accountants

Member:
North Carolina Association of
Certified Public Accountants

September 12, 2019

To the Board of Directors
Neuse Charter School Facilities
Smithfield, North Carolina

To the Board of Directors:

We are pleased to confirm our understanding of the services we are to provide for the Neuse Charter School Facilities for the year ended June 30, 2019.

We will audit the consolidated financial statements of the Neuse Charter School Facilities (hereafter referred to as "the Organization"), which comprise the statement of financial position as of June 30, 2019, and the related statements of activities, and the related notes to the financial statements.

Audit Objective

The objective of our audit is the expression of an opinion about whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of your accounting records and other procedures we consider necessary to enable us to express such an opinion. We will issue a written report upon completion of our audit of the Organization's financial statements. Our report will be addressed to Board of Directors of the Organization. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add an emphasis-of-matter or other-matter paragraph. If our opinion is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or withdraw from this engagement.

Audit Procedures

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from the Organization's attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

4515 Falls of Neuse Road, Suite 450
Raleigh, NC 27609
Phone: 919-832-6848
Fax: 919-832-7288

212 West Center Street
P.O. Box 1991
Lexington, NC 27293
Phone: 336-248-8284

1023 W. Morehead Street, Suite 100
Charlotte, NC 28208
Phone: 704-372-0960
Fax: 704-372-1459

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Organization or to acts by management or employees acting on behalf of the Organization.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our audit will include obtaining an understanding of the Organization and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to you and those charged with governance internal control related matters that are required to be communicated under professional standards.

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Management Responsibilities

You are responsible for establishing and maintaining internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles. You are also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the Organization from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the Organization involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Organization received in communications from employees, former employees, grantors, regulators, or others.

In addition, you are responsible for identifying and ensuring the Organization complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon.

You agree to assume all management responsibilities for the financial statement preparation services, and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Engagement Administration, Fees and Other

We understand that you will prepare all cash, accounts receivable, and other confirmations we request and will locate any documents selected by us for testing.

Jay E. Sharpe, CPA, CFE is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. We expect to begin our audit in September 2019.

Our fees for these services will not exceed \$5,000. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during our engagement. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. A 1 ½ percent per month interest charge will be added to all accounts not paid within thirty (30) days. You agree that in the event your payment is not received by the due date, we will not be responsible for your failure to meet government and other filing deadlines, for any penalties or interest that may be assessed against you resulting from your failure to meet the deadlines, and for any other damages (including, but not limited to consequential, indirect, lost profits, or punitive damages) incurred by you as a result of the late filing or non-filing of the tax returns.

The audit documentation for this engagement is the property of Rives & Associates, LLP and constitutes confidential information. However, we may be requested to make certain audit documentation available to federal or state regulators pursuant to authority given to it by law or regulation. If requested, access to such audit documentation will be provided under the supervision of Rives & Associates, LLP personnel. Furthermore, upon request, we may provide copies of selected audit documentation to such federal or state regulators. The regulatory authority may intend, or decide, to distribute the copies or information contained therein to others, including other government agencies.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,

Rivers & Associates LLP

Acknowledged by:

Neuse Charter School Facilities:

Signature: _____

Date: _____

The	Governing Board Board of Directors
of	Primary Government Unit Neuse Charter School
and	Discretely Presented Component Unit (DPCU) (if applicable) N/A

Primary Government Unit, together with DPCU (if applicable), hereinafter referred to as Governmental Unit(s)

and	Auditor Name Rives & Associates, LLP
	Auditor Address 4515 Falls of Neuse Road, Suite 450 Raleigh, NC 27609

Hereinafter referred to as Auditor

for	Fiscal Year Ending 06/30/19	Audit Report Due Date 10/31/19
-----	--------------------------------	-----------------------------------

Must be within four months of FYE

hereby agree as follows:

- The Auditor shall audit all statements and disclosures required by U.S. generally accepted auditing standards (GAAS) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit(s). The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion shall be rendered in relation to (as applicable) the governmental activities, the business- type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types).
- At a minimum, the Auditor shall conduct his/her audit and render his/her report in accordance with GAAS. The Auditor shall perform the audit in accordance with *Government Auditing Standards* if required by the State Single Audit Implementation Act, as codified in G.S. 159-34. If required by OMB *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and the State Single Audit Implementation Act, the Auditor shall perform a Single Audit. This audit and all associated audit documentation may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit requires a federal single audit performed under the requirements found in Subpart F of the Uniform Guidance (§200.501), it is recommended that the Auditor and Governmental Unit(s) jointly agree, in advance of the execution of this contract, which party is responsible for submission of the audit and the accompanying data collection form to the Federal Audit Clearinghouse as required under the Uniform Guidance (§200.512).

If the audit and Auditor communication are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC State Board).

County and Multi-County Health Departments: The Office of State Auditor will require Auditors of these Governmental Units to perform agreed upon procedures (AUPs) on eligibility determination on certain programs. Both Auditor and Governmental Unit agree that Auditor shall complete and report on these AUPs on

eligibility determination as required by OSA and in accordance with the instructions and timeline provided by OSA.

3. If an entity is determined to be a component of another government as defined by the group audit standards, the entity's auditor shall make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.
4. This contract contemplates an unmodified opinion being rendered. If during the process of conducting the audit, the Auditor determines that it will not be possible to render an unmodified opinion on the financial statements of the unit, the Auditor shall contact the LGC staff to discuss the circumstances leading to that conclusion as soon as is practical and before the final report is issued. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.
5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2011 revisions, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he/she has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards*. The Auditor agrees to provide a copy of the most recent peer review report to the Governmental Unit(s) and the Secretary of the LGC prior to the execution of an audit contract. Subsequent submissions of the report are required only upon report expiration or upon auditor's receipt of an updated peer review report. If the audit firm received a peer review rating other than pass, the Auditor shall not contract with the Governmental Unit(s) without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.

If the audit engagement is not subject to *Government Accounting Standards* or if financial statements are not prepared in accordance with U.S. generally accepted accounting principles (GAAP) and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment to this contract or in an amendment.

6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to LGC staff within four months of fiscal year end. If it becomes necessary to amend this due date or the audit fee, an amended contract along with a written explanation of the delay shall be submitted to the Secretary of the LGC for approval.
7. It is agreed that GAAS include a review of the Governmental Unit's (Units') systems of internal control and accounting as same relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor shall make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his/her findings, together with his recommendations for improvement. That written report shall include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified)*. The Auditor shall file a copy of that report with the Secretary of the LGC.
8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's (Units') records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit(s) until the invoice has been approved by the Secretary of the LGC. (This also includes any progress billings.) [G.S. 159-34 and 115C-447] All invoices for Audit work shall be submitted in PDF format to the Secretary of the LGC for approval. The invoice marked 'approved' with approval date shall be returned to

the Auditor to present to the Governmental Unit(s) for payment. Approval is not required on contracts and invoices for system improvements and similar services of a non-auditing nature.

9. In consideration of the satisfactory performance of the provisions of this contract, the Governmental Unit(s) shall pay to the Auditor, upon approval by the Secretary of the LGC, the fee, which includes any costs the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (federal and state grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts. This does not include fees for any pre-issuance reviews that may be required by the NC Association of CPAs (NCACPA) Peer Review Committee or NC State Board of CPA Examiners (see Item 12).

10. If the Governmental Unit(s) has/have outstanding revenue bonds, the Auditor shall submit to LGC staff, either in the notes to the audited financial statements or as a separate report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor shall submit to LGC staff simultaneously with the Governmental Unit's (Units') audited financial statements any other bond compliance statements or additional reports required by the authorizing bond documents, unless otherwise specified in the bond documents.

11. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit(s) and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the Governmental Unit(s) or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board upon completion.

12. If the audit firm is required by the NC State Board, the NCACPA Peer Review Committee, or the Secretary of the LGC to have a pre-issuance review of its audit work, there shall be a statement in the engagement letter indicating the pre-issuance review requirement. There also shall be a statement that the Governmental Unit(s) shall not be billed for the pre-issuance review. The pre-issuance review shall be performed prior to the completed audit being submitted to LGC Staff. The pre-issuance review report shall accompany the audit report upon submission to LGC Staff.

13. The Auditor shall submit the report of audit in PDF format to LGC Staff when (or prior to) submitting the final invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the LGC by any interested parties. Any subsequent revisions to these reports shall be sent to the Secretary of the LGC along with an Audit Report Reissued Form (available on the Department of State Treasurer website). These audited financial statements, excluding the Auditors' opinion, may be used in the preparation of official statements for debt offerings by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and for other lawful purposes of the Governmental Unit(s) without requiring consent of the Auditor. If the LGC Staff determines that corrections need to be made to the Governmental Unit's (Units') financial statements, those corrections shall be provided within three business days of notification unless another deadline is agreed to by LGC staff.

If the OSA designates certain programs to be audited as major programs, as discussed in Item 2, a turnaround document and a representation letter addressed to the OSA shall be submitted to LGC Staff.

14. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the

Secretary of the LGC, this contract may be modified or amended to include the increased time, compensation, or both as may be agreed upon by the Governing Board and the Auditor.

15. If an approved contract needs to be modified or amended for any reason, the change shall be made in writing, on the Amended LGC-205 contract form and pre-audited if the change includes a change in audit fee (pre-audit requirement does not apply to charter schools). This amended contract shall be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract. It shall then be submitted to the Secretary of the LGC for approval. No change to the audit contract shall be effective unless approved by the Secretary of the LGC, the Governing Board, and the Auditor.

16. A copy of the engagement letter, issued by the Auditor and signed by both the Auditor and the Governmental Unit(s), shall be attached to this contract, and shall be incorporated by reference as if fully set forth herein as part of this contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract shall take precedence. Engagement letter terms that conflict with the contract are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item 26 of this contract. Engagement letters containing indemnification clauses shall not be accepted by LGC Staff.

17. Special provisions should be limited. Please list any special provisions in an attachment.

18. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU shall be named along with the parent government on this audit contract. DPCU Board approval date, signatures from the DPCU Board chairman and finance officer also shall be included on this contract.

19. The contract shall be executed, pre-audited (pre-audit requirement does not apply to charter schools), and physically signed by all parties including Governmental Unit(s) and the Auditor, then submitted in PDF format to the Secretary of the LGC.

20. The contract is not valid until it is approved by the Secretary of the LGC. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. The audit should not be started before the contract is approved.

21. Retention of Client Records: Auditors are subject to the NC State Board of CPA Examiners' Retention of Client Records Rule 21 NCAC 08N .0305 as it relates to the provision of audit and other attest services, as well as non-attest services. Clients and former clients should be familiar with the requirements of this rule prior to requesting the return of records.

22. This contract may be terminated at any time by mutual consent and agreement of the Governmental Unit(s) and the Auditor, provided that (a) the consent to terminate is in writing and signed by both parties, (b) the parties have agreed on the fee amount which shall be paid to the Auditor (if applicable), and (c) no termination shall be effective until approved in writing by the Secretary of the LGC.

23. The Governmental Unit's (Units') failure or forbearance to enforce, or waiver of, any right or an event of breach or default on one occasion or instance shall not constitute the waiver of such right, breach or default on any subsequent occasion or instance.

24. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.

25. E-Verify. Auditor shall comply with the requirements of NCGS Chapter 64 Article 2. Further, if Auditor utilizes any subcontractor(s), Auditor shall require such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.
26. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted (See Item 16 for clarification).
27. The process for submitting contracts, audit reports and invoices is subject to change. Auditors and units should use the submission process and instructions in effect at the time of submission. Refer to the N.C. Department of State Treasurer website at <https://www.nctreasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx>.
28. All communications regarding audit contract requests for modification or official approvals will be sent to the email addresses provided on the signature pages that follow.

FEES FOR AUDIT SERVICES

For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct and *Governmental Auditing Standards* (as applicable). Bookkeeping and other non-attest services necessary to perform the audit shall be included under this contract. However, bookkeeping assistance shall be limited to the extent that the Auditor is not auditing his or her own work or making management decisions. The Governmental Unit shall designate an individual with the suitable skills, knowledge, and/or experience necessary to oversee the services and accept responsibility for the results of the services. Financial statement preparation assistance shall be deemed a "significant threat" requiring the Auditor to apply safeguards sufficient to reduce the threat to an acceptable level. The Auditor shall maintain written documentation of his or her compliance with these standards in the audit work papers.

Fees may not be included in this contract for work performed on Annual Financial Information Reports (AFIRs), Form 990s, or other services not associated with audit fees and costs. Such fees may be included in the engagement letter, but may not be included in this contract or in any invoices requiring approval of the LGC. See Items 8, 9, and 12 for details on other allowable and excluded fees.

Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) the Auditor may submit invoices for approval for services rendered, not to exceed 75% of the total of the stated fees below. If the current contracted fee is not fixed in total, invoices for services rendered may be approved for up to 75% of the prior year audit fee. Should the 75% cap provided below conflict with the cap calculated by LGC staff based on the prior year audit fee on file with the LGC, the LGC calculation prevails.

20 NCAC 03 .0505: All invoices for services rendered in an audit engagement as defined in 20 NCAC 3 .0503 shall be submitted to the Commission for approval before any payment is made. Payment before approval is a violation of law.

PRIMARY GOVERNMENT FEES

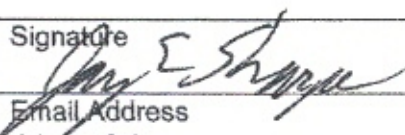
Primary Government Unit	Neuse Charter School
Audit	\$ 7,500.00
Writing Financial Statements	\$ 1,000.00
All Other Non-Attest Services	\$ 0.00
75% Cap for Interim Invoice Approval	\$ 6,375.00

DPCU FEES (if applicable)

Discretely Presented Component Unit	N/A
Audit	\$
Writing Financial Statements	\$
All Other Non-Attest Services	\$
75% Cap for Interim Invoice Approval	\$

SIGNATURE PAGE

AUDIT FIRM

Audit Firm Rives & Associates, LLP	
Authorized Firm Representative (typed or printed) Jay E Sharpe	Signature 
Date 05/13/19	Email Address jsharpe@rivescpa.com

GOVERNMENTAL UNIT

Governmental Unit Neuse Charter School	
Date Primary Government Unit Governing Board Approved Audit Contract (Ref: G.S. 159-34(a) or G.S. 115C-447(a))	
Mayor/Chairperson (typed or printed)	Signature
Date	Email Address

Chair of Audit Committee (typed or printed, or "NA")	Signature
Date	Email Address

GOVERNMENTAL UNIT – PRE-AUDIT CERTIFICATE

(Pre-audit certificate not required for charter schools)

Required by G.S. 159-28(a1) or G.S. 115C-441(a1)

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.

Primary Governmental Unit Finance Officer (typed or printed)	Signature
Date of Pre-Audit Certificate	Email Address

SIGNATURE PAGE – DPCU
(complete only if applicable)

DISCRETELY PRESENTED COMPONENT UNIT

DPCU N/A	
Date DPCU Governing Board Approved Audit Contract (Ref: G.S. 159-34(a) or G.S. 115C-447(a))	
DPCU Chairperson (typed or printed)	Signature
Date	Email Address

Chair of Audit Committee (typed or printed, or "NA")	Signature
Date	Email Address

DPCU – PRE-AUDIT CERTIFICATE
(Pre-audit certificate not required for charter schools)

Required by G.S. 159-28(a1) or G.S. 115C-441(a1)

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.

DPCU Finance Officer (typed or printed)	Signature
Date of Pre-Audit Certificate	Email Address

Remember to print this form, and obtain all
required signatures prior to submission.

PRINT


Neuse Charter School Board of Directors

Consent Agenda Item

AGENDA ITEM #: A1

1. MONTH OF MEETING:		2. DATE SUBMITTED:	
September 2019		9/18/19	
3. DEPARTMENT:		4. SUBMITTED BY:	
Facilities		Bunner, Josh	
Total Funding Amount: \$ 4,500		Facilities	
State Funding	\$	(budget line)	(PRC)
Federal Funding	\$	(budget line)	(PRC)
Local Funding	\$ 4,500	Building Services	n/a
Other Funding	\$	(budget line)	(PRC)
State Program: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	CAPITAL EXPENDITURE Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Previously Funded/Budgeted	Approved by Exec. Committee:
Federal Program: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	OPER. & MAINTENANCE Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
5. PROJECT DESCRIPTION:			
Approval of Bethea's Concrete to install a concrete walkway along the north side of the exterior of the main gymnasium connecting to the existing walkway along the northeast corner. Quotes were solicited between August 25 and September 15. Three quotes were received. This recommendation is for the lowest bidder.			
6. PROJECT / PROGRAM BENEFITS:			
Installation of this walkway will reduce the inflow of dirt and other particulate matter into the main gymnasium, reduce erosion of existing mulch beds in the area, and reduce overall maintenance costs related to the deterioration of the flooring in the main gymnasium due to the tracking of dirt and other particulate matter into the main student entrance of the gymnasium during school hours.			
7. RESULT OF PROJECT / PROGRAM IF NOT FUNDED or APPROVED:			
Continued erosion of existing mulch beds and continued maintenance costs associated with repairing and/ or refurbishing the gym flooring, reduction in the useful life of the existing gym flooring.			
8. ATTACHMENTS/PRESENTATIONS:			
Quote request document and preferred quote			

9. BUDGET RECONCILIATION ITEMS:			
Budget Description	Amount	Revenue line	Expense Line
Budget Description	Amount	Revenue line	Expense Line
Budget Description	Amount	Revenue line	Expense Line

10. EXECUTIVE DIRECTOR RECOMMENDATION:		DATE:
		9/18/19
11. EXECUTIVE COMMITTEE APPROVAL:		DATE:
n/a		
12. FULL BOARD APPROVAL (Signature of Chair or Designee):		DATE:

August 25, 2019

**Neuse Charter School
Request for Services (Facilities)**

Prepare a quote for the installation of a concrete walkway along a designated path on the north/ northeast side of the NCS main gymnasium building. Quotes should be 'turnkey' and include all costs associated with labor, materials, clean up and placement of concrete.

Quotes should be submitted to Josh Bunner by September 15, 2019

Direct all questions to Josh Bunner, jbunner@neusecharterschool.org

Bethea's Concrete

"No job to big or small"

250 Calcasieu drive
Parkton, North Carolina
910-633-1136
910-303-6804
Tracybethea36@gmail.com

Date: September 15, 2019

Re: Neuse Charter School

To whom it may concern,

I Tracy Campbell(co-owner) is willing and able to do any concrete work for you at the school.

At a turnkey of \$4500.00

This is for labor, material, and placement of concrete.

If possible, I would like half of the payment before work begins, and remaining payment when job is complete.

Thank you
Tracy Campbell
9103036804


Neuse Charter School Board of Directors

Consent Agenda Item

AGENDA ITEM #: D1

1. MONTH OF MEETING:		2. DATE SUBMITTED:	
September 2019		9/18/19	
3. DEPARTMENT:		4. SUBMITTED BY:	
Academics (Extracurricular)		Westergard, Anna	
Total Funding Amount: \$ n/a			
State Funding	\$	{budget line}	{PRC}
Federal Funding	\$	{budget line}	{PRC}
Local Funding	\$	{budget line}	{PRC}
Other Funding	\$	{budget line}	{PRC}
State Program: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	CAPITAL EXPENDITURE Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Previously Funded/Budgeted	Approved by Exec. Committee:
Federal Program: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	OPER. & MAINTENANCE Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Yes No <input checked="" type="checkbox"/> NA	Yes No <input checked="" type="checkbox"/> NA
5. PROJECT DESCRIPTION:			
Approval of a student leadership retreat as an overnight field trip to Fort Caswell in Oak Island, North Carolina from February 15 through February 17, 2020.			
6. PROJECT / PROGRAM BENEFITS:			
During this third annual student leadership retreat, Senior Academy students will have an opportunity to participate in a student-facilitated, student-led retreat. A group of student leaders will plan a weekend filled with intensive and enriching activities designed to give all participants the opportunity to grow as leaders. Participants will take part in team building activities, competitions, discussion groups, and reflective activities designed to help all individuals build stronger leadership skills.			
7. RESULT OF PROJECT / PROGRAM IF NOT FUNDED or APPROVED:			
Program would cease to exist in its current form and would have a much-reduced impact on student leadership skill development.			
8. ATTACHMENTS/PRESENTATIONS:			
Request form and tentative agenda			

9. BUDGET RECONCILIATION ITEMS:			
Budget Description	Amount	Revenue line	Expense Line
Budget Description	Amount	Revenue line	Expense Line
Budget Description	Amount	Revenue line	Expense Line

10. EXECUTIVE DIRECTOR RECOMMENDATION:		DATE:
		9/18/19
11. EXECUTIVE COMMITTEE APPROVAL:		DATE:
n/a		
12. FULL BOARD APPROVAL (Signature of Chair or Designee):		DATE:



**NEUSE CHARTER SCHOOL
FIELD TRIP / SPECIAL ACTIVITY REQUEST**

Name of Activity: 3rd Annual Student Leadership Retreat

Description: See attached

Person/Organization Planning the Activity: Anna Westergard, Paige Bruner

Location: Fort Caswell, Oak Island, North Carolina

Location (check one): In-State Out of State Out of Country Overnight

Date(s) of Activity: 2/15/20-2/17/20

**if on-going event, please include ending date*

Any known conflicts and proposed solutions to these dates/requests: This event is over a weekend and teacher workday.

I confirm I have checked both the Master and Athletics Calendars online for my date, including set up and tear down dates.

Set-Up Date/Time: 2/14 Start Date/Time: 2/15 7a End Date/Time: 2/17 1p

Facility Needs: (bleachers out/in, chairs, tables, sound system, podium, projector, stage, etc.)
n/a

Estimated number of students/people participating/attending: 60

Grade(s)/Group/Organization Involved: 9-12

Per Student Cost: \$180 Per Adult Cost [add \$10 for Background Screen]: \$0

Source of Funds: Student Payment

Transportation provided by: Rental Vans

Details or other important information: See Attached

Educational Purpose of Activity -**attach additional information** (ie. curriculum link):
See Attached

Requestor's Signature: *Anna Westergard*

Date: 9-17-19

Administration Signature: *[Signature]*

Date: 9-17-19

Board Signature*: _____

Date: _____

**Required for Out of State/Country and Overnight Field Trips*

[SUBMIT AT LEAST 2 MONTHS PRIOR TO EVENT]

rev. 10/18AH

Proposal for Student Leadership Retreat, February 2020

We are excited to continue the tradition of building excellence in student leadership with the 3rd Annual Student Leadership Retreat. Once again, high school students will have the opportunity to participate in a student-facilitated, student-led retreat in February 2020. A group of student leaders will plan a weekend filled with intensive and enriching activities designed to give all participants the opportunity to grow as leaders. Participants take part in team building activities, competitions, discussion groups, and reflective activities designed to help all individuals build stronger leadership skills.

What is the plan for this retreat?

The retreat will take place in February over one of the teacher workdays. ALL activities will be developed and led by a group of 8 to 10 students (½ boys and ½ girls). 40-60 NCS students (½ boys and ½ girls) will be selected to attend the 2-night, 3-day retreat at Fort Caswell, Oak Island. There will be a maximum projected cost of \$180 per student to cover food, lodging, transportation, and materials.

Leading up to the retreat, the eight selected student leaders will participate in planning meetings to drive the content (leadership and team building) and focus (theme, etc.) of the retreat and to take ownership of the various activities and sessions that will happen at the retreat.

Throughout the weekend the students will be broken up into four smaller groups and will alternate between doing activities in their small groups or with the entire group.

Students selected should be responsible leaders who can conduct themselves in a manner that reflects all NCS guidelines. Failure to not conduct oneself in this manner will result in parent contact and removal from the retreat by parents.

How will students be selected?

Teachers are asked to nominate students based on non-traditional criteria that include natural leaders and potential leaders that could benefit from an intense retreat experience. Teachers are also encouraged to nominate those students that might become the next generation of leaders on campus given greater confidence and exposure to leadership skills. Students who are not nominated by a teacher may self-nominate by requesting a self-nomination form and obtaining a teacher recommendation.

Once all teacher nominations and self-nominations are in, these students will be asked to complete a short application to enter their name into a lottery drawing to select the participants.

Neuse Charter School Board of Directors

Consent Agenda Item

AGENDA ITEM #: B1

1. MONTH OF MEETING:		2. DATE SUBMITTED:	
September 2019		9/11/19	
3. DEPARTMENT:		4. SUBMITTED BY:	
Finance		Highfil/Williams	
Total Funding Amount: \$ 30,000 [existing budget]		Non-Cap Equipment & Leases	
State Funding	\$ 30,000	Copiers/Reproductions	036
Federal Funding	\$	<i>(budget line)</i>	<i>(PRC)</i>
Local Funding	\$	<i>(budget line)</i>	<i>(PRC)</i>
Other Funding	\$	<i>(budget line)</i>	<i>(PRC)</i>
State Program: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	CAPITAL EXPENDITURE Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Previously Funded/Budgeted	Approved by Exec. Committee:
Federal Program: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	OPER. & MAINTENANCE Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Yes No NA	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA
5. PROJECT DESCRIPTION:			
Approval of GOECO to replace our current copy machines throughout campus and provide on-going copier service. Our current lease with Toshiba expired March 2019. We reached out to three companies in August 2019 who have spoken with us over the last two years regarding the copier contract and had knowledge of our current systems. Of the three companies, only one provided a bid by the stated deadline.			
6. PROJECT / PROGRAM BENEFITS:			
The recommended vendor will provide new equipment in all of the current copier locations equal to or better than the current models. As a local vendor, the repair service times will be faster than the other vendor multi-day response estimations. Additionally, the new proposal will include a 24" wide-format plotter for inhouse printing of larger posters and instructional items which will save funds on outsource printing.			
7. RESULT OF PROJECT / PROGRAM IF NOT FUNDED:			
If not approved, NCS will need to seek another copier solution in order to ensure excellence in operations and academics.			
8. ATTACHMENTS/PRESENTATIONS:			
Proposed Contract and Lease Agreement			

9. BUDGET RECONCILIATION ITEMS:			
n/a	n/a	n/a	n/a

10. EXECUTIVE DIRECTOR RECOMMENDATION:	DATE:
11. EXECUTIVE COMMITTEE APPROVAL:	DATE:
12. FULL BOARD APPROVAL (Signature of Chair or Designee):	DATE:

Neuse Charter School Board of Directors

Consent Agenda Item

AGENDA ITEM #: B1

1. MONTH OF MEETING:		2. DATE SUBMITTED:	
September 2019		9/11/19	
3. DEPARTMENT:		4. SUBMITTED BY:	
Finance		Highfil/Williams	
Total Funding Amount: \$ 30,000 [existing budget]		Non-Cap Equipment & Leases	
State Funding	\$ 30,000	Copiers/Reproductions	036
Federal Funding	\$	(budget line)	(PRC)
Local Funding	\$	(budget line)	(PRC)
Other Funding	\$	(budget line)	(PRC)
State Program: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	CAPITAL EXPENDITURE Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Previously Funded/Budgeted	Approved by Exec. Committee:
Federal Program: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	OPER. & MAINTENANCE Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Yes No NA	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA

5. PROJECT DESCRIPTION:

Approval of GOECO to replace our current copy machines throughout campus and provide on-going copier service. Our current lease with Toshiba expired March 2019. We reached out to three companies in August 2019 who have spoken with us over the last two years regarding the copier contract and had knowledge of our current systems. Of the three companies, only one provided a bid by the stated deadline.

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The recommended vendor will provide new equipment in all of the current copier locations equal to or better than the current models. As a local vendor, the repair service times will be faster than the other vendor multi-day response estimations. Additionally, the new proposal will include a 24" wide-format plotter for inhouse printing of larger posters and instructional items which will save funds on outsource printing.

7. RESULT OF PROJECT / PROGRAM IF NOT FUNDED:

If not approved, NCS will need to seek another copier solution in order to ensure excellence in operations and academics.

8. ATTACHMENTS/PRESENTATIONS:

Proposed Contract and Lease Agreement

9. BUDGET RECONCILIATION ITEMS:

n/a	n/a	n/a	n/a
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10. EXECUTIVE DIRECTOR RECOMMENDATION:	DATE:
	9/18/19
11. EXECUTIVE COMMITTEE APPROVAL:	DATE:
12. FULL BOARD APPROVAL (Signature of Chair or Designee):	DATE:

LEASE AGREEMENT

Please fax completed agreement to 1-866-329-8795
 Questions or need assistance? Call 1-866-550-8795



This Lease has been written in "Plain English." When we use the words Lessee, You and Your in this Lease, we mean the Lessee indicated below. When we use the words Lessor, We, Us, and Our in this Lease, We mean TIAA Commercial Finance, Inc. Our address is 10 Waterview Boulevard, Parsippany, New Jersey 07054.

LESSEE INFORMATION	Lessee Name Neuse Charter School Inc	Lease Number	
	Lessee Billing Address 909 E Booker Dairy Road, Smithfield NC, 27577	Lessee Phone Number 919-626-2300	
	Equipment Location (if different from above) Same as above	Federal Tax ID Number	
SUPPLIER INFORMATION	Supplier Name ("Supplier") and Address GOECO	Supplier Phone Number 919-731-2308	
EQUIPMENT DESCRIPTION ("Equipment")	Make/Model/Accessories	Quantity	Serial Number(s)
	Canon 525if III, Canon c256if III, Canon c5560i III Canon ipt670e	6,1,1 1	
PURCHASE OPTION	Check one applicable box. If no box is checked or if more than one box is checked, the Fair Market Value Purchase Option will apply. <input checked="" type="checkbox"/> Fair Market Value <input type="checkbox"/> \$1.00 Purchase Option <input type="checkbox"/> Fixed Price Purchase Option - 10% of Total Cash Price		
TERM AND PAYMENT	Initial Lease Term (months): 63	Lease Payment: 714.00	Supply Delivery Charge (monthly): NA PLUS APPLICABLE TAX

TERMS AND CONDITIONS

1. **LEASE.** You agree to lease the Equipment from Us on the terms and conditions of this lease agreement ("Lease"). The Equipment will be deemed irrevocably accepted by You upon the earlier of (a) the delivery to Us of a signed Delivery and Acceptance Certificate or (b) 10 days after delivery of the Equipment to You if previously You have not given written notice to Us of Your non-acceptance. This Lease commences on the day the Equipment is delivered to You (the "Commencement Date") and the first Lease Payment shall be due on the Commencement Date or any other date that we designate, and the remaining Lease Payments will be due on the same day of each subsequent month at an address specified by Us in writing. If more than one Lease Payment is required in advance, the additional amount will be applied at the end of the initial or any renewal term. IF THIS LEASE IS REPLACING AN EXISTING LEASE, THE NEW PAYMENT MAY INCLUDE THE BALANCE OF THAT LEASE AND RESULT IN A GREATER AGGREGATE COST TO YOU. YOUR LEASE OBLIGATIONS ARE ABSOLUTE, UNCONDITIONAL AND NOT SUBJECT TO CANCELLATION, REDUCTION, SETOFF OR COUNTERCLAIM, EVEN IF THE EQUIPMENT DOES NOT WORK PROPERLY. You authorize Us to adjust the Lease Payment up or down by not more than 15% if the total amount We have paid in connection with the purchase, delivery and installation of the Equipment, including any trade-up and buyout amounts (collectively, the "Total Cash Price") differs from the estimated Total Cash Price originally assumed for documentation purposes.

2. **NO WARRANTIES.** You are leasing the Equipment "AS-IS" AND WE MAKE NO WARRANTIES EITHER EXPRESS OR IMPLIED, INCLUDING WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

3. **EQUIPMENT USE AND MAINTENANCE, RESTOCKING FEE.** You will keep the Equipment at the location stated above and maintain it in good working condition, eligible for manufacturer's certification, normal wear and tear excepted. You will pay for any repairs. It is solely Your duty to remove all sensitive or confidential data stored within the Equipment prior to returning it. You will pay all shipping expenses for the return of the Equipment to Us, to a location in the United States that We designate. We may charge You a restocking fee equal to two (2) Lease Payments. You agree that You will not take the Equipment out of service and have a third party pay or provide funds to pay the amounts due under this Lease.

4. **ASSIGNMENT.** You agree not to sell, assign or sublease either the Equipment or any right under this Lease without Our prior written consent. We may sell or assign this Lease without notice and the new owner will not be subject to any claims, defenses or setoffs that You may have.

5. **TAXES AND FEES.** You will pay all excise, sales and use, personal property and all other taxes and charges which may be imposed during the term of this Lease, arising from the use, acquisition, ownership or leasing of the Equipment, whether due before or after termination of this Lease. You will reimburse Us for Our administrative costs and fees associated with the preparation, filing, payment, and other costs of administering taxes associated with the Equipment. Where required by law, We will file the personal property tax returns with respect to the Equipment, and You shall pay Us in advance, and when We require, the taxes that We anticipate will be due during the year. You further agree to pay Us a fee for documenting this Lease.

6. **INSURANCE.** You will maintain at Your expense (a) property insurance against the loss, theft or destruction of, or damage to, the Equipment for its full replacement value, naming Us as loss payee, and (b) public liability and third party property insurance, naming Us as an additional insured, and give Us written proof of Your insurance. We reserve the right to reject Your insurance carrier. IF YOU DO NOT GIVE US EVIDENCE OF INSURANCE ACCEPTABLE TO US, WE HAVE THE RIGHT, BUT NOT THE OBLIGATION, TO OBTAIN INSURANCE COVERING OUR INTERESTS FOR THE TERM OF THIS LEASE, INCLUDING ANY RENEWAL OR EXTENSIONS WE MAY ADD THE COSTS OF ACQUIRING AND MAINTAINING SUCH INSURANCE, AND OUR FEES FOR OUR SERVICES IN PLACING AND MAINTAINING SUCH INSURANCE (COLLECTIVELY, "INSURANCE CHARGE"), ON WHICH WE MAY EARN A PROFIT, TO THE AMOUNTS DUE FROM YOU UNDER THIS LEASE. Such insurance may duplicate coverage provided under Your existing policy. You will pay the Insurance Charge in equal installments allocated to the remaining Lease Payments. You acknowledge that We are not required to secure or maintain any insurances, and We will not be liable to You if We terminate any insurance coverage that We arrange.

7. **PURCHASE OPTION; AUTOMATIC RENEWAL.** If no default exists under this Lease, You will have the option at the end of the initial or any renewal term to purchase all (but not less than all) of the Equipment at the Purchase Option price shown above, plus any applicable taxes. Unless the Purchase Option price is \$1.00, You must give Us at least 90 days written notice before the end of the Initial Lease Term that You will purchase the Equipment or that You will return the Equipment to Us. If You do not give Us such written notice or if You do not purchase or deliver the Equipment in accordance with the terms and conditions of this Lease, this Lease will automatically renew on a monthly basis until You exercise a purchase option or deliver the Equipment to Us.

8. **DEFAULT AND REMEDIES.** You shall be in default under this Lease if (a) You fail to make any Lease Payment or other payment within 10 days of its due date, (b) You do not perform any of Your obligations under this Lease or any other agreement with Us or any of Our affiliates and this failure continues for 10 days, or (c) You become insolvent. If a default occurs, We may do one or more of the following: (i) terminate this Lease or any other agreement You have with Us or any of Our affiliates; (ii) require that You immediately pay to Us the balance of unpaid Lease Payments plus the present value of the Equipment's anticipated residual value discounted at 3% per annum plus any other amounts due or to become due under this Lease; (iii) demand that You return the Equipment to Us; and (iv) exercise any other legal right or remedy that We may have. If any Lease Payment is not paid to Us within 3 days of its due date, You will owe Us a late charge not to exceed the greater of 10% of each late payment or \$20.00 (or such lesser amount as is the maximum allowable under applicable law). You will pay all of Our costs and reasonable attorneys' fees associated with enforcing Our rights and pursuing Our remedies against You.

9. **OWNERSHIP; UCC.** Unless You have a \$1.00 purchase option, We are the owner of the Equipment and this Lease is a "finance lease" as defined in Article 2A of the UCC; however, in the event this Lease is deemed to be a lease intended for security, You hereby grant to Us a first priority security interest in the Equipment.

10. **INDEMNIFICATION.** You are responsible for any losses, damages, claims, and actions, including reasonable attorneys' fees caused by or related to (a) the selection, installation, ownership, use, lease, or possession of the Equipment or (b) any data You store within the Equipment.

11. **TRANSITION BILLING.** In order to facilitate an orderly transition, including Equipment installation and establish a uniform billing cycle, You agree to pay a prorated amount for the period between the date the Equipment is installed and the Commencement Date. This payment for the transition period will be based on the Lease Payment prorated on a 30-day calendar month and will be added to Your first invoice.

12. **SERVICES FEE ADJUSTMENTS.** The Supplier or its designee (the "Service Provider") may provide services during the term of this Lease and charge You a services fee. At the end of the first year of the term of this Lease, and on each anniversary thereof, We may increase such services fee by a maximum 15% of the Lease Payment in effect during the preceding year. We will pass through to the Service Provider all services fees, including any such increase.

13. **MISCELLANEOUS.** This is the entire agreement between the parties and supersedes all prior agreements, whether oral or written, concerning the subject matter hereof. THE EQUIPMENT WILL BE USED ONLY FOR BUSINESS PURPOSES. YOU CONFIRM THAT YOU DECIDED TO ENTER INTO THIS LEASE RATHER THAN PURCHASE THE EQUIPMENT. YOU AUTHORIZE US TO CORRECT OBVIOUS ERRORS OR SUPPLY MISSING INFORMATION IN THIS LEASE WITHOUT NOTICE TO YOU. YOU AGREE THAT THIS LEASE WILL BE GOVERNED BY THE LAWS OF THE STATE OF NEW JERSEY. YOU CONSENT TO THE JURISDICTION OF ANY STATE OR FEDERAL COURT LOCATED WITHIN NEW JERSEY. WE WILL NOT BE BOUND BY THIS LEASE UNTIL WE COUNTERSIGN IT OR BY PURCHASING THE EQUIPMENT, WHICHEVER OCCURS FIRST. A FAX OR ELECTRONIC VERSION OF YOUR SIGNATURE ON THIS LEASE WHEN RECEIVED BY US SHALL BE BINDING UPON YOU AS IF ORIGINALLY SIGNED. YOU AND WE EXPRESSLY WAIVE ANY RIGHTS TO A TRIAL BY JURY.

TIAA COMMERCIAL FINANCE, INC. Lessor	Neuse Charter School Inc Lessee
X Authorized Signature _____ Date _____	X Authorized Signature _____ Date _____
Print Name and Title _____	Print Name and Title _____
ACCEPTANCE OF DELIVERY	
You certify that all the Equipment listed above has been furnished to You, and that delivery and installation has been fully completed and satisfactory and therefore You accept the Equipment. Further, all terms and conditions of this Lease have been reviewed and agreed to by You. Upon Your signing below, Your promises herein will be irrevocable and unconditional. We have purchased the Equipment from the above Supplier, whom You may contact for Your warranty rights, which We transfer to You for the term of this Lease. You acknowledge that We are not the manufacturer, supplier or dealer of the Equipment, and that the above Supplier is not Our agent.	
X Authorized Signature _____ Date _____	

Neuse Charter School Board of Directors

Consent Agenda Item

AGENDA ITEM #: B2

1. MONTH OF MEETING:		2. DATE SUBMITTED:	
September 2019		9/4/19	
3. DEPARTMENT:		4. SUBMITTED BY:	
Academics (Partnerships)		Williams, Brad	
Total Funding Amount: \$ n/a			
State Funding	\$	(budget line)	(PRC)
Federal Funding	\$	(budget line)	(PRC)
Local Funding	\$	(budget line)	(PRC)
Other Funding	\$	(budget line)	(PRC)
State Program: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	CAPITAL EXPENDITURE Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Previously Funded/Budgeted	Approved by Exec. Committee:
Federal Program: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	OPER. & MAINTENANCE Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
5. PROJECT DESCRIPTION:			
Approval of Memorandum of Agreement Regarding Neuse Charter School's Collaboration with the Public Library of Johnston County and Smithfield.			
6. PROJECT / PROGRAM BENEFITS:			
Develop an infrastructure that will allow all NCS students to access and use the Public Library's materials specified by the NC Cardinal StudentAccess project at no cost to the students or the school. The Public Library will streamline student access to databases and materials by integrating with Neuse Charter School's Student ID numbers and Public Library accounts through the StudentAccess initiative, allowing every student at NCS instant access to Library databases and materials. NCS will also partner with the Public Library to facilitate the introduction of professional development opportunities for NCS teachers surrounding the StudentAccess initiative and other Library projects.			
7. RESULT OF PROJECT / PROGRAM IF NOT FUNDED:			
Decreased access to Public Library databases and materials for NCS students as compared to peers in Johnston County.			
8. ATTACHMENTS/PRESENTATIONS:			
MOA			

9. BUDGET RECONCILIATION ITEMS:			
Budget Description	Amount	Revenue line	Expense Line
Budget Description	Amount	Revenue line	Expense Line
Budget Description	Amount	Revenue line	Expense Line

10. EXECUTIVE DIRECTOR RECOMMENDATION:	DATE:
	9/4/19
11. EXECUTIVE COMMITTEE APPROVAL:	DATE:
Yes	9/4/19
12. FULL BOARD APPROVAL (Signature of Chair or Designee):	DATE:

**MEMORANDUM OF AGREEMENT REGARDING NEUSE CHARTER SCHOOL'S
COLLABORATION WITH THE PUBLIC LIBRARY OF JOHNSTON COUNTY AND
SMITHFIELD**

This Memorandum of Agreement (this "Agreement") is made and entered into this _____ day of _____, 2019, between Neuse Charter School (referred to herein also as "NCS") located at 909 East Booker Dairy Road, Smithfield, North Carolina and The Public Library of Johnston County and Smithfield (referred to herein also as "the Public Library") located at 305 East Market Street, Smithfield, North Carolina.

Background.

In order to develop a comprehensive, strategic and sustainable collaboration that will strengthen both organizations and benefit the community by increasing literacy and educational success, the Public Library and its Board of Directors and NCS and its Board of Directors seeks to build a strong relationship at the administrative level in order to work together more collaboratively and demonstrate measurable impact.

By developing an infrastructure that will allow all NCS students to access and use the Public Library's materials specified by the NC Cardinal Student Access project, the Public Library and NCS will leverage our collaboration for innovative and cost-effective ways to better utilize the Public Library's resources to serve NCS students, their families, and staff.

Both NCS and the Public Library understand that such services shall be provided at no cost to NCS.

The term of this Agreement is from the date first written above until the agreement is canceled by either party. Either party may cancel this Agreement upon ninety (90) days written notice to the other party.

Vision of Relationship.

NCS and the Public Library can work together as educational partners, with the Public Library serving as an extension of the classroom – providing students with access to books, computers, reading programs, and dozens of other important educational resources. Additionally, both organizations have aligned around a focus on literacy and are committed to creating a community of readers, empowering individuals with free access to information, building a welcoming place where reading, learning and imagination thrive, maximizing academic achievement, and preparing every child to lead a rich and productive life.

The parties enter this Agreement to confirm their agreements regarding these matters.

Agreement.

For and in consideration of the mutual promises set forth in this Agreement, the parties do mutually agree as follows:

Obligations of the Public Library.

In connection with this Agreement, the Public Library agrees to the following:

1. The Public Library of Johnston County and Smithfield will streamline student access to databases and materials by integrating Neuse Charter School's Student ID numbers and Public Library accounts through this StudentAccess initiative, allowing every student in Neuse Charter School instant access to Library databases and materials.
2. Work collaboratively with Neuse Charter School to further deepen the partnership between the agencies.

Obligations of NCS.

In connection with this Agreement, Neuse Charter School agrees to the following:

1. Neuse Charter School will support implementation of the StudentAccess initiative by providing the Public Library of Johnston County and Smithfield with the student ID number; student's first, middle, and last names; address; telephone number; email address; date of birth; gender; guardian; and school of each student enrolled in Neuse Charter School. This database will be updated near the beginning of each school semester as new students enroll in NCS or as otherwise agreed by both parties.
2. In collaboration with the Public Library staff, help to facilitate the introduction of professional development opportunities for NCS teachers surrounding the StudentAccess initiative and other Library projects.

Confidentiality.

1. All student data or information provided by NCS is considered confidential under this Agreement as well as under the Family Educational Rights and Privacy Act (FERPA), and any other federal or state regulations pertaining to students' education records. The information shared with the Public Library is designated by NCS as directory information according to FERPA, and includes student ID number; student's first, middle, and last names; address; telephone number; email address; date of birth; gender; guardian; and school. To the extent that the Public Library has access to any personally identifiable information from students' education records, the Public Library agrees that it shall not use such information except for the legitimate educational purpose of providing services pursuant to this Agreement and that it shall not re-disclose this information to any other party for any reason. The Public Library's staff agrees to comply with all applicable federal and state regulations governing the student records, including FERPA.
2. All student data provided is considered confidential under this Agreement as well as under the Family Education Rights and Privacy Act (FERPA), and any other federal or state regulations pertaining to student records.
3. Library staff will sign statements in which they agree to keep confidential all student record information.

General Provisions.

1. Project Coordinator. Brad Williams, Director of IT (Title) is designated as the Project Coordinator for NCS. The Project Coordinator shall be the NCS representative in connection with the Public Library's performance under this Agreement.
2. Public Library Supervisors. Renita Barksdale, Library Director, and Dustin Mobley, Technology Coordinator, are designated as the Public Library Supervisors. The Public Library Supervisors are fully authorized to act on behalf of the Public Library in connection with this Agreement.
3. Expenses. Any expenses related to the provision of services incurred by the Public Library shall be the sole responsibility of the Public Library incurring such costs.
4. Termination for Convenience. In addition to all of the other rights which NCS and the Public Library may have to cancel this Agreement, NCS or the Public Library shall have the further right, without assigning any reason therefore, to terminate any work under this Agreement, in whole or in part, at any time at its complete discretion by providing ninety (90) days' notice in writing from one party to the other party.
5. No Partnership. The provisions of this Agreement are not intended to create, and shall not be interpreted to create a joint venture, a partnership or any similar relationship between the parties. No officer, manager, director, employee, agent, affiliate or other person shall be deemed to be an officer, manager, director, employee, agent, contractor or subcontractor of NCS. The Public Library will not have any right, power or authority, express or implied, to bind NCS.
6. Governing Law and Venue. This Agreement shall be interpreted and construed in accordance with and governed by the laws of the State of North Carolina. Any controversies or legal problems arising out of this agreement and any action involving the enforcement or interpretation of any rights hereunder shall be submitted to the jurisdiction of the State of North Carolina and Johnston County, North Carolina.

IN WITNESS HEREOF, the parties hereto have caused this Agreement to be executed as of the day and year first above written.

By:

Name:

Title:

By:

Name:

Title:

Dear Parents,

Neuse Charter School and the Public Library of Johnston County and Smithfield are partnering to support students' ongoing education. We share the belief that a love of books and learning is a strong foundation for student success, and we are working together to provide every Neuse Charter School student access to books and resources found at their public library.

Beginning (Month) (Day), 2018, all Neuse Charter School students will be able to use their Student ID number to access and borrow public library books and resources. We are calling this initiative **StudentAccess**.

Question: *How will a student use their student ID account?*

Answer: Students will use their school ID number and PIN to borrow books or access the library's services like e-books and online research. The default PIN is the last 4 digits of the student ID number.

Question: *What can a student do with a student ID account?*

Answer: Student ID accounts allow students to borrow e-resources and access library databases just like any other Public Library of Johnston County and Smithfield card. Students can also borrow up to 10 print or audio books from the public libraries located in Smithfield, Benson, Four Oaks, Kenly, Princeton, or Selma (Johnston County Affiliated Libraries).

Question: *Is the student account free?*

Answer: Yes, the student account is free. There are no overdue fines for student accounts, but students are responsible for any fees on lost or damaged books.

Question: *How do I sign my child up for a student ID account?*

Answer: You don't need to take any action to get a student ID account for your child. All Neuse Charter School students will automatically be enrolled in this program.

Question: *What if I don't want my child to have a student ID account?*

Answer: If you do not want your child to have access to library materials, you may opt out. See the back of this document for an opt-out form you can sign and return to the school. Be aware that students who opt out of StudentAccess will not be able to participate in classroom use of library resources unless they have a Johnston County Affiliated Libraries card and know the full card number and PIN.

For more information, visit www.pljcs.org/studentaccess or visit your local library.

This project was made possible in part by the Institute of Museum and Library Services and the State Library of North Carolina.



StudentAccess Parent Opt-Out Form

If you want your child to participate in StudentAccess in the 2019-2020 academic year, then you do not need to do anything. Your child will automatically be enrolled.

If you do not want your child to participate, then please complete this parent opt-out form and return it to your child's teacher.

Child's Name (Please print)

School

Grade

Student ID Number

Parent or Guardian's Name (Print)

Phone Number

By signing this form, I understand my child will have a student ID library account and PIN to be able to participate in classroom use of library resources.

Parent/Guardian Signature

Date


Neuse Charter School Board of Directors

Consent Agenda Item

AGENDA ITEM #: B1

1. MONTH OF MEETING:		2. DATE SUBMITTED:	
September 2019		9/11/19	
3. DEPARTMENT:		4. SUBMITTED BY:	
Finance		Highfil/Williams	
Total Funding Amount: \$ 30,000 [existing budget]		Non-Cap Equipment & Leases	
State Funding	\$ 30,000	Copiers/Reproductions	036
Federal Funding	\$	<i>(budget line)</i>	<i>(PRC)</i>
Local Funding	\$	<i>(budget line)</i>	<i>(PRC)</i>
Other Funding	\$	<i>(budget line)</i>	<i>(PRC)</i>
State Program: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	CAPITAL EXPENDITURE Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Previously Funded/Budgeted	Approved by Exec. Committee:
Federal Program: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	OPER. & MAINTENANCE Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Yes No NA	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA
5. PROJECT DESCRIPTION:			
Approval of GOECO to replace our current copy machines throughout campus and provide on-going copier service. Our current lease with Toshiba expired March 2019. We reached out to three companies in August 2019 who have spoken with us over the last two years regarding the copier contract and had knowledge of our current systems. Of the three companies, only one provided a bid by the stated deadline.			
6. PROJECT / PROGRAM BENEFITS:			
The recommended vendor will provide new equipment in all of the current copier locations equal to or better than the current models. As a local vendor, the repair service times will be faster than the other vendor multi-day response estimations. Additionally, the new proposal will include a 24" wide-format plotter for inhouse printing of larger posters and instructional items which will save funds on outsource printing.			
7. RESULT OF PROJECT / PROGRAM IF NOT FUNDED:			
If not approved, NCS will need to seek another copier solution in order to ensure excellence in operations and academics.			
8. ATTACHMENTS/PRESENTATIONS:			
Proposed Contract and Lease Agreement			

9. BUDGET RECONCILIATION ITEMS:			
n/a	n/a	n/a	n/a

10. EXECUTIVE DIRECTOR RECOMMENDATION:	DATE:
	9/18/19
11. EXECUTIVE COMMITTEE APPROVAL:	DATE:
12. FULL BOARD APPROVAL (Signature of Chair or Designee):	DATE:

LEASE AGREEMENT

Please fax completed agreement to 1-866-329-8795
 Questions or need assistance? Call 1-866-550-8795



This Lease has been written in "Plain English." When we use the words Lessee, You and Your in this Lease, we mean the Lessee indicated below. When we use the words Lessor, We, Us, and Our in this Lease, we mean TIAA Commercial Finance, Inc. Our address is 10 Waterview Boulevard, Parsippany, New Jersey 07054.

LESSEE INFORMATION	Lessee Name Neuse Charter School Inc	Lease Number	
	Lessee Billing Address 909 E Booker Dairy Road, Smithfield NC, 27577	Lessee Phone Number 919-626-2300	
	Equipment Location (if different from above) Same as above	Federal Tax ID Number	
SUPPLIER INFORMATION	Supplier Name ("Supplier") and Address GOECO	Supplier Phone Number 919-731-2308	
EQUIPMENT DESCRIPTION ("Equipment")	Make/Model/Accessories	Quantity	Serial Number(s)
	Canon 525f III, Canon c256f III, Canon c5580i III Canon ip870e	6,1,1 1	
PURCHASE OPTION	Check one applicable box. If no box is checked or if more than one box is checked, the Fair Market Value Purchase Option will apply. <input checked="" type="checkbox"/> Fair Market Value <input type="checkbox"/> \$1.00 Purchase Option <input type="checkbox"/> Fixed Price Purchase Option - 10% of Total Cash Price		
TERM AND PAYMENT	Initial Lease Term (months): 63	Lease Payment: 714.00	Supply Delivery Charge (monthly): NA PLUS APPLICABLE TAX

TERMS AND CONDITIONS

1. LEASE. You agree to lease the Equipment from Us on the terms and conditions of this lease agreement ("Lease"). The Equipment will be deemed irrevocably accepted by You upon the earlier of (a) the delivery to Us of a signed Delivery and Acceptance Certificate or (b) 10 days after delivery of the Equipment to You if previously You have not given written notice to Us of Your non-acceptance. This Lease commences on the day the Equipment is delivered to You (the "Commencement Date") and the first Lease Payment shall be due on the Commencement Date or any other date that we designate, and the remaining Lease Payments will be due on the same day of each subsequent month at an address specified by Us in writing. If more than one Lease Payment is required in advance, the additional amount will be applied at the end of the initial or any renewal term. IF THIS LEASE IS REPLACING AN EXISTING LEASE, THE NEW PAYMENT MAY INCLUDE THE BALANCE OF THAT LEASE AND RESULT IN A GREATER AGGREGATE COST TO YOU. YOUR LEASE OBLIGATIONS ARE ABSOLUTE, UNCONDITIONAL AND NOT SUBJECT TO CANCELLATION, REDUCTION, SETOFF OR COUNTERCLAIM, EVEN IF THE EQUIPMENT DOES NOT WORK PROPERLY. You authorize Us to adjust the Lease Payment up or down by not more than 15% if the total amount We have paid in connection with the purchase, delivery and installation of the Equipment, including any trade-up and buyout amounts (collectively, the "Total Cash Price") differs from the estimated Total Cash Price originally assumed for documentation purposes.

2. NO WARRANTIES. You are leasing the Equipment "AS-IS" AND WE MAKE NO WARRANTIES EITHER EXPRESS OR IMPLIED, INCLUDING WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

3. EQUIPMENT USE AND MAINTENANCE, RESTOCKING FEE. You will keep the Equipment at the location stated above and maintain it in good working condition, eligible for manufacturer's certification, normal wear and tear excepted. You will pay for any repairs. It is solely Your duty to remove all sensitive or confidential data stored within the Equipment prior to returning it. You will pay all shipping expenses for the return of the Equipment to Us, to a location in the United States that We designate. We may charge You a restocking fee equal to two (2) Lease Payments. You agree that You will not take the Equipment out of service and have a third party pay or provide funds to pay the amounts due under this Lease.

4. ASSIGNMENT. You agree not to sell, assign or sublease either the Equipment or any right under this Lease without Our prior written consent. We may sell or assign this Lease without notice and the new owner will not be subject to any claims, defenses or setoffs that You may have.

5. TAXES AND FEES. You will pay all excise, sales and use, personal property and all other taxes and charges which may be imposed during the term of this Lease, arising from the use, acquisition, ownership or leasing of the Equipment, whether due before or after termination of this Lease. You will reimburse Us for Our administrative costs and fees associated with the preparation, filing, payment, and other costs of administering taxes associated with the Equipment. Where required by law, We will file the personal property tax returns with respect to the Equipment, and You shall pay Us in advance, and when We require, the taxes that We anticipate will be due during the year. You further agree to pay Us a fee for documenting this Lease.

6. INSURANCE. You will maintain at Your expense (a) property insurance against the loss, theft or destruction of, or damage to, the Equipment for its full replacement value, naming Us as loss payee, and (b) public liability and third party property insurance, naming Us as an additional insured, and give Us written proof of Your insurance. We reserve the right to reject Your insurance carrier. IF YOU DO NOT GIVE US EVIDENCE OF INSURANCE ACCEPTABLE TO US, WE HAVE THE RIGHT, BUT NOT THE OBLIGATION, TO OBTAIN INSURANCE COVERING OUR INTERESTS FOR THE TERM OF THIS LEASE, INCLUDING ANY RENEWAL OR EXTENSIONS. WE MAY ADD THE COSTS OF ACQUIRING AND MAINTAINING SUCH INSURANCE, AND OUR FEES FOR OUR SERVICES IN PLACING AND MAINTAINING SUCH INSURANCE (COLLECTIVELY, "INSURANCE CHARGE"), ON WHICH WE MAY EARN A PROFIT, TO THE AMOUNTS DUE FROM YOU UNDER THIS LEASE. Such insurance may duplicate coverage provided under Your existing policy. You will pay the Insurance Charge in equal installments allocated to the remaining Lease Payments. You

acknowledge that We are not required to secure or maintain any insurance, and We will not be liable to You if We terminate any insurance coverage that We arrange.

7. PURCHASE OPTION; AUTOMATIC RENEWAL. If no default exists under this Lease, You will have the option at the end of the initial or any renewal term to purchase all (but not less than all) of the Equipment at the Purchase Option price shown above, plus any applicable taxes. Unless the Purchase Option price is \$1.00, You must give Us at least 90 days written notice before the end of the initial Lease Term that You will purchase the Equipment or that You will return the Equipment to Us. If You do not give Us such written notice or if You do not purchase or deliver the Equipment in accordance with the terms and conditions of this Lease, this Lease will automatically renew on a monthly basis until You exercise a purchase option or deliver the Equipment to Us.

8. DEFAULT AND REMEDIES. You shall be in default under this Lease if (a) You fail to make any Lease Payment or other payment within 10 days of its due date, (b) You do not perform any of Your obligations under this Lease or any other agreement with Us or any of Our affiliates and this failure continues for 10 days, or (c) You become insolvent. If a default occurs, We may do one or more of the following: (i) terminate this Lease or any other agreement You have with Us or any of Our affiliates; (ii) require that You immediately pay to Us the balance of unpaid Lease Payments plus the present value of the Equipment's anticipated residual value discounted at 3% per annum plus any other amounts due or to become due under this Lease; (iii) demand that You return the Equipment to Us; and (iv) exercise any other legal right or remedy that We may have. If any Lease Payment is not paid to Us within 3 days of its due date, You will owe Us a late charge not to exceed the greater of 10% of each late payment or \$20.00 (or such lesser amount as is the maximum allowable under applicable law). You will pay all of Our costs and reasonable attorneys' fees associated with enforcing Our rights and pursuing Our remedies against You.

9. OWNERSHIP; UCC. Unless You have a \$1.00 purchase option, We are the owner of the Equipment and this Lease is a "finance lease" as defined in Article 2A of the UCC; however, in the event this Lease is deemed to be a lease intended for security, You hereby grant to Us a first priority security interest in the Equipment.

10. INDEMNIFICATION. You are responsible for any losses, damages, claims, and actions, including reasonable attorneys' fees caused by or related to (a) the selection, installation, ownership, use, lease, or possession of the Equipment or (b) any data You store within the Equipment.

11. TRANSITION BILLING. In order to facilitate an orderly transition, including Equipment installation and establish a uniform billing cycle, You agree to pay a prorated amount for the period between the date the Equipment is installed and the Commencement Date. This payment for the transition period will be based on the Lease Payment prorated on a 30-day calendar month and will be added to Your first invoice.

12. SERVICES FEE ADJUSTMENTS. The Supplier or its designee (the "Service Provider") may provide services during the term of this Lease and charge You a services fee. At the end of the first year of the term of this Lease, and on each anniversary thereof, We may increase such services fee by a maximum 15% of the Lease Payment in effect during the preceding year. We will pass through to the Service Provider all services fees, including any such increase.

13. MISCELLANEOUS. This is the entire agreement between the parties and supersedes all prior agreements, whether oral or written, concerning the subject matter hereof. THE EQUIPMENT WILL BE USED ONLY FOR BUSINESS PURPOSES. YOU CONFIRM THAT YOU DECIDED TO ENTER INTO THIS LEASE RATHER THAN PURCHASE THE EQUIPMENT. YOU AUTHORIZE US TO CORRECT OBVIOUS ERRORS OR SUPPLY MISSING INFORMATION IN THIS LEASE WITHOUT NOTICE TO YOU. YOU AGREE THAT THIS LEASE WILL BE GOVERNED BY THE LAWS OF THE STATE OF NEW JERSEY. YOU CONSENT TO THE JURISDICTION OF ANY STATE OR FEDERAL COURT LOCATED WITHIN NEW JERSEY. WE WILL NOT BE BOUND BY THIS LEASE UNTIL WE COUNTERSIGN IT OR BY PURCHASING THE EQUIPMENT, WHICHEVER OCCURS FIRST. A FAX OR ELECTRONIC VERSION OF YOUR SIGNATURE ON THIS LEASE WHEN RECEIVED BY US SHALL BE BINDING UPON YOU AS IF ORIGINALLY SIGNED. YOU AND WE EXPRESSLY WAIVE ANY RIGHTS TO A TRIAL BY JURY.

TIAA COMMERCIAL FINANCE, INC. Lessor	Neuse Charter School Inc Lessee
X Authorized Signature _____ Date _____ Print Name and Title _____	X Authorized Signature _____ Date _____ Print Name and Title _____
ACCEPTANCE OF DELIVERY You certify that all the Equipment listed above has been furnished to You, and that delivery and installation has been fully completed and satisfactory and therefore You accept the Equipment. Further, all terms and conditions of this Lease have been reviewed and agreed to by You. Upon Your signing below, Your promises herein will be irrevocable and unconditional. We have purchased the Equipment from the above Supplier, whom You may contact for Your warranty rights, which We transfer to You for the term of this Lease. You acknowledge that We are not the manufacturer, supplier or dealer of the Equipment, and that the above Supplier is not Our agent.	
X Authorized Signature _____	Date _____
Print Name and Title _____	Date _____