

MEETING MINUTES 7/17



17 July 2018 | 7:30 - 9:00 PM | meet.google.com/ixx-ndtw-szs

WELCOME AND CALL TO ORDER

The meeting was called to order at **7:35 pm** by **Chairperson Lucy Chartier**.

- **QUORUM:** Yes
- **MEMBERS PRESENT:** Jackie Decker, Lucy Chartier, Alicia Whitney, Lydia Johnson, Jamie Kelly
- **MEMBERS ABSENT:** Alejandro Sanchez
- **OTHERS IN ATTENDANCE:** Deirdre Lewis, Claire Porter, Stacey Vargas, Teri Gentry, Krissy Garcia

APPROVAL OF AGENDA

Motion to approve agenda made by **Lucy Chartier**, seconded by **Jackie Decker**. All in favor, unanimously passed.

APPROVAL OF MINUTES FROM 07.10.18

Motion to approve minutes made by **Lucy Chartier**, seconded by **Jackie Decker**. All in favor, unanimously passed.

WELCOME GUESTS

Tonight's agenda shared with guests noted above.

OLD BUSINESS

- Administrative Reporting Policy
https://docs.google.com/document/d/1UZRW2sELzcg9qaDMoicbgpnFAHZDr_uh6WLivHjadqh0/edit?usp=sharing¹

¹ See Administrative Reporting Policy in Appendix

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- o Motion to approve Administrative Reporting Policy as revised made by **Lauren Scott**, seconded by **Lucy Chartier**. All in favor, unanimously passed.
- a. Copier Proposals:
<https://docs.google.com/document/d/1b2lflLhsQDIQBScxo3ABS9vHRam0Y5exXYN2Lc3-TM4/edit?usp=sharing>²
 - i. Motion to move forward with Systel to procure copier proposed in quote made by **Lauren Scott**, seconded by **Lucy Chartier**. All in favor, unanimously passed.
- b. Revision in Phone Proposal:
- c. Motion to move forward with Kevin's TRM recommendation **Lauren Scott**, seconded by **Jackie Decker**. All in favor, unanimously passed.

NEW BUSINESS

- Motion to move into closed session to discuss proposed employment contracts pm by **Lucy Chartier**, seconded by **SECOND**, all in favor. Moved to closed session at 8:02 PM.
[Move into closed session pursuant to NC state law ...G.S. 1543-318.11 only allows a board to go into closed session regarding a contract in these circumstances: "To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract.]
- Motion to extend offer of employment to candidate discussed in closed session by **Lucy Chartier**, seconded by **Lauren Scott**, all in favor.

REPORTS

Education (Larisa Cortes, Education Director/Co-principal)

- Fantastic experience at A+ training had by the team

Administrative (Claire Porter, Administrative Director/Co-principal)

- Enrollment at 225, fluctuates daily
- Charter School conference was informative; we won access to a year one program (coaching/training cohort).

² See Copier Proposals in Appendix

RALEIGH OAK CHARTER SCHOOL BOARD OF DIRECTORS

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- Forum looks great
- NCDPI School Allotment 34% The School Allotment Section completed Allotment Revision#002 on 07/12/2018. LEA#93R Raleigh Oak Charter School has allocation adjustments for PRC#036.

93R	State Base Funding Total	247	1,301,377.00
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- Janitorial Quotes: Waiting on a 3rd quote on Thursday a.m.
- Sonitrol (7/23), security monitoring, and Johnson Simplex (done), alarm panel monitoring
- Meeting with NCREN on 7/19 to discuss remaining configuration

Finance Committee (Jackie Decker, Board Treasurer)

- Financials for June 2018
https://drive.google.com/open?id=1BnI7kbN71W3Ui2bP91bBllUZEt4_nlBD3
- Lauren Scott to send list of donations

Fundraising (Alejandro Sanchez, Board Member)

- No update

Grants (Alicia Whitney, Secretary)

- Grants team was supposed to meet at 7:00 pm this evening
- Looking for main Building/Upfit project focus for ~6 months out:
<https://newsroom.lowes.com/apply-for-a-grant/>

Facilities (Lauren Scott, Co-chair)

- Playground
 - Volunteers disassembled and delivered two playsets, now reassembled
 - Sand and Chapel Hill gravel delivery today. Thanks to Lydia for meeting them
 - Pavers delivered today for retaining wall

³ See Financials for June 2018 in Appendix

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- Chris (middle name Awesome) Carver to build retaining wall and complete mulch and gravel spreading
- Garden
 - Volunteers built 8-10 raised beds; thank you Hagan family and all volunteers!
- Inside Renovations -
 - Paint and flooring contractors are done.
 - Deep cleaning scheduled for now...through Friday
 - New carpeting done
 - Cabling almost completed
 - Lazure and murals started
 - Lydia to start on countertop paint project next week
- Furniture -
 - Library Furniture Delivered
 - Chairs delivered
 - Desks scheduled for delivery
 - Teri Gentry found bookshelves/lamps, etc. from a bookstore going out of business (\$500)
 - Wooden furniture quote:
<https://drive.google.com/file/d/0B1NItZfqpxZRNzVieGZkamdlTHJic3lOTFBiMDJV0FBTU2VR/view?usp=sharing> ⁴
 - i. Lauren Scott to consolidate the above quote along with two more and this will be decided by Executive Committee
 - Larisa Cortes: Free office furniture at Southern Village
 - i. Will grab what she can and take pictures of other things
 - ii. Could use Linda Craft truck for this
 - Lydia Johnson: When can we get the furniture that is stored in Louisburg?

Preschool (Kari McGirt, Preschool Director)

- Registration documents went out via email earlier on 7/17.
- A number of registrations have come in already.
- Secretary of State may finally have what they need

⁴ See Kay-Twelve LLC Quote for wooden furniture in Appendix

RALEIGH OAK CHARTER SCHOOL BOARD OF DIRECTORS

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Before and After School (Teri Gentri, Program Director)

- One to five day option will be available.
- Parent had asked about reduction in before/after care cost to them
 - Larisa Cortes to create a Financial Aid application to standardize this type of request

Information Technology (Alejandro Sanchez, Board Member)

- No update

Employment (Lauren Scott)

- Proposed leave policy (<https://docs.google.com/document/d/13ieNOJvrCOASVDdAKnnoZNhRtoykwXVzHo-3wYhpnPM/edit?usp=sharing>) needs review by committee still ⁵
 - Meeting tomorrow to address the above
- Staff handbook initial changes still in edits

Board Development and Governance (Lauren Scott)

- Reminder that revisions are due to DPI July 18th, so Lauren Scott needs them by **July 13th**. Please check spreadsheet for outstanding items: https://docs.google.com/spreadsheets/d/1Z1F1w-BAlxQ8ZpznCypD7FF7IpjHU8ivBT_xv-Pq1Lo/edit?usp=sharing⁶
 - Thank you for all the continued work.

Marketing and Outreach (Alejandro Sanchez, Board Member)

- No report

Bylaw Committee ()

- No report

BOARD COMMENTS, ANNOUNCEMENTS or OTHER BUSINESS

- Lydia Johnson: Want to be sure that it is explicit when it comes to the following re: donations:
 - That not all items will be used at the school

⁵ See Leave Time with Pay policy in Appendix

⁶ See Corrections for RTO document in Appendix

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- Items that will not be used will be further donated

PUBLIC COMMENT

- None

Motion to adjourn the meeting made by **Lucy Chartier**, seconded by **Jackie Decker**. All in favor. None opposed, meeting adjourned at **9:18**.

FUTURE MEETINGS

The Raleigh Oak Charter School Board Meetings occur every Tuesday at 7:30 pm at meet.google.com/ixx-ndtw-szs and on the **third Saturday of every month** at 9:00 am at the offices of Verve Holistic Health, 916 W. Morgan St. 27603



Administrative Reporting Policy

The Education and Administrative Directors shall directly report to the governing board in the areas of Academic Achievement, Student Data, Finance, and other areas as deemed necessary by the board to ensure the success of Raleigh Oak Charter School. The reports shall be provided on the following timeline one week prior to regularly scheduled board meeting that month and provide the specified information or any other important data necessary.

Finance Reporting

August, September, October, November, December, January, February, March, April, May, June: The **Board Treasurer** shares

- balance sheet
- cash flow statements
- income and expense report
- budget vs actual report

August, December, May

- Grant application plan (August, May)
- Grants Applied and Awarded (December, May)

Academic Achievement and Student Data

August: The **Education Director** shares

- yearly plan for professional development

The **Administrative Director** shares

- yearly plan for Conscious Discipline professional development
- Current Statistics on Student Attendance, Attrition, Suspension
- Current Exceptional Children statistics and any EC contract needs/changes

August-June: The **Administrative Director** shares

- Current Statistics on Student Attendance, Attrition, Suspension

August, December, March, June: The **Administrative Director** shares

- Current Exceptional Children statistics and any EC contract needs/changes

November: The **Education Director** shares

- Mid-year success of teacher trainings (including Waldorf, A+, etc.)
- Mid-year assessment data for reading and math for grades 1-4

The **Administrative Director** shares

- Yearly plan for Conscious Discipline professional development

December, March, June: The **Education Director** shares

- Student assessment progress, growth and proficiency

May: The **Education Director** shares

- End of year success of teacher trainings (including Waldorf, A+, etc.)
- Summer training opportunities

The **Administrative Director** shares

- year end success for Conscious Discipline professional development

June: The **Education Director** shares

- End of the year state assessment data with full board
- Report findings and make recommendations on Education Plan

Copier proposals-comparisons

Vendor	Purchase price	Maintenance cost	B & W cost/copy	Color cost/copy
Systel	\$5,622.00	\$ 370.00/yr	100,000 Black copies overages charges @ \$.0063 each.	Color copiers invoiced monthly in arrears @ \$.0420 each
Milner	\$8,951.00	\$415.00/month	Overage \$0.007/copy	Overage 0.046/copy
CEI	\$6732.32+tax	Only pay for what you use-i.e. 30,000 b & w copies = \$210/month	\$.007/copy	\$.06/copy

Management Report

Raleigh Oak Charter School

For the period ended June 30, 2018

Prepared by

J Decker Consulting, LLC

Prepared on

July 17, 2018

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Statement of Activity

July 2017 - June 2018

	Total
INCOME	
4000 CONTRIBUTIONS	
4003 Board Donations	322.10
Total 4000 CONTRIBUTIONS	322.10
4002 Donations	1,992.07
4005 Fundraising/Sponsorship	1,514.68
4200 GRANTS	2,000.00
4600 PRODUCT INCOME	1,077.50
Total Income	6,906.35
GROSS PROFIT	6,906.35
EXPENSES	
5301 Outside Contract Services	400.00
5406 Repairs on Building	587.10
5452 Website Expense	49.00
5601 Business Related Dues	250.00
5602 Business Related Subscriptions	850.00
5702 Postage, Mailing Service	48.00
7000 TRAVEL & PROFESSIONAL DEVELOPMENT	13,440.00
7001 Conference, Convention, Meeting	745.79
7100 FUNDRAISING EXPENSE	
7108 Product Expense	394.00
Total 7100 FUNDRAISING EXPENSE	394.00
7101 Venue Rentals	80.00
7400 ADVERTISING	990.00
8901 Merchant Fees	32.13
8902 PayPal Fees	37.87
8907 Bank Service Charges	5.00
8912 Background Checks	244.00
Total Expenses	18,152.89
NET OPERATING INCOME	-11,246.54
OTHER EXPENSES	
9000 1-Transfer to Restricted Net Assets	2,000.00
Total Other Expenses	2,000.00
NET OTHER INCOME	-2,000.00
NET INCOME	\$ -13,246.54

Statement of Financial Position

As of June 30, 2018

	Total
ASSETS	
Current Assets	
Bank Accounts	
1000 Cash & Equivalents	
1001 Checking 4381	3,775.74
Total 1000 Cash & Equivalents	3,775.74
1005 PayPal Bank	528.87
Total Bank Accounts	4,304.61
Total Current Assets	4,304.61
TOTAL ASSETS	\$4,304.61
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable (A/P)	14,176.88
Total Accounts Payable	14,176.88
Total Current Liabilities	14,176.88
Total Liabilities	14,176.88
Equity	
3000 NET ASSETS	
3001 UNRESTRICTED NET ASSETS	1,374.27
3002 TEMPORARILY RESTRICTED NET ASSETS	2,000.00
Total 3000 NET ASSETS	3,374.27
Retained Earnings	
Net Income	-13,246.54
Total Equity	-9,872.27
TOTAL LIABILITIES AND EQUITY	\$4,304.61

Statement of Cash Flows

July 2017 - June 2018

	Total
OPERATING ACTIVITIES	
Net Income	-13,246.54
Adjustments to reconcile Net Income to Net Cash provided by operations:	
2000 Accounts Payable (A/P)	14,176.88
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	14,176.88
Net cash provided by operating activities	930.34
FINANCING ACTIVITIES	
3001 NET ASSETS:UNRESTRICTED NET ASSETS	1,374.27
3002 NET ASSETS:TEMPORARILY RESTRICTED NET ASSETS	2,000.00
Net cash provided by financing activities	3,374.27
NET CASH INCREASE FOR PERIOD	4,304.61
CASH AT END OF PERIOD	\$4,304.61

A/R Aging Detail

As of June 30, 2018

This report contains no data for your specified date range.

A/P Aging Detail

As of June 30, 2018

Date	Transaction Type	Num	Vendor	Due Date	Past Due	Amount	Open Balance
1 - 30 days past due							
05/31/2018	Bill		Larisa Cortes	05/31/2018	47	1,023.00	1,023.00
06/28/2018	Bill		Claire Porter	06/28/2018	19	331.88	331.88
Total for 1 - 30 days past due						\$1,354.88	\$1,354.88
Current							
05/31/2018	Bill		Lucy Chartier	06/30/2018	17	2,000.00	2,000.00
05/31/2018	Bill		Lucy Chartier	06/30/2018	17	495.00	495.00
05/18/2018	Bill		Sunbridge Institute	07/06/2018	11	10,327.00	10,327.00
Total for Current						\$12,822.00	\$12,822.00
TOTAL						\$14,176.88	\$14,176.88



Creating Better Learning Environments

Kay-Twelve LLC
1491 Polaris Parkway, Suite #301
Columbus, Ohio 43240
Tel: (888) 624-5451 Fax: (614) 423-6750

50% Deposit
Net 30 Days for Balance

QUOTATION RALEIGH OAKS CHARTER

LAUREN SCOTT
RALEIGH OAK CHARTER SCHOOL
9400 FORUM DR
RALEIGH, NC 27615
lscott@raleighoakcharter.org

Quote Number:








Date: 7/17/2018


Valid Until: 10/3/2017

Rep: BOB ROCHE

broche@kay-twelve.com

LAUREN SCOTT
RALEIGH OAK CHARTER SCHOOL
9400 FORUM DR
RALEIGH, NC 27615
lscott@raleighoakcharter.org

Line #	Qty	Description		Sell	Ext Sell
1	76	WOOD DESIGNS WD81204 LADDER BACK STUDENT CHAIR 14 "		\$53.85	\$4,092.60
2	50	WOOD DESIGNS WD81406 LADDER BACK STUDENT CHAIR 16"		\$65.06	\$3,253.00
3	26	WOOD DESIGNS WD81802 LADDER BACK STUDENT CHAIR 18"		\$77.15	\$2,005.90
4	7	WOOD DESIGNS WDHPL2264HCRA1929 KIDNEY SHAPE TABLE HIGH PRESSURE LAMINATE TOP 24 x 72 LEG HEIGHT		\$304.04	\$2,128.28
5	4	WOOD DESIGN WD10020 KITCHEN SET		\$647.10	\$2,588.40
6	11	WOOD DESIGNS WD99332 ART DRYING RACK		\$258.31	\$2,841.41
7	22	WOOD DESIGNS WD12600 CLOSED BACK STORAGE SHELF 48"W x 15"D (1 SHELF)		\$236.08	\$5,193.76

8	6	WOOD DESIGNS ROCKABOAT	12000		\$173.53	\$1,041.18
						
9	1	OSP 2-DWR LATERAL FILE< MAPLE	NAP12		\$229.00	\$229.00
10	1	FREIGHT OSP			\$590.00	\$590.00
11	1	FREIGHT WOOD DESIGNS			\$1,586.25	\$1,586.25
Sub-total:						\$25,549.78
					Total:	\$25,549.78

Approved By: _____
 Name

 Title

Date: _____

Purchase Order #: _____

Send Orders to:
 Kay-Twelve LLC
 1491 Polaris Parkway, Suite #301
 Columbus, Ohio 43240
 Phone (888) 624-5451 Fax (614) 423-6750
 orders@kay-twelve.com

We accept Credit Cards, Checks, & Purchase Orders

***Custom furniture items are non-returnable.** If you would like to have upholstery or color samples sent to you, please contact us.

Terms & Condition of Sale

1. Acceptance and Agreement. The provisions upon checkout and these Terms and Conditions of Sale constitute the entire agreement between Kay-Twelve LLC and the Purchaser and supersede all other communications between the parties, whether written or oral (the "Agreement"). No purported modification or waivers of the provisions hereof shall be binding on Kay-Twelve LLC for any purposes unless contained in writing, signed by an authorized representative of Kay-Twelve LLC. The provisions hereof shall be deemed to have been accepted by the purchaser's acceptance of all or any part of the products covered hereby. All orders or any changes to such orders shall be subject to acceptance by Kay-Twelve LLC at its headquarters in Columbus, Ohio.

2. Prices. The price quoted upon checkout supersedes all previously quoted prices. This price does not include any sales taxes, if applicable, which is the responsibility of the Purchaser.

3. Payment Terms. For approved purchase orders, money orders, or checks Net 15 days for all scheduled payments as detailed upon checkout. The order date is consistent with the date of this Agreement. The product delivery date is the date on which the respective product is delivered to the Purchaser's location or designated warehouse, rigger, or storage location. The installation completion date is the date on which the Purchaser signs the verifying acceptance. In the event of payment default past 30 days of the due date, all unpaid balances, obligations, or indebtedness shall become immediately due and payable and subject to a monthly finance charge of 1½ %. All finance charges will not exceed applicable state regulations.

4. Lead times. Lead times vary by product; to check the lead time on a product, visit the page of the product you are interested in and at the bottom of the screen you will find the lead time under the (additional information tab) or feel free to contact Kay-Twelve LLC.

5. Refusal to Accept Delivery. In the event that the Purchaser or one of its agents refuses delivery for whatever reason on or after the estimated delivery date, the Purchaser will be responsible for the payments in accordance to checkout page in addition to any supplemental storage charges incurred by Kay-Twelve LLC as a result of the delay unless the delay is caused by Kay-Twelve LLC, one of its manufacturers, freight carriers, subcontractors, and/or any other agent acting on Kay-Twelve LLC's behalf.

6. Freight and Shipping. Freight and shipping terms are detailed on the checkout page. All claims for errors, shortages, or damage must be made in writing to the respective Account Representative within 10 days of receipt of goods at the Purchaser's location. It is the Purchaser's responsibility to examine all products and packaging at the time of delivery; including the quantity of items received. If there is a shortage or damage to packaging and/or products, be sure to make note of it on the delivery acceptance. You have the right to refuse delivery for damaged products. All of our shipping costs are dock to dock in the Continental United States only. Please contact us for a freight quote to any other area of if you would like to make additional arrangements for your order. Contact Kay-Twelve LLC to arrange for lift-gate services, inside delivery, or installation services for an additional fee.

7. Returns. Custom furniture items are non-returnable. Returns cannot be made after 30 days. For stock items, re-stocking fees and return shipping costs may apply. Returns cannot be made after the product has been assembled. To return items, contact Kay-Twelve LLC to receive a Return Material Authorization (RMA) number to apply to the package. All items must be in the original carton, unassembled and unused.

8. Limited Warranty. If applicable, defects in materials in workmanship are warranted by the manufacturer of the respective product. Kay-Twelve LLC does not provide a warranty above and beyond the manufacturer's warranty. Contact your local Kay-Twelve LLC account representative or contact the Service and Installation Department at 888-624-5451 for a copy of the manufacturer's warranty or maintenance programs offered by Kay-Twelve LLC. The sole and exclusive remedy for breach of any warranty hereunder shall be limited at Kay-Twelve LLC's option to repair, correction, or replacement in accordance with the warranty. Kay-Twelve LLC shall not be liable for damages caused by action (whether based in contract, infringement, negligence, strict liability, other tort or otherwise) nor shall Kay-Twelve LLC's liability to Purchaser or its agents exceed the price paid by Purchaser for the specific goods provided by Kay-Twelve LLC giving rise to the claim or cause of action. Purchaser agrees that in no event shall Kay-Twelve LLC's liability to Purchaser and/or its agents extend to include incidental, consequential, or punitive damages. The term "consequential damages" shall include but not be limited to loss of anticipated profits, business interruption, loss of use or revenue, cost of capital or loss or damage of property or equipment.

9. Availability, Errors, and Inaccuracies. Kay-Twelve LLC's acknowledgement of an order means that your order request has been received; it does not mean that your order has been accepted or shipped or that the price or availability of an item has been confirmed. Kay-Twelve LLC makes a conscientious effort to describe and display its products and services accurately on the Site. Despite these efforts, a small number of items on the Site may be mispriced, described inaccurately, or unavailable, and we may experience delays in updating information on the Site and in our advertising on other sites. As a result, we cannot and do not guarantee the accuracy or completeness of any information, including prices, product images, specifications, availability, and services. Kay-Twelve LLC reserves the right to change or update information and to correct errors, inaccuracies, or omissions at any time without prior notice. If an item's correct price is lower than our stated price, we will charge the lower amount and ship you the item. If an item's correct price is higher than our stated price, if the item is no longer available, or if we determine that there were inaccuracies in our product information, we will cancel your order and notify you of such cancellation via email.

10. Limitation of Remedy and Liability. Neither the Company nor the Customer shall be liable to the other for any claims for indirect, incidental or consequential losses whether arising from negligence or otherwise. In the unlikely event of a claim, the Company's liability under the contract will not exceed the price paid by the Customer to the company for the equipment and/or services provided connected with any claim.

LEAVE TIME WITH PAY

Annual Vacation Leave

Personnel Who Do Not Require a Substitute to Cover Their Duties

Any full-time, benefits eligible personnel who do not require a substitute to cover their duties may request to take any of their twelve (12) annual vacation leave days on any day the school is operating within the dates of employment outlined in their contract, except blackout dates. Personnel in this category are encouraged to use their annual vacation leave on days students are not in attendance and should consider how their absence affects the operations of the organization. A calendar of blacked out dates for annual vacation leave is included as Appendix A in this employee handbook. Separate calendars are published for 10-month, 11-month, and 12-month employees. A list of positions that qualify as not requiring a substitute is included in Appendix C of this employee handbook.

Annual vacation leave for personnel who do not require a substitute to cover their duties is accrued at one (1) day per calendar month, available for use on the first of the month or first day of employment if starting an employment contract after the first of the month.

Personnel Who Require a Substitute to Cover Their Duties

All twelve (12) annual vacation leave days for any full-time benefits eligible personnel who require a substitute to cover their duties are required to be utilized as outlined in Appendix B in this employee handbook. No other additional annual vacation leave may be requested.

Part-Time Personnel

Annual vacation leave is not offered to part-time personnel.

Leave Carry Over, Leave Balances at Separation, and Leave Transfer

Personnel who do not require a substitute to cover their duties may carry over up to five (5) days of annual vacation leave from contract year to contract year. Personnel who require a substitute to cover their duties may not carry over any annual vacation leave from contract year to contract year.

If an employee separates from or is terminated by the organization for any reason, unused dates of annual vacation leave will not be paid out.

This organization does not accept transfers of leave balances of any kind from other organizations.

Un-Designated Bona Fide Religious Holidays

Personnel are allowed a maximum of two (2) absences from school per contract year for bona fide religious holidays that are not already designated on the operational calendar with approval from the Administrative Director. Days requested may not be already schedule as annual vacation leave or other non-operational days. Absence for these religious holidays will be with full pay.

Sick Leave

Sick Leave for Full-Time Personnel

All full-time, benefits eligible personnel are given ten (10) days of sick leave per contract year. Sick leave is accrued at one (1) day per calendar month, available for use on the first of the month or first day of employment if starting an employment contract after the first of the month.

Sick Leave for Part-Time Personnel

While sick leave is not offered as a benefit for part-time personnel, emergencies and illnesses do happen. Part-time employees who need to call out sick should follow the same procedures as full-time employees, but will not be paid for missed time.

Use of Sick Leave

Personnel who use sick leave for three (3) or more days must submit a doctor's note upon return to the Operations Director within two days of return to work. If a doctor's note is not submitted within those two days, the employee is subject to disciplinary action.

Leave Carry Over, Leave Balances at Separation, and Leave Transfer

No sick leave may be carried over from contract year to contract year. Unused sick leave will not be paid out at the end of a contract year.

If an employee separates from or is terminated by the organization for any reason, unused sick leave will not be paid out.

This organization does not accept transfers of leave balances of any kind from other organization.

Holidays

Annual holidays are designated and published on the school calendar at each academic year. Employees will be paid for the listed holidays, even though they do not report to work. Staff who are on leave of absence when a holiday occurs are not eligible for holiday pay.

The academic calendar includes the following holidays:

- Labor Day
- Veteran's Day
- Thanksgiving
- Christmas
- New Year's Day
- Martin Luther King Jr. Day
- Good Friday
- Memorial Day

Workplace Injury Leave

Employees who sustain an injury during the course of performing their work are covered under the North Carolina Workers' Compensation Laws. Any work-related injury or illness must be reported to your supervisor immediately and an accident report will be completed. Where appropriate, the school will refer you to a physician for treatment. Any time required away from work due to an occupational injury or illness is determined by the treating physician. The physician will monitor your progress until you return for full duty.

Bereavement Leave

Bereavement leave provides an employee time to grieve and take care of matters relating to the bereavement. Employees are allowed to take this time at any time relating to the bereavement. Full-time, regular employees are given three (3) days of leave for immediate family members (spouse/partner, parent/partner's parent, child, sibling, grandparent, or grandchild). These three days are to be taken consecutively within a reasonable time of the day of the death or day of the funeral. At the Administrative Director's discretion, bereavement leave may be extended.

Employees are encouraged to notify their supervisor of circumstances and time off needed as soon as possible. An employee may also submit a request for unpaid time off. Bereavement leave is paid at a straight time rate and does not count toward the 40-hour requirement for overtime pay. Employees on normal leave, holiday, leave of absence, or Family Medical Leave Act (FMLA) leave will not be eligible for bereavement leave pay.

Jury Duty

When a full-time regular employee is absent to serve on a jury, no deduction is made from the regular salary. The employee is entitled to regular compensation plus any compensation awarded for serving on jury duty.

Military Leave

Employees who are members of the Armed Forces Reserve or National Guard will be granted fifteen (15) days of paid military leave per year to fulfill a military obligation. When an employee is required to meet for military training, the employee may be allowed to use paid military leave or other eligible leave. An employee has an obligation to make a concerted effort to arrange training that does not conflict with an assigned work schedule. Periods ineligible for paid military leave include (1) duties resulting from disciplinary actions imposed by military authorities and (2) inactive duty training performed for the convenience of the member. Employees should notify their supervisor and provide documentation of their obligation to report for military training as soon as they are aware of the obligation.

LEAVE TIME WITHOUT PAY

Family Medical Leave Act (FMLA)

The Family and Medical Leave Act (FMLA) typically applies to companies with more than 50 employees. The school will follow the spirit of the FMLA and use it to guide its policies. The FMLA provides that eligible employees may take up to 12 weeks of unpaid leave in a 12-month period for one or a combination of the following reasons: (1) The birth and/or care of a newborn child of the employee (leave must be taken within 12 months of the child's birth); (2) The placement of a child with the employee through adoption or foster care (leave must be taken within 12 months of the child's placement); (3) In order to care for the employee's spouse, child, or parent who has a serious health condition; (4) A serious health condition, which renders the employee unable to perform the essential functions of his or her position.

Employees are eligible for FMLA leave if they (1) have been employed by the school for at least 12 months (these months do not have to be consecutive; (2) have worked at least 1250 hours in the 12-month period immediately preceding the leave; and (3) are employed at a worksite where 50 or more employees are employed by the employer within 75 miles of that worksite. An eligible employee must apply for a FMLA leave in writing at least 30 days before the leave is to commence or as soon as possible if providing a 30-day notice is not possible.

Appropriate forms must be submitted to your supervisor to initiate FMLA leave and to return the employee to active status following such a leave. An employee requesting FMLA leave must provide the school with appropriate medical or other certification of the reason for the leave of absence. Failure to properly request leave or provide certification may result in a delay or denial of leave. If a FMLA leave is taken because of a serious health condition, the leave may be taken intermittently or on a reduced leave schedule if such leave is medically necessary. If a FMLA leave is taken because of the birth or placement of a child, intermittent leave or a reduced leave schedule is not permitted unless approved by the school.

During leave, an employee will not accrue benefits. Employment benefits accrued by an employee prior to the time a FMLA leave begins will not be forfeited. During a FMLA leave, an employee with medical benefits coverage will remain entitled to such coverage. However, the employee must continue to contribute his or her share, if any, of the premium of such coverage. Failure of an employee to pay his or her share of such premium in a timely fashion may result in a loss of coverage. If an employee does not return to work after the expiration of a FMLA leave, the employee will be required to reimburse the school for any premiums paid on his or her behalf during the leave of absence. In general, an employee who returns to work from a FMLA leave of no longer than 12 weeks in duration is entitled to be reinstated, without a reduction in pay or benefits, to the same or an equivalent position with the school. An employee who fails to return to work following a FMLA leave may forfeit reinstatement and/or be terminated.

Regardless of the amount of leave you have accumulated, six weeks after delivery is the time frame allowed for maternity leave. Eight weeks after delivery will be allowed for Cesarean sections. Any additional time requested will require a doctor's statement.

You should notify the Lead Administrator approximately 30 days prior to the projected leave date by completing the Separation/Vacancy Notice form.

Maternity/Paternity Leave

Time off for maternity or paternity leave may be achieved through the use of leave days, vacation days, personal days, and the Family and Medical Leave Act. Once these days are exhausted, any further absences will be considered days without pay. An employee may opt to take an additional 20 days, at a 50% salary reduction, with no reduction in benefits.

Personal Leave

Each full-time employee will earn personal leave days, earned at a rate of 0.2 days per month for a total not to exceed 2.0 days per year. Personal leave days may be taken at any time during the school year. Personal leave days are non-paid days, i.e., if an employee takes a personal leave day, he/she will have an amount deducted from their salary an amount equal to one day of pay for each personal day taken. Personal leave days are not cumulative. Any deviations from the Leave, Vacation, and Personal Days policies will be at the discretion of the Lead Administrator. The Board of ROCS will review the policies annually with the goal of enhancing the policies for the benefit of employees as the finances of the school allows.

PROCEDURE FOR REQUESTING LEAVE

Requesting Non-Emergency Leave

Any personnel who needs to request non-emergency leave of any kind must submit their request through the [ROCS Employee Leave Request](#) google form.

Types of non-emergency leave include professional development, annual vacation leave, bereavement leave, jury duty, military leave, FMLA leave, maternity/paternity leave, and personal leave. Personnel who require a substitute to cover their duties in the event of an absence do not need to submit a leave request to use annual vacation leave as those days are assigned in the Annual Vacation Leave policy.

All non-emergency leave requests must be submitted no later than seven (7) days in advance of the first day of leave. Requests received after seven (7) days before the first day of leave will be reviewed on a case-by-case basis.

Requests must be submitted to the form linked hereinabove form and will not be accepted verbally or via email.

Employees will receive a "Leave Request Approved/Denied" email no later than 48 hours after a leave request is submitted. Requests could be denied if an employee does not have the appropriate leave time accrued.

Requesting Emergency Leave

Any personnel who need to request emergency leave of any kind should call or text (919) 337-7707 as soon as they know they are going to be absent from work.

Types of emergency leave include sick leave.

Leave Balances

Inquiring About Leave Balances

Employees may inquire about any of their leave balances with any member of the administrative team at any time.

Entering a Negative Leave Balance

A negative leave balance may only occur for sick leave. While employees only accrue one (1) day per month, it is understood that illness, injuries, and emergencies may occur requiring an employee to be out for more time than accrued. At the first indication that this may occur, the employee should contact the Administrative Director.

APPENDIX A

10-Month: Personnel who do not require a substitute

JULY 2018					AUGUST 2018					SEPTEMBER 2018				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
2	3	4	5	6			1	2	3	3	4	5	6	7
9	10	11	12	13	6	7	8	9	10	10	11	12	13	14
16	17	18	19	20	13	14	15	16	17	17	18	19	20	21
23	24	25	26	27	20	21	22	23	24	24	25	26	27	28
30	31				27	28	29	30	31					

OCTOBER 2018					NOVEMBER 2018					DECEMBER 2018				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
1	2	3	4	5				1	2	3	4	5	6	7
8	9	10	11	12	5	6	7	8	9	10	11	12	13	14
15	16	17	18	19	12	13	14	15	16	17	18	19	20	21
22	23	24	25	26	19	20	21	22	23	24	25	26	27	28
29	30	31			26	27	28	29	30	31				

JANUARY 2019					FEBRUARY 2019					MARCH 2019				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
	1	2	3	4					1					1
7	8	9	10	11	4	5	6	7	8	4	5	6	7	8
14	15	16	17	18	11	12	13	14	15	11	12	13	14	15
21	22	23	24	25	18	19	20	21	22	18	19	20	21	22
28	29	30	31		25	26	27	28		25	26	27	28	29

APRIL 2019					MAY 2019					JUNE 2019				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F

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

	Outside contracted dates of employment
	School closed for operation - no vacation leave requests accepted
	Students not in session - vacation leave encouraged
	Blackout dates - no vacation leave requests accepted

11-Month: Personnel who do not require a substitute

JULY 2018					AUGUST 2018					SEPTEMBER 2018				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
2	3	4	5	6			1	2	3	3	4	5	6	7
9	10	11	12	13	6	7	8	9	10	10	11	12	13	14
16	17	18	19	20	13	14	15	16	17	17	18	19	20	21
23	24	25	26	27	20	21	22	23	24	24	25	26	27	28
30	31				27	28	29	30	31					

OCTOBER 2018					NOVEMBER 2018					DECEMBER 2018				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
1	2	3	4	5				1	2	3	4	5	6	7
8	9	10	11	12	5	6	7	8	9	10	11	12	13	14
15	16	17	18	19	12	13	14	15	16	17	18	19	20	21
22	23	24	25	26	19	20	21	22	23	24	25	26	27	28
29	30	31			26	27	28	29	30	31				

JANUARY 2019					FEBRUARY 2019					MARCH 2019				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
	1	2	3	4					1					1
7	8	9	10	11	4	5	6	7	8	4	5	6	7	8
14	15	16	17	18	11	12	13	14	15	11	12	13	14	15
21	22	23	24	25	18	19	20	21	22	18	19	20	21	22
28	29	30	31		25	26	27	28		25	26	27	28	29

APRIL 2019					MAY 2019					JUNE 2019				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
1	2	3	4	5			1	2	3	3	4	5	6	7

8	9	10	11	12		6	7	8	9	10		10	11	12	13	14
15	16	17	18	19		13	14	15	16	17		17	18	19	20	21
22	23	24	25	26		20	21	22	23	24		24	25	26	27	28
29	30					27	28	29	30	31						

	Outside contracted dates of employment
	School closed for operation - no vacation leave requests accepted
	Students not in session - vacation leave encouraged
	Blackout dates - no vacation leave requests accepted

12-Month: Personnel who do not require a substitute

JULY 2018						AUGUST 2018						SEPTEMBER 2018				
M	T	W	TH	F		M	T	W	TH	F		M	T	W	TH	F
2	3	4	5	6				1	2	3		3	4	5	6	7
9	10	11	12	13		6	7	8	9	10		10	11	12	13	14
16	17	18	19	20		13	14	15	16	17		17	18	19	20	21
23	24	25	26	27		20	21	22	23	24		24	25	26	27	28
30	31					27	28	29	30	31						

OCTOBER 2018						NOVEMBER 2018						DECEMBER 2018				
M	T	W	TH	F		M	T	W	TH	F		M	T	W	TH	F
1	2	3	4	5					1	2		3	4	5	6	7
8	9	10	11	12		5	6	7	8	9		10	11	12	13	14
15	16	17	18	19		12	13	14	15	16		17	18	19	20	21
22	23	24	25	26		19	20	21	22	23		24	25	26	27	28
29	30	31				26	27	28	29	30		31				

JANUARY 2019						FEBRUARY 2019						MARCH 2019				
M	T	W	TH	F		M	T	W	TH	F		M	T	W	TH	F
	1	2	3	4						1						1
7	8	9	10	11		4	5	6	7	8		4	5	6	7	8
14	15	16	17	18		11	12	13	14	15		11	12	13	14	15
21	22	23	24	25		18	19	20	21	22		18	19	20	21	22
28	29	30	31			25	26	27	28			25	26	27	28	29

APRIL 2019						MAY 2019						JUNE 2019				
M	T	W	TH	F		M	T	W	TH	F		M	T	W	TH	F
1	2	3	4	5				1	2	3		3	4	5	6	7

8	9	10	11	12		6	7	8	9	10		10	11	12	13	14
15	16	17	18	19		13	14	15	16	17		17	18	19	20	21
22	23	24	25	26		20	21	22	23	24		24	25	26	27	28
29	30					27	28	29	30	31						

	Outside contracted dates of employment
	School closed for operation - no vacation leave requests accepted
	Students not in session - vacation leave encouraged
	Blackout dates - no vacation leave requests accepted

APPENDIX B

JULY 2018						AUGUST 2018						SEPTEMBER 2018				
M	T	W	TH	F		M	T	W	TH	F		M	T	W	TH	F
2	3	4	5	6				1	2	3		3	4	5	6	7
9	10	11	12	13		6	7	8	9	10		10	11	12	13	14
16	17	18	19	20		13	14	15	16	17		17	18	19	20	21
23	24	25	26	27		20	21	22	23	24		24	25	26	27	28
30	31					27	28	29	30	31						

OCTOBER 2018						NOVEMBER 2018						DECEMBER 2018				
M	T	W	TH	F		M	T	W	TH	F		M	T	W	TH	F
1	2	3	4	5					1	2		3	4	5	6	7
8	9	10	11	12		5	6	7	8	9		10	11	12	13	14
15	16	17	18	19		12	13	14	15	16		17	18	19	20	21
22	23	24	25	26		19	20	21	22	23		24	25	26	27	28
29	30	31				26	27	28	29	30		31				

JANUARY 2019						FEBRUARY 2019						MARCH 2019				
M	T	W	TH	F		M	T	W	TH	F		M	T	W	TH	F
	1	2	3	4						1						1
7	8	9	10	11		4	5	6	7	8		4	5	6	7	8
14	15	16	17	18		11	12	13	14	15		11	12	13	14	15
21	22	23	24	25		18	19	20	21	22		18	19	20	21	22
28	29	30	31			25	26	27	28			25	26	27	28	29

APRIL 2019						MAY 2019						JUNE 2019				
M	T	W	TH	F		M	T	W	TH	F		M	T	W	TH	F
1	2	3	4	5				1	2	3		3	4	5	6	7

8	9	10	11	12		6	7	8	9	10		10	11	12	13	14
15	16	17	18	19		13	14	15	16	17		17	18	19	20	21
22	23	24	25	26		20	21	22	23	24		24	25	26	27	28
29	30					27	28	29	30	31						

	Required annual vacation leave dates
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APPENDIX C

Positions That Qualify for Not Requiring a Substitute

Administrative Director
Education Director
Operations Director

Positions That Qualify for Requiring a Substitute

Teacher
Teacher Assistant
EC Teacher
Specials Teacher

	Lead	Link to CORRECT document (if multiple documents necessary, please list additional documents in column to the right. Only one docu
EC Section		
Training for EC and Special Funding Streams	CP	Special funding stream training
Policies and plans for homebound and separate	CP	Homebound
Continuum of Services policy	CP	Continuum of services
PD Plan for EC Staff	CP	EC Coordinator's PD schedule
Transportation as a related service	CP	Transportation as a related service
Accountability: Promotion & Retention	CP	EC" Accountability and Promotion/Retention
EC Policies	CP	Child FInd
EC Policy Manual and Handbook	CP	EC handbook and Procedural Safeguards
Budget Line Items for EC	JD	https://drive.google.com/open?id=1BYeQkTP56x19dOgHK-vfiEvfDwDHbPRR
Support Structures for struggling students	LSC	https://docs.google.com/document/d/1NRUxEKJ96K-jrAAslebyyBe7lKuIBSiqXQuzNiuNuPE/edit
Student Enrollment	CP	https://docs.google.com/document/d/1o9Tl7dhLZUZAVBblPxL6lx18HolSRwMdF1ffWWXbkc/edit
Required Documentation		
Certificate of Liability Insurance	JD	https://drive.google.com/file/d/oB1NItZfqpxZRcmcoU3lfbnlnSFZndERHYVg3Qy1HdmxBRDlj/view?usp=sharing
Board Governance		
Jamie Kelly as board member	LS	https://docs.google.com/document/d/1xXmCl79t8B8YcsAUBEtFZZljg3bQEGlzBA_5GT_BBmA/edit?usp=sharing
Governance Strengthening Exercise #4 - board	LS	https://docs.google.com/document/d/1UZRW2sELzcg9qaDMoicbgpnFAHZDruh6WLiVHjadqhQ/edit?usp=sharing
All Board meeting minutes since submission	JK/LC	
Facility		
Fire Inspection Report	LS	https://drive.google.com/drive/u/1/folders/1nF6Cx2JDjOit4-IF0oX--vl_b8r2o3qb
Schedule of flooring and paint installation	LS	All complete
Funding Documentation		
System of Award Management System (SAM) d	JD	https://drive.google.com/file/d/oB1NItZfqpxZRajZmTEpJSGpMWlVWZkl5ZE84WXZjU1JoVkZB/view?usp=sharing
Phone and Fax Number in EDDIE	LSC	Fax number has been updated in Eddie; we still need a phone number from TRM (TBA).
Student Accountability		
Location for locking up testing materials on site	CP	Testing materials location and security
Fax machine	LSC	Faxes will be hosted temporarily on computer (Operations Director will manage this)
Document to Track Record Requests	DL	Fax Log
Transportation		
The board submitted a transportation policy, bu	CP	Transportation policy
Lunch Program		
Details	LS/CP	https://docs.google.com/document/d/1fRz1pLUIiZUkhXsrGRHsIP-4rOUYI8_m9kPQVeSLss8o/edit
*LS-Lauren; LC-Lucy; LSC-Larisa :)		