

3:45 pm

GRAHAM COUNTY SCHOOLS
 Transaction History by Account Report
 For 7/1/2021 to 6/30/2022 - Journal Codes: (AP)

Post Date	Journal Code	Journal Description	PO# / Vendor / Employee	Invoice# / Reference#	Check# / Deposit#	Check Date	Budget Encumbrances	Ledge
2.6920.811.311.810.000.00								
7/1/21	AP	New Invoice	6605 - NCSBA	PLS 2122-025	58513	7/1/21		2,500.00
					1 Total:			2,500.00
9/17/21	AP	New Invoice	1195 - CAMPBELL SHATLEY, P 8571 & 8656		58787	9/17/21		607.50
					3 Total:			607.50
10/6/21	AP	New Invoice	2000 - ELLEN DAVIS	JULY & AUGUST 2021	58856	10/6/21		3,605.00
					4 Total:			3,605.00
11/3/21	AP	New Invoice	1195 - CAMPBELL SHATLEY, P 8723		58946	11/3/21		300.00
11/18/21	AP	New Invoice	1195 - CAMPBELL SHATLEY, P 8797		59007	11/22/21		60.00
11/23/21	AP	New Invoice	2000 - ELLEN DAVIS	SEPT. & OCT. 2021	59051	11/23/21		3,290.00
					5 Total:			3,650.00
2.6920.811.311.810.000.00 Total:								
Account Balance as of End Date:								10,362.50
Unencumbered Balance as of End Date:								4,637.50
2.6920.835.311.810.000.00								
7/20/21	AP	New Invoice	2000 - ELLEN DAVIS	MAY & JUNE 2021	58574	7/20/21		4,527.50
					1 Total:			4,527.50
2.6920.835.311.810.000.00 Total:								
Account Balance as of End Date:								0.00
Unencumbered Balance as of End Date:								0.00

GRAHAM COUNTY BOARD OF ED
Local School Fund Robbinsville, NC 28771

07/01/2021 Check #: 58513 TOTAL: \$2,500.00 NCSBA-6605

Account ID	Invoice #	Invoice Date	Net Amt.	PO#
2.6920.811.311.810.000.00 2021-2022 PLS Update	PLS 2122-025	7/1/2021	2,500.00	

GRAHAM COUNTY BOARD OF ED
Local School Fund Robbinsville, NC 28771

07/01/2021 Check #: 58513 TOTAL: \$2,500.00 NCSBA-6605

Account ID	Invoice #	Invoice Date	Net Amt.	PO#
2.6920.811.311.810.000.00 2021-2022 PLS Update	PLS 2122-025	7/1/2021	2,500.00	



GRAHAM COUNTY BOARD OF ED
Local School Fund
Robbinsville, NC 28771

UNITED COMMUNITY BANK
Robbinsville, NC
66-1167/531

NO. : 58513
Date: 07/01/2021

Void After 90 Days From Date

Pay Two Thousand Five Hundred Dollars only

2,500.00

THIS DISBURSEMENT HAS BEEN APPROVED AS REQUIRED BY THE SCHOOL BUDGET AND FISCAL CONTROL ACT.

TO THE ORDER OF NCSBA-6605
7208 Falls of Neuse Rd.
Suite 301 Attn:Chelsea Sutton
RALEIGH, NC 27615-3244

COPY

Purchase Order
Graham County Schools

52 Moose Branch Road - Robbinsville NC 28771
828-479-9820

Purchase Order Number

GCS22-7

TO: Vendor #	SHIP TO:
NCSBA Attn: Chelsea Sutton, Legal/Policy Asst. 7208 Falls of Neuse Rd, Suite 301 Raleigh, NC 27615-3244	Graham County Schools 52 Moose Branch Road Robbinsville, NC 28771

Date 7/1/21

Required Date: _____

Quantity	Description	Unit Price	Total
	Inv. No. PLS 2122-025 2021-2022 Annual PLS Update		2,500.00

Shipping
Tax

Code:	26920.811.311.810
Code:	
Code:	
Code:	

Total \$

Total 2,500.00

NO BACKORDERS ALLOWED

Funds are Available for this PO: TJS

Date Paid	7/1/21
Voucher No	58513
PO No	GCS22-7

Purchasing Authority	Date
<u>T. Luter Greene</u>	<u>7-1-21</u>
School Finance Officer	Date

"Materials received in quantities billed and in Good Condition"

This instrument has been preaudited in the manner required by the School Budget and Fiscal Control Act.

(Date) _____
T. Luter Greene
(Signature of finance officer)

Vendor Certification: By accepting this purchase order, the vendor certifies that it nor its subcontractors are included on the Iran List.



INVOICE PLS 2122-025

INVOICE / STATEMENT

TO: Graham County Schools
Attn: Angela Knight
52 Moose Branch Road
Robbinsville, NC 28771-0000

Invoice Date: 5/12/2021

Due Date: 7/16/2021

2021-2022 Annual PLS Update Fee	TOTAL DUE NCSBA:	\$2,500.00
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If you are not the appropriate contact person, please provide his or her name and e-mail address below:

REMIT PAYMENT TO: NORTH CAROLINA SCHOOL BOARDS ASSOCIATION
ATTN: Chelsea Sutton, Legal/Policy Assistant
7208 Falls of Neuse Road
Suite 301
RALEIGH, NC 27615-3244

PLEASE REMIT A COPY OF THIS INVOICE WITH PAYMENT.
PLEASE DO NOT COMBINE WITH ANY OTHER PAYMENTS DUE NCSBA.



GRAHAM COUNTY BOARD OF ED
Local School Fund Robbinsville, NC 28771

09/17/2021 Check #: 58787 TOTAL: \$607.50 CAMPBELL SHATLEY, PLLC-1195

Account ID	Invoice #	Invoice Date	Net Amt.	PO#
2.6920.811.311.810.000.00 July & August 2021	8571 & 8656	9/17/2021	607.50	

GRAHAM COUNTY BOARD OF ED
Local School Fund Robbinsville, NC 28771

09/17/2021 Check #: 58787 TOTAL: \$607.50 CAMPBELL SHATLEY, PLLC-1195

Account ID	Invoice #	Invoice Date	Net Amt.	PO#
2.6920.811.311.810.000.00 July & August 2021	8571 & 8656	9/17/2021	607.50	



GRAHAM COUNTY BOARD OF ED
Local School Fund
Robbinsville, NC 28771

UNITED COMMUNITY BANK
Robbinsville, NC
66-1167531

NO. : 58787
Date: 09/17/2021

Void After 90 Days From Date

Pay Six Hundred Seven Dollars and 50/100 only

\$607.50

THIS DISBURSEMENT HAS BEEN APPROVED AS REQUIRED BY THE SCHOOL BUDGET AND FISCAL CONTROL ACT.

TO THE CAMPBELL SHATLEY, PLLC-1195
ORDER 674 Merrimon Ave, Ste 210
OF Asheville, NC 28804

COPY

Purchase Order
Graham County Schools

52 Moose Branch Road - Robbinsville NC 28771
 828-479-9820

Purchase Order Number

GCS22-172

TO: Vendor #

Campbell Shatley

SHIP TO:

Graham County Schools
 52 Moose Branch Road
 Robbinsville, NC 28771

Date 9/8/21

Required Date: _____

Quantity	Description	Unit Price	Total
	Inw. No. 8656 8/1 - 8/31/21		607.50

Shipping
 Tax

Total 607.50

Code:	<u>2 6920.811.311.810</u>
Code:	
Code:	
Code:	

Total \$

NO BACKORDERS ALLOWED

Funds are Available for this PO: TFO

Date Paid	<u>9/17/21</u>
Voucher No	<u>58787</u>
PO No	<u>GCS22-172</u>

Purchasing Authority	Date
<u>T. Luther Greene</u>	<u>9-8-21</u>
School Finance Officer	Date

"Materials received in quantities billed and in Good Condition"

This instrument has been preaudited in the manner required by the School Budget and Fiscal Control Act.

(Date)

(Signature of finance officer)

T. Luther Greene

Vendor Certification: By accepting this purchase order, the vendor certifies that it nor its subcontractors are included on the Iran List.

**CAMPBELL
SHATLEY** PLLC
ATTORNEYS AT LAW

9/8/2021

Ms. Angela Knight
Graham County Schools
52 Moose Branch Road
Robbinsville, NC 28771

Re: General Matters

Dear Ms. Knight:

Enclosed is Invoice 8656, which covers services from 8/1/2021 to 8/31/2021. This invoice, dated 9/8/2021, is for additional expenses of \$382.50. Your total balance is \$607.50. Prompt payment of your total balance is appreciated.

Billing Summary

Total for services rendered	\$382.50
Total expenses	\$0.00
Total previous balance	\$225.00
Total payments and other transactions	\$0.00
Balance Due	\$607.50

If you have questions, please call us at (828)378-0064.



Enclosure

CAMPBELL SHATLEY, PLLC

674 MERRIMON AVENUE SUITE 210 ASHEVILLE, NC 28804

Ms. Angela Knight
Graham County Schools
52 Moose Branch Road
Robbinsville, NC 28771

In Reference To: General Matters
Invoice # 8656

Professional Services

		<u>Hrs/Rate</u>	<u>Amount</u>
8/4/2021	CSL Advisor 2021-14: Attorney Client Memoranda regarding vaccinations, employee issues and Toolkit updates (Time divided among multiple clients)	0.25 \$240.00/hr	\$60.00
8/11/2021	KLC Advisor 2021- 15 & 16: Research, analyze and draft attorney client memoranda regarding religious and health exemptions related to face covering policies and the legal issues regarding remote instructional services for regular education and special educations students (time divided among multiple clients)	1.25 \$210.00/hr	\$262.50
8/30/2021	JFH Advisor 2021-17 Attorney client memoranda re: implications of SB 654 (time divided among multiple clients)	0.25 \$240.00/hr	\$60.00
For professional services rendered		1.75	\$382.50

Attorney Summary

<u>Name</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Henning, John	0.25	240.00	\$60.00
Lopez, Cynthia	0.25	240.00	\$60.00
Caudle, Kristopher	1.25	210.00	\$262.50
Previous balance			\$225.00
Balance due			\$607.50



**CAMPBELL
SHATLEY** PLLC
ATTORNEYS AT LAW

8/10/2021

Ms. Angela Knight
Graham County Schools
52 Moose Branch Road
Robbinsville, NC 28771

Re: General Matters

Dear Ms. Knight:

Enclosed is Invoice 8571, which covers services from 7/1/2021 to 7/31/2021. This invoice, dated 8/10/2021, is for additional expenses of \$225.00. Your total balance is \$225.00. Prompt payment of your total balance is appreciated.

Billing Summary

Total for services rendered	\$225.00
Total expenses	\$0.00
Total previous balance	\$176.25
Total payments and other transactions	(\$176.25)
Balance Due	\$225.00

If you have questions, please call us at (828)378-0064.

Enclosure



CAMPBELL SHATLEY, PLLC

674 MERRIMON AVENUE SUITE 210 ASHEVILLE, NC 28804

Ms. Angela Knight
Graham County Schools
52 Moose Branch Road
Robbinsville, NC 28771

In Reference To: General Matters
Invoice # 8571

Professional Services

		<u>Hrs/Rate</u>	<u>Amount</u>
7/8/2021	AFL	Review federal laws and regulations related to ESSER-funded capital projects: draft and revise construction document templates: exhibits for compliance with same: forward documents and guidance to clients (time divided among multiple clients)	0.50 \$210.00/hr \$105.00
7/23/2021	CZC	Research, analyze and draft Attorney-Client Memorandum re: revised Toolkit and face coverings for 2021-22 school year (time divided among multiple clients)	0.50 \$240.00/hr \$120.00
For professional services rendered		1.00	\$225.00

Attorney Summary

<u>Name</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Campbell, Christopher	0.50	240.00	\$120.00
Leonard, Ashley	0.50	210.00	\$105.00

Previous balance		\$176.25
Accounts receivable transactions		
6/25/2021 Payment - Thank You. Check No. 58475		(\$176.25)
Total payments and adjustments		(\$176.25)
Balance due		\$225.00



GRAHAM COUNTY BOARD OF ED
Local School Fund Robbinsville, NC 28771

10/06/2021 Check #: 58856 TOTAL: \$3,605.00 ELLEN DAVIS-2000

Account ID	Invoice #	Invoice Date	Net Amt.	PO#
2.6920.811.311.810.000.00 July & August 2021	JULY & AUGUST 2021	10/6/2021	3,605.00	

GRAHAM COUNTY BOARD OF ED
Local School Fund Robbinsville, NC 28771

10/06/2021 Check #: 58856 TOTAL: \$3,605.00 ELLEN DAVIS-2000

Account ID	Invoice #	Invoice Date	Net Amt.	PO#
2.6920.811.311.810.000.00 July & August 2021	JULY & AUGUST 2021	10/6/2021	3,605.00	



GRAHAM COUNTY BOARD OF ED
Local School Fund
Robbinsville, NC 28771

UNITED COMMUNITY BANK
Robbinsville, NC
66-1187/531

NO. : 58856
Date: 10/06/2021

Void After 90 Days From Date

Pay Three Thousand Six Hundred Five Dollars only

3,605.00

THIS DISBURSEMENT HAS BEEN APPROVED AS REQUIRED BY THE SCHOOL BUDGET AND FISCAL CONTROL ACT.

TO THE ELLEN DAVIS-2000
ORDER P.O. DRAWER 1269
OF ANDREWS, NC 28901

COPY

Purchase Order

Graham County Schools

52 Moose Branch Road - Robbinsville NC 28771
828-479-9820

Purchase Order Number

GCS22-206

TO: Vendor #	SHIP TO:
M. Ellen Davis Attorney at Law P.O. Drawer 1269 Andrews, NC 28901	Graham County Schools 52 Moose Branch Road Robbinsville, NC 28771

Date 9/28/21

Required Date: _____

Quantity	Description	Unit Price	Total
	Legal Services for July 2021		1600.00
	August 2021		2005.00

Shipping Tax

Code:	26920.811.311.810
Code:	
Code:	
Code:	

Total \$

Total 3605.00

NO BACKORDERS ALLOWED

Funds are Available for this PO: TAD

Date Paid	10/6/21
Voucher No	58856
PO No	GCS22-206

Purchasing Authority	Date
<u>T. Luter Keene</u>	<u>9-28-21</u>
School Finance Officer	Date

"Materials received in quantities billed and in Good Conditon"

This instrument has been prepaid in the manner required by the School Budget and Fiscal Control Act.

(Date)

(Signature of finance officer)

T. Luter Keene

Vendor Certification: By accepting this purchase order, the vendor certifies that it nor its subcontractors are included on the Iran List.

M. Ellen Davis
Attorney at Law

Telephone:
(828)321-6047

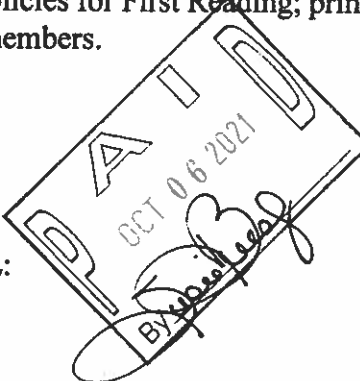
CHESTNUT STREET & THIRD
ANDREWS, NORTH CAROLINA 28901

P.O. DRAWER 1269
ANDREWS, N.C. 28901

September 28, 2021

Mrs. Angela R. Knight, Superintendent
Graham County Schools
52 Moose Branch Road
Robbinsville, North Carolina 28771

<u>DATE</u>	<u>SERVICES RENDERED FOR JULY 2021</u>	<u>TIME</u>
07/01/21	Telephone conference with Robert Moody on employee hiring.	0.25
07/06/21	Preparation of two (2) emails and information on Senate Bill 173 for all Board members.	0.75
07/20/21	Receipt and review of Subrecipient Agreement for COVID money from County through CDBG Grant for \$343,360.50; telephone conference with Angie Knight; preparation for Board Meeting for July 21, 2021.	1.50
07/21/21	Board Meeting at Administrative Office; work on Policies for School Board; downloading and printing; review of NCSBA Policy updates.	8.75
07/30/21	Review of Board Policies for First Reading; print and collate six (6) packets for Board members.	3.75
	TOTAL HOURS:	15.00
	SUBTOTAL:	\$ 1,350.00
	Retainer:	\$ 250.00
	TOTAL DUE FOR JULY 2021:	\$ 1,600.00



M25

M. Ellen Davis
Attorney at Law

Telephone:
(828) 321-6047

CHESTNUT STREET & THIRD
ANDREWS, NORTH CAROLINA 28901

P.O. DRAWER 1269
ANDREWS, N.C. 28901

September 28, 2021

Mrs. Angela R. Knight, Superintendent
Graham County Schools
52 Moose Branch Road
Robbinsville, North Carolina 28771

PAID
OCT 06 2021
By [Signature]

<u>DATE</u>	<u>SERVICES RENDERED FOR AUGUST 2021</u>	<u>TIME</u>
08/02/21	Multiple telephone conferences with Superintendent on face coverings; Agenda changes; preparation of Resolution on face coverings; preparation and scan to Angie Knight of documents; research on State Statutes on Board members working for the School; review of Executive Order 224 on face coverings.	3.50
08/03/21	Preparation for Board meeting and Board meeting at Administrative Office.	3.75
08/10/21	[REDACTED]	1.25
08/13/21	Two (2) telephone conferences with Robert Moody; print and review restraining order and telephone conference with Rodney Nelson regarding the Board acting as one when taking actions on matters.	1.25
08/16/21	[REDACTED]	0.50
08/18/21	Preparation for School Board Meeting; telephone conference with Angie Knight on Board Agenda, COVID situation and masking.	1.00

Continued on back.....

08/19/21	Special called Board Meeting at Administrative Office.	4.75
08/24/21	Telephone conference with Major Display Company regarding the defective 25-second clock and telephone conference with David Matheson regarding the response of Major Display Company.	0.50
08/30/21	Emergency Board Meeting at Administrative Office.	3.00

TOTAL HOURS: 19.50

SUBTOTAL: \$ 1,755.00
Retainer: \$ 250.00

TOTAL DUE FOR AUGUST 2021: \$ 2,005.00

GRAHAM COUNTY BOARD OF ED
Local School Fund Robbinsville, NC 28771

11/03/2021 Check #: 58946 TOTAL: \$300.00 CAMPBELL SHATLEY, PLLC-1195

Account ID	Invoice #	Invoice Date	Net Amt.	PO#
2.6920.811.311.810.000.00 9/1-9/30/21	8723	11/3/2021	300.00	

GRAHAM COUNTY BOARD OF ED
Local School Fund Robbinsville, NC 28771

11/03/2021 Check #: 58946 TOTAL: \$300.00 CAMPBELL SHATLEY, PLLC-1195

Account ID	Invoice #	Invoice Date	Net Amt.	PO#
2.6920.811.311.810.000.00 9/1-9/30/21	8723	11/3/2021	300.00	



GRAHAM COUNTY BOARD OF ED
Local School Fund
Robbinsville, NC 28771

UNITED COMMUNITY BANK
Robbinsville, NC
66-1167/531

NO.: 58946
Date: 11/03/2021

Void After 90 Days From Date

Pay Three Hundred Dollars only

\$300.00

THIS DISBURSEMENT HAS BEEN APPROVED AS REQUIRED BY THE SCHOOL BUDGET AND FISCAL CONTROL ACT.

TO THE CAMPBELL SHATLEY, PLLC-1195
ORDER 674 Merrimon Ave, Ste 210
OF Asheville, NC 28804

COPY

Purchase Order

Graham County Schools

52 Moose Branch Road - Robbinsville NC 28771
828-479-9820

Purchase Order Number

GCS22-251

TO: Vendor #

Campbell Shatley

SHIP TO:

Graham County Schools
52 Moose Branch Road
Robbinsville, NC 28771

Date 10/13/21

Required Date: _____

Quantity	Description	Unit Price	Total
	Inu. No. 8723		300.00
	911 - 9130121		
	Legal Services		

Shipping
Tax

Code: 2 6920.811.311.810
Code:
Code:
Code:

Total \$

Total 300.00

NO BACKORDERS ALLOWED

Funds are Available for this PO: TJD

Date Paid	11/3/21
Voucher No	58946
PO No	GCS22-251

Purchasing Authority	Date
<u>T. Luther Moore</u>	<u>10-13-21</u>
School Finance Officer	Date

"Materials received in quantities billed and in Good Condiditon"

This instrument has been preaudited in the manner required by the School Budget and Fiscal Control Act.

10-13-21

(Date)

T. Luther Moore

(Signature of finance officer)

Vendor Certification: By accepting this purchase order, the vendor certifies that it nor its subcontractors are included on the Iran List.



**CAMPBELL
SHATLEY** P.L.L.C.
ATTORNEYS AT LAW

10/13/2021

Ms. Angela Knight
Graham County Schools
52 Moose Branch Road
Robbinsville, NC 28771

Re: General Matters

Dear Ms. Knight:

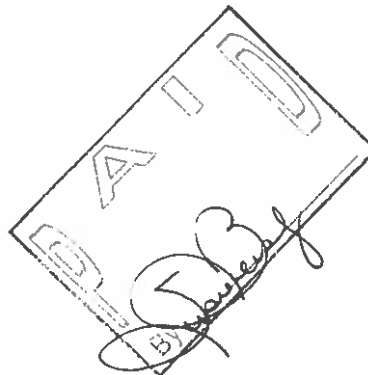
Enclosed is Invoice 8723, which covers services from 9/1/2021 to 9/30/2021. This invoice, dated 10/13/2021, is for additional expenses of \$300.00. Your total balance is \$300.00. Prompt payment of your total balance is appreciated.

Billing Summary

Total for services rendered	\$300.00
Total expenses	\$0.00
Total previous balance	\$607.50
Total payments and other transactions	(\$607.50)
Balance Due	\$300.00

If you have questions, please call us at (828)378-0064.

Enclosure



CAMPBELL SHATLEY, PLLC

674 MERRIMON AVENUE SUITE 210 ASHEVILLE, NC 28804

Ms. Angela Knight
Graham County Schools
52 Moose Branch Road
Robbinsville, NC 28771

In Reference To: General Matters
Invoice # 8723

Professional Services

		<u>Hrs/Rate</u>	<u>Amount</u>	
9/3/2021	CZC	Advisor 2021-17: Supplement Board Policies: research, analyze and draft Attorney client memorandum re: Senate Bill 654 and model policies from NCSBA re: board action on face coverings (time divided among multiple clients)	0.25 \$240.00/hr	\$60.00
9/10/2021	CZC	Advisor 2021-18: Research, analyze and draft Attorney-client memoranda re: remote learning contingency plans, private service requests, and services/cooperative agreements regarding related services and mental health: draft and finalize template agreements (time divided among multiple clients)	0.75 \$240.00/hr	\$180.00
9/22/2021	CZC	Advisor 2021-19: Research, analyze and draft attorney client memoranda re: potential federal mandate for COVID testing and vaccination (time divided among multiple clients)	0.25 \$240.00/hr	\$60.00
For professional services rendered			1.25	\$300.00

Attorney Summary

<u>Name</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Campbell, Christopher	1.25	240.00	\$300.00
Previous balance			\$607.50
Accounts receivable transactions			
9/27/2021 Payment - Thank You. Check No. 58787			(\$607.50)
Total payments and adjustments			(\$607.50)
Balance due			\$300.00



GRAHAM COUNTY BOARD OF ED
Local School Fund Robbinsville, NC 28771

11/22/2021 Check #: 59007 TOTAL: \$60.00 CAMPBELL SHATLEY, PLLC-1195

Account ID	Invoice #	Invoice Date	Net Amt.	PO#
2.6920.811.311.810.000.00 10/1-10/31/21	8797	11/18/2021	60.00	

GRAHAM COUNTY BOARD OF ED
Local School Fund Robbinsville, NC 28771

11/22/2021 Check #: 59007 TOTAL: \$60.00 CAMPBELL SHATLEY, PLLC-1195

Account ID	Invoice #	Invoice Date	Net Amt.	PO#
2.6920.811.311.810.000.00 10/1-10/31/21	8797	11/18/2021	60.00	



GRAHAM COUNTY BOARD OF ED
Local School Fund
Robbinsville, NC 28771

UNITED COMMUNITY BANK
Robbinsville, NC
66-1167/531

NO. : 59007
Date: 11/22/2021

Void After 90 Days From Date

Pay Sixty Dollars only



THIS DISBURSEMENT HAS BEEN APPROVED AS REQUIRED BY THE SCHOOL BUDGET AND FISCAL CONTROL ACT

TO THE CAMPBELL SHATLEY, PLLC-1195
ORDER 674 Merrimon Ave, Ste 210
OF Asheville, NC 28804

COPY

Purchase Order

Graham County Schools

52 Moose Branch Road - Robbinsville NC 28771
828-479-9820

Purchase Order Number

6CS22-274

TO: Vendor #

Campbell Shatley

SHIP TO:

Graham County Schools
52 Moose Branch Road
Robbinsville, NC 28771

Date 11/9/21

Required Date: _____

Quantity	Description	Unit Price	Total
	Inu. No. 8797 10/1/21 to 10/31/21 Legal Services		60.00

Shipping
Tax

Total 60.00

Code:	<u>2 6920.811.311.810</u>
Code:	
Code:	
Code:	

Total \$

NO BACKORDERS ALLOWED

Funds are Available for this PO: TFA

Date Paid	<u>11/22/21</u>
Voucher No	<u>59007</u>
PO No	<u>6CS22-274</u>

Purchasing Authority	Date
<u>T. Peter Heene</u>	<u>11-9-21</u>
School Finance Officer	Date

"Materials received in quantities billed and in Good Conditon"

This instrument has been preaudited in the manner required by the School Budget and Fiscal Control Act.

(Date)

(Signature of finance officer)

11-9-21
T. Peter Heene

Vendor Certification: By accepting this purchase order, the vendor certifies that it nor its subcontractors are included on the Iran List.

**CAMPBELL
SHATLEY**
ATTORNEYS AT LAW

11/9/2021

Ms. Angela Knight
Graham County Schools
52 Moose Branch Road
Robbinsville, NC 28771

Re: General Matters

Dear Ms. Knight:

Enclosed is Invoice 8797, which covers services from 10/1/2021 to 10/31/2021. This invoice, dated 11/9/2021, is for additional expenses of \$60.00. Your total balance is \$60.00. Prompt payment of your total balance is appreciated.

Billing Summary

Total for services rendered	\$60.00
Total expenses	\$0.00
Total previous balance	\$300.00
Total payments and other transactions	(\$300.00)
Balance Due	\$60.00

If you have questions, please call us at (828)378-0064.



Enclosure

CAMPBELL SHATLEY, PLLC

674 MERRIMON AVENUE SUITE 210 ASHEVILLE, NC 28804

Ms. Angela Knight
Graham County Schools
52 Moose Branch Road
Robbinsville, NC 28771

In Reference To: General Matters
Invoice # 8797

Professional Services

		<u>Hrs/Rate</u>	<u>Amount</u>
10/28/2021 CZC	Advisor 2021-20: Research, analyze and draft Attorney-Client Memorandum re: changes to NC Safe Schools Toolkit including control measures and metrics for face coverings (time divided among multiple clients)	0.25 \$240.00/hr	\$60.00
	For professional services rendered	0.25	\$60.00

Attorney Summary

<u>Name</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Campbell, Christopher	0.25	240.00	\$60.00
Previous balance			\$300.00
Accounts receivable transactions			
11/9/2021 Payment - Thank You. Check No. 58946			(\$300.00)
Total payments and adjustments			(\$300.00)
Balance due			\$60.00

PAID
NOV 22 2021
[Signature]

GRAHAM COUNTY BOARD OF ED
Local School Fund Robbinsville, NC 28771

11/23/2021 Check #: 59051 TOTAL: \$3,290.00 ELLEN DAVIS-2000

Account ID	Invoice #	Invoice Date	Net Amt.	PO#
2.6920.811.311.810.000.00 Sept. & Oct. 2021	SEPT. & OCT. 2021	11/23/2021	3,290.00	

GRAHAM COUNTY BOARD OF ED
Local School Fund Robbinsville, NC 28771

11/23/2021 Check #: 59051 TOTAL: \$3,290.00 ELLEN DAVIS-2000

Account ID	Invoice #	Invoice Date	Net Amt.	PO#
2.6920.811.311.810.000.00 Sept. & Oct. 2021	SEPT. & OCT. 2021	11/23/2021	3,290.00	



GRAHAM COUNTY BOARD OF ED
Local School Fund
Robbinsville, NC 28771

UNITED COMMUNITY BANK
Robbinsville, NC
66-1167/531

NO. : 59051
Date: 11/23/2021

Void After 90 Days From Date

Pay Three Thousand Two Hundred Ninety Dollars only

3,290.00

THIS DISBURSEMENT HAS BEEN APPROVED AS REQUIRED BY THE SCHOOL BUDGET AND FISCAL CONTROL ACT.

TO THE ELLEN DAVIS-2000
ORDER P.O. DRAWER 1269
OF ANDREWS, NC 28901

COPY

Purchase Order

Graham County Schools

52 Moose Branch Road - Robbinsville NC 28771
828-479-9820

Purchase Order Number

GCS22-301

TO: Vendor #	SHIP TO:
M. Ellen Davis	Graham County Schools 52 Moose Branch Road Robbinsville, NC 28771

Date 11/17/21

Required Date: _____

Quantity	Description	Unit Price	Total
	Services for Sept. 2021		1600.00
	Oct. 2021		1690.00
	Legal Services		
			Shipping Tax
			Total 3290.00

Code: 26920.811.311.810
Code:
Code:
Code:

Total \$

NO BACKORDERS ALLOWED

Funds are Available for this PO: TRM

Date Paid	11/23/21
Voucher No	59051 59051
PO No	GCS22-301

Purchasing Authority	Date
T. John Heave	11-17-21
School Finance Officer	Date

"Materials received in quantities billed and in Good Conditon"

This instrument has been preaudited in the manner required by the School Budget and Fiscal Control Act.

11-17-21

(Date)

(Signature of finance officer)

T. John Heave

Vendor Certification: By accepting this purchase order, the vendor certifies that it nor its subcontractors are included on the Iran List.

M. Ellen Davis
Attorney at Law

Telephone:
(828)321-6047

CHESTNUT STREET & THIRD
ANDREWS, NORTH CAROLINA 28901

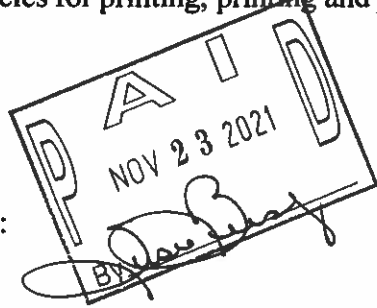
P.O. DRAWER 1269
ANDREWS, N.C. 28901

November 17, 2021

Mrs. Angela R. Knight, Superintendent
Graham County Schools
52 Moose Branch Road
Robbinsville, North Carolina 28771

<u>DATE</u>	<u>SERVICES RENDERED FOR SEPTEMBER 2021</u>	<u>TIME</u>
09/02/21	Telephone conference with Latesha Wiggins; preparation of Amended Resolution on face coverings, scan of face covering material to North Carolina School Board Association and scan to Angie Knight.	1.75
09/07/21	Preparation for School Board Meeting and Board meeting at Administrative Office.	3.50
09/20/21	Search of new Policies and mandatory Policies for selection of new Board Policies for review, download and print the individual Policies for review.	3.00
09/22/21	Review of emails and print emails; telephone conference with Angie Knight on emails regarding face coverings and mandates for Board response to face covering; telephone conference with Rodney Nelson on Board decisions and face coverings; review and mark changes in Policies; format Policies for printing; printing and preparation of six (6) Board packets.	6.75

TOTAL HOURS:	15.00
SUBTOTAL:	\$ 1,350.00
Retainer:	\$ 250.00



M25

TOTAL DUE FOR SEPTEMBER 2021: \$ 1,600.00

M. Ellen Davis
Attorney at Law

Telephone
(828) 321-6047

CHESTNUT STREET & THIRD
ANDREWS, NORTH CAROLINA 28901

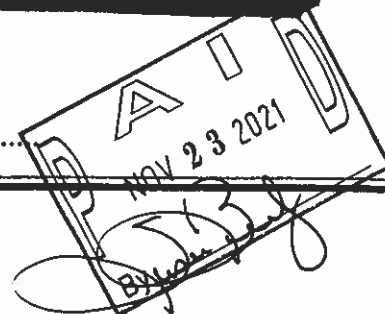
P.O. DRAWER 1269
ANDREWS, N.C. 28901





November 17, 2021

Mrs. Angela R. Knight, Superintendent
Graham County Schools
52 Moose Branch Road
Robbinsville, North Carolina 28771

<u>DATE</u>	<u>SERVICES RENDERED FOR OCTOBER 2021</u>	<u>TIME</u>
10/01/21	Telephone conference with Superintendent on face coverings and Board agenda; preparation for Board meeting.	
10/05/21	Board meeting at Administrative Office.	1.25
10/13/21	Review of series of text messages by School Board Members; telephone conference with Rodney Nelson on the Board's involvement, if any, with the pay scale and supplements of employees.	4.50
10/14/21	Receipt and review of email from Lester Greene regarding transportation, review of transportation Policies by employees and voice message with Lester Greene; telephone conference with North Carolina School Board Association regarding student contact, requesting information on COVID statistics, COVID pay for employees, the Health Department controlling school employee attendance, receipt and review of email from North Carolina School Board Association, telephone conference with Angie Knight and preparation and email to Angie Knight.	0.75
10/18/21	[REDACTED]	2.50

Continued on back



		
10/21/21		1.50
10/26/21		1.50
10/27/21	Work on Policies, print Policy drafts for review and prepare Agenda attachment.	0.75
10/29/21		2.00
		1.25

TOTAL HOURS: 16.00

SUBTOTAL: \$ 1,440.00
Retainer: \$ 250.00

TOTAL DUE FOR OCTOBER 2021: \$ 1,690.00

GRAHAM COUNTY BOARD OF ED
Local School Fund Robbinsville, NC 28771

07/20/2021 Check #: 58574 TOTAL: \$4,527.50 ELLEN DAVIS-2000

Account ID	Invoice #	Invoice Date	Net Amt.	PO#
2.6920.835.311.810.000.00 (PAYABLE)	MAY & JUNE 2021	7/20/2021	4,527.50	

GRAHAM COUNTY BOARD OF ED
Local School Fund Robbinsville, NC 28771

07/20/2021 Check #: 58574 TOTAL: \$4,527.50 ELLEN DAVIS-2000

Account ID	Invoice #	Invoice Date	Net Amt.	PO#
2.6920.835.311.810.000.00 (PAYABLE)	MAY & JUNE 2021	7/20/2021	4,527.50	



GRAHAM COUNTY BOARD OF ED
Local School Fund
Robbinsville, NC 28771

UNITED COMMUNITY BANK
Robbinsville, NC
66-1167/531

NO.: 58574
Date: 07/20/2021

Void After 90 Days From Date

Pay Four Thousand Five Hundred Twenty Seven Dollars and 50/100
only

4,527.50

THIS DISBURSEMENT HAS BEEN APPROVED AS REQUIRED BY THE SCHOOL BUDGET AND FISCAL CONTROL ACT.

TO THE ELLEN DAVIS-2000
ORDER P.O. DRAWER 1269
OF ANDREWS, NC 28901

COPY

Purchase Order

Graham County Schools

52 Moose Branch Road - Robbinsville NC 28771
828-479-9820

Purchase Order Number

GCS22-53

TO: Vendor #
M. Ellen Davis
Attorney at Law
PO Drawer 1269
Andrews, NC 28901

SHIP TO:
Graham County Schools
52 Moose Branch Road
Robbinsville, NC 28771

Date 7/13/21

Required Date: _____

Quantity	Description	Unit Price	Total
	May Invoice for Legal Services		1555.00
	June Invoice for Legal Services		2972.50
(Payable)			
			Shipping Tax
			Total 4,527.50

Code: 26910-835-311-810
Code: _____
Code: 26920-835-311-810
Code: _____

Total \$

NO BACKORDERS ALLOWED

Funds are Available for this PO: TJM

Date Paid	<u>7/20/21</u>
Voucher No	<u>58574</u>
PO No	<u>GCS22-53</u>

Purchasing Authority	Date
<u>T. Peter Keene</u>	<u>7-13-21</u>
School Finance Officer	Date

"Materials received in quantities billed and in Good Conditon"

This instrument has been preaudited in the manner required by the School Budget and Fiscal Control Act.

(Date) 7-13-21
(Signature of finance officer) T. Peter Keene

Vendor Certification: By accepting this purchase order, the vendor certifies that it nor its subcontractors are included on the Iran List.

M. Ellen Davis
Attorney at Law

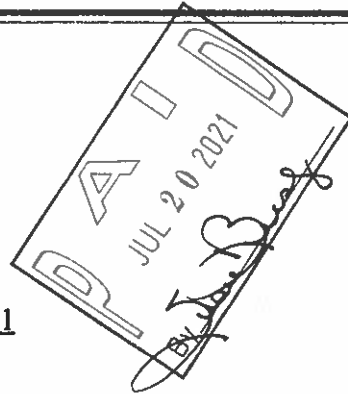
Telephone:
(828) 321-6047

CHESTNUT STREET & THIRD
ANDREWS, NORTH CAROLINA 28901

P.O. DRAWER 1269
ANDREWS, N.C. 28901

July 13, 2021

Mrs. Angela R. Knight, Superintendent
Graham County Schools
52 Moose Branch Road
Robbinsville, North Carolina 28771



<u>DATE</u>	<u>SERVICES RENDERED FOR MAY 2021</u>	<u>TIME</u>
05/04/21	Preparation for School Board Meeting, School Board training; School Board meeting and meeting with Robert Moody and Letisha Wiggins to work on the Mental Health Initiative.	
05/12/21	[REDACTED]	7.75
05/14/21	[REDACTED]	2.00
		1.75
05/20/21	Telephone conference with Angie Knight on Board matters.	0.50
05/24/21	Print and review emails from Angie Knight and Robert Moody on anti-masker person; telephone conference with Angie Knight; preparation and email to Angie Knight.	1.75

Continued on back.....

05/25/21

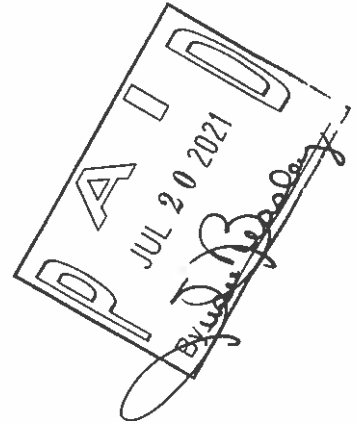
Receipt and review of email from Lester Greene of a document from the North Carolina Department of Natural and Cultural Resources for historic preservation status for the school buildings; telephone conference with Angie Knight.

0.75

TOTAL HOURS: 14.50

SUBTOTAL: \$ 1,305.00
Retainer: \$ 250.00

TOTAL DUE FOR MAY 2021: \$ 1,555.00



M. Ellen Davis
Attorney at Law

Telephone:
(828) 321-6047

CHESTNUT STREET & THIRD
ANDREWS, NORTH CAROLINA 28901

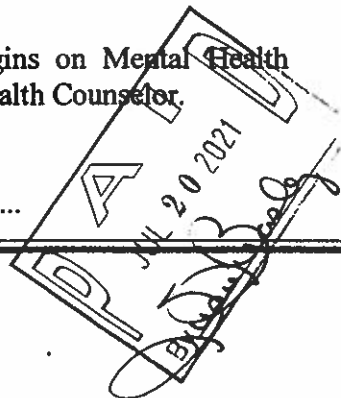
P.O. DRAWER 1269
ANDREWS, N.C. 28901

July 13, 2021

Mrs. Angela R. Knight, Superintendent
Graham County Schools
52 Moose Branch Road
Robbinsville, North Carolina 28771

<u>DATE</u>	<u>SERVICES RENDERED FOR JUNE 2021</u>	<u>TIME</u>
06/01/21	Preparation for School Board meeting and School Board meeting at Administrative Office.	6.00
06/02/21	Telephone conference with Angie Knight on contracts, AD job description and response to mask mandate.	0.50
06/04/21	Telephone conference with Angie Knight regarding Athletic Director job description and duties.	0.25
06/07/21	Telephone conference with Pam Knott on agenda items, audit report, meeting time, voting, salary supplements, and right to public records.	1.00
06/09/21	Preparation for meeting on Board Ethics, print ethics material, meeting at Administrative Office regarding Board Ethics.	3.75
06/15/21	Telephone conference with Pam Knott on Board members attending the County Commissioners Public Hearing on the Budget Adoption.	0.25
06/22/21	Telephone conference with Angie Knight on Public Comment at Board meetings and response to Denschel letters.	0.50
06/22/21	Telephone conference with Latisha Wiggins on Mental Health Initiative, sex trafficking and the Mental Health Counselor.	0.50

Continued on back.....

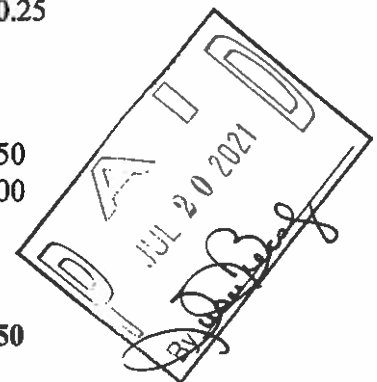


06/23/21	Work on Board Policies, editing.	3.00
06/24/21	Work on Mental Health Initiative; respond to Latisha Wiggins' questions, select Board policies for part of Board Training; update of Policy Manual; printing and collating of a large number of Policies and preparation of Board folders.	7.50
06/25/21	Telephone conference with Rodney Nelson on mask mandate.	0.25
06/28/21	Receipt and review of email from Debra Denschel; telephone conference with Robert Moody on security at Board meeting on June 30, 2021; telephone conference with Chip Carringer regarding email that he received from Denschel and telephone conference with Robert Moody.	1.25
06/30/21	Preparation for School Board meeting and School Board meeting at Administrative Office.	5.50

TOTAL HOURS: 30.25

SUBTOTAL: \$ 2,722.50
Retainer: \$ 250.00

TOTAL DUE FOR MAY 2021: \$ 2,972.50



GRAHAM COUNTY SCHOOLS

Transaction History by Account Report

For 7/1/2020 to 6/30/2021 - Journal Codes: (AP)

Post Date	Journal Code	Journal Description	PO# / Req#	Vendor / Employee	Invoice# / Reference#	Check / Deposit#	Check Date	Budget Encumbrances	Ledger
7/29/20	AP	New Invoice		6605 - NCSBA	PLS2021-024	57490	7/31/20		2,500.00
						Period - 1	Total:		2,500.00
									2,500.00
									17,500.00
									Account Balance as of End Date: 2,500.00
									Unencumbered Balance as of End Date: 17,500.00

8.6920.308.311.810.000.00 Total:

Account Balance as of End Date: 2,500.00
Unencumbered Balance as of End Date: 17,500.00

GRAHAM COUNTY BOARD OF ED
Local School Fund Robbinsville, NC 28771

07/31/2020 Check #: 57490 TOTAL: \$2,500.00 NCSBA-6605

Account ID	Invoice #	Invoice Date	Net Amt.	PO#
8.6920.308.311.810.000.00 2020-2021 Annual PLS Update fee	PLS2021-024	7/29/2020	2,500.00	

GRAHAM COUNTY BOARD OF ED
Local School Fund Robbinsville, NC 28771

07/31/2020 Check #: 57490 TOTAL: \$2,500.00 NCSBA-6605

Account ID	Invoice #	Invoice Date	Net Amt.	PO#
8.6920.308.311.810.000.00 2020-2021 Annual PLS Update fee	PLS2021-024	7/29/2020	2,500.00	



GRAHAM COUNTY BOARD OF ED
Local School Fund
Robbinsville, NC 28771

UNITED COMMUNITY BANK
Robbinsville, NC
66-1167/531

NO. : 57490
Date: 07/31/2020

Void After 90 Days From Date

Pay Two Thousand Five Hundred Dollars only

~~2,500.00~~

THIS DISBURSEMENT HAS BEEN APPROVED AS REQUIRED BY THE SCHOOL BUDGET AND FISCAL CONTROL ACT.

TO THE ORDER OF NCSBA-6605
7208 Falls of Neuse Rd
Suite 301, Attn:Chelsea Sutton
Raleigh, NC 27615-3244

COPY

Purchase Order

Graham County Schools

52 Moose Branch Road - Robbinsville NC 28771
828-479-9820

Purchase Order Number

GCS21-57

TO: Vendor #	SHIP TO:
NCSBA Attn: Chelsea Sutton 7208 Falls of Neuse Rd. Suite 301 Raleigh, NC 27615-3244	Graham County Schools 52 Moose Branch Road Robbinsville, NC 28771

Date 7/1/20

Required Date: _____

Quantity	Description	Unit Price	Total
	PLS 2021-024		2500. ⁰⁰
	2020-2021 Annual PLS Update Fee		

Code:	8 6920.308.311.810
Code:	
Code:	
Code:	

Total \$

Shipping Tax

Total 2500.⁰⁰

NO BACKORDERS ALLOWED

Funds are Available for this PO: TJS

Date Paid	7/31/20
Voucher No	57490
PO No	GCS21-57

Purchasing Authority	Date
<u>T. Luther Greene</u>	7-1-2020
School Finance Officer	Date

Materials received in quantities billed and in Good Condition

This instrument has been preaudited in the manner required by the School Budget and Fiscal Control Act.

7-1-2020

(Date)

T. Luther Greene

(Signature of Finance Officer)

Vendor Certification: By accepting this purchase order, the vendor certifies that it nor its



INVOICE PLS 2021-024

INVOICE / STATEMENT

TO: Graham County Schools
Attn: Angela Knight
52 Moose Branch Road
Robbinsville, NC 28771-0000

05/18/20

2020-2021 Annual PLS Update Fee

TOTAL DUE NCSBA:

\$2,500.00

If you are not the appropriate contact person, please provide his or her name and e-mail address below:

PLEASE NOTE OUR NEW MAILING ADDRESS:

REMIT PAYMENT TO:

NORTH CAROLINA SCHOOL BOARDS ASSOCIATION
ATTN: Chelsea Sutton, Legal/Policy Assistant
7208 Falls of Neuse Road
Suite 301
RALEIGH, NC 27615-3244

PLEASE REMIT A COPY OF THIS INVOICE WITH PAYMENT.
PLEASE DO NOT COMBINE WITH ANY OTHER PAYMENTS DUE NCSBA.



3:49 pm

GRAHAM COUNTY SCHOOLS

Transaction History by Account Report

For 7/1/2020 to 6/30/2021 - Journal Codes: (AP)

Post Date	Journal Code	Journal Description	Legal Fees-Central Office	PO# / Vendor / Employee	Invoice# / Reference#	Check# / Deposit#	Check Date	Budget Encumbrances	Ledger
2.6920.811.311.810.000.00									
7/2/20	AP	New Invoice		2000 - ELLEN DAVIS	FEBRUARY-MAY 2020	57415	7/7/20		8,842.50
7/23/20	AP	New Invoice		1195 - CAMPBELL SHATLEY, P 7756		57458	7/23/20		337.50
									9,180.00
8/14/20	AP	New Invoice		1195 - CAMPBELL SHATLEY, P 7826		57504	8/14/20		526.25
									526.25
9/25/20	AP	New Invoice		1195 - CAMPBELL SHATLEY, P 7887		57596	9/29/20		763.75
									763.75
11/6/20	AP	New Invoice		1195 - CAMPBELL SHATLEY, P 7590		57702	11/9/20		587.50
11/24/20	AP	New Invoice		2000 - ELLEN DAVIS	JUNE THRU OCT. 2020	57779	11/24/20		7,367.50
11/24/20	AP	New Invoice		1195 - CAMPBELL SHATLEY, P 8021		57772	11/24/20		625.00
									8,580.00
1/20/21	AP	New Invoice		1195 - CAMPBELL SHATLEY, P 8133		57950	1/20/21		300.00
									300.00
2/22/21	AP	New Invoice		1195 - CAMPBELL SHATLEY, P 8215		58068	2/23/21		117.50
									117.50
3/23/21	AP	New Invoice		1195 - CAMPBELL SHATLEY, P 8277		58161	3/23/21		58.75
									58.75
5/6/21	AP	New Invoice		1195 - CAMPBELL SHATLEY, P 8342		58293	5/6/21		443.75
5/26/21	AP	New Invoice		2000 - ELLEN DAVIS	NOV. 20 - APRIL 21	58384	5/27/21		11,405.00
5/26/21	AP	New Invoice		1195 - CAMPBELL SHATLEY, P 8410		58381	5/27/21		587.50
									12,436.25
6/21/21	AP	New Invoice		1195 - CAMPBELL SHATLEY, P 8482		58475	6/21/21		176.25
									176.25
									76.25
									32,138.75
Account Balance as of End Date:									22,958.75
Unencumbered Balance as of End Date:									(7,958.75)

GRAHAM COUNTY BOARD OF ED
Local School Fund Robbinsville, NC 28771

07/07/2020 Check #: 57415 TOTAL: \$8,842.50 ELLEN DAVIS-2000

Account ID	Invoice #	Invoice Date	Net Amt.	PO#
2.6920.811.311.810.000.00 (PAYABLE)	FEBRUARY-MAY 2020	7/2/2020	8,842.50	

GRAHAM COUNTY BOARD OF ED
Local School Fund Robbinsville, NC 28771

07/07/2020 Check #: 57415 TOTAL: \$8,842.50 ELLEN DAVIS-2000

Account ID	Invoice #	Invoice Date	Net Amt.	PO#
2.6920.811.311.810.000.00 (PAYABLE)	FEBRUARY-MAY 2020	7/2/2020	8,842.50	



GRAHAM COUNTY BOARD OF ED
Local School Fund
Robbinsville, NC 28771

UNITED COMMUNITY BANK
Robbinsville, NC
66-1167/531

NO. : 57415
Date: 07/07/2020

Void After 90 Days From Date

Pay Eight Thousand Eight Hundred Forty Two Dollars and 50/100 only



THIS DISBURSEMENT HAS BEEN APPROVED AS REQUIRED BY THE SCHOOL BUDGET AND FISCAL CONTROL ACT.

TO THE ELLEN DAVIS-2000
ORDER P.O. DRAWER 1269
OF ANDREWS, NC 28901

COPY

Purchase Order

Graham County Schools

52 Moose Branch Road - Robbinsville NC 28771
828-479-9820

Purchase Order Number

GCS21-10

TO: Vendor #	SHIP TO:
M. Ellen Davis Attorney at Law P.O. Drawer 1269 Andrews, NC 28901	Graham County Schools 52 Moose Branch Road Robbinsville, NC 28771

Date 6/25/20

Required Date: _____

Quantity	Description	Unit Price	Total
	Legal Services		
	February 2020		2655.00
	March 2020		2025.00
	April 2020		1800.00
	May 2020		2362.50
(Payable)			

Shipping Tax

Total 8842.50

Code:	2 6920.811.311.810
Code:	
Code:	
Code:	

Total \$

NO BACKORDERS ALLOWED

Funds are Available for this PO: TJM

Date Paid	7/7/20
Voucher No	57415
PO No	GCS21-10

Purchasing Authority	Date
T. Peter Greene	6-25-2020
School Finance Officer	Date

"Materials received in quantities billed and in Good Condition"

This instrument has been preaudited in the manner required by the School Budget and Fiscal Control Act.

6-25-2020

(Date) _____
(Signature of finance officer) T. Peter Greene

Vendor Certification: By accepting this purchase order, the vendor certifies that it nor its subcontractors are included on the Iran List.

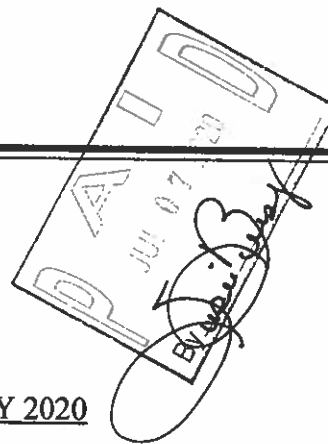
M. Ellen Davis
Attorney at Law

Telephone:
(828)321-6047

CHESTNUT STREET & THIRD
ANDREWS, NORTH CAROLINA 28901

P.O. DRAWER 1269
ANDREWS, N.C. 28901

June 25, 2020



Mrs. Angela R. Knight, Superintendent
Graham County Schools
52 Moose Branch Road
Robbinsville, North Carolina 28771

<u>DATE</u>	<u>SERVICES RENDERED FOR FEBRUARY 2020</u>	<u>TIME</u>
02/03/20	Preparation for Board training; print Board training packets.	3.50
02/04/20	Board Training; Board meeting at the Administrative Office.	5.00
02/05/20	[REDACTED]	0.25
02/11/20	Work on School Board training; printing North Carolina briefs on NCSBA 2019-2020 Legislative Agenda.	4.50
02/12/20	Print approved policies for three manuals; flashdrive created for School Board of updated policies and printing of twelve (12) briefs for Board training.	2.50
02/18/20	Draft outline for School Board training.	2.00
02/19/20	Finalize outline for School Board training; pull information on the seven (7) candidates for Superintendent of Public Instruction; printing School Board material.	4.50

Continued on back.....

02/24/20	Justice Partnership meeting at Administrative Conference Room; conference with Lester Green on questions; conference with Robert Moody on questions and conference with Mr. Hollifield on questions.	3.75
02/28/20	Review and organize School Board material; preparation of presentation.	3.50

TOTAL HOURS: 29.50

TOTAL DUE: \$ 2,655.00

M. Ellen Davis
Attorney at Law

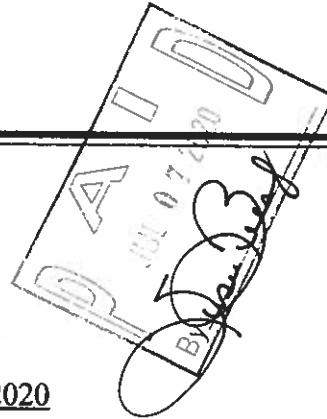
Telephone:
(828)321-6047

CHESTNUT STREET & THIRD
ANDREWS, NORTH CAROLINA 28901

P.O. DRAWER 1269
ANDREWS, N.C. 28901

June 25, 2020

Mrs. Angela R. Knight, Superintendent
Graham County Schools
52 Moose Branch Road
Robbinsville, North Carolina 28771



<u>DATE</u>	<u>SERVICES RENDERED FOR MARCH 2020</u>	<u>TIME</u>
03/02/20	Complete final drafts and print packets; preparation of Attachments.	4.50
03/03/20	[REDACTED]	6.50
03/04/20	Receipt and review of Architect Contract with attachments; respond to Angie Knight.	1.00
03/13/20	Work on Case Law; two (2) telephone conference with Jaime Hooper on off campus FaceBook comment; text messages with Tonia Walsh regarding meeting with parents; text messages with Angie Knight on closing schools.	2.00
03/16/20	Receipt and review of email from Lester Greene; respond to Lester Greene; receipt and review of emails from School and other School attorneys on COVID-19 virus; telephone conference with Chip Carringer regarding School Board meeting in April; telephone conference with Rodney Nelson on electronic meetings.	1.50

Continued on back.....

03/19/20	Telephone conference with Robert Moody and Susie Beasley on Board meeting in April.	0.25
03/24/20	Preparation of draft to add section to Policy 3320 School Trips regarding cancellations and refunds; preparation of email and scan Policy and draft to Policy Committee with copy to Superintendent.	2.00
03/30/20	Multiple emails to Angie Knight; preparation of five (5) policies; preparation of Archives requirements; two (2) telephone conferences with Susie Beasley; preparation and scan of Agenda Attachment; print and collate policies for Board.	4.50
03/31/20	Telephone conferences with Angie Knight on School Board matters.	0.25

TOTAL HOURS: 22.50

TOTAL DUE: \$ 2,025.00

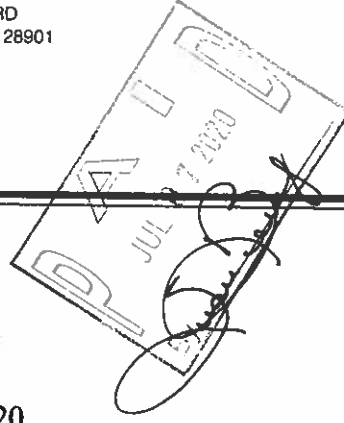
M. Ellen Davis
Attorney at Law

Telephone:
(828)321-6047

CHESTNUT STREET & THIRD
ANDREWS, NORTH CAROLINA 28901

P.O. DRAWER 1269
ANDREWS, N.C. 28901

June 25, 2020



Mrs. Angela R. Knight, Superintendent
Graham County Schools
52 Moose Branch Road
Robbinsville, North Carolina 28771

<u>DATE</u>	<u>SERVICES RENDERED FOR APRIL 2020</u>	<u>TIME</u>
04/06/20	Preparation of Board packets; print seven (7) portfolios of information; preparation of five (5) policies for each packet.	4.00
04/07/20	Board meeting at Robbinsville High School Auditorium.	4.00
04/09/20	Conference call with NCCOSA attorneys on School matters during COVID-19; receipt and review and print six (6) new policies with emergency language added; discussion of policies and requirements by the State Board of Education.	2.00
04/14/20	Work on Policy Manual revising the index since last revision seven (7) years ago.	5.50
04/20/20	Telephone conference with Angie Knight on SRO Policy and structure requirements for SRO.	0.50
04/23/20	Conference call with NCCOSA and NCSBA on remote learning with EC students; receipt, review and print of EC material; scan and send material to EC Director.	2.50
04/24/20	Conference call with NCCOSA and NCSBA on School decisions by the Governor and the General Assembly and print material.	1.50
TOTAL HOURS:		20.00
TOTAL DUE:		\$ 1,800.00

M25

M. Ellen Davis
Attorney at Law

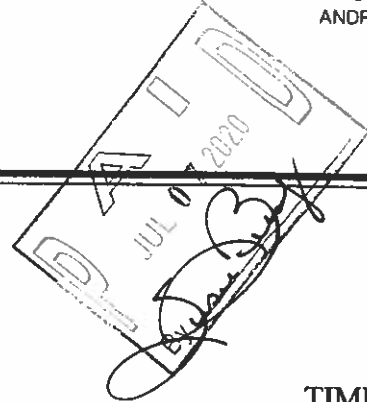
Telephone:
(828)321-6047

CHESTNUT STREET & THIRD
ANDREWS, NORTH CAROLINA 28901

P.O. DRAWER 1269
ANDREWS, N.C. 28901

June 25, 2020

Mrs. Angela R. Knight, Superintendent
Graham County Schools
52 Moose Branch Road
Robbinsville, North Carolina 28771



<u>DATE</u>	<u>SERVICES RENDERED FOR MAY 2020</u>	<u>TIME</u>
05/07/20	Telephone conference with Susie Beasley and Lester Green; preparation with Susie Beasley of Special Called Meeting Agenda; review and respond to Susie Beasley.	0.75
05/11/20	Teleconference joint meeting with School Board and Graham County Commissioners.	1.50
05/13/20	Work on Emergency Policies from NCSBA and NCCOSA and print materials; teleconference Special Called meeting with the Graham County Board at Education, County Commissioners and Representative Corbin.	2.50
05/15/20	NCCOSA and NCSBA teleconference on education legislative issues after the legislative sessions on May 13 and May 14, 2020.	1.50
05/25/20	Work on Board training; research documents for training; and review of current Case Law in the US Federal Court districts.	7.00
05/26/20	Prepare draft outline; preparation of final outline; print material for review.	6.00
05/27/20	Print all material for Board training and policy packets, collate seven (7) Board training packets; review material.	7.00
	TOTAL HOURS:	26.25
	TOTAL DUE:	\$ 2,362.50

M25

GRAHAM COUNTY BOARD OF ED
Local School Fund Robbinsville, NC 28771

07/23/2020 Check #: 57458 TOTAL: \$337.50 CAMPBELL SHATLEY, PLLC-1195

Account ID	Invoice #	Invoice Date	Net Amt.	PO#
2.6920.811.311.810.000.00 6/1-6/30/20 (PAYABLE)	7756	7/23/2020	337.50	

GRAHAM COUNTY BOARD OF ED
Local School Fund Robbinsville, NC 28771

07/23/2020 Check #: 57458 TOTAL: \$337.50 CAMPBELL SHATLEY, PLLC-1195

Account ID	Invoice #	Invoice Date	Net Amt.	PO#
2.6920.811.311.810.000.00 6/1-6/30/20 (PAYABLE)	7756	7/23/2020	337.50	



GRAHAM COUNTY BOARD OF ED
Local School Fund
Robbinsville, NC 28771

UNITED COMMUNITY BANK
Robbinsville, NC
66-1167531

NO. : 57458
Date: 07/23/2020

Void After 90 Days From Date

Pay Three Hundred Thirty Seven Dollars and 50/100 only



THIS DISBURSEMENT HAS BEEN APPROVED AS REQUIRED BY THE SCHOOL BUDGET AND FISCAL CONTROL ACT.

TO THE CAMPBELL SHATLEY, PLLC-1195
ORDER 674 Merrimon Ave, Ste 210
OF Asheville, NC 28804

COPY

Purchase Order

Graham County Schools

52 Moose Branch Road - Robbinsville NC 28771
828-479-9820

Purchase Order Number

GCS21-43

TO: Vendor #

Campbell Shatley

SHIP TO:

Graham County Schools
52 Moose Branch Road
Robbinsville, NC 28771

Date 7/9/20

Required Date: _____

Quantity	Description	Unit Price	Total
	Inv. No. 7756 6/1 - 6/30/20 (Payable)		337.50

Code: 26920.811.311.810
Code:
Code:
Code:

Shipping Tax

Total 337.50

Total \$

NO BACKORDERS ALLOWED

Funds are Available for this PO: T&A

Date Paid	7/23/20
Voucher No	57458
PO No	GCS21-43

Purchasing Authority

Date

T. Luther Heene 7-9-2020
School Finance Officer

Date

"Materials received in quantities billed and in Good Condiditon"

This instrument has been preaudited in the manner required by the School Budget and Fiscal Control Act.

7-9-2020

(Date)

T. Luther Heene

Vendor Certification: By accepting this purchase order, the vendor certifies that it nor its

**CAMPBELL
SHATLEY**
ATTORNEYS AT LAW

7/9/2020

Ms. Angela Knight
Graham County Schools
52 Moose Branch Road
Robbinsville, NC 28771

Re: General Matters

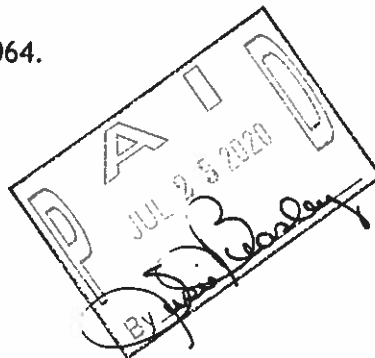
Dear Ms. Knight:

Enclosed is Invoice 7756, which covers services from 6/1/2020 to 6/30/2020. This invoice, dated 7/9/2020, is for additional expenses of \$337.50. Your total balance is \$337.50. Prompt payment of your total balance is appreciated.

Billing Summary

Total for services rendered	\$337.50
Total expenses	\$0.00
Total previous balance	\$562.50
Total payments and other transactions	(\$562.50)
Balance Due	\$337.50

If you have questions, please call us at (828)378-0064.



Enclosure

CAMPBELL SHATLEY, PLLC

674 MERRIMON AVENUE SUITE 210 ASHEVILLE, NC 28804

Ms. Angela Knight
Graham County Schools
52 Moose Branch Road
Robbinsville, NC 28771

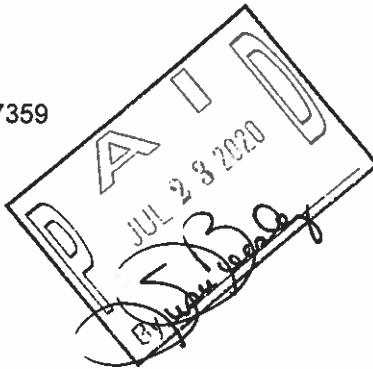
In Reference To: General Matters
Invoice # 7756

Professional Services

		<u>Hrs/Rate</u>	<u>Amount</u>
6/12/2020	JFH	Review and analyze NCDHHS and NCHSAA guidance for reopening of summer sports programs; draft employee notices and volunteer/student informed consent forms; draft guidance to clients re: same (time divided among multiple clients)	0.50 \$225.00/hr \$112.50
6/22/2020	JFH	E-Advisor: review correspondence from public records requester; consult with finance officials re: available means and methods of response; draft guidance to clients re: same (time divided among multiple clients)	0.25 \$225.00/hr \$56.25
6/30/2020	CZC	Research, analyze and advise Superintendents and Finance Officers regarding Federal CARES funding and allocation of equitable services amount (time divided among multiple clients)	0.75 \$225.00/hr \$168.75
For professional services rendered		1.50	\$337.50

Attorney Summary

<u>Name</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Campbell, Christopher	0.75	225.00	\$168.75
Henning, John	0.75	225.00	\$168.75
Previous balance			\$562.50
Accounts receivable transactions			
6/23/2020 Payment - Thank You. Check No. 57359			(\$562.50)
Total payments and adjustments			(\$562.50)
Balance due			\$337.50



GRAHAM COUNTY BOARD OF ED
Local School Fund Robbinsville, NC 28771

08/14/2020 Check #: 57504 TOTAL: \$526.25 CAMPBELL SHATLEY, PLLC-1195

Account ID	Invoice #	Invoice Date	Net Amt.	PO#
2.6920.811.311.810.000.00 7/1/20-7/31/20	7826	8/14/2020	526.25	

GRAHAM COUNTY BOARD OF ED
Local School Fund Robbinsville, NC 28771

08/14/2020 Check #: 57504 TOTAL: \$526.25 CAMPBELL SHATLEY, PLLC-1195

Account ID	Invoice #	Invoice Date	Net Amt.	PO#
2.6920.811.311.810.000.00 7/1/20-7/31/20	7826	8/14/2020	526.25	



GRAHAM COUNTY BOARD OF ED
Local School Fund
Robbinsville, NC 28771

UNITED COMMUNITY BANK
Robbinsville, NC
66-1167/531

NO. : 57504
Date: 08/14/2020

Void After 90 Days From Date

Pay Five Hundred Twenty Six Dollars and 25/100 only



THIS DISBURSEMENT HAS BEEN APPROVED AS REQUIRED BY THE SCHOOL BUDGET AND FISCAL CONTROL ACT.

TO THE CAMPBELL SHATLEY, PLLC-1195
ORDER 674 Merrimon Ave, Ste 210
OF Asheville, NC 28804

COPY

Purchase Order
Graham County Schools

52 Moose Branch Road - Robbinsville NC 28771
 828-479-9820

Purchase Order Number

GCS21-68

TO: Vendor #	SHIP TO:
Campbell Shatley	Graham County Schools 52 Moose Branch Road Robbinsville, NC 28771

Date 8/6/20

Required Date: _____

Quantity	Description	Unit Price	Total
	Inv. No. 7826		526.25
	7/1/20 - 7/31/20 Legal Services		

Code:	26920.811.311.810
Code:	
Code:	
Code:	

Shipping Tax _____
 Total **526.25**

Total \$

NO BACKORDERS ALLOWED

Funds are Available for this PO: TPM

Date Paid	8/14/20
Voucher No	57504
PO No	GCS21-68

Purchasing Authority	Date
<u>T. Luther Greene</u>	<u>8-6-2020</u>
School Finance Officer	Date

"Materials received in quantities billed and in Good Condition"
 This instrument has been preaudited in the manner required by the School Budget and Fiscal Control Act.
8-6-2020

(Date) _____

 (Signature of finance officer)

Vendor Certification: By accepting this purchase order, the vendor certifies that it nor its

**CAMPBELL
SHATLEY**
ATTORNEYS AT LAW

8/6/2020

Ms. Angela Knight
Graham County Schools
52 Moose Branch Road
Robbinsville, NC 28771

Re: General Matters

Dear Ms. Knight:

Enclosed is Invoice 7826, which covers services from 7/1/2020 to 7/31/2020. This invoice, dated 8/6/2020, is for additional expenses of \$526.25. Your total balance is \$526.25. Prompt payment of your total balance is appreciated.

Billing Summary

Total for services rendered	\$526.25
Total expenses	\$0.00
Total previous balance	\$337.50
Total payments and other transactions	(\$337.50)
Balance Due	\$526.25

If you have questions, please call us at (828)378-0064.

Enclosure



CAMPBELL SHATLEY, PLLC

674 MERRIMON AVENUE SUITE 210 ASHEVILLE, NC 28804

Ms. Angela Knight
Graham County Schools
52 Moose Branch Road
Robbinsville, NC 28771

In Reference To: General Matters
Invoice # 7826

Professional Services

		<u>Hrs/Rate</u>	<u>Amount</u>
7/1/2020	KDS E-Advisor: Update Annual Notice to Parents for 2020-2021 school year (time divided among multiple clients)	0.25 \$235.00/hr	\$58.75
7/23/2020	CZC Research, draft and finalize attorney-client memorandum re: CARES Act funding matters (time divided among multiple clients)	0.50 \$235.00/hr	\$117.50
7/25/2020	AFL Title IX Advisor: Legal update re: new federal regulations for Title IX (time divided among multiple clients)	0.50 \$200.00/hr	\$100.00
7/31/2020	AFL Back to School Advisor 1 & 2: Employee Leave Issues and Face Coverings (time divided among multiple clients)	1.25 \$200.00/hr	\$250.00
For professional services rendered		2.50	\$526.25

Attorney Summary

<u>Name</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Campbell, Christopher	0.50	235.00	\$117.50
Shatley, K. Dean	0.25	235.00	\$58.75
Leonard, Ashley	1.75	200.00	\$350.00
Previous balance			\$337.50
Accounts receivable transactions			
7/28/2020 Payment - Thank You. Check No. 57458			(\$337.50)
Total payments and adjustments			(\$337.50)
Balance due			\$526.25



GRAHAM COUNTY BOARD OF ED
Local School Fund Robbinsville, NC 28771

09/29/2020 Check #: 57596 TOTAL: \$763.75 CAMPBELL SHATLEY, PLLC-1195

Account ID	Invoice #	Invoice Date	Net Amt.	PO#
2.6920.811.311.810.000.00 August 2020	7887	9/25/2020	763.75	

GRAHAM COUNTY BOARD OF ED
Local School Fund Robbinsville, NC 28771

09/29/2020 Check #: 57596 TOTAL: \$763.75 CAMPBELL SHATLEY, PLLC-1195

Account ID	Invoice #	Invoice Date	Net Amt.	PO#
2.6920.811.311.810.000.00 August 2020	7887	9/25/2020	763.75	



GRAHAM COUNTY BOARD OF ED
Local School Fund
Robbinsville, NC 28771

UNITED COMMUNITY BANK
Robbinsville, NC
66-1167/531

NO. : 57596
Date: 09/29/2020

Void After 90 Days From Date

Pay Seven Hundred Sixty Three Dollars and 75/100 only



THIS DISBURSEMENT HAS BEEN APPROVED AS REQUIRED BY THE SCHOOL BUDGET AND FISCAL CONTROL ACT.

TO THE CAMPBELL SHATLEY, PLLC-1195
ORDER 674 Merrimon Ave, Ste 210
OF Asheville, NC 28804

COPY

Purchase Order

Graham County Schools

52 Moose Branch Road - Robbinsville NC 28771
828-479-9820

Purchase Order Number

GCS21-117

TO: Vendor #	SHIP TO:
Campbell Shatley, PLLC	Graham County Schools 52 Moose Branch Road Robbinsville, NC 28771

Date 9/14/20

Required Date: _____

Quantity	Description	Unit Price	Total
	Inv. No. 7887 Legal Services for August		763.75

Code:	26920.811.311.810
Code:	
Code:	
Code:	

Shipping Tax

Total 763.75

Total \$

NO BACKORDERS ALLOWED

Funds are Available for this PO: TJM

Date Paid	9/29/20
Voucher No	57596
PO No	GCS21-117

Purchasing Authority	Date
<u>T. J. McKeene</u>	<u>9-14-2020</u>
School Finance Officer	Date

"Materials received in quantities billed and in Good Condition"

This instrument has been preaudited in the manner required by the School Budget and Fiscal Control Act.

9-14-2020

(Date) T. J. McKeene

Vendor Certification: By accepting this purchase order, the vendor certifies that it nor its

**CAMPBELL
SHATLEY**
ATTORNEYS AT LAW

9/14/2020

Ms. Angela Knight
Graham County Schools
52 Moose Branch Road
Robbinsville, NC 28771

Re: General Matters

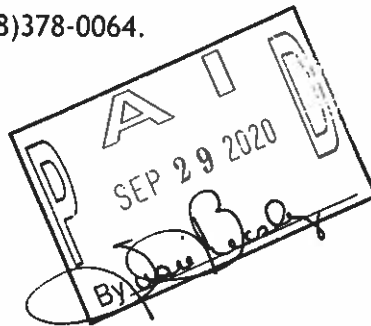
Dear Ms. Knight:

Enclosed is Invoice 7887, which covers services from 8/1/2020 to 8/31/2020. This invoice, dated 9/14/2020, is for additional expenses of \$763.75. Your total balance is \$763.75. Prompt payment of your total balance is appreciated.

Billing Summary

Total for services rendered	\$763.75
Total expenses	\$0.00
Total previous balance	\$526.25
Total payments and other transactions	(\$526.25)
Balance Due	\$763.75

If you have questions, please call us at (828)378-0064.



Enclosure

CAMPBELL SHATLEY, PLLC

674 MERRIMON AVENUE SUITE 210 ASHEVILLE, NC 28804

Ms. Angela Knight
Graham County Schools
52 Moose Branch Road
Robbinsville, NC 28771

In Reference To: General Matters
Invoice # 7887

Professional Services

		<u>Hrs/Rate</u>	<u>Amount</u>
8/18/2020	CZC	Research, draft and finalize multiple attorney-client memorandum, administrative procedures, and sample notices regarding services to exceptional children under Phase B and Phase C; draft and finalize Remote Learning Contingency Plan template; and conduct client informational session re: same (time divided among multiple clients)	2.75 \$235.00/hr \$646.25
	KDS	Back to School Advisor #3: Return to work and work from home	0.25 \$235.00/hr \$58.75
8/31/2020	CZC	Research, analyze and draft multiple Attorney-Client Memoranda re: allocation of CARES funds to private schools	0.25 \$235.00/hr \$58.75
For professional services rendered		3.25	\$763.75

Attorney Summary

<u>Name</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Campbell, Christopher	3.00	235.00	\$705.00
Shatley, K. Dean	0.25	235.00	\$58.75
Previous balance			\$526.25
Accounts receivable transactions			
8/21/2020 Payment - Thank You. Check No. 57504			(\$526.25)
Total payments and adjustments			(\$526.25)
Balance due			\$763.75



GRAHAM COUNTY BOARD OF ED
Local School Fund Robbinsville, NC 28771

11/09/2020 Check #: 57702 TOTAL: \$587.50 CAMPBELL SHATLEY, PLLC-1195

Account ID	Invoice #	Invoice Date	Net Amt.	PO#
2.6920.811.311.810.000.00 9/1-9/30/20	7590	11/6/2020	587.50	

GRAHAM COUNTY BOARD OF ED
Local School Fund Robbinsville, NC 28771

11/09/2020 Check #: 57702 TOTAL: \$587.50 CAMPBELL SHATLEY, PLLC-1195

Account ID	Invoice #	Invoice Date	Net Amt.	PO#
2.6920.811.311.810.000.00 9/1-9/30/20	7590	11/6/2020	587.50	



GRAHAM COUNTY BOARD OF ED
Local School Fund
Robbinsville, NC 28771

UNITED COMMUNITY BANK
Robbinsville, NC
66-1167/531

NO. : 57702
Date: 11/09/2020

Void After 90 Days From Date

Pay Five Hundred Eighty Seven Dollars and 50/100 only

587.50

THIS DISBURSEMENT HAS BEEN APPROVED AS REQUIRED BY THE SCHOOL BUDGET AND FISCAL CONTROL ACT.

TO THE CAMPBELL SHATLEY, PLLC-1195
ORDER 674 Merrimon Ave, Ste 210
OF Asheville, NC 28804

COPY

Purchase Order

Graham County Schools

52 Moose Branch Road - Robbinsville NC 28771
828-479-9820

Purchase Order Number

GCS21-166

TO: Vendor #	SHIP TO:
Campbell Shatley	Graham County Schools 52 Moose Branch Road Robbinsville, NC 28771

Date 10/12/20

Required Date: _____

Quantity	Description	Unit Price	Total
	Inu. No. 7590		587.50
	9/11 - 9/30/20		

Shipping Tax

Code: 26920.811.311.810
Code:
Code:
Code:

Total 587.50

Total S

NO BACKORDERS ALLOWED

Funds are Available for this PO: TJS

Date Paid	11/9/20
Voucher No	57702
PO No	GCS21-166

Purchasing Authority	Date
<u>T. Luther Keese</u>	<u>10-12-2020</u>
School Finance Officer	Date

Materials received in quantities billed and in Good Condition

This instrument has been preaudited in the manner required by the School Budget and Fiscal Control Act.

10-12-2020

(Date)

T. Luther Keese

Vendor Certification: By accepting this purchase order, the vendor certifies that it nor its

**CAMPBELL
SHATLEY**
ATTORNEYS AT LAW

10/12/2020

Ms. Angela Knight
Graham County Schools
52 Moose Branch Road
Robbinsville, NC 28771

Re: General Matters

Dear Ms. Knight:

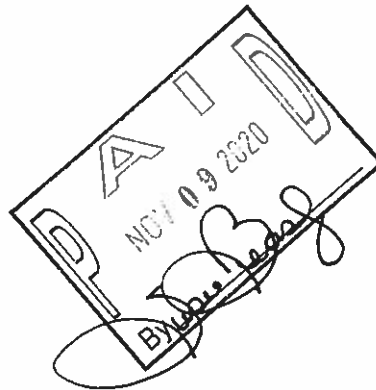
Enclosed is Invoice 7950, which covers services from 9/1/2020 to 9/30/2020. This invoice, dated 10/12/2020, is for additional expenses of \$587.50. Your total balance is \$587.50. Prompt payment of your total balance is appreciated.

Billing Summary

Total for services rendered	\$587.50
Total expenses	\$0.00
Total previous balance	\$763.75
Total payments and other transactions	(\$763.75)
Balance Due	\$587.50

If you have questions, please call us at (828)378-0064.

Enclosure



CAMPBELL SHATLEY, PLLC

674 MERRIMON AVENUE SUITE 210 ASHEVILLE, NC 28804

Ms. Angela Knight
Graham County Schools
52 Moose Branch Road
Robbinsville, NC 28771

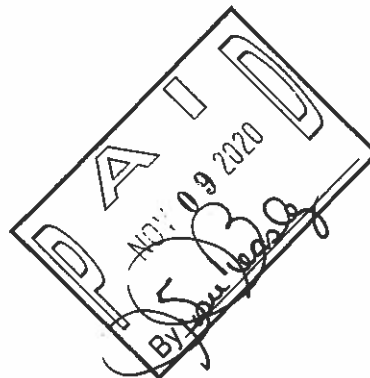
In Reference To: General Matters
Invoice # 7950

Professional Services

		<u>Hrs/Rate</u>	<u>Amount</u>
9/10/2020	JFH	0.25 \$235.00/hr	\$58.75
Research applicable regulations requiring confidentiality of student information; draft guidance, proposed procedures and forms to allow compliant recorded and live online instruction, forward to clients in Back to School Advisor No. 5 (time divided by multiple clients)			
9/15/2020	KDS	0.25 \$235.00/hr	\$58.75
Back to School Advisor No. 4 and 6: Updates to Department of Labor Guidance re: FFCRA leave (time divided among multiple clients)			
9/30/2020	CZC	2.00 \$235.00/hr	\$470.00
Research, draft and finalize multiple Attorney-Client memoranda and template notices re: Exceptional Childrens issues including FAPE standard, prior written notice, attorney agents, parent requests for records, and interplay with mental health services (time divided among multiple clients)			
For professional services rendered		2.50	\$587.50

Attorney Summary

<u>Name</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Campbell, Christopher	2.00	235.00	\$470.00
Henning, John	0.25	235.00	\$58.75
Shatley, K. Dean	0.25	235.00	\$58.75
Previous balance			\$763.75
Accounts receivable transactions			
10/2/2020 Payment - Thank You. Check No. 57596			(\$763.75)
Total payments and adjustments			(\$763.75)
Balance due			\$587.50



GRAHAM COUNTY BOARD OF ED
Local School Fund Robbinsville, NC 28771

11/24/2020 Check #: 57779 TOTAL: \$7,367.50 ELLEN DAVIS-2000

Account ID	Invoice #	Invoice Date	Net Amt.	PO#
2.6920.811.311.810.000.00 June through October 2020	JUNE THRU OCT. 2020	11/24/2020	7,367.50	

GRAHAM COUNTY BOARD OF ED
Local School Fund Robbinsville, NC 28771

11/24/2020 Check #: 57779 TOTAL: \$7,367.50 ELLEN DAVIS-2000

Account ID	Invoice #	Invoice Date	Net Amt.	PO#
2.6920.811.311.810.000.00 June through October 2020	JUNE THRU OCT. 2020	11/24/2020	7,367.50	



GRAHAM COUNTY BOARD OF ED
Local School Fund
Robbinsville, NC 28771

UNITED COMMUNITY BANK
Robbinsville, NC
68-1167/531

NO. : 57779
Date: 11/24/2020

Void After 90 Days From Date

Pay Seven Thousand Three Hundred Sixty Seven Dollars and 50/100
only

57,367.50

THIS DISBURSEMENT HAS BEEN APPROVED AS REQUIRED BY THE SCHOOL BUDGET AND FISCAL CONTROL ACT.

TO THE ELLEN DAVIS-2000
ORDER P.O. DRAWER 1269
OF ANDREWS, NC 28901

COPY

Purchase Order

Graham County Schools

52 Moose Branch Road - Robbinsville NC 28771
828-479-9820

Purchase Order Number

GCS21-207

TO: Vendor #	SHIP TO:
M. Ellen Davis	Graham County Schools 52 Moose Branch Road Robbinsville, NC 28771

Date 11/5/20

Required Date: _____

Quantity	Description	Unit Price	Total
	Legal Services		
	June 2020		2,065.00
	July 2020		1,425.00
	August 2020		1,532.50
	September 2020		1,195.00
	October 2020		1,150.00

Shipping Tax

Code:	26920-811-311-810
Code:	
Code:	
Code:	

Total \$

Total 7367.50

NO BACKORDERS ALLOWED

Funds are Available for this PO: TJA

Date Paid	11/24/20
Voucher No	57779
PO No	GCS21-207

Materials received in quantities billed and in Good Condition

This instrument has been preaudited in the manner required by the School Budget and Fiscal Control Act.

Purchasing Authority	Date
T. John Heene	11-5-2020
School Finance Officer	Date

(Date) 11-5-2020
T. John Heene

Vendor Certification: By accepting this purchase order, the vendor certifies that it nor its

M. Ellen Davis
Attorney at Law

Telephone:
(828)321-6047

CHESTNUT STREET & THIRD
ANDREWS, NORTH CAROLINA 28901

P.O. DRAWER 1269
ANDREWS, N.C. 28901

November 5, 2020

Mrs. Angela R. Knight, Superintendent
Graham County Schools
52 Moose Branch Road
Robbinsville, North Carolina 28771

<u>DATE</u>	<u>SERVICES RENDERED FOR JUNE 2020</u>	<u>TIME</u>
06/01/20	Preparation of final material for Board Training Packets.	4.00
06/02/20	Board Training and School Board Meeting.	6.50
06/09/20	Receipt and review of e-mail on Records Request and research on the company requesting the records; preparation and response to Superintendent.	1.00
06/25/20	Work on and preparation of School Board documents; receipt and review of e-mail from Lester Greene on Ricoh issues and preparation of Agenda attachment and research for Policies.	3.00
06/30/20	Special called Meeting at Administrative Office.	4.50

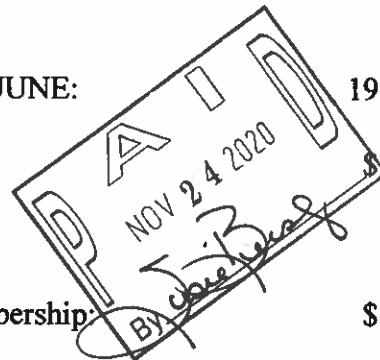
TOTAL HOURS FOR JUNE: 19.00

SUBTOTAL: \$ 1,710.00

EXPENSES:

NCCOSA Membership: \$ 355.00

TOTAL FOR JUNE: \$ 2,065.00



M25

M. Ellen Davis
Attorney at Law

Telephone
(828)321-6047

CHESTNUT STREET & THIRD
ANDREWS, NORTH CAROLINA 28901

P.O. DRAWER 1269
ANDREWS, N.C. 28901

November 5, 2020

Mrs. Angela R. Knight, Superintendent
Graham County Schools
52 Moose Branch Road
Robbinsville, North Carolina 28771

<u>DATE</u>	<u>SERVICES RENDERED FOR JULY 2020</u>	<u>TIME</u>
07/06/20	Telephone conference with Rodney Nelson to schedule Board Training.	
07/07/20	Research and review of sex trafficking materials; print the various materials for Robert Moody; preparation and printing of Board Training packet for Rodney Nelson.	N/C
07/14/20	Preparation for School Board Meeting; School Board Meeting and Board Training session with Rodney Nelson.	3.50
07/22/20	Receipt and review of two (2) Deeds from Susie Beasley; telephone conference with Susie Beasley on Road Right of Way and Maintenance.	5.00
07/27/20	Special called Meeting and office conference at Administrative Office.	0.50
07/29/20	Review of Sex Trafficking Programs; telephone conference with Robert Moody.	3.50
		0.50
	TOTAL HOURS FOR JULY:	13.00
	SUBTOTAL:	\$ 1,170.00
	EXPENSES:	
	NCCOSA Conference	\$ 75.00
	Print Material	\$ 180.00
	TOTAL FOR JULY:	\$1,425.00

PAID
NOV 24 2020
[Signature]

M25

M. Ellen Davis
Attorney at Law

Telephone:
(828)321-6047

CHESTNUT STREET & THIRD
ANDREWS, NORTH CAROLINA 28901

P.O. DRAWER 1269
ANDREWS, N.C. 28901

November 5, 2020

Mrs. Angela R. Knight, Superintendent
Graham County Schools
52 Moose Branch Road
Robbinsville, North Carolina 28771

<u>DATE</u>	<u>SERVICES RENDERED FOR AUGUST 2020</u>	<u>TIME</u>
08/11/20	Special Called Board Meeting at Administrative Office; search General Statutes and Policy Manual for at will employee with criminal charges.	
08/12/20	[REDACTED]	4.00
08/18/20	Select emergency/time sensitive policies for School Board September meeting; review of policies and formatting for printing.	1.25
08/28/20	Print, copy and collate six (6) Board packets of ten (10) policies each.	4.00
08/31/20	Review of ten(10) Policies that are emergency/time sensitive policies.	3.00
	TOTAL HOURS:	2.00
		14.25
	SUBTOTAL:	\$ 1,282.50
	Retainer:	\$ 250.00
	TOTAL DUE:	\$ 1,532.50

PAID
NOV 24 2020
By: [Signature]

M25

M. Ellen Davis
Attorney at Law

Telephone:
(828)321-6047

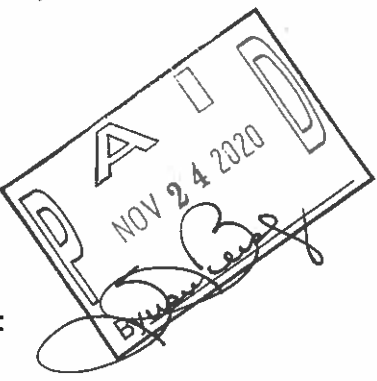
CHESTNUT STREET & THIRD
ANDREWS, NORTH CAROLINA 28901

P.O. DRAWER 1269
ANDREWS, N.C. 28901

November 5, 2020

Mrs. Angela R. Knight, Superintendent
Graham County Schools
52 Moose Branch Road
Robbinsville, North Carolina 28771

<u>DATE</u>	<u>SERVICES RENDERED FOR SEPTEMBER 2020</u>	<u>TIME</u>
09/01/20	Preparation for Board Meeting and Board Meeting at Administrative Office.	5.00
09/08/20	Research General Statutes on public bodies for procurement of professional services such as architect and engineer in preparation of meeting with the Graham County Commissioners and print material.	1.75
09/23/20	Joint meeting with the Graham County Commissioners and School Board at Robbinsville High School to discuss new wing at Robbinsville Elementary School.	3.75
	TOTAL HOURS:	10.50
	SUBTOTAL:	\$ 945.00
	Retainer:	\$ 250.00
	TOTAL DUE:	\$ 1,195.00



M25

M. Ellen Davis
Attorney at Law


Telephone:
(828)321-6047

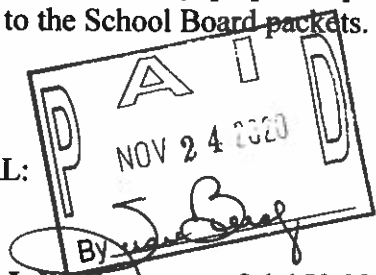
CHESTNUT STREET & THIRD
ANDREWS, NORTH CAROLINA 28901

P.O. DRAWER 1269
ANDREWS, N.C. 28901

November 5, 2020

Mrs. Angela R. Knight, Superintendent
Graham County Schools
52 Moose Branch Road
Robbinsville, North Carolina 28771

<u>DATE</u>	<u>SERVICES RENDERED FOR OCTOBER</u>	<u>TIME</u>
10/06/20	Preparation for Board Meeting and Board Meeting at Administrative Office.	4.50
10/08/20	Receipt and review of email from Kevin White on Sedimentation Control; review of Sedimentation Control Form; and telephone conference with Kevin White.	0.75
10/14/20		1.25
10/27/20	Telephone conference with Robert Moody on Attendance Policy; preparation of Board packets.	2.25
10/28/20	Draft revisions to Attendance Policy; preparation and e-mail to Superintendent and Robert Moody; prepare copies of the Attendance Policy to be added to the School Board packets.	1.25
TOTAL HOURS:		10.00
SUBTOTAL:		\$ 900.00
Retainer:		\$ 250.00
TOTAL DUE:		\$ 1,150.00



PAID
NOV 24 2020
By *[Signature]*

M25



GRAHAM COUNTY BOARD OF ED
Local School Fund Robbinsville, NC 28771

11/24/2020 Check #: 57772 TOTAL: \$625.00 CAMPBELL SHATLEY, PLLC-1195

Account ID	Invoice #	Invoice Date	Net Amt.	PO#
2.6920.811.311.810.000.00 10/1-10/31/20	8021	11/24/2020	625.00	

GRAHAM COUNTY BOARD OF ED
Local School Fund Robbinsville, NC 28771

11/24/2020 Check #: 57772 TOTAL: \$625.00 CAMPBELL SHATLEY, PLLC-1195

Account ID	Invoice #	Invoice Date	Net Amt.	PO#
2.6920.811.311.810.000.00 10/1-10/31/20	8021	11/24/2020	625.00	



GRAHAM COUNTY BOARD OF ED
Local School Fund
Robbinsville, NC 28771

UNITED COMMUNITY BANK
Robbinsville, NC
66-1167/531

NO. : 57772
Date: 11/24/2020

Void After 90 Days From Date

Pay Six Hundred Twenty Five Dollars only

625.00

THIS DISBURSEMENT HAS BEEN APPROVED AS REQUIRED BY THE SCHOOL BUDGET AND FISCAL CONTROL ACT.

TO THE CAMPBELL SHATLEY, PLLC-1195
ORDER 674 Merrimon Ave, Ste 210
OF Asheville, NC 28804

COPY

Purchase Order

Graham County Schools

52 Moose Branch Road - Robbinsville NC 28771
828-479-9820

Purchase Order Number

GCS21-201

TO: Vendor #

Campbell Shatley

SHIP TO:

Graham County Schools
52 Moose Branch Road
Robbinsville, NC 28771

Date 10/30/20

Required Date: _____

Quantity	Description	Unit Price	Total
	Inu. No. 8021 10/1/20 - 10/31/20		625.00

Code:	26920.811.311.810
Code:	
Code:	
Code:	

Total \$

Shipping
Tax

Total 625.00

NO BACKORDERS ALLOWED

Funds are Available for this PO: TRM

Date Paid	11/24/20
Voucher No	57778
PO No	GCS21-201

Purchasing Authority	Date
<u>T. John Heene</u>	<u>10-30-2020</u>
School Finance Officer	Date

Materials received in quantities billed and in Good Condition

This instrument has been preaudited in the manner required by the School Budget and Fiscal Control Act.

10-30-2020

(Date)

T. John Heene

Vendor Certification: By accepting this purchase order, the vendor certifies that it nor its

**CAMPBELL
SHATLEY**
ATTORNEYS AT LAW

11/5/2020

Ms. Angela Knight
Graham County Schools
52 Moose Branch Road
Robbinsville, NC 28771

Re: General Matters

Dear Ms. Knight:

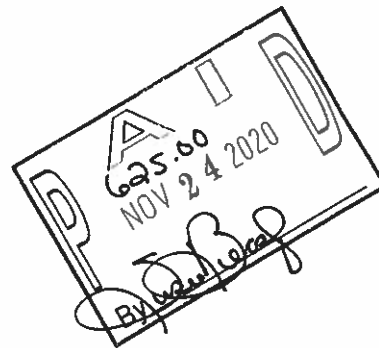
Enclosed is Invoice 8021, which covers services from 10/1/2020 to 10/31/2020. This invoice, dated 11/5/2020, is for additional expenses of \$625.00. Your total balance is \$1212.50. Prompt payment of your total balance is appreciated.

Billing Summary

Total for services rendered	\$625.00
Total expenses	\$0.00
Total previous balance Pd. 11/9 Cmk No. 57702	\$587.50
Total payments and other transactions	\$0.00
Balance Due	\$1,212.50

If you have questions, please call us at (828)378-0064.

Enclosure



CAMPBELL SHATLEY, PLLC

674 MERRIMON AVENUE SUITE 210 ASHEVILLE, NC 28804

Ms. Angela Knight
Graham County Schools
52 Moose Branch Road
Robbinsville, NC 28771

In Reference To: General Matters
Invoice # 8021

Professional Services

		<u>Hrs/Rate</u>	<u>Amount</u>
10/30/2020	AFL Title IX Training Series Videos for K-12 (flat rate, time divided by multiple clients)	4.00	\$625.00
	For professional services rendered	<u>4.00</u>	<u>\$625.00</u>

Attorney Summary

<u>Name</u>		<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Leonard, Ashley		4.00	0.00	\$625.00
	Previous balance Pd. 11/9/20 Chk No. 57702			\$587.50
	Balance due			<u>\$1,212.50</u>

PAID
625.00
NOV 24 2020
By [Signature]

GRAHAM COUNTY BOARD OF ED -
Local School Fund Robbinsville, NC 28771

01/20/2021 Check #: 57950 TOTAL: \$300.00 CAMPBELL SHATLEY, PLLC-1195

Account ID	Invoice #	Invoice Date	Net Amt.	PO#
2.6920.811.311.810.000.00 12/1-12/31/20	8133	1/20/2021	300.00	

GRAHAM COUNTY BOARD OF ED
Local School Fund Robbinsville, NC 28771

01/20/2021 Check #: 57950 TOTAL: \$300.00 CAMPBELL SHATLEY, PLLC-1195

Account ID	Invoice #	Invoice Date	Net Amt.	PO#
2.6920.811.311.810.000.00 12/1-12/31/20	8133	1/20/2021	300.00	



GRAHAM COUNTY BOARD OF ED
Local School Fund
Robbinsville, NC 28771

UNITED COMMUNITY BANK
Robbinsville, NC
66-1187/531

NO.: 57950
Date: 01/20/2021

Void After 90 Days From Date

Pay Three Hundred Dollars only



THIS DISBURSEMENT HAS BEEN APPROVED AS REQUIRED BY THE SCHOOL BUDGET AND FISCAL CONTROL ACT.

TO THE CAMPBELL SHATLEY, PLLC-1195
ORDER 674 Merrimon Ave, Ste 210
OF Asheville, NC 28804

COPY

Purchase Order

Graham County Schools

52 Moose Branch Road - Robbinsville NC 28771
828-479-9820

Purchase Order Number

GCS21-291

TO: Vendor #
Campbell Shotley

SHIP TO:
Graham County Schools
52 Moose Branch Road
Robbinsville, NC 28771

Date 1/8/21

Required Date: _____

Quantity	Description	Unit Price	Total
	Inv. No. 8133 12/1 - 12/31/20 Legal Services		300.00

Shipping Tax

Code:	2.6920.811.311.810
Code:	
Code:	
Code:	

Total 300.00

Total \$

NO BACKORDERS ALLOWED

Funds are Available for this PO: TFP

Date Paid	1/20/21
Voucher No	57950
PO No	GCS21-291

Purchasing Authority _____ Date _____

T. John Greene 1-8-21
School Finance Officer _____ Date _____

"Materials received in quantities billed and in Good Condition"

This instrument has been prepaid in the manner required by the School Budget and Fiscal Control Act.

1-8-21

(Date)
T. John Greene

(Signature of finance officer)

Vendor Certification: By accepting this purchase order, the vendor certifies that it nor its subcontractors are included on the Iran List.

**CAMPBELL
SHATLEY** PLLC
ATTORNEYS AT LAW

1/8/2021

Ms. Angela Knight
Graham County Schools
52 Moose Branch Road
Robbinsville, NC 28771

Re: General Matters

Dear Ms. Knight:

Enclosed is Invoice 8133, which covers services from 12/1/2020 to 12/31/2020. This invoice, dated 1/8/2021, is for additional expenses of \$300.00. Your total balance is \$300.00. Prompt payment of your total balance is appreciated.

Billing Summary

Total for services rendered	\$300.00
Total expenses	\$0.00
Total previous balance	\$1,212.50
Total payments and other transactions	(\$1,212.50)
Balance Due	\$300.00

If you have questions, please call us at (828)378-0064.

Enclosure



CAMPBELL SHATLEY, PLLC

674 MERRIMON AVENUE SUITE 210 ASHEVILLE, NC 28804

Ms. Angela Knight
Graham County Schools
52 Moose Branch Road
Robbinsville, NC 28771

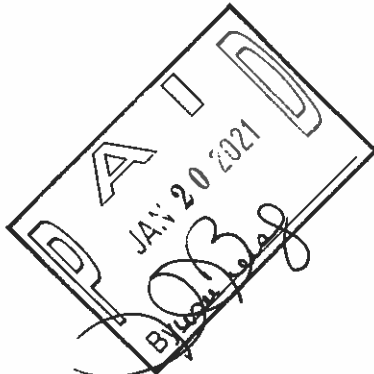
In Reference To: General Matters
Invoice # 8133

Professional Services

	<u>Hrs/Rate</u>	<u>Amount</u>
12/17/2020 AFL Review NCSBA Fall Policy revisions including policies defining and governing Title IX investigations, research reconciliation of same with student discipline administration process; research applicable federal regulations, draft proposed revisions to policies and guidance to clients re: same; draft attorney-client memorandum re: transgender students (time divided among multiple clients)	1.50 \$200.00/hr	\$300.00
For professional services rendered	1.50	\$300.00

Attorney Summary

<u>Name</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Leonard, Ashley	1.50	200.00	\$300.00
Previous balance			\$1,212.50
Accounts receivable transactions			
11/16/2020 Payment - Thank You. Check No. 57702			(\$587.50)
12/2/2020 Payment - Thank You. Check No. 57772			(\$625.00)
Total payments and adjustments			(\$1,212.50)
Balance due			\$300.00



GRAHAM COUNTY BOARD OF ED
Local School Fund Robbinsville, NC 28771

02/23/2021 Check #: 58068 TOTAL: \$117.50 CAMPBELL SHATLEY, PLLC-1195

Account ID	Invoice #	Invoice Date	Net Amt.	PO#
2.6920.811.311.810.000.00 1/1/21-1/31/21	8215	2/22/2021	117.50	

GRAHAM COUNTY BOARD OF ED
Local School Fund Robbinsville, NC 28771

02/23/2021 Check #: 58068 TOTAL: \$117.50 CAMPBELL SHATLEY, PLLC-1195

Account ID	Invoice #	Invoice Date	Net Amt.	PO#
2.6920.811.311.810.000.00 1/1/21-1/31/21	8215	2/22/2021	117.50	



GRAHAM COUNTY BOARD OF ED
Local School Fund
Robbinsville, NC 28771

UNITED COMMUNITY BANK
Robbinsville, NC
68-1187/531

NO.: 58068
Date: 02/23/2021

Void After 90 Days From Date

Pay One Hundred Seventeen Dollars and 50/100 only



THIS DISBURSEMENT HAS BEEN APPROVED AS REQUIRED BY THE SCHOOL BUDGET AND FISCAL CONTROL ACT.

TO THE CAMPBELL SHATLEY, PLLC-1195
ORDER 674 Merrimon Ave, Ste 210
OF Asheville, NC 28804

COPY

Purchase Order
Graham County Schools

52 Moose Branch Road - Robbinsville NC 28771
828-479-9820

Purchase Order Number

GCS21-348

TO: Vendor #	SHIP TO:
Campbell Shatley	Graham County Schools 52 Moose Branch Road Robbinsville, NC 28771

Date 2/9/21

Required Date: _____

Quantity	Description	Unit Price	Total
	Invo. No. 8215		117.50
	1/1/21 - 1/31/21		

Shipping Tax

Code:	26920.80.311.810
Code:	
Code:	
Code:	

Total 117.50

Total \$

NO BACKORDERS ALLOWED

Funds are Available for this PO: TFA

Date Paid	2/23/21
Voucher No	58068
PO No	GCS21-348

Purchasing Authority	Date
<u>T. Peter Heene</u>	<u>2-9-21</u>
School Finance Officer	Date

"Materials received in quantities billed and in Good Condiditon"

This instrument has been preaudited in the manner required by the School Budget and Fiscal Control Act.

(Date) 2-9-21
(Signature of finance officer) T. Peter Heene

Vendor Certification: By accepting this purchase order, the vendor certifies that it nor its subcontractors are included on the Iran List.

**CAMPBELL
SHATLEY**
ATTORNEYS AT LAW

2/9/2021

Ms. Angela Knight
Graham County Schools
52 Moose Branch Road
Robbinsville, NC 28771

Re: General Matters

Dear Ms. Knight:

Enclosed is Invoice 8215, which covers services from 1/1/2021 to 1/31/2021. This invoice, dated 2/9/2021, is for additional expenses of \$117.50. Your total balance is \$117.50. Prompt payment of your total balance is appreciated.

Billing Summary

Total for services rendered	\$117.50
Total expenses	\$0.00
Total previous balance	\$300.00
Total payments and other transactions	(\$300.00)
Balance Due	\$117.50

If you have questions, please call us at (828)378-0064.

Enclosure



CAMPBELL SHATLEY, PLLC

674 MERRIMON AVENUE SUITE 210 ASHEVILLE, NC 28804

Ms. Angela Knight
Graham County Schools
52 Moose Branch Road
Robbinsville, NC 28771

In Reference To: General Matters
Invoice # 8215

Professional Services

		<u>Hrs/Rate</u>	<u>Amount</u>
1/8/2021 CSL	January Advisor: Voluntary extension of FFCRA leave benefits and vaccination requirements (time divided among multiple clients)	0.50 \$235.00/hr	\$117.50
	For professional services rendered	0.50	\$117.50

Attorney Summary

<u>Name</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Lopez, Cynthia	0.50	235.00	\$117.50
Previous balance			\$300.00
Accounts receivable transactions			
1/25/2021 Payment - Thank You. Check No. 57950			(\$300.00)
Total payments and adjustments			(\$300.00)
Balance due			\$117.50



**CAMPBELL
SHATLEY** PLLC
ATTORNEYS AT LAW

January 25, 2021

Ms. Angela Knight
Graham County Schools
52 Moose Branch Road
Robbinsville, NC 28771

Dear Ms. Knight:

We are writing regarding our arrangement for services to the Board of Education effective July 1, 2021.

It is a pleasure for us to serve as your legal counsel on an as-needed basis and we greatly value our relationship with the entire school system. We currently work with over thirty (30) school boards and strongly believe in public education. Legal services are unique and require your complete confidence in us. To that end, we do not require a written contract but will continue to work "at the pleasure" of the board.

As of July 1, 2021, our hourly rates will be \$240 for Partners, \$210 for Associates and \$115 for paralegals. We are committed to public service in our practice and do not request any retainer.

We truly value and appreciate you allowing us to serve your specialized legal needs. If you have any questions regarding this arrangement, please do not hesitate to contact either of us.

Very truly yours,

CAMPBELL SHATLEY, PLLC



Christopher Z. Campbell



K. Dean Shatley, II

CZC:pjl

GRAHAM COUNTY BOARD OF ED
Local School Fund Robbinsville, NC 28771

03/23/2021 Check #: 58161 TOTAL: \$58.75 CAMPBELL SHATLEY, PLLC-1195

Account ID	Invoice #	Invoice Date	Net Amt.	PO#
2.6920.811.311.810.000.00 2/1-2/28/21	8277	3/23/2021	58.75	

GRAHAM COUNTY BOARD OF ED
Local School Fund Robbinsville, NC 28771

03/23/2021 Check #: 58161 TOTAL: \$58.75 CAMPBELL SHATLEY, PLLC-1195

Account ID	Invoice #	Invoice Date	Net Amt.	PO#
2.6920.811.311.810.000.00 2/1-2/28/21	8277	3/23/2021	58.75	



GRAHAM COUNTY BOARD OF ED
Local School Fund
Robbinsville, NC 28771

UNITED COMMUNITY BANK
Robbinsville, NC
66-1167/531

NO.: 58161
Date: 03/23/2021

Void After 90 Days From Date

Pay Fifty Eight Dollars and 75/100 only



THIS DISBURSEMENT HAS BEEN APPROVED AS REQUIRED BY THE SCHOOL BUDGET AND FISCAL CONTROL ACT.

TO THE CAMPBELL SHATLEY, PLLC-1195
ORDER 674 Merrimon Ave, Ste 210
OF Asheville, NC 28804

COPY

Purchase Order

Graham County Schools

52 Moose Branch Road - Robbinsville NC 28771
828-479-9820

Purchase Order Number

GCS21-395

TO: Vendor # Campbell Shatley	SHIP TO: Graham County Schools 52 Moose Branch Road Robbinsville, NC 28771
---	---

Date 3/9/21

Required Date: _____

Quantity	Description	Unit Price	Total
	Inu. No. 8277 2/11 - 2/28/21		58.75

Shipping Tax	
--------------	--

Total 58.75

Code: 26920.811.311.810
Code:
Code:
Code:

Total \$

NO BACKORDERS ALLOWED

Funds are Available for this PO: TJM

Date Paid	<u>3/23/21</u>
Voucher No	<u>58161</u>
PO No	<u>GCS21-395</u>

Purchasing Authority	Date
<u>T. Peter Greene</u>	<u>3-9-21</u>
School Finance Officer	Date

"Materials received in quantities billed and in Good Condition"

This instrument has been preaudited in the manner required by the School Budget and Fiscal Control Act.

3-9-21

(Date) _____

 (Signature of finance officer)

Vendor Certification: By accepting this purchase order, the vendor certifies that it nor its subcontractors are included on the Iran List.

**CAMPBELL
SHATLEY**
ATTORNEYS AT LAW

3/9/2021

Ms. Angela Knight
Graham County Schools
52 Moose Branch Road
Robbinsville, NC 28771

Re: General Matters

Dear Ms. Knight:

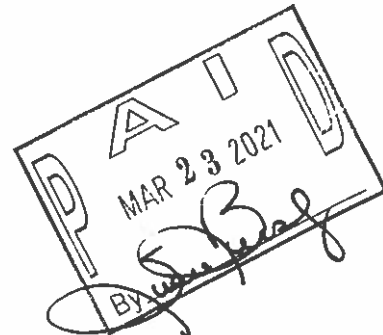
Enclosed is Invoice 8277, which covers services from 2/1/2021 to 2/28/2021. This invoice, dated 3/9/2021, is for additional expenses of \$58.75. Your total balance is \$58.75. Prompt payment of your total balance is appreciated.

Billing Summary

Total for services rendered	\$58.75
Total expenses	\$0.00
Total previous balance	\$117.50
Total payments and other transactions	(\$117.50)
Balance Due	\$58.75

If you have questions, please call us at (828)378-0064.

Enclosure



CAMPBELL SHATLEY, PLLC

674 MERRIMON AVENUE SUITE 210 ASHEVILLE, NC 28804

Ms. Angela Knight
Graham County Schools
52 Moose Branch Road
Robbinsville, NC 28771

In Reference To: General Matters
Invoice # 8277

Professional Services

	<u>Hrs/Rate</u>	<u>Amount</u>
2/19/2021 CZC Research, draft and finalize Attorney-Client Memorandum regarding impacts of SB37 and school reopening	0.25 \$235.00/hr	\$58.75
For professional services rendered	0.25	\$58.75

Attorney Summary

<u>Name</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Campbell, Christopher	0.25	235.00	\$58.75
Previous balance			\$117.50
Accounts receivable transactions			
3/1/2021 Payment - Thank You. Check No. 58068			(\$117.50)
Total payments and adjustments			(\$117.50)
Balance due			\$58.75

PAID
MAR 23 2021
BY *[Signature]*

GRAHAM COUNTY BOARD OF ED
Local School Fund Robbinsville, NC 28771

05/06/2021 Check #: 58293 TOTAL: \$443.75 CAMPBELL SHATLEY, PLLC-1195

Account ID	Invoice #	Invoice Date	Net Amt.	PO#
2.6920.811.311.810.000.00 3/1-3/31/21	8342	5/6/2021	443.75	

GRAHAM COUNTY BOARD OF ED
Local School Fund Robbinsville, NC 28771

05/06/2021 Check #: 58293 TOTAL: \$443.75 CAMPBELL SHATLEY, PLLC-1195

Account ID	Invoice #	Invoice Date	Net Amt.	PO#
2.6920.811.311.810.000.00 3/1-3/31/21	8342	5/6/2021	443.75	



GRAHAM COUNTY BOARD OF ED
Local School Fund
Robbinsville, NC 28771

UNITED COMMUNITY BANK
Robbinsville, NC
66-1167/531

NO.: 58293
Date: 05/06/2021

Void After 90 Days From Date

Pay Four Hundred Forty Three Dollars and 75/100 only

443.75
FIVE FOUR FOUR THREE SEVEN HUNDRED

THIS DISBURSEMENT HAS BEEN APPROVED AS REQUIRED BY THE SCHOOL BUDGET AND FISCAL CONTROL ACT.

TO THE CAMPBELL SHATLEY, PLLC-1195
ORDER 674 Merrimon Ave, Ste 210
OF Asheville, NC 28804

COPY

Purchase Order

Graham County Schools

52 Moose Branch Road - Robbinsville NC 28771
828-479-9820

Purchase Order Number

GCS21-439

TO: Vendor #	SHIP TO:
Campbell Shatley	Graham County Schools 52 Moose Branch Road Robbinsville, NC 28771

Date 4/13/21

Required Date: _____

Quantity	Description	Unit Price	Total
	Inv. No. 8342		443.75
	3/1 - 3/31/21		

Shipping Tax

Total 443.75

Code: 26920.811.311.810
Code:
Code:
Code:

Total \$

NO BACKORDERS ALLOWED

Funds are Available for this PO: TJY

Date Paid	5/6/21
Voucher No	58293
PO No	GCS21-439

Purchasing Authority	Date
<i>T. Peter Moore</i>	4-13-21
School Finance Officer	Date

"Materials received in quantities billed and in Good Condition"

This instrument has been preaudited in the manner required by the School Budget and Fiscal Control Act.

(Date) 4-13-21
T. Peter Moore
(Signature of finance officer)

Vendor Certification: By accepting this purchase order, the vendor certifies that it nor its subcontractors are included on the Iran List.

**CAMPBELL
SHATLEY P.L.L.C.**
ATTORNEYS AT LAW

4/13/2021

Ms. Angela Knight
Graham County Schools
52 Moose Branch Road
Robbinsville, NC 28771

Re: General Matters

Dear Ms. Knight:

Enclosed is Invoice 8342, which covers services from 3/1/2021 to 3/31/2021. This invoice, dated 4/13/2021, is for additional expenses of \$443.75. Your total balance is \$443.75. Prompt payment of your total balance is appreciated.

Billing Summary

Total for services rendered	\$443.75
Total expenses	\$0.00
Total previous balance	\$58.75
Total payments and other transactions	(\$58.75)
Balance Due	\$443.75

If you have questions, please call us at (828)378-0064.



Enclosure

CAMPBELL SHATLEY, PLLC

674 MERRIMON AVENUE SUITE 210 ASHEVILLE, NC 28804

Ms. Angela Knight
 Graham County Schools
 52 Moose Branch Road
 Robbinsville, NC 28771

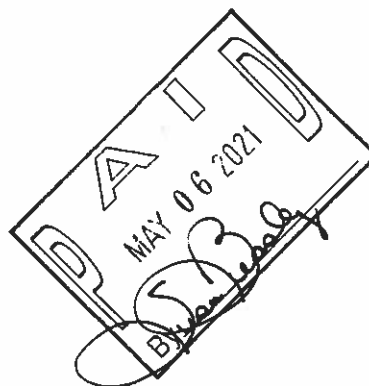
In Reference To: General Matters
 Invoice # 8342

Professional Services

		<u>Hrs/Rate</u>	<u>Amount</u>
3/25/2021	JFH Research, draft and finalize multiple Attorney-Client memorandum re: Senate Bill 220 (regular education and special education issues); contract renewal laws and multiple public records requests (time divided among multiple clients)	1.25 \$235.00/hr	\$293.75
3/26/2021	AFL Advisor #2021-8: New leave extensions under the American Relief Act, Vaccinations, New Toolkit Updates and the ABC Collaboration (time divided among all clients)	0.50 \$200.00/hr	\$100.00
3/31/2021	KLC Advisor re: PowerSchool addition of Preferred Name field (time divided among multiple clients)	0.25 \$200.00/hr	\$50.00
	For professional services rendered	<u>2.00</u>	<u>\$443.75</u>

Attorney Summary

<u>Name</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Henning, John	1.25	235.00	\$293.75
Caudle, Kristopher	0.25	200.00	\$50.00
Leonard, Ashley	0.50	200.00	\$100.00
Previous balance			\$58.75
Accounts receivable transactions			
3/29/2021 Payment - Thank You. Check No. 58161			(\$58.75)
Total payments and adjustments			<u>(\$58.75)</u>
Balance due			<u>\$443.75</u>



GRAHAM COUNTY BOARD OF ED
Local School Fund Robbinsville, NC 28771

05/27/2021 Check #: 58384 TOTAL: \$11,405.00 ELLEN DAVIS-2000

Account ID	Invoice #	Invoice Date	Net Amt.	PO#
2.6920.811.311.810.000.00 Nov. 2020 - April 2021	NOV. 20 - APRIL 21	5/26/2021	11,405.00	

GRAHAM COUNTY BOARD OF ED
Local School Fund Robbinsville, NC 28771

05/27/2021 Check #: 58384 TOTAL: \$11,405.00 ELLEN DAVIS-2000

Account ID	Invoice #	Invoice Date	Net Amt.	PO#
2.6920.811.311.810.000.00 Nov. 2020 - April 2021	NOV. 20 - APRIL 21	5/26/2021	11,405.00	



GRAHAM COUNTY BOARD OF ED
Local School Fund
Robbinsville, NC 28771

UNITED COMMUNITY BANK
Robbinsville, NC
66-1167/531

NO. : 58384
Date: 05/27/2021

Void After 90 Days From Date

Pay Eleven Thousand Four Hundred Five Dollars only



THIS DISBURSEMENT HAS BEEN APPROVED AS REQUIRED BY THE SCHOOL BUDGET AND FISCAL CONTROL ACT.

TO THE ELLEN DAVIS-2000
ORDER P.O. DRAWER 1269
OF ANDREWS, NC 28901

COPY

Purchase Order
Graham County Schools

52 Moose Branch Road - Robbinsville NC 28771
 828-479-9820

Purchase Order Number

GCS21-488

TO: Vendor #	SHIP TO:
M. Ellen Davis	Graham County Schools 52 Moose Branch Road Robbinsville, NC 28771

Date 5/12/21

Required Date: _____

Quantity	Description	Unit Price	Total
	Legal Services for Nov. 2020		812.50
	Dec. 2020		1217.50
	Jan. 2021		2752.50
	Feb. 2021		2387.50
	Mar. 2021		1465.00
	Apr. 2021		2770.00

Shipping Tax

Code:	26920.811.311.810
Code:	
Code:	
Code:	

Total 11,405.00

Total \$

NO BACKORDERS ALLOWED

Funds are Available for this PO: (F)

Date Paid	5/27/21
Voucher No	58384
PO No	GCS21-488

Purchasing Authority	Date
T. Peter Heene 5-12-21	
School Finance Officer	Date

"Materials received in quantities billed and in Good Condition"

This instrument has been preaudited in the manner required by the School Budget and Fiscal Control Act.

(Date) 5-12-21

 (Signature of finance officer) T. Peter Heene

Vendor Certification: By accepting this purchase order, the vendor certifies that it nor its subcontractors are included on the Iran List.

M. Ellen Davis
Attorney at Law

Telephone:
(828)321-6047

CHESTNUT STREET & THIRD
ANDREWS, NORTH CAROLINA 28901

P.O. DRAWER 1269
ANDREWS, N.C. 28901

May 12, 2021

Mrs. Angela R. Knight, Superintendent
Graham County Schools
52 Moose Branch Road
Robbinsville, North Carolina 28771

<u>DATE</u>	<u>SERVICES RENDERED FOR NOVEMBER 2020</u>	<u>TIME</u>
11/03/20	Preparation for School Board Meeting and School Board Meeting at Administrative Office.	4.00
11/10/20	Download, print, and review cover letter with Notice of Hearing and Motion for return of motor vehicles from Graham County Sheriff's Department, scan and email information to Angie and review Statutes.	1.00
11/13/20	Telephone conference with Frank Lay, attorney, on Motion to be heard on November 16 for return of motor vehicle, telephone conference with Sheriff's Department and telephone conference with Tammy Hooper, Clerk of Court.	1.00
11/16/20	All parties agreed on one hour's notice for Court hearing, Court never called and Motion not heard; telephone conference with Robert Moody on Motion for return of motor vehicle.	0.25
TOTAL HOURS:		6.25
SUBTOTAL:		\$ 562.50
Retainer:		\$ 250.00
TOTAL DUE FOR NOVEMBER:		\$ 812.50

M25

Continued on back

PAID
MAY 27 2021
BY *[Signature]*

<u>DATE</u>	<u>SERVICES RENDERED FOR DECEMBER 2020</u>	<u>TIME</u>
12/01/20	Preparation for Board meeting and Board Meeting at Administrative Office; swearing-in of two (2) new Board Members and Mr. Nelson.	4.50
12/10/20	Telephone conference with Susie Beasley on private sale of bus.	0.25
12/17/20	Work on policies and Policy Manual.	2.00
12/28/20	Continued work on policies, copies, finalize policies and copy two (2) stacks for Graham County Schools.	4.00

TOTAL HOURS: 10.75

SUBTOTAL: \$ 967.50
Retainer: \$ 250.00

TOTAL DUE FOR DECEMBER: \$ 1,217.50

TOTAL DUE FOR NOVEMBER AND DECEMBER 2020: \$ 2,030.00

M. Ellen Davis
Attorney at Law

Telephone:
(828)321-6047

CHESTNUT STREET & THIRD
ANDREWS, NORTH CAROLINA 28901

P.O. DRAWER 1269
ANDREWS, N.C. 28901

May 12, 2021

Mrs. Angela R. Knight, Superintendent
Graham County Schools
52 Moose Branch Road
Robbinsville, North Carolina 28771

<u>DATE</u>	<u>SERVICES RENDERED FOR JANUARY 2021</u>	<u>TIME</u>
01/04/21	Prepare packets for Board training; preparation and review of 7 policies for Board review.	4.00
01/05/21	Preparation for Board Meeting and Board Meeting at Administrative Office; review Wolfe Creek material, scan documents and prepare email with explanation to Board members and Angie Knight; search Policy Manual for policies addressing length of time between a criminal matter and hiring, Policy 7100 addresses criteria for hiring after a criminal conviction.	6.00
01/07/21	Telephone conference with Pam Knott about employment procedures for hiring and review of Statutes.	0.50
01/11/21	Preparation of email to Board members on Policy 7100 that addresses recruitment and selection of personnel.	1.00
01/26/21	Preparation and drafting of material for Board training.	4.00
01/27/21	Continue preparing material for Board training including preparing Oath of Ethics, outline and case law research.	5.00
01/28/21	Final documents prepared for Board training, finalize case law, and begin copying and collating material.	7.00

M25

Continued on back.....

PAID
MAY 27 2021
BY [Signature]

TOTAL HOURS:	27.50
SUBTOTAL:	\$ 2475.50
Retainer:	\$ 250.00
TOTAL DUE FOR JANUARY 2021:	\$ 2,752.50

<u>DATE</u>	<u>SERVICES RENDERED FOR FEBRUARY 2021</u>	<u>TIME</u>
02/02/21	Preparation for Board meeting, Board meeting at Administrative Building and Board Training.	5.50
02/18/21	Research material for workshop training.	4.00
02/19/21	Copy research material.	2.00
02/23/21	Work on Board training material; telephone conference with Kevin White and Angie Knight; print, review and revise Contractor AIA document; preparation and scan material to PSA.	1.75
02/24/21	Continued work on Board training material; emails, printouts and telephone conferences with PSA on Owner and Contractor Contract.	3.50
02/25/21	Finish rough draft for Board training; prepare final outline and review for revisions.	3.00
02/26/21	Finalize documents and print Board packets.	4.00

TOTAL HOURS:	23.75
SUBTOTAL:	\$ 2,137.50
Retainer:	\$ 250.00
TOTAL DUE FOR FEBRUARY 2021:	\$ 2,387.50

TOTAL DUE FOR JANUARY AND FEBRUARY 2021:	\$ 5,140.00
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M. Ellen Davis
Attorney at Law


Telephone:
(828) 321-6047

CHESTNUT STREET & THIRD
ANDREWS, NORTH CAROLINA 28901

P.O. DRAWER 1269
ANDREWS, N.C. 28901

May 14, 2021

Mrs. Angela R. Knight, Superintendent
Graham County Schools
52 Moose Branch Road
Robbinsville, North Carolina 28771

<u>DATE</u>	<u>SERVICES RENDERED FOR MARCH 2021</u>	<u>TIME</u>
03/02/21	Preparation for Board meeting, Board training and Board meeting.	
		6.50
03/16/21	Telephone conference with Angie Knight on grades 6-12 return to school.	
		0.25
03/24/21	Telephone conference with Pam Knott on compensation for staff.	
		0.50
03/26/21		
		0.25
03/30/21	Work on updating policies, making revisions and preparing copies for Administrative Office.	
		3.00
03/31/21	Research policies for approval of changes by Board and copies for Board members.	
		3.00
	TOTAL HOURS:	13.50
	SUBTOTAL:	\$ 1,215.00
	Retainer:	\$ 250.00
	TOTAL DUE FOR MARCH 2021:	\$ 1,465.00

PAID
MAY 27 2021
[Signature]

M25

M. Ellen Davis
Attorney at Law

Telephone:
(828) 321-6047

CHESTNUT STREET & THIRD
ANDREWS, NORTH CAROLINA 28901

P.O. DRAWER 1269
ANDREWS, N.C. 28901

May 14, 2021

Mrs. Angela R. Knight, Superintendent
Graham County Schools
52 Moose Branch Road
Robbinsville, North Carolina 28771

<u>DATE</u>	<u>SERVICES RENDERED FOR APRIL 2021</u>	<u>TIME</u>
04/01/21	Telephone conference with Robert Moody on SBE Policy 003 on Mental and Emotional Health.	0.25
04/05/21	Preparation of material for Robert Moody and printing of portfolio of information for Robert Moody.	3.00
04/06/21	Preparation for School Board meeting, School Board meeting and meeting with Robert Moody and Letisha Wiggins.	6.50
04/12/21	[REDACTED]	1.00
04/21/21	Preparation of rough draft of School Board training outline and research material.	6.00
04/23/21	Telephone conference with Angie Knight on Board Training and COVID Funds; work on finalizing Board training outline and material.	3.75
04/26/21	Print and collate Board training material for making School Board packets; scan material to Angie Knight and Lester Greene for preparation of their respective parts of outline for Board training.	3.50

Continued on back.....

PAID
MAY 27 2021
[Signature]

04/27/21 Print and review Mental Health Initiative Program; telephone conference with Letisha Wiggins on Mental Health Programs in school; revise Superintendent's contract for employment through June 30, 2021; prepare Motion regarding Superintendent's Contract for Board meeting on May 4, 2021. 4.00

TOTAL HOURS: 28.00

SUBTOTAL: \$ 2,520.00
Retainer: \$ 250.00

TOTAL DUE FOR APRIL 2021: \$ 2,770.00

GRAHAM COUNTY BOARD OF ED
Local School Fund Robbinsville, NC 28771

05/27/2021 Check #: 58381 TOTAL: \$587.50 CAMPBELL SHATLEY, PLLC-1195

Account ID	Invoice #	Invoice Date	Net Amt.	PO#
2.6920.811.311.810.000.00 4/1-4/30/21	8410	5/26/2021	587.50	

GRAHAM COUNTY BOARD OF ED
Local School Fund Robbinsville, NC 28771

05/27/2021 Check #: 58381 TOTAL: \$587.50 CAMPBELL SHATLEY, PLLC-1195

Account ID	Invoice #	Invoice Date	Net Amt.	PO#
2.6920.811.311.810.000.00 4/1-4/30/21	8410	5/26/2021	587.50	



GRAHAM COUNTY BOARD OF ED
Local School Fund
Robbinsville, NC 28771

UNITED COMMUNITY BANK
Robbinsville, NC
66-1187/531

NO.: 58381
Date: 05/27/2021

Void After 90 Days From Date

Pay Five Hundred Eighty Seven Dollars and 50/100 only



THIS DISBURSEMENT HAS BEEN APPROVED AS REQUIRED BY THE SCHOOL BUDGET AND FISCAL CONTROL ACT.

TO THE CAMPBELL SHATLEY, PLLC-1195
ORDER 674 Merrimon Ave, Ste 210
OF Asheville, NC 28804

COPY

Purchase Order

Graham County Schools

52 Moose Branch Road - Robbinsville NC 28771
828-479-9820

Purchase Order Number

GCS21-486

TO: Vendor #	SHIP TO:
Campbell Shatley	Graham County Schools 52 Moose Branch Road Robbinsville, NC 28771

Date 5/11/21

Required Date: _____

Quantity	Description	Unit Price	Total
	Inv. No. 8410 411/21 - 4130/21		587.50

Shipping	
Tax	

Total 587.50

Code:	26920.811.311.810
Code:	
Code:	
Code:	

Total \$

NO BACKORDERS ALLOWED

Funds are Available for this PO: TP

Date Paid	5/27/21
Voucher No	58381
PO No	GCS21-486

Purchasing Authority	Date
<u>T. Justin Heene</u>	<u>5-11-21</u>
School Finance Officer	Date

"Materials received in quantities billed and in Good Condititon"

This instrument has been preaudited in the manner required by the School Budget and Fiscal Control Act.

(Date)

(Signature of finance officer)

T. Justin Heene

Vendor Certification: By accepting this purchase order, the vendor certifies that it nor its subcontractors are included on the Iran List.

**CAMPBELL
SHATLEY** PLLC
ATTORNEYS AT LAW

5/11/2021

Ms. Angela Knight
Graham County Schools
52 Moose Branch Road
Robbinsville, NC 28771

Re: General Matters

Dear Ms. Knight:

Enclosed is Invoice 8410, which covers services from 4/1/2021 to 4/30/2021. This invoice, dated 5/11/2021, is for additional expenses of \$587.50. Your total balance is \$587.50. Prompt payment of your total balance is appreciated.

Billing Summary

Total for services rendered	\$587.50
Total expenses	\$0.00
Total previous balance	\$443.75
Total payments and other transactions	(\$443.75)
Balance Due	\$587.50

If you have questions, please call us at (828)378-0064.

Enclosure



CAMPBELL SHATLEY, PLLC

674 MERRIMON AVENUE SUITE 210 ASHEVILLE, NC 28804

Ms. Angela Knight
Graham County Schools
52 Moose Branch Road
Robbinsville, NC 28771

In Reference To: General Matters
Invoice # 8410

Professional Services

		<u>Hrs/Rate</u>	<u>Amount</u>
4/16/2021	CZC Research, analyze and draft Attorney-Client Memoranda HB 82 requirements and interplay with IDEA including compensatory education and ESY services (time divided among multiple clients)	0.50 \$235.00/hr	\$117.50
4/23/2021	CZC Research, analyze and draft Attorney-Client Memorandum re: new legislation for mental health services and coordination with E.C. services and requests for private and/or residential placement (time divided among multiple clients)	2.00 \$235.00/hr	\$470.00
For professional services rendered		<u>2.50</u>	<u>\$587.50</u>

Attorney Summary

<u>Name</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Campbell, Christopher	2.50	235.00	\$587.50
Previous balance			\$443.75
Accounts receivable transactions			
5/10/2021 Payment - Thank You. Check No. 58293			<u>(\$443.75)</u>
Total payments and adjustments			<u>(\$443.75)</u>
Balance due			<u><u>\$587.50</u></u>



GRAHAM COUNTY BOARD OF ED
Local School Fund Robbinsville, NC 28771

06/21/2021 Check #: 58475 TOTAL: \$176.25 CAMPBELL SHATLEY, PLLC-1195

Account ID	Invoice #	Invoice Date	Net Amt.	PO#
2.6920.811.311.810.000.00 5/1-5/31/21	8482	6/21/2021	176.25	

GRAHAM COUNTY BOARD OF ED
Local School Fund Robbinsville, NC 28771

06/21/2021 Check #: 58475 TOTAL: \$176.25 CAMPBELL SHATLEY, PLLC-1195

Account ID	Invoice #	Invoice Date	Net Amt.	PO#
2.6920.811.311.810.000.00 5/1-5/31/21	8482	6/21/2021	176.25	



GRAHAM COUNTY BOARD OF ED
Local School Fund
Robbinsville, NC 28771

UNITED COMMUNITY BANK
Robbinsville, NC
66-1167/531

NO.: 58475
Date: 06/21/2021

Void After 90 Days From Date

Pay One Hundred Seventy Six Dollars and 25/100 only

\$176.25

THIS DISBURSEMENT HAS BEEN APPROVED AS REQUIRED BY THE SCHOOL BUDGET AND FISCAL CONTROL ACT.

TO THE CAMPBELL SHATLEY, PLLC-1195
ORDER 674 Merrimon Ave, Ste 210
OF Asheville, NC 28804

COPY

Purchase Order

Graham County Schools

52 Moose Branch Road - Robbinsville NC 28771
828-479-9820

Purchase Order Number

GCS21-548

TO: Vendor #

Campbell Shatley

SHIP TO:

Graham County Schools
52 Moose Branch Road
Robbinsville, NC 28771

Date 6/15/21

Required Date: _____

Quantity	Description	Unit Price	Total
	Inu. No. 8482 5/11 - 5/31/21		176.25

Shipping Tax

Code: 26910.811
Code:
Code: 26920.811.311.810
Code:

Total \$

Total 176.25

NO BACKORDERS ALLOWED

Funds are Available for this PO: T. J. Heene

Date Paid	6/21/21
Voucher No	58475
PO No	GCS21-548

Purchasing Authority	
Date	
<u>T. J. Heene</u> 6-15-21	
School Finance Officer	Date

"Materials received in quantities billed and in Good Conditon"

This instrument has been preaudited in the manner required by the School Budget and Fiscal Control Act.

6-15-21

(Date) _____
(Signature of finance officer) T. J. Heene

Vendor Certification: By accepting this purchase order, the vendor certifies that it nor its subcontractors are included on the Iran List.

**CAMPBELL
SHATLEY** P.L.L.C.
ATTORNEYS AT LAW

6/15/2021

Ms. Angela Knight
Graham County Schools
52 Moose Branch Road
Robbinsville, NC 28771

Re: General Matters

Dear Ms. Knight:

Enclosed is Invoice 8482, which covers services from 5/1/2021 to 5/31/2021. This invoice, dated 6/15/2021, is for additional expenses of \$176.25. Your total balance is \$176.25. Prompt payment of your total balance is appreciated.

Billing Summary

Total for services rendered	\$176.25
Total expenses	\$0.00
Total previous balance	\$587.50
Total payments and other transactions	(\$587.50)
Balance Due	\$176.25

If you have questions, please call us at (828)378-0064.

Enclosure



CAMPBELL SHATLEY, PLLC

674 MERRIMON AVENUE SUITE 210 ASHEVILLE, NC 28804

Ms. Angela Knight
Graham County Schools
52 Moose Branch Road
Robbinsville, NC 28771

In Reference To: General Matters
Invoice # 8482

Professional Services

		<u>Hrs/Rate</u>	<u>Amount</u>	
5/7/2021	CZC	Research, analyze and draft Attorney-Client Memorandum re: template contract for summer program (time divided among multiple clients)	0.50 \$235.00/hr	\$117.50
5/25/2021	CSL	Analyze policy updates and issue guidance re: same (time divided among multiple clients)	0.25 \$235.00/hr	\$58.75
For professional services rendered			0.75	\$176.25

Attorney Summary

<u>Name</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Campbell, Christopher	0.50	235.00	\$117.50
Lopez, Cynthia	0.25	235.00	\$58.75
Previous balance			\$587.50
Accounts receivable transactions			
6/7/2021 Payment - Thank You. Check No. 58381			(\$587.50)
Total payments and adjustments			(\$587.50)
Balance due			\$176.25

