P.A.C.E. INC. BOARD OF DIRECTORS

=== August Board Meeting ===
Open MINUTES

August 8, 2017

Regular Session

Board Members Present: Yael Baldwin (Chair), Lori Cozzi (E.D. non-voting), Sharon McRorie, Kelly Droge (Vice Chair), Esteve Coll Larosa (Treasurer), Rebecca Cecil and Kenn Kotara, John Hall (Faculty Rep. non-voting)

Absent: Elaine Bleakney (Secretary), Lesley Groetsch

Invited Guests: Elizabeth Russell

Others in Attendance: None

Open Session

6:00 PM- Welcome and Introduction of Guests: (YB) -

Vision Statement: The ArtSpace Charter School community will be a national benchmark in educational excellence through integration of the arts.

Mission Statement: ArtSpace Charter School offers a complete education, through an integrated curriculum centered around the visual and performing arts, utilizing an experiential approach. We believe in a family-centered, cooperative approach to education that encourages parental involvement and community service in order to nurture responsible citizenship.

Acknowledgements: The office staff who are very positive with all the change and transitions that are going on! Lori who will be teaching a course at Mars Hill. Thanks to Velma Hall for gifting us our theatre lighting system.

Public Comment: None

Consent Agenda: (YB)

- Next month we will approve July and August minutes

Committee Reports:

- Director’s Report- Down in numbers for 7th grade, got a gift of a new lighting system for the theatre, looking into school nurse options, and discussed the policy of having board members/facility having preference in the lottery
- Development- Will be doing a new fundraiser
- Policy committee will now have Mae Cradeick

Approval of 2017-2018 Budget- Reviewed attached budget

- Motion to approve the 2017-2018 budget as presented, Motion by SM, 2nd by KK.
  MOTION PASSED UNANIMOUSLY.

AGENDA PREPARED BY: YAELE BALKIN, BOARD CHAIR
MINUTES TAKEN BY: REBECCA CECEL AND PREPARED BY: LESLEY GROETSCHE, INTERIM BOARD SECRETARY
Motion to adjourn. Motion by ECL, 2nd by KD MOTION PASSED UNANIMOUSLY.

ANNOUNCEMENTS/REMINDERS

- Donate to the ArtSpace Vision Fund!
- Next PACE meeting September 19th
- August 17th - 1st Day of School
P.A.C.E., Inc – Governing Board of ArtSpace
Charter School

Board Meeting Date: 08/08/17

VISITOR LOG

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PLEASE USE REVERSE SIDE IF MORE SPACE IS NEEDED

SIGN UP FOR PUBLIC COMMENT

(PLEASE REMEMBER THAT PUBLIC COMMENT IS LIMITED TO 3 MINUTES PER PERSON)

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Revised: July, 2102
Filed by:
CONTRACT FOR SCHOOL HEALTH SERVICES AGREEMENT BETWEEN
ART SPACE CHARTER SCHOOL AND
BUNCOMBE COUNTY, A BODY POLITIC, BY AND THROUGH BUNCOMBE COUNTY HEALTH AND HUMAN SERVICES AGREEMENT 2618

THE UNDERSIGNED AGREE TO THE FOLLOWING CONDITIONS:

Buncombe County, a body politic, by and through Buncombe County Health and Human Services (BCHHS) and the Buncombe County School System (BCS) agree that public health nurse services facilitate prevention, detection, and effective management of student health problems, and thus, promote and advance student learning and scholastic success.

BCHHS will sub-contract with MAHEC for the provision of school health services. MAHEC will employ and supervise the school nurses who serve the Art Space Charter School with medical oversight provided by the MAHEC Family Medicine physicians. The services provided by the nurses will be in accord with BCHHS and School Health Division policies as long as policies do not conflict with existing charter school board policies. In the event of a public health emergency, staff will perform duties as outlined by the BC Health Director.

Art Space Charter School will reimburse BCHHS $6,045.00 ($15/student) to be applied to support the services of Public Health Nurse Positions. Services with time allocations of the School Nurses are prioritized based on needs of all schools served by the nurses. Art Space Charter School will provide an appropriately equipped room for the nurse at the designated school that includes a private area for student assessments and telephone, an accessible electrical outlet, secure desk space for laptop and access to and internet with Wi-Fi access and/or network jack, and a locking file cabinet.

Art Space Charter School and BCHHS will appoint liaison personnel who will be responsible for administrative issues necessary to ensure the continued successful operation of the program. Both Charter schools and BCHHS will conduct an on-going evaluation of the cooperative efforts. Both parties agree to abide by the School Health Program Components attached.

The school nurses act for the school system and, therefore, are agents of the school as contractual employees of the system for the purposes of team functioning and information sharing. Confidentiality of school records, both paper and electronic, will be maintained as stipulated by The Family Educational Rights and privacy Act (FERPA) Statute (20 USC & 1232g);Regulations-34 CFR Part 99) in accordance with the administrative regulations of the Buncombe County Board of Education for collection and dissemination of student records. Specific student health information shared with the school nurse will be maintained in confidence.

Art Space Charter School will be billed by BCHHS quarterly (August 15, 2017, November 15, 2017, February 15, 2018, and May 15, 2018) on the basis of a yearly total of $6045.00. The State funding will be managed by BCHHS. The term of this agreement shall be from July 1, 2017 through June 30, 2018.

Lori Cozzi, Executive Director
Federal Tax ID # ____________________________  Date

James Holland, Director, Buncombe County Health and Human Services
Federal Tax ID # 56-6000279  Date

This contract has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

Finance Officer
Charter Schools  Date
ADMINISTRATION

Both the BCHHS and the School Systems have specific responsibilities that are clearly defined as the result of joint oversight. The School Health Manager will work with the School Health Liaison (Director of Student Support Services, and other appropriate personnel) to coordinate the school nurse services and assure success of the program. BCHHS subcontracts the management of the school health program to MAHEC.

- The school nurse will meet with each of their schools’ principals to discuss the role of the nurse and enlist the principal’s support and suggestions in regard to the services offered.
- The school nurse will maintain computer documentation of student encounters on an ongoing basis in order to fulfill the requirements of the Department of Health and Human Services (DHHS) and the School Health Division. All student records are property of the school. MAHEC will maintain the electronic records in Health Office, all paper documentation managed by the nurses is maintained by the district.
- Non-identifiable data is collected for reporting purposes. The School Health Program Manager will submit the School Nurse End of Year Report to DHHS School Nurse Consultant. Copies will be made available to each principal, the BCHHS Health Director, Lead MAHEC program administrator, MAHEC Family Medicine Director and others as appropriate.
- IT infrastructure of MAHEC will follow FERPA guidelines.
- The School Health Manager will meet regularly with the School Student Service Director to assure program success.
- School administration and BCHHS administration will contact MAHEC and School Health Manager and/or Student Services Director to address challenges or concerns related to service delivery.

II. SERVICE DELIVERY

Specialized School Nurse Services

All students need to be healthy and ready to learn. It is imperative that students with health care needs that may interfere with learning are identified, monitored and cared for to prevent health problems from becoming reasons for educational failure. Many more students are coming to school needing to have health care procedures performed while they are at school. The school nurse must assess the needs of the students, staff and families in order to assure that students get the care they need while they are at school. Health care procedures carry a degree of risk of harm to the student and therefore it is vital for staff to be well trained and competent to provide the needed care.

Outcomes:
- Students with an identified special health need will have a standard plan of care. Parent may opt-out. To do so they must provide a medically certified action plan from their provider which will be reviewed by the SN to create an Individual Health Plan (IHP) and/or implement an Individualized Emergency Action Plan (EAP).
- Students with special health care needs that affect their activities of daily living will have those needs safely met while at school.
- Student’s health concerns referred by school personnel due to significant health impairment, decreased school functioning or safety concerns will be addressed within 7 days of nurse’s receipt of the referral.
- Students participating in the educational programs will increase their knowledge about health issue at hand.

School Nurse Activities:
1. Utilizes the Nursing Process to provide assessment, intervention, referral and follow-up for students with significant health concerns.
   • Review Health Assessments (GS 130A-440) and returned student health histories.
   • Assess, plan and evaluate the health care needs of students with chronic special health care needs.
   • Develop an individual health care plan in coordination with parents and health care providers for those who Opt Out of standard plan of care.
   • Train school personnel to provide or assist student with health care procedures during the school day with delegation, oversight and training (GS 115C-307).
   • Ensure safety of diabetic students following state law on Diabetes Care for Students in Schools (GS 115C-47)
   • Monitor student progress according to the health plan. Case manage student when appropriate and as time allows.
   • Participate in multidisciplinary team conferences (IEP, 504, other) for children with health related problems to provide input from the medical/nursing perspective and to prevent health problems from becoming reasons for educational failure.
   • Refers/directs and guides students and families toward appropriate resources.
2. Act as Liaison for student’s health services with community providers.
3. Completion of health assessments (vision screening) required as a part of participation in the Exceptional Children’s program.
4. May initiate pertinent educational curriculum for students with chronic diseases i
5. Offer in-service training programs on health issues for appropriate school personnel: (also, refer to Medication Administration and Medical Procedure Oversight.)
6. May offer enhanced curriculum for students as guest instructors on health and wellness topics.
7. Support/offcer Growth and Development as requested for individual special needs students with parent permission
8. Collaborates with community initiatives, i.e. Mission Asthma program.
9. STD and pregnancy prevention education per student request
10. Promotes and participates in wellness teams as able
11. Maintains school nurse child records in Health Office, paper records are kept in file and retained by school nurse until returned to cumulative file at graduation or transfer from school.

School Activities:

1. Each school will distribute a health history form to all parents annually requesting medical information to identify students who have special health care needs, identify emergency care needs and/or chronic health conditions of students.
2. Health histories received are forwarded to the school nurse who determines the need for further action.
3. School principal will collaborate with the nurse to identify staff to be trained to perform specialized clinical procedures. (also, refer to Medication Administration and Medical Procedure Oversight.)
   a. School staff chosen must be trained.
   b. School staff that are trained must be competent at providing procedure/care for students with special health care need.
4. Each school will designate at least two individuals as Diabetic Care Managers (DCM). These persons will complete full DCM training with yearly reviews as per Diabetes Care for Students in Schools (GS 115C-47).
5. All school staff will have yearly overview of diabetes as per GS 115C-47.
6. School nurse will be invited to 504 or IEP meetings for students with special health care needs that impact their educational process, and be included at student’s transition IEP meeting at age 15 to ensure transition to adult health services is begun.

Safe Environments / Emergency Medical Assistance
• Appropriate management of emergencies and life-threatening medical situations is vital for a successful student centered healthy and ready to learn environment. A nurse is not always available at the time of an emergency; therefore, teachers and other staff must know how to respond appropriately. Injury prevention must be a part of the culture of a nurturing school environment.

Outcomes:
• 100% of students who are identified with a potential life-threatening condition have an Emergency Action Plan (EAP) in place or in progress within 10 days of receiving the necessary paperwork from the parents who opt out of Standard Care Plan.
• 100% of students receive appropriate emergency care as needed.

School Nurse Activities:
1. Review the nurse’s role in dealing with injuries/emergencies with school principal and staff annually.
2. Advocate for CPR, AED, and First Aid training for school staff.
3. Ensure Diabetic Care Management and Generic Epinephrine auto injection training is provided to at least 2 on campus staff.
4. Assist with mandated yearly training and rostering for each school.
5. Ensure requirements of students with chronic health care needs are anticipated.
   • Assess students who may need emergency medical assistance and put into process a Standard or Individualized EAP for student condition within 10 days of identification.
   • Provide school personnel with a copy of the EAP and train school personnel as appropriate annually.
   • Delegate to school personnel once they complete competency.
   • Provide ongoing supervision for delegated tasks.
   • Provide for emergency care in the event of serious illness or injury if on the school campus. Provide telephone consultation per availability.
6. Review injury reports as they are received and discuss themes, concerns and needed follow-up with principal.
7. Participate in the development, training, implementation and periodic evaluation of the district and individual school's emergency/disaster preparedness and response plans and drills.
8. Is available to assist the local health department during a public health emergency.

School Activities:
1. School will ensure there are adequate number of properly trained staff members to provide basic first aid and emergencies at school.
   • two or more staff members current in cardiopulmonary resuscitation
   • two or more staff members current in anaphylaxis recognition and epinephrine auto injection
   • two or more staff members current in basic first aid
   • tow or more staff members are current in Diabetic Care Management
2. All school staff will complete mandated yearly trainings such as OSHA mandated yearly Blood-borne Pathogens training, anaphylaxis, allergy and concussion.
3. School will ensure basic first aid supplies are maintained and AED and other equipment are in good repair.
4. School staff will handle all OSHA and Blood-borne Pathogen issues according school policy.
5. School staff will document all injuries on an Injury Report &/or Head Injury form and give a copy to the school nurse.
6. School staff should call 911 for an injured or seriously ill student, then remain in attendance until relieved by medical personnel. The principal and school nurse should be notified anytime 911 is called.
7. Will include school nurse in the development, training, implementation and periodic evaluation of the district and individual school's emergency/disaster preparedness and response plans and drills to include areas of oversight and responsibility during such events.
Medication Administration and Medical Procedure Oversight

It is necessary for many students to receive medications while they are at school. The school nurse trains school staff to appropriately provide medications, assure necessary information is documented and understand the policy on administering medications. The School Nurse also ensures staff are appropriately trained and students safely receive needed medical procedures ordered by a physician.

Outcome:
- 100% of staff administering medication or perform a medical procedure at school complete annual training
- Students receive right medication and dose at the right time by the right route and have it documented correctly.

School Nurse Activities:

1. Identify staff needs for medication administration or medical procedure training bases upon physician orders.
2. Provide the provision of medication and procedure training annually.
3. Review new medication and procedure orders received at the school for accuracy and appropriateness at school.
4. Formally audit medication process evaluating the six rights of medication administration.
   - Provide principal and appropriate staff with audit tool and determine plan for improvement within one week of audit.
   - Guide additional training needs and process revisions as indicated on the plan for improvement
   - Monitor for follow-through.
   - Retain a copy of the audit and report for review.
5. Assess student who self-carries medication as to knowledge and ability on how and when to use their medications; assure they are responsible to carry medication; and family provides back up medicine in the office.
6. Are available as a resource when staff have questions or concerns with medication, procedure or student.

School Activities:

1. Principal will refer family to their MD for Physician orders prior to authorizing any care done by staff. Parents are welcome to give medicine or provide care to student until orders are obtained.
2. Principal will designate staff to administer medications or perform procedures as well as back-up staff to administer medications or procedures in their absence during school and school sponsored events.
3. Principal will assure staff who administer medication attend annual medication training.
4. Principal will assure proper storage space for medications: secure, yet readily accessible to staff and students involved; refrigerator storage for medications may be needed and must be kept separate from food items in a locked container. Emergency medications should be kept with the student or unlocked, but secure and in proximity accessible for use.
5. Principal will assure that students who need to carry their medications are given the order forms to have completed that allow student to self-administer their own medications as necessary
6. Principal will assure that medication and procedure log documentation is accessible and maintained for each medication administered by school personnel. All written parent and doctor authorizations and medication or procedure logs should be retained on file at school for as until student reaches 29 years of age and has not received services within the last 10 years, if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.
7. Principal will provide parent communication and instructions regarding school policy on medication administration. Digital parent handbooks (available for printing if needed, school website, and newsletters are good vehicles for this as well as individual letters and forms as needed.

Communicable Disease Control

Communicable diseases are the leading cause of childhood morbidity and school absences. Students and staff with communicable diseases that can be transmitted directly or indirectly from one individual to another require special consideration in the school setting. The schools will maintain a list of students who have not been vaccinated or who have
immunosuppressed illnesses, so that appropriate action can be taken to protect these individuals when communicable disease outbreaks occur. The school nurse will work in coordination with BC Health Director, the Disease Control Division and Medical Health Director to foster understanding and compliance with communicable disease control requirements and practices.

Outcomes:

- 100% of new and transferring students have State required immunizations (GS 130A-155) or exempted within 30 days of enrollment
- 100% of students who enter the 7th grade will show proof of receipt of Tdap and Meningococcal vaccine before the first day of school. (NC law GS 130A-152) or exempted within 30 days of the new school year.
- School staff, families and students have understanding and compliance with communicable disease control requirements and practices.

School Nurse Activities:

1. Assist in assuring immunization compliance:
   - Train school staff on valid immunization record and schedule, how to review immunization records, and when to contact the school nurse for assistance.
   - Assist with a process for schools to assure all new and transferring students, and 7th grade students have state required immunizations or exempted from school within 30 days of enrollment.
   - In conjunction with administrative personnel will identify all students with medical and religious exemptions and maintain up-to-date records on exempted students. Inform and periodically update school principal of students who are not in compliance, in process or in need of exemption. Along with Power School personnel, inform parents of student’s lack of immunization compliance status.

2. Assist with planning and implementation of student and or community vaccination efforts per need.

3. Provide health education information and educational activities that promote the prevention and control of communicable diseases for students, parents and staff.
   - Train schools’ staff on signs and symptoms of communicable illnesses, modes of transmission, and period of communicability.
   - Assure that all students with signs and symptoms of communicable illness will be excluded from school and readmitted per DPH recommendations. School nurse may identify and refer students with signs and symptoms of communicable illness to private provider/Department of Health.
   - Collaborate with the DPH communicable disease division on prevention and response to communicable disease outbreaks to include surveillance and DOT if required,
   - Students and staff are instructed regarding cleanliness and hygiene measures including proper hand washing techniques

4. Assure school staff, students and family members understand how to work with students with a chronic infectious disease.

School Activities:

1. Assist in assuring immunization compliance:
   - Children entering school initially, grades K or 1, 7th Graders, or students transferring grades K-12, must present a record of completed mandated immunizations within 30 days.
   - School staff will inform parents of immunization requirements and request immunization records.
   - School staff will record immunization information on all students, place a copy in the permanent health record with proper signature, and return original immunization record to parent/guardian.
   - Any questionable immunization records will be referred to the nurse for review.
   - When it is determined that a student is not in compliance with current immunization requirements for North Carolina, the school administration will inform parents of the consequences of incomplete immunization status and exclude any student from school in accord with GS 130A-155.

2. Schools will incorporate basic principles of good hygiene and personal cleanliness into health curriculum and daily practice and will provide equipment and facilities to accommodate such endeavors.
3. School staff will complete OSHA mandated yearly Blood-borne Pathogens training.
4. Students and staff with signs and symptoms of communicable diseases are excluded from school for the period of communicability and readmitted in accordance with local school policy and recommendations of the personal physician, BCHHS Disease Control Program, Public Health Director and/or Medical Director.
5. School staff will distribute information about HPV and influenza, per State guidelines, annually.
6. Coordinate efforts with BCHHS in planning and implementation of student and or community vaccination events

**Screening and Access to Care**

*Screening programs are designed to identify and reduce or eliminate barriers to learning. Screenings and appropriate follow-up can detect health concerns before they cause serious harm or educational impairment for the student.*

**Outcomes:**
- All students who meet criteria for referral or follow up for a screening receive the same.
- At least 75% of students referred for a failed screening will secure the needed care

**School Nurse Activities:**
1. Participate in school Health screenings through referral and follow up of all students needing care.
2. Screen students for vision concerns who are referred by school personnel.
3. Track students who were referred to determine secured care by grade level and school and determine the necessary follow-up for those that have not secure the needed care.
4. Assist when needed in finding medical homes and refer to economic services for children’s health insurance coverage.

**School Activities:**
1. Health screening will be determined at the beginning of each school year by school principal
   - The date of screening will be shared with the school nurse as soon as established each school year.
   - The school will provide volunteers to screen students and coordinate screening activities.
   - School will send home copy of screening results, needed referrals and resources available.
   - School staff will refer students to the school nurse who have a recognized need for non-routine health screening to maintain a ready to learn environment.
## ARTSPACE CHARTER SCHOOL
### BUDGET FY 2017-18

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ARTSPACE CHARTER SCHOOL  
BUDGET FY 2017-18

Total Federal Revenue $123,580

Fund 5 Revenue  
Revenue - Before and After School $70,000  
Total Fund 5 Revenue $70,000

Student Activities  
Rev - Old Depot Grant $1,000  
Rev - GRITS - 615 $3,800  
Rev - Extracurricular - 312 $30,000  
Rev - Clubs - 843 $250  
Rev - Musical - 321 $7,000  
Rev - Band - 322 $2,000  
Rev - BOWS - 400 $1,500  
Rev - Dance - 401 $500  
Rev - Hospitality League - 402 $1,300  
Rev - Clubs Lego League - 403 $315  
Rev - Odyssey of the Mind -404 $200  
Rev - Clubs Ski - 405 $11,000  
Rev - Yearbooks $2,500  
Rev - Fundraising-Art by Me $6,000  
Rev - Book Fair $5,000  
Rev - Fundraising-Stu Coun 362 $2,000  
Rev - Vision Fund - 660 $20,000  
Rev - Robotics Camp 753 $2,000  
Rev - Movie Makers - 761 $4,000  
Rev - 8th Gd Class Trip-908 $15,000  
Rev - Art Camp, Camp 754 $3,250  
Rev - Art Venture $3,250  
Total Fund 7 Revenue $117,865

Total Revenue $3,834,053

Expenses

1. Salaries and Bonuses  
Total 1. Salaries and Bonuses $2,218,759

2. Benefits  
Total 2. Benefits $489,609

3. Books and Supplies  
Total 3. Books and Supplies $47,550

4. Technology  
Total 4. Technology $67,000

5. Non-Cap Equipment and Leases  
Total 5. Non-Cap Equipment and Leases $19,000
### ARTSPACE CHARTER SCHOOL
#### BUDGET FY 2017-18

<table>
<thead>
<tr>
<th>Item</th>
<th>Total</th>
<th>Amount</th>
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<tbody>
<tr>
<td>6. Contracted Student Services</td>
<td>Total 6. Contracted</td>
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<td>Student Services</td>
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<td>7. Staff Development</td>
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<td>8. Administrative Services</td>
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<td>9. Insurances</td>
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<td>10. Rents and Debt Service</td>
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<td>11. Facilities</td>
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<td>12. Utilities</td>
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<td>Food</td>
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<td>14. Transportation and Travel</td>
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<td>and Travel</td>
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<td>15. Special Programs</td>
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<td>18. After Care Program</td>
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<td>19. Extracurricular - 312</td>
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<td>20. FACE Thrift Store</td>
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<td>21. Student Activities</td>
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<td>Total Expenses</td>
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<td>Net Surplus / (Deficit)</td>
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