



One Vision. One Durham.

A G E N D A

Durham Public Schools Board of Education

Administrative Services Committee

June 15, 2015

Fuller Administration Building, 511 Cleveland Street, Durham, NC

1. Call to Order 4:30 p.m. 5 min.
2. Moment of Silence
3. Agenda Review and Approval
4. Administrative Services Committee Meeting Minutes
 - May 18, 2015
5. Public Comment
6. **Financial Services**
 - a. 2015-2016 Interim Budget Authorization 5 min.
 - b. Declaration of Surplus Furniture and Equipment 5 min.
7. **Operational Services**
 - a. Construction Management Services 5 min.
 - b. Annual Security Contract 5 min.
 - c. 2016 – 2017 Bell Schedule Proposals 45 min.
8. **Academic Services**
 - a. Textbook Recommendations for K-12 Mathematics Adoption 15 min.
9. **Board of Education**
 - a. Board Committee Structure and Schedule 30 min.
 - b. Board of Education Policy 2230 – Board Committees – First Reading 15 min.
10. Follow-Up Items 5 min.
11. Adjournment

Date: June 15, 2015



One Vision. One Durham.

Durham Public Schools ADMINISTRATIVE SERVICES COMMITTEE PRECIS

Subject: Administrative Services Committee Meeting Minutes

Staff Liaison Present:

Phone #

Main Points:

Attached for committee consideration and approval are the following draft meeting minutes:

- May 18, 2015

Fiscal/Goal Implications:

None

Purpose

Information **Discussion** **Action** **Consent**

Reviewed by: **Finance** _____ **Attorney** _____

MINUTES
Administrative Services Committee of the
Durham Public Schools Board of Education
May 18, 2015

The Administrative Services Committee of the Durham Public Schools Board of Education held a meeting on Monday, May 18, 2015 at 4:30 p.m. in the Board Room of the Fuller Building, 511 Cleveland Street, Durham, NC.

Board Members Present

Natalie Beyer, Chair; Mike Lee, Vice-Chair; Leigh Bordley; Heidi Carter; and Matt Sears.

Administrators Present

Dr. Bert L'Homme, Superintendent; Hugh Osteen, Deputy Superintendent of Operational Services; Stacey Wilson-Norman, Deputy Superintendent of Academic Services; Scott Denton, Assistant Superintendent of Auxiliary Services; Tom Crabtree, Assistant Superintendent of Human Resources; Kenneth Barnes, Executive Director of Maintenance Services; Elaine Batten, Director of Information Technology; Rich Sheldahl, Director of Career and Technical Education; William Tomlinson, Senior Audio Visual Technician; Aaron Beaulieu; Chief Financial Officer; Chrissy Deal, Chief Communications Officer; and Chip Sudderth, Director of Public Information.

Attorney Present

None

Call to Order/Moment of Silence

Chair Beyer called the meeting to order and a moment of silence was observed.

Agenda Review and Approval

Chair Beyer moved that the agenda be adopted as presented.

Minutes Review

Mr. Lee made a motion to approve the April 9, 2015 minutes; seconded by Ms. Bordley. The motion was adopted.

Public Comment

None

Budget Amendment #2 (2014-2015)

Mr. Beaulieu presented Budget Amendment #2 which included an update on the status of the adopted budget for the 2014 - 2015 school year. He indicated that this amendment adjusts all account balances from February 1, 2015 through April 30, 2015.

The committee had a discussion. Ms. Carter made a motion to place this item on the consent agenda; seconded by Mr. Sears; motion passed unanimously.

Human Resources-Review of Reference Process

Mr. Crabtree provided an overview of the Human Resource Services employee reference process.

The committee had a discussion. This item was presented for information only.

Human Resources-Review of Investigation Process

Mr. Crabtree provided an overview of the employee investigation process.

The committee had a discussion. As a follow-up item, Ms. Carter asked the administration to verify if witnesses could be asked to sign a confidentiality statement when involved in an investigation.

This item was presented for information only.

Oak Grove Elementary School –Bids for Kitchen Upgrades

Mr. Osteen indicated that bond funds will be utilized to provide replacement of the kitchen hood and cooler-freezer at Oak Grove. He shared that bids were received from three qualified bidders. Mr. Osteen shared that the lowest responsive, responsible bidder is Scotia Construction, Inc. with a bid of \$152,000. Mr. Osteen shared that the Minority Business Enterprise rate is 11%.

Mr. Lee made a motion to place this item on the consent agenda; seconded by Mr. Sears; motion passed unanimously.

Bethesda Elementary School-Bids for Life Safety Upgrades

Mr. Osteen shared that bond funds will provide upgrades to the fire alarms, intercom and security systems at Bethesda Elementary. He stated that bids were received from three qualified bidders. Mr. Osteen stated that the lowest responsive, responsible bidder is J.C. Electric, Inc. with a bid of \$124,500. Mr. Osteen indicated that the Minority Business Enterprise rate is 100%.

Mr. Sears made a motion to place this item on the consent agenda; seconded by Mr. Lee; motion passed unanimously.

Githens Middle School-Toilet Renovations Project

Mr. Osteen shared that lottery funds will be utilized to renovate the student group toilet rooms at Githens Middle. He indicated that there were four qualified bidders. The lowest responsive, responsible bidder is Riggs-Harrod Builders, Inc. with a bid of \$225,820. Mr. Osteen shared that the Minority Business Enterprise participation rate is 6.54%.

Mr. Bordley made a motion to place this item on the consent agenda; seconded by Mr. Lee; motion passed unanimously.

Little River Elementary-Bids for Kitchen Upgrades

Mr. Osteen indicated that bond funds will be utilized for the replacement of the kitchen hood at Little River Elementary. He shared that there were three qualified bidders. The lowest responsive, responsible bidder is Riggs Harrod Builders, Inc. with a bid of \$104,777. Mr. Osteen shared that the Minority Business Enterprise participation rate is 0%.

Ms. Bordley made a motion to place this item on the consent agenda; seconded by Mr. Sears; motion passed unanimously.

Snow Hill Road (Lucas Middle School) – Bids for Offsite Improvement Along Snow Hill Road

Mr. Osteen indicated that bonds funds will be utilized to provide improvements to the stormwater drainage system and roadway along Snow Hill Road. He indicated that there were three bidders. The lowest responsive bidder is Hannah Utilities Inc., with a bid of \$485,278. Mr. Osteen shared that the Minority Business Enterprise participation rate is 10.7%.

Ms. Bordley made a motion to place this item on the consent agenda; seconded by Ms. Carter; motion passed unanimously.

Southwest Elementary School – Lottery Funds for Roof Replacement

Mr. Osteen stated that Durham Public Schools anticipates an unallocated balance of lottery funds to fund the roof replacement at Southwest Elementary. He indicated that the total project will be funded at \$1,500,000. Mr. Osteen provided an overview of the lottery application for this project.

The committee had a discussion. Ms. Carter made a motion to place this item on the consent agenda; seconded by Mr. Lee; motion passed unanimously.

Burton Elementary School-Lottery Funds for Design & Repair of Roofing Project

Mr. Osteen shared that several areas of the roof at Burton Elementary are in need of repairs. He indicated that the administration will make some strategic repairs and design future replacement. Mr. Osteen indicated that the total value of this request will be \$50,000. He indicated that funds will need to be identified for the replacement cost. Mr. Osteen provided an overview of the lottery application for this project. It was noted that \$10,000 for “repair” was listed on the application under “debt payment/bond payment” in error.

Mr. Bordley made a motion to place this item on the consent agenda with the amended application error correction; seconded by Mr. Lee; motion passed unanimously.

Southern School of Energy and Sustainability-Conservation Project

Mr. Osteen shared that the Durham Soil and Water Conservation District received a grant for stream restoration and stormwater management on the Southern School of Energy Sustainability site. He indicated that this project can save irrigation cost on the school's athletic fields and also improve the environment. Mr. Osteen stated that two easements will be required for this project.

Mr. Ken Barnes, Executive Director of Maintenance Services, Mr. Eddie Culberson, Director of Durham Soil and Water Conservation District; and Michael Dupree, Durham Watershed Conservationist presented an overview of the conservation project.

The committee had a discussion. Ms. Bordley made a motion to place this item on the consent agenda; seconded by Mr. Sears; motion passed unanimously.

New Elementary School "C" – Utility Easement

Mr. Osteen indicated that the Public Service of North Carolina (PSNC) is requesting approval of an offer to purchase real property for a utility construction easement approximately 50 feet in width. He stated that the purpose of this easement is for installing, laying, constructing, maintaining, operating, repairing and removing gas pipeline equipment. Mr. Osteen shared that the relocation of the line on the school property is necessary to accommodate the proposed school site. He shared that the work will be done at no cost to the district.

The committee had a discussion. Ms. Bordley made a motion to place this item on the consent agenda; seconded by Mr. Sears; motion passed unanimously.

Board Room Audio Video Equipment Upgrade

Mr. Osteen stated that the Audio Visual (AV) equipment currently used to record and produce the Board meetings is outdated and in need of replacement.

Mr. Denton, Ms. Batten and Mr. Tomlinson led the discussion on the AV equipment upgrade. They shared the status of the current AV equipment and provided information on the recommended AV equipment upgrade.

Mr. Denton indicated that there were two bidders for this project. Bids were evaluated and ranked according to price, technical solution, and vendor experience. The Instructional Technology team recommended UNICOM Government Inc. for this project at a cost of \$98,260.77. Mr. Denton indicated that the selected bidder is a minority owned business.

The committee had a discussion. Mr. Sears made a motion to place this item on the consent agenda; seconded by Ms. Carter; motion passed unanimously.

Surplus Equipment

Mr. Osteen and Mr. Barnes provide a list of equipment which no longer provides a useful function for the school system. They indicated that these items are to be declared surplus and sold at auction.

The committee had a discussion. Ms. Bordley made a motion to place this item on the consent agenda; seconded by Mr. Sears; motion passed unanimously.

Career and Technical Education – Summer Internship Program

Mr. Sheldahl shared that the Career and Technical Education (CTE) department and the Office of Economic and Workforce Development (OEWD) will partner to create a program that could offer up to 50 paid summer internships to economically disadvantaged students. Mr. Sheldahl indicated that funding in the amount of \$75,000 will be provided from the CTE budget. OEWD will coordinate and manage the internships of eligible students. Mr. Sheldahl reviewed the interlocal agreement with the administration.

The committee had a discussion. Ms. Bordley made a motion to place this item on the action agenda; seconded by Mr. Lee; the motion passed 4 - 1; Mr. Sears opposing with a preference to place the item on the consent agenda.

Board Committee Structure and Schedule

Mr. Osteen shared that there had been previous discussion regarding the schedule and format of the Board and Committee meetings.

Ms. Beyer opened the floor for discussion. Board members agreed that input for this topic should be discussed as a full Board.

Mr. Sears made a motion to place this item on the Board agenda for discussion; seconded by Ms. Carter; motion passed unanimously.

Follow Up Items

- School developer donations-How does the district spend these funds?
- Human Resources Investigation Process-Verify if witnesses can be asked to sign a confidentiality statement.

The meeting adjourned at 6:40 pm.

Natalie Beyer, Committee Chair

Hugh Osteen, Deputy Superintendent of Operational Services



Date: June 15, 2015

Durham Public Schools ADMINISTRATIVE SERVICES COMMITTEE PRECIS

Agenda Item: 2015-2016 Interim Budget Authorization

Staff Liaison Present: Aaron J. Beaulieu

Phone # 560-3544

Main Points:

- Since it is anticipated that we will not have a final state adopted budget until after July 1, 2015, it is required by N.C. General Statute 115C-434 that an interim budget authorization be granted to cover the period of time from the end of the fiscal year until the adoption of the new fiscal year budget.

Administration recommends the adoption of the 2015-2016 interim budget authorization at the 2014-2015 amended budget level.

Fiscal Implications:

The approval of the interim budget will be necessary to provide for the regular expenditures until adoption of the 2015-2016 budget.

Purpose

Information

Discussion

Action

Consent

Reviewed by:

Finance _____

Attorney _____

2015-16 INTERIM BUDGET RESOLUTION

“In accordance with the General Statute 115C-434 the Durham Public Schools hereby authorizes an interim appropriation for the purpose of paying salaries and the usual ordinary expenses of the Administrative Unit for the interval between the beginning of the Fiscal Year and the adoption of the 2015-16 Budget Resolution. Interim appropriations so made and expended shall be charged to the proper appropriations in the 2015-16 Budget Resolution.”

Passed by majority vote of the Board of Education of Durham Public Schools on this _____ day of _____, 2015.

Chair

Durham Public Schools

Inventory Surplus

(as of May 15, 2015)

The following is a list of surplus items maintained at Bacon Street Warehouse. These items will be for sale at the next schedule auction.

<u>Description</u>	<u>Quantity</u>
Piano	10
Wooden Tables	54
Wooden Cabinets	1
Tables	5
Wooden Teachers' Desk	4
Science Tables	80
Office Desk	5
Plastic Office Chairs w/castors	20
Metal Folding Chairs	45
Media Carts	20
Media Book Shelves	6
Lateral File Cabinet 3-drawer	2
Elementary Student Desk Adjustable	200
Middle and High School Student Desk	1217*
Boxed Student Desk	95
File Cabinet 4-drawer (Metal)	30
Storage Cabinet 2-drawer (Metal)	4
File Cabinet 2 Drawer	1
Stage Lighting Unit	1
Middle School Chairs	1000*
Student Chairs w/Plastic Back and Seat	172
Student Chair Wooden	30
Office Desk Wooden	3
Washing Machine	2
Dryer	1
Stove Range	2
Ice Machine	3
Legal File Cabinet 4-Drawer	1
Refrigerator	1
Lounge Chairs (Blue)	8
Double Stack Oven Cafeteria	1
Cafeteria Serving Line	1
Cafeteria Electric Deep Fryers	4
TV Carts	100
Activity Boards	45

*Desk and chairs be replaced at four middle schools



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Date: June 15, 2015

Durham Public Schools ADMINISTRATIVE SERVICES COMMITTEE PRECIS

Agenda Item: Construction Management Services – 2015-2016 Contract Extension

Staff Liaison Present: Hugh Osteen
Jon Long

Phone # 560-3831
560-2216

Main Points:

- Durham Public Schools’ construction program is entering the last phase of bond projects that will continue through the 2015-2016 fiscal year.
- The original contract with Heery International, as amended, continues through June 30, 2015. This includes full time resources provided consistently over the last eight years.
- It is further recommended to extend Heery’s contract through September 4, 2015 to provide continuity of services for successful implementation of the program, including new projects resulting from the reallocation of funds from High School ‘A’.
- Heery has adjusted the assigned resources commensurate with the project requirements and has maintained unit costs for professional services at the 2013/2014 rates.

Administration submits the attached addendum for discussion and subsequent approval.

Fiscal Implications:

These services are critical to a successful program and are covered by capital funding.

Strategic Plan Alignment:

III.4 – Implement educational specifications for designing and renovating school facilities.

Purpose

Information **Discussion** **Action** **Consent**

Reviewed by: **Finance** _____ **Attorney** _____

**Extension of Services for
Construction Program Management Contract
July 1, 2015 through September 4, 2015**

Heery International will provide staff augmentation services within Construction & Capital Planning in support of the bond program and other projects for the period of July 1, 2015 through September 4, 2015. This includes three (3) full time Project Managers with specific project assignments and periodic support from other personnel to complete projects underway.

Based on currently known projects and schedules, a not to exceed fee of \$90,560 is recommended for the 2014-2015 extension. The cost rate (per hour worked) remains unchanged from Heery's previous amendment. Funding is provided by the 2007 bond (including the reallocated funds from High School 'A'), approved Public School Building Capital Funds and each non-bond project (Local Capital). Project Management time is billed directly to each project.

**Addendum
To
Program Management Consultant Services Agreement**

Durham Public Schools Board of Education and Heery International, P.C. hereby agree to extend the original contract agreement dated July 1, 2008 as amended through June 30, 2014, for additional time through September 4, 2015. The agreement will use the 2012/2013 fixed billing rates as proposed for a not-to-exceed value of \$90,560. All other conditions and terms continue to apply.

Heery International, P.C.

Date

Durham Public Schools Board of Education

Date



One Vision. One Durham.

Date: June 15, 2015

Durham Public Schools ADMINISTRATIVE SERVICES COMMITTEE PRECIS

Agenda Item: Annual Security Contract

Staff Liaison Present:	Hugh Osteen	Phone# 560-3831
	Scott Denton	560-3822
	Tina Ingram	560-3607

Main Points:

- The Security Department submits the following annual contract for review and approval:

North Carolina Detective Agency (NCDA) Burglar Alarm Response

- There are no material changes in the contract partners or the partnership agreement.

Administration submits this item for discussion and subsequent approval.

Fiscal Implications:

The contract will increase by \$23,622 to a total amount of \$148,782 for the 2015-2016 year. Funding for the increase will come from software and security phones savings.

Purpose

Information **Discussion** **Action** **Consent**

Reviewed by: **Finance** _____ **Attorney** _____

SERVICE CONTRACT
North Carolina Detective Agency

DURHAM PUBLIC SCHOOLS
FULLER BUILDING
511 CLEVELAND STREET
DURHAM NC 27702

THIS CONTRACT is made, and entered into this the ___ day of _____ 2015, by and between North Carolina Detective Agency a company duly authorized to do business in the state of North Carolina, (hereinafter referred to as “NCDA”) and Durham Public Schools (hereinafter referred to as “DPS”). This Amended Contract supercedes and replaces any existing agreements between the parties.

For and in consideration of mutual promises to each as herein after set forth, the adequacy of which is hereby expressly acknowledged, the parties hereto do mutually agree as follows:

- 1. SCOPE OF SERVICES.** NCDA shall provide the following services during the Contract term. Time is of the essence with respect to all provisions of this Contract that specify a time for performance. The term “Security Officer” refers to NCDA’s employees who provide any services pursuant to this contract.

A. ALARM RESPONSE

- i. North Carolina Detective Agency shall provide a fully qualified Security Officer/Guard to render security services, including alarm response services at all buildings owned by the Durham Public School System, between the hours of 4:00pm to 7:30am Monday through Thursday, 4:00pm Friday through 7:30am Monday, with twenty four hour coverage on weekends holidays, and designated closings., in accordance with all applicable laws and regulations, including but not limited to Chapter 74C of the North Carolina General Statutes and all applicable laws and all regulations of the State of North Carolina Private Protective Service Board regulations.
- ii. North Carolina Detective Agency shall provide a uniformed unarmed security officer to respond to each alarm within 20 minutes unless weather or traffic conditions make such a response time impossible. If the officer is detained at a site, the Supervisor will assume the task of responding to burglar alarm activations until the officer is available to resume his duties.
- iii. In the event of an alarm, North Carolina Detective Agency employees will determine the cause of the alarm, and act as follows:
 - a) If the alarm is false, the North Carolina Detective Agency employee will reset the alarm and lock the building. A notice will be sent electronically to the DPS Security Office by 8:00 am the following morning.
 - b) If the alarm is caused by a burglary or any other event which caused damage, North Carolina Detective Agency shall call the responding public law enforcement office and notify the DPS designee. Upon request, the North Carolina Detective Agency shall remain on the scene to assist the DPS designee when he or she arrives.
 - c) North Carolina Detective Agency shall provide a written report, on a form to be provided by DPS, for each response call.
- iv. North Carolina Detective Agency shall conduct five security checks on at least a nightly basis on random buildings owned by DPS. North Carolina Detective Agency shall provide DPS with a written report of these security checks on a daily basis.

2. **TERM OF CONTRACT.** The Term of this contract for services is from July 1, 2015 to June 30, 2016 unless sooner terminated as provided herein.
3. **PAYMENT TO NCDA.** NCDA shall be paid only for services actually performed.
 - A. For services performed pursuant to Paragraph 1(A), DPS shall pay North Carolina Detective Agency as follows: \$12,398.50 per month
 - B. DPS agrees to pay NCDA promptly upon receipt and approval of the invoice by DPS. NCDA will submit an invoice to DPS by the end of the month during which Services are performed.
4. **INDEPENDENT CONTRACTOR.** NCDA and DPS agree that NCDA is an independent contractor and will not represent itself as an agent or employee of DPS for any purpose in the performance of NCDA'S duties under this Contract.

NCDA, as an independent contractor, will perform the Services required hereunder in a professional manner and in accordance with the standards of applicable professional organizations and licensing agencies.

5. **INSURANCE AND INDEMNITY.** To the fullest extent permitted by any applicable laws and regulations, NCDA will indemnify and hold harmless the DPS and its officials, agents, and employees from and against all claims, damages, losses, and expenses, direct, indirect, or consequential arising out of or resulting from NCDA'S performance of this Contract or the actions of the NCDA or its officials, employees, or contractors under this Contract or under contracts entered into by the NCDA in connection with this Contract. This indemnification shall survive the termination of this Contract and shall specifically include, but not be limited to, any claims, damages, losses, and expenses, direct, indirect, or consequential arising out of or resulting from the use of force by a Security Officer providing services under this Contract.

In addition, NCDA will comply with the North Carolina Workers' Compensation Act and will provide workers' compensation to its employees in the manner and to the extent required by such act.

Additionally, NCDA will maintain the following insurance coverage:

\$1,000,000 per occurrence/ \$2,000,000 aggregate---Bodily Injury Liability, and
\$1,000,000---Property Damage Liability, or
\$1,000,000 per occurrence /\$2,000,000 aggregate---Combined Single Limit Bodily Injury
and Property Damage

The Durham Public Schools Board of Education shall be named as an additional insured on all such insurance contracts, except for Worker's Compensation insurance. DPS shall also receive thirty (30) day notice of cancellation of any such policies.

NCDA, upon execution of this Contract, will furnish to DPS with one or more Certificates of Insurance reflecting the minimum limits stated above. All such insurance will meet all laws of the State of North Carolina. Such insurance coverage will be obtained from companies that are authorized to provide such coverage and that are

authorized by the Commissioner of Insurance to do business in North Carolina. North Carolina Detective Agency shall also ensure that all North Carolina Detective Agency employees providing services to DPS pursuant to this Contract are bonded in an amount no less than \$1,000,000.

6. **HEALTH AND SAFETY.** NCDA will be responsible for initiating, maintaining and supervising all safety precautions and programs required by OSHA and all other regulatory agencies for the performance of services under this Contract.
7. **CRIMINAL BACKGROUND CHECKS.** NCDA shall conduct criminal background checks on each of its employees who will perform any services on DPS property or at DPS events. NCDA shall provide documentation that criminal background checks were conducted on each of its employees prior to each employee's first assignment to DPS property or events, and shall refuse to so assign any person convicted of a felony of any other crime, whether misdemeanor or felony, that indicates that the person poses a threat to DPS property or to the physical safety of students, school personnel, or others. Such checks shall be updated at least annually and shall include pre-assignment and annual checks of the State Sex Offender and Public Protection Registration Program, the State Sexually Violent Predator Protection Program, and the national Sex Offender Registry. NCDA shall not assign any employee or agent to provide services pursuant to this Contract if (1) said worker appears on any of the listed registries; (2) said worker has been convicted of a felony; or (3) said worker has been convicted of any crime, whether misdemeanor or felony, involving sex, violence, or drugs. DPS reserves the right to prohibit any individual employee of NCDA from providing services on DPS property or at DPS events if DPS determines, in its sole discretion, that such employee poses a threat to DPS property or to the safety or well-being of students, DPS personnel, or others. NCDA shall require any Security Officers providing services under this Contract to notify NCDA immediately if the Security Officer is charged or convicted with any crime other than minor traffic offenses. NCDA shall immediately share this information with DPS and will carefully evaluate whether the Security Officer has become disqualified to continue providing services under this Contract. Nothing in this section shall be construed to abridge DPS's right to require NCDA to provide a substitute Security Officer if DPS determines, in its sole discretion, that doing so in the best interest of the school system.
8. **LUNSFORD ACT.** NCDA acknowledges that N.C. General Statute 14-208.18 prohibits anyone required to register as a sex offender under Article 27A of Chapter 14 of the General Statutes from knowingly being on the premises of any place where minors are taught or congregate. NCDA assumes responsibility to ensure that its employees are in compliance with G.S. 14-208.18 at all times while providing services on DPS property or at DPS events.
9. **PERSONNEL.** Each of NCDA's employees providing services under this Contract shall be fully trained, qualified, and capable of performing the services described herein with the highest degree of skill, safety, integrity, and professionalism. Security Officers will be highly trained and will possess all requisite licenses. Security Officers will not carry firearms while on DPS property. This contract does not limit the ability of Security Officers with a valid concealed handgun permit to store a handgun in a closed compartment or container within the Security Officer's locked vehicle or in a locked container securely affixed to the Security Officer's vehicle pursuant to G.S. 14-269.2(k) (effective Oct. 1, 2013). NCDA warrants that Security Officers will have a high degree

of expertise in the safe and appropriate care and handling of firearms, will at all times be in possession of all licenses and training required of them by law and by NCDA's policies in regards to the possession and use of weapons. NCDA further warrants that each Security Officer will be fully informed of all applicable laws and regulations regarding the use of force and shall be extensively trained in the lawful and appropriate use of force. DPS may direct that any individual Security Officer will not be permitted to provide services under this Contract if DPS, in its sole discretion, determines that doing so in the best interest of the school system. In the event DPS makes such a determination, NCDA will provide a fully-qualified substitute Security Officer upon receiving twenty-four (24) hours notice from DPS. No Security Officer shall provide services on DPS property or at DPS events without prior DPS approval, but such approval shall in no way and under no circumstances shift any responsibility for the actions or conduct of any Security Officer to DPS.

10. CONDUCT ON SITE. Security Officers shall wear uniforms, provided by NCDA at no additional cost to DPS, at all times while providing services on DPS property or at DPS events. Security Officers shall maintain a neat, clean, and professional appearance and shall conduct themselves responsibly and professionally at all times. Security Officers shall not use alcohol, tobacco, illegal drugs, or profanity while on DPS property or at DPS events. Security Officers will not provide services at DPS property or at DPS events while intoxicated, even if the intoxication is caused by the use of over-the-counter or prescription drugs. If a Security Officer providing services under this Contract is taking medication that could potentially impair his or her performance, he or she shall inform the designated DPS official(s) immediately. Security Officers will comply with all applicable DPS policies while providing services on DPS property or at DPS events. NCDA shall be responsible for ensuring that its Security Officers are familiar with these policies, which are available online at <http://www.dpsnc.net/about-dps/district-policies>. NCDA shall be solely responsible for the conduct and actions of its employees while they are providing services under this Contract.

11. DRUG AND ALCOHOL TESTING.

- A. PRE-SERVICE.** Before any Security Officer begins providing services under this Contract, NCDA shall, at its sole expense, arrange for a comprehensive drug and alcohol assessment of that employee. The result of this drug and alcohol assessment shall be transmitted directly from the laboratory conducting the testing to DPS at least ten (10) days prior to the first day the Security Officer first provides services under this Contract.
- B. POST-ACCIDENT.** Following any accident in which a Security Officer providing services under this Contract causes harm of any kind to DPS staff, visitors, or property, DPS may require that Security Officer to undergo, at NCDA's sole expense, a drug and/or alcohol assessment within twenty-four (24) hours notice at a laboratory of DPS's choice.
- C. REASONABLE SUSPICION.** At any time during the term of this Contract, DPS may require any Security Officer performing services under this Contract to undergo, at NCDA's sole expense, a drug and/or alcohol assessment at a laboratory of DPS's choice, based on DPS's or NCDA's reasonable suspicion that the Security Officer may have performed services under the influence of drugs or alcohol.
- D. RANDOM TESTING.** DPS may, at any time, require that a Security Officer providing services under this Contract, submit to a random drug and/or alcohol assessment. DPS shall pay the costs associated with any such random test.

- E. APPROVED LABORATORIES.** Any and all drug or alcohol assessments conducted pursuant to this Contract shall be conducted by a laboratory certified by the National Institute on Drug Abuse and approved in advance by DPS, and the results shall be transmitted directly from the laboratory to the designated representative of DPS. As a condition of their assignment, NCDA will require its Security Officers performing services under this Contract to sign a release authorizing the results of such assessments to be transmitted directly from the laboratory to DPS.
- F. TEMPORARY AND PERMANENT SUSPENSION OF SECURITY OFFICERS.** No Security Officer required to undergo a drug or alcohol assessment under this section shall be permitted to resume providing services until the assessment results have been received by DPS and DPS has notified NCDA in writing that the Security Officer may resume providing services. No person shall be permitted to provide services under this Contract whose assessment indicates illegal drug use or excessive use of alcohol or prescription or non-prescription drugs (a “positive result”).
- 12. NON-DISCRIMINATION IN EMPLOYMENT.** NCDA will not discriminate against any employee or applicant for employment because of age, sex, race, creed, national origin, or disability. NCDA will take affirmative action to ensure that qualified applicants are employed and that employees are treated fairly and legally during employment with regard to their age, sex, race, creed, national origin, or disability.
- 13. GOVERNING LAW.** This Contract shall be governed by and in accordance with the laws of the State of North Carolina. All actions relating in any way to this Contract shall be brought in the General Court of Justice in the County of Durham and the State of North Carolina.
- 14. TERMINATION OF CONTRACT.** This Contract may be terminated, without cause, by either party upon sixty (60) days written notice to the other party. This termination notice period shall begin upon receipt of the notice of termination. Such a termination does not bar either party from pursuing a claim for damages for breach of the contract; provided, however, that termination on sixty (60) days written notice shall not, in itself, constitute such a breach.
- This Contract may be terminated, for cause, by the non-breaching party notifying the breaching party of a substantial failure to perform in accordance with the provisions of this Contract and if the failure is not corrected within ten (10) days of the receipt of the notification. Upon such termination, the parties shall be entitled to such additional rights and remedies as may be allowed by relevant law.
- 15. COMPLIANCE WITH LAWS.** NCDA represents that it is in compliance with all Federal, State, and local laws, regulations or orders, as amended or supplemented. The implementation of this Contract shall be carried out in strict compliance with all applicable Federal, State, or local laws, regulations, and ordinances.
- 16. NOTICES.** All notices which may be required by this contract or any rule of law shall be effective when received by certified mail sent to the following addresses:

**CONTRACTOR: North Carolina Detective Agency
ATTN: Roger Ladd**

2102 Fay Street
Durham, NC 27704

**DURHAM PUBLIC SCHOOLS
SECURITY DEPARTMENT
ATTN: Tina Ingram
1817 Hamlin Road
DURHAM, NC 27704**

- 17. NCDA and DPS shall supersede all prior understandings and agreements relating to the subject matter hereof. This Contract may be amended only by written mutual agreement of the parties.
- 18. **SEVERABILITY.** Unless otherwise expressly provided herein, the rights of the parties hereunder are several rights, not rights jointly held with each other or with any other party. Any invalidity, illegality or limitation of the enforceability of any part of this Agreement, whether arising by reason of law or otherwise, shall in no way affect or impair the validity, legality or enforceability of this Agreement in all other respects.
- 19. **NONASSIGNMENT.** NCDA shall not assign, subcontract, or otherwise transfer any interest in this contract without the prior approval of DPS.
- 20. **CONTRACT FUNDING.** It is understood and agreed between NCDA and DPS that DPS's payment obligation under this contract is contingent upon the availability of appropriated funds from which payment for contract purposes can be made.

IN TESTIMONY WHEREOF, the parties have expressed their agreement to these terms by causing this Service Contract to be executed by their duly authorized office or agent.
North Carolina Detective **AGENCY**

By: _____
Authorized Representative

Print Name: _____

Title: _____

DURHAM PUBLIC SCHOOLS

By: _____
Authorized Representative

Print Name: _____

Title: _____

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

Finance Officer

Date

Durham Public Schools ADMINISTRATIVE SERVICES COMMITTEE PRECIS

Agenda Item: 2016-17 Bell Schedule Proposals

Staff Liaison Present: Hugh Osteen
G. Scott Denton

Phone # 560-3831
560-3822

Main Points:

- At the April 9, 2015 meeting, the Board requested staff to bring bell schedule alternatives to the June 15 Administrative Services Committee Meeting for consideration.
- Bell schedule changes adopted by the Board will be implemented at the beginning of the 2016-17 school year.

Administration submits this item for discussion and subsequent approval.

Fiscal Implications:

Fiscal implications vary and are described in the Executive Summary for each alternative presented.

Purpose

Information **Discussion** **Action** **Consent**

Reviewed by: **Finance** _____ **Attorney** _____

Executive Summary

2016-2017 Bell Schedule Alternatives

At the April, 2015 Administrative Services Committee Meeting (the Committee), directed administration to bring back bell schedule alternatives to consider for the 2016-2017 school year. Alternatives include the previously considered options of moving start times later in the day for all schools and “flipping” bell times so that high/middle school students start times are later in the day while elementary school students start times would begin earlier in the day. Additional options to consider include leaving middle school students at a 7:30 a.m. start time, moving high school students to a 9:00 a.m. start time and staggering start times for elementary school students.

In addition, during the last meeting, a desire was expressed to increase the length of day for elementary school students. One of the options moves the length of day for all students to 7 hours. The bell schedule alternatives are shown below with a listing of advantages and disadvantages for each.

Option 1: The Shift – Start times begin 30 minutes later for all schools.

Advantages

- Satisfies BOE resolution to start all high/middle schools no earlier than 8 a.m.
- No added cost or change in efficiency for Transportation.
- Minimal impact to other departments / after school activities (sports, jobs, etc.).
- Later pick-ups reduce wait times for students in the dark.

Disadvantages

- Reduces time available for after school activities, particularly for elementary schools.
- Continues current Transportation patterns, which include multiple double runs.
- Later start times for elementary may negatively affect breakfast programs.
- Community Education has some concerns about a later start time at elementary schools.

Notes: Lengthening the school day is possible with this scenario, but annual cost to Transportation would be approximately \$454,400. Also, elementary schools would dismiss at 4:30 p.m. which magnifies the impact of any disadvantages.

Option 2A: The Flip – High/Middle Schools start later; Elementary Schools start earlier.

Advantages

- Lessens the need for before school care for parents.
- Provides additional time in the afternoons for Transportation to arrive on time at schools.

Disadvantages

- Continues current Transportation patterns, which include multiple double runs.
- Only partially satisfies the BOE resolution to start all high/middle schools no earlier than 8 a.m. This option moves two of our high schools to an earlier start time. DSA and SCS are moved to a 7:30 start time due to requirement to add 40 buses.
- NOAH (No one at home) concerns rise due to older siblings remaining in school till later in the day.
- Transportation incurs cost of up to \$454,400. 30 minutes per day per bus added to accommodate high school/middle school 9 a.m. start time resulting in added salary/benefits cost for bus drivers.
- Eliminates transportation provided for early release for high school students during exams.
- Impact on after school activities increases for secondary schools.
- PLC students currently ride home on DSA buses. The bell times would no longer permit this arrangement which will affect p.m. transportation for PLC students.
- Safety concerns for younger students waiting for buses early in the a.m.

Notes: A 7:45 a.m. start time at Elementary Schools requires a 9:00 a.m. start for middle/high schools. Routes are longer and require more time to ensure on time arrival.

Option 3A: The Multi-Tier – Middle schools start early; high schools start later; elementary bell times are staggered.

Advantages

- Provides a way for Transportation to address on time arrival issues created by years of added programs and services.
- Cost neutral for Transportation.
- Provides additional time in the afternoons for Transportation to arrive on time at schools.

Disadvantages

- Partially satisfies BOE resolution as middle schools remain at a 7:30 a.m. start time.
- NOAH (No one at home) concerns rise due to older siblings remaining in school till later in the day.
- Mixes elementary and middle school students at the same bus stops.
- Eliminates transportation provided for early release for high school students during exams.
- Impact on after school activities increases for secondary schools, including requirement for staff to potentially stay later after events, practices, games, etc.
- Later start times for elementary may negatively affect breakfast program.
- Community Education has some concerns about a later start time for elementary schools.

Notes: Pairing of year round schools together creates transportation efficiency and reduced cost.

Option 3B: The Multi-Tier – Same as Option 3A; School day lengthened to 7 hours a day for all schools.

Advantages

- Increases instructional time for elementary and middle schools to 7 hours per day.
- Provides a way for Transportation to address on time arrival issues created by years of added programs and services.
- Provides additional time in the afternoons for Transportation to arrive on time at schools.

Disadvantages

- Partially satisfies BOE resolution; middle schools remain at a 7:30 a.m. start time.
- Transportation incurs cost of up to \$227,000; average of 15 minutes per day per bus added to accommodate high school 9 a.m. start time resulting in added salary/benefits cost for bus driver.
- NOAH (No one at home) concerns rise due to older siblings remaining in school until later in the day.
- Eliminates transportation provided for early release for high school students during exams.
- Impact on after school activities increases for secondary schools, including requirement for staff to potentially stay later after events, practices, games, etc.
- Later start times for elementary may negatively affect breakfast program.
- Community Education has some concerns about a later start time for elementary schools.

Notes: Pairing of year round schools together creates transportation efficiency and reduced cost.

Other Considerations

Any changes to bell schedules will also have the following considerations:

- School crossing guard schedules will change
- School zone flashing signs/hours will change
- Later dismissal times will cause buses to be caught more in traffic, particularly on longer routes
- Changes to bell schedules result in changes in personal schedules for parents, students and staff
- Community Education programs will be impacted significantly, even with a 30 minute change

Durham Public Schools 2016/17 Proposed Bell Schedules

School	2015/16 Schedule	Option 1: Shift	Option 2: Flip	Option 3A: Multi Tier	Option 3B: Multi Tier LOD
Elementary Schools					
Bethesda	9:00 - 3:30	9:30 - 4:00	7:45 - 2:15	7:45 - 2:15	7:45 - 2:45
Creekside	9:00 - 3:30	9:30 - 4:00	7:45 - 2:15	7:45 - 2:15	7:45 - 2:45
Easley	9:00 - 3:30	9:30 - 4:00	7:45 - 2:15	7:45 - 2:15	7:45 - 2:45
Eastway	8:30 - 3:00	9:00 - 3:30	8:15 - 2:45	8:30 - 3:00	8:30 - 3:30
Eno Valley	9:00 - 3:30	9:30 - 4:00	7:45 - 2:15	8:30 - 3:00	8:30 - 3:30
Forest View	9:00 - 3:30	9:30 - 4:00	7:45 - 2:15	9:15 - 3:45	9:15 - 4:15
Fayetteville St.	9:00 - 3:30	9:30 - 4:00	7:45 - 2:15	7:45 - 2:15	7:45 - 2:45
Glenn	9:00 - 3:30	9:30 - 4:00	7:45 - 2:15	8:30 - 3:00	8:30 - 3:30
Hillandale	9:00 - 3:30	9:30 - 4:00	7:45 - 2:15	8:30 - 3:00	8:30 - 3:30
Holt	9:00 - 3:30	9:30 - 4:00	7:45 - 2:15	7:45 - 2:15	7:45 - 2:45
Hope Valley	9:00 - 3:30	9:30 - 4:00	7:45 - 2:15	8:30 - 3:00	8:30 - 3:30
Lakewood	9:00 - 3:30	9:30 - 4:00	7:45 - 2:15	7:45 - 2:15	7:45 - 2:45
Mangum	9:00 - 3:30	9:30 - 4:00	7:45 - 2:15	7:45 - 2:15	7:45 - 2:45
Merrick-Moore	9:00 - 3:30	9:30 - 4:00	7:45 - 2:15	7:45 - 2:15	7:45 - 2:45
Morehead	9:00 - 3:30	9:30 - 4:00	7:45 - 2:15	9:15 - 3:45	9:15 - 4:15
Oak Grove	9:00 - 3:30	9:30 - 4:00	7:45 - 2:15	7:45 - 2:15	7:45 - 2:45
Parkwood	9:00 - 3:30	9:30 - 4:00	7:45 - 2:15	7:45 - 2:15	7:45 - 2:45
W. G. Pearson	9:00 - 3:30	9:30 - 4:00	7:45 - 2:15	7:45 - 2:15	7:45 - 2:45
Pearsontown	9:00 - 3:30	9:30 - 4:00	7:45 - 2:15	9:15 - 3:45	9:15 - 4:15
E. K. Powe	9:00 - 3:30	9:30 - 4:00	7:45 - 2:15	9:15 - 3:45	9:15 - 4:15

Durham Public Schools 2016/17 Proposed Bell Schedules

School	2015/16 Schedule	Option 1: Shift	Option 2: Flip	Option 3A: Multi Tier	Option 3B: Multi Tier LOD
Sandy Ridge	9:15 - 3:45	9:45 - 4:15	7:45 - 2:15	7:45 - 2:15	7:45 - 2:45
Y. E. Smith	8:30 - 4:00	9:00 - 4:30	7:45 - 3:15	8:45 - 4:15	8:45 - 4:15
Southwest	9:00 - 3:30	9:30 - 4:00	7:45 - 2:15	8:30 - 3:00	8:30 - 3:30
C. C. Spaulding	9:00 - 4:00	9:30 - 4:30	7:45 - 2:45	9:15 - 4:15	9:15 - 4:15
Spring Valley	9:00 - 3:30	9:30 - 4:00	7:45 - 2:15	7:45 - 2:15	7:45 - 2:45
* Burton	9:00 - 3:30	9:30 - 4:00	8:00 - 2:30	9:15 - 3:45	9:15 - 4:15
* R. N. Harris	8:45 - 3:15	9:15 - 3:45	7:45 - 2:15	9:00 - 3:30	9:00 - 4:00
** Club Boulevard	9:00 - 3:30	9:30 - 4:00	7:45 - 2:15	7:45 - 2:15	7:45 - 2:45
** George Watts	9:00 - 3:30	9:30 - 4:00	7:45 - 2:15	7:45 - 2:15	7:45 - 2:45

*/** Magnet Schools share buses for efficiency!

Middle Schools					
Brogden	7:30 - 2:20	8:00 - 2:50	9:00 - 3:50	7:30 - 2:20	7:30 - 2:30
Carrington	7:30 - 2:20	8:00 - 2:50	9:00 - 3:50	7:30 - 2:20	7:30 - 2:30
Githens	7:30 - 2:20	8:00 - 2:50	9:00 - 3:50	7:30 - 2:20	7:30 - 2:30
Lakewood	7:30 - 2:20	8:00 - 2:50	9:00 - 3:50	7:30 - 2:20	7:30 - 2:30
Little River (K-8)	9:00 - 3:50	7:55 - 2:45	8:55 - 3:45	7:25 - 2:15	7:25 - 2:25
Lowe's Grove	7:30 - 2:20	8:00 - 2:50	9:00 - 3:50	7:30 - 2:20	7:30 - 2:30
Lucas	7:30 - 2:20	8:00 - 2:50	9:00 - 3:50	7:30 - 2:20	7:30 - 2:30
Neal	7:20 - 2:25	7:50 - 2:55	8:50 - 3:55	7:30 - 2:35	7:30 - 2:30
Rogers-Herr	7:30 - 2:20	8:00 - 2:50	9:00 - 3:50	7:30 - 2:20	7:30 - 2:30
Shepard	7:40 - 2:30	8:10 - 3:00	9:10 - 4:00	7:40 - 2:30	7:40 - 2:40

**Durham Public Schools
2016/17 Proposed Bell Schedules**

School	2015/16 Schedule	Option 1: Shift	Option 2: Flip	Option 3A: Multi Tier	Option 3B: Multi Tier LOD
Secondary Schools					
Durham School of the Arts	8:45 - 3:45	9:15 - 4:15	7:30 - 2:30	9:15 - 4:15	9:15 - 4:15
School for Creative Studies	9:00 - 4:00	9:30 - 4:30	7:30 - 2:30	9:00 - 4:00	9:00 - 4:00
Lakeview at Red Mill	7:30 - 2:30	8:00 - 3:00	9:00 - 4:00	9:00 - 4:00	9:00 - 4:00
Lakeview Learning Ctr.	7:45 - 2:30	8:00 - 2:45	8:00 - 2:45	8:00 - 2:45	8:00 - 2:45
Second Chance Academy	7:30 - 2:20	8:00 - 2:50	9:00 - 3:50	7:30 - 2:20	7:30 - 2:30
High Schools					
City of Medicine Academy	7:30 - 2:30	8:00 - 3:00	9:00 - 4:00	9:00 - 4:00	9:00 - 4:00
Hillside	7:30 - 2:30	8:00 - 3:00	9:00 - 4:00	9:00 - 4:00	9:00 - 4:00
Holton Career Ctr.	10:30 - 3:00	10:30 - 3:00	10:30 - 3:00	10:30 - 3:00	10:30 - 3:00
J. D. Clement Early College	7:20 - 2:15	7:50 - 2:45	8:50 - 3:45	8:50 - 3:45	8:50 - 3:50
Jordan	7:30 - 2:30	8:00 - 3:00	9:00 - 4:00	9:00 - 4:00	9:00 - 4:00
Northern	7:30 - 2:30	8:00 - 3:00	9:00 - 4:00	9:00 - 4:00	9:00 - 4:00
Middle College High School	12:00 - 5:30	12:00 - 5:30	12:00 - 5:30	12:00 - 5:30	12:00 - 5:30
Performance Learning Ctr (Holton)	8:00 - 3:00	8:30 - 3:30	9:00 - 4:00	9:05 - 4:05	9:05 - 4:05
Riverside	7:30 - 2:30	8:00 - 3:00	9:00 - 4:00	9:00 - 4:00	9:00 - 4:00
Southern	7:30 - 2:30	8:00 - 3:00	9:00 - 4:00	9:00 - 4:00	9:00 - 4:00



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Date: June 15, 2015

Durham Public Schools Administrative Services Committee PRECIS

Agenda Item: Textbook Recommendations for K-12 Mathematics Adoption

Staff Liaison Present: Carol White, Ed.D.
Timothy Gibson

Phone #: (919) 560-2755

Main Points:

- Staff is presenting the K-5 mathematics materials and 6-12 mathematics textbooks that are being recommended for adoption. These textbooks are on the state adopted list.
- The administration presents this item for discussion and subsequent approval.

Fiscal Implications

- State textbook dollars will support this purchase.

<u>Purpose</u>			
Information <input type="checkbox"/>	Discussion <input checked="" type="checkbox"/>	Action <input type="checkbox"/>	Consent <input type="checkbox"/>
Reviewed by:	<input type="checkbox"/> Finance:	<input type="checkbox"/> Attorney:	

Textbook Recommendations for K-12 Mathematics Adoption

**Administrative Services Committee
June 15, 2015**

Tim Gibson

Director of Teaching and Learning(K-5)

Carol White, Ed.D.

Director of Teaching and Learning (6-12)

Textbook Considerations

Aligned to NC

Timeline
Established

Involved
Teachers

More options for
Secondary

Pending
Curriculum
Changes for
Elementary

Final Elementary Selections:

- K-5 Math Kits
- Ready resource materials aligned to North Carolina Standards

Final Secondary Selections:

Book Selection	Math Courses
Carnegie Learning	6-8 Mathematics
Integrated Math Courses	Math I, II, III
Math of Our World	Advanced Function in Math
Discrete Math Through Applications	Discrete
Excursions in Modern Math	Discrete
Pre-calculus	Pre-calculus
Calculus with Single Variable	Calculus
The Practice of Statistics	AP Statistics

Cost proposal:

Grade Span	Total
K-1	\$107,000.00
2-5	\$244,602.50
Total Elementary Cost	\$400,651.05
6-8	\$647,695.83
9-12	\$744,303.10
Secondary Volume Discount	\$40,586.23
Total Secondary Cost	\$1,351,412.70
Total Cost	\$1,752,063.75

- Cost is inclusive of shipping and tax

Annual Recurring Cost: Elementary

- Books are consumable by students
- Access to online resources is for 12 months
- Some items in kits are consumable

Annual Recurring Cost: Secondary

- Cost of consumables are included in the total value for the five year adoption cycle
- Consumables will be shipped each year at no charge
- There will be a cost for additional books if enrollment increases

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QUESTIONS

Date: June 15, 2015



Durham Public Schools ADMINISTRATIVE SERVICES COMMITTEE PRECIS

Agenda Item: Board Committee Structure and Schedule

Staff Liaison Present: Hugh Osteen **Phone #** 560-3831

Main Points:

- At the May 28, 2015 board meeting, options for adjusting the format and schedule on board and committee meetings were discussed.
- The Board decided to explore two options - one committee and two committees per month.
- Changes to the committee structure will also require several policy revisions.

Administration submits this item for discussion and subsequent approval.

Fiscal/Goal Implications:

None

Purpose

Information **Discussion** **Action** **Consent**

Reviewed by: **Finance** _____ **Attorney** _____



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SAMPLE ONLY –OPTION I

Work Session A G E N D A

**Durham Public Schools Board of Education
June 1, 2015**

Fuller Administration Building, 511 Cleveland Street, Durham, NC

1. Call to Order 3:00 p.m.
2. Moment of Silence
3. Agenda Review and Approval
4. Public Comment
5. Work Session Minutes
 - (Date)
6. **Administrative Services**
 - I. Operational Services
 - a. Oak Grove Kitchen Bids
 - b. Githens Middle School-Toilet Renovations Project
 - c. Little River Kitchen Elementary-Bids for Kitchen Upgrades
 - d. New Elementary “C” – Utility Easement
 - e. Follow-Up Items
 - II. Financial Services
 - a. Budget Amendment #2
 - b. Follow-Up Items

(Recess if needed)
7. **Academic Services**
 - a. 2015 - 2016 Contract for Museum of Life and Science
 - b. 2015 -2016 Contract for Communities in Schools
 - c. Follow-Up on Local Assessments
 - d. Exceptional Children’s Update
 - e. Follow-Up Items
8. (If other major topics need to be placed separately, they could be added here with public comment)
9. Adjournment

Board Committee Structure and Schedule

Option 1

One Committee/Work Session

Calendar “A” – Thursdays

July	7	Tuesday	Organizational Meeting
August	13	Thursday	Work Session
	27	Thursday	Board Meeting
September	10	Thursday	Work Session
	24	Thursday	Board Meeting
October	8	Thursday	Work Session
	22	Thursday	Board Meeting
November	5	Thursday	Work Session
	19	Thursday	Board Meeting
December	3	Thursday	Work Session
	17	Thursday	Board Meeting
January	14	Thursday	Work Session
	28	Thursday	Board Meeting
February	11	Thursday	Work Session
	25	Thursday	Board Meeting
March	10	Thursday	Work Session
	24	Thursday	Board Meeting
April	14	Thursday	Work Session
	28	Thursday	Board Meeting
May	12	Thursday	Work Session
	26	Thursday	Board Meeting
June	9	Thursday	Work Session
	23	Thursday	Board Meeting

Board Committee Structure and Schedule

Option 1

One Committee/Work Session

Calendar “B” – Mondays

July	7	Tuesday	Organizational Meeting
August	10	Monday	Work Session
	24	Monday	Board Meeting
September	14	Monday	Work Session
	28	Monday	Board Meeting
October	12	Monday	Work Session
	26	Monday	Board Meeting
November	2	Monday	Work Session
	16	Monday	Board Meeting
December	30 (Nov)	Monday	Work Session
	14	Monday	Board Meeting
January	11	Monday	Work Session
	25	Monday	Board Meeting
February	8	Monday	Work Session
	22	Monday	Board Meeting
March	7	Monday	Work Session
	21	Monday	Board Meeting
April	11	Monday	Work Session
	25	Monday	Board Meeting
May	9	Monday	Work Session
	23	Monday	Board Meeting
June	6	Monday	Work Session
	20	Monday	Board Meeting

Board Committee Structure and Schedule

Option 2

Two Committees

Calendar “A” – Thursdays

July	7	Tuesday	Organizational Meeting
August	6	Thursday	Academics Committee
	13	Thursday	Operations Committee
	27	Thursday	Board Meeting
September	3	Thursday	Academics Committee
	10	Thursday	Operations Committee
	24	Thursday	Board Meeting
October	1	Thursday	Academics Committee
	8	Thursday	Operations Committee
	22	Thursday	Board Meeting
November	5	Thursday	Academics Committee
	12	Thursday	Operations Committee
	19	Thursday	Board Meeting
December	3	Thursday	Academics Committee
	10	Thursday	Operations Committee
	17	Thursday	Board Meeting
January	7	Thursday	Academics Committee
	14	Thursday	Operations Committee
	28	Thursday	Board Meeting
February	4	Thursday	Academics Committee
	11	Thursday	Operations Committee
	25	Thursday	Board Meeting
March	3	Thursday	Academics Committee
	10	Thursday	Operations Committee
	24	Thursday	Board Meeting
April	7	Thursday	Academics Committee
	14	Thursday	Operations Committee
	28	Thursday	Board Meeting

May	5	Thursday	Academics Committee
	12	Thursday	Operations Committee
	26	Thursday	Board Meeting
June	2	Thursday	Academics Committee
	9	Thursday	Operations Committee
	23	Thursday	Board Meeting

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Board Committee Structure and Schedule

Option 2

Two Committees

Calendar “B” – Mondays

July	7	Tuesday	Organizational Meeting
August	3	Monday	Academics Committee
	10	Monday	Operations Committee
	24	Monday	Board Meeting
September	8	(Tuesday)	Academics Committee
	14	Monday	Operations Committee
	28	Monday	Board Meeting
October	5	Monday	Academics Committee
	12	Monday	Operations Committee
	26	Monday	Board Meeting
November	2	Monday	Academics Committee
	9	Monday	Operations Committee
	16	Monday	Board Meeting
December	30 (Nov)	Monday	Academics Committee
	7	Monday	Operations Committee
	14	Monday	Board Meeting
January	4	Monday	Academics Committee
	11	Monday	Operations Committee
	25	Monday	Board Meeting
February	1	Monday	Academics Committee
	8	Monday	Operations Committee
	22	Monday	Board Meeting
March	7	Monday	Academics Committee
	14	Monday	Operations Committee
	28	Monday	Board Meeting
April	4	Monday	Academics Committee
	11	Monday	Operations Committee
	25	Monday	Board Meeting

May	2	Monday	Academics Committee
	9	Monday	Operations Committee
	23	Monday	Board Meeting
June	6	Monday	Academics Committee
	13	Monday	Operations Committee
	27	Monday	Board Meeting

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Date: June 15, 2015

Durham Public Schools
ADMINISTRATIVE SERVICES COMMITTEE
PRECIS

Agenda Item: Board of Education Policy 2230 - *Board Committees* - First Reading

Staff Liaison Present: Hugh Osteen Phone: (919) 560-3831
Dr. Deborah Pitman (919) 560-2554

Main Points:

- The administration submits Policy 2230 - *Board Committees* for first reading based on recommendations from the North Carolina School Boards' Association.
- New Policy 2230 - *Board Committees* incorporates existing policies:
 - Policy 1230 - *Board Committees*,
 - Policy 1231 - *Board Standing Committees*, and
 - Policy 1232 - *Board Committee Operations*
- The attached Correlation Table highlights the reasons for the revisions.
- The administration is presenting *Policy 2230 - Board Committees* for discussion and subsequent board approval.

Fiscal Implications:

- None

Purpose

Information

Discussion

Action

Consent

Reviewed by:

Finance ___ **Attorney** ___

BOARD COMMITTEES

Policy Code:

2230

The purpose of committees appointed by the board is to facilitate the efficient and thorough discussion and transaction of business by the board.

A. STANDING COMMITTEES

The board will organize standing committees for the purpose of conducting thorough deliberations and investigations of issues and informing and recommending action to the board as appropriate.

Standing committees of the board are: Administrative Services, Instructional Services, and Support Services.

The chairperson and vice-chairperson of each standing committee and the members of that committee will be named by the chairperson of the board no later than the board's first regular meeting in August on an annual basis. These committees will consist of a chairperson and as many board members as the board deems appropriate, but no fewer than four. With board approval, the committees may be enlarged to include non-board members. The assignment of individual board members to these committees will be published each year. Any board member attending a committee meeting may be appointed by the committee chairperson as a committee member for that meeting if such appointment is necessary to constitute a quorum.

The committee chairperson will preside at all committee meetings and be responsible for reporting to the board on the activities of the committee. The committee chairperson will call meetings and ~~approve~~establish an agenda for each committee meeting. The meeting agendas are established by the committee chairperson and that includes any item suggested by the superintendent or designee, with input from any committee member, or board member.

The board chairperson and the superintendent will be ex-officio members of each committee. The superintendent or designee shall assist the chairperson of each standing committee ~~in the preparation of the agenda and~~ in ensuring that information is available to the committee during its deliberation of issues. The contact person for assistance for each standing committee will be the superintendent or that specific staff member designated by the superintendent to serve as liaison person for that standing committee.

The agenda order shall be as follows, unless modified by a majority of the board:

- (a) Call to order and determination of a quorum
- (b) Moment of silence
- (c) Agenda review and approval
- (d) Public comment
- (e) Approval of minutes
- (f) Presentation of items for consent, action, or other information items

(g) Adjournment

A standing committee may only make recommendations to the board and has no authority to act on behalf of the board unless specifically authorized by law, board policy, or the board.

B. AD HOC COMMITTEES

As time and situations demand, ad hoc committees may be appointed by the chairperson with the approval of the board. These committees will consist of a chairperson and as many board members as the board deems appropriate, but no fewer than four. With board approval, the committees may be enlarged to include non-board members. Ad hoc committees have no final authority and are subordinate and advisory to the board.

C. ~~OPEN MEETINGS LAW~~ BOARD COMMITTEE OPERATIONS

Upon unanimous agreement by committee members, items may be sent to the board and recommended for action on the consent agenda of a board meeting. Upon majority agreement by committee members, items may be sent to the board and recommended for discussion and action by the board. If a committee votes negatively on an item before it, this action will be reported to the board at its next regular meeting. If an item is referred to a committee by the board, the committee shall report the outcome of its consideration to the board.

All committees of the board are public bodies within the meaning of the North Carolina Open Meetings Law and are subject to all requirements of that law pertaining to notice, closed sessions, minutes, voting, and penalties (see policy 2320, Compliance with the Open Meetings Law).

Legal References: G.S. 115C-36; 143-318.9 *et seq.*

Cross References: Compliance with the Open Meetings Law (policy 2320), Closed Sessions (policy 2321)

Adopted:

BOARD COMMITTEES*Policy Code:***2230**

The purpose of committees appointed by the board is to facilitate the efficient and thorough discussion and transaction of business by the board.

A. STANDING COMMITTEES

The board will organize standing committees for the purpose of conducting thorough deliberations and investigations of issues and informing and recommending action to the board as appropriate.

Standing committees of the board are: Administrative Services, Instructional Services, and Support Services.

The chairperson and vice-chairperson of each standing committee and the members of that committee will be named by the chairperson of the board no later than the board's first regular meeting in August. . These committees will consist of a chairperson and as many board members as the board deems appropriate, but no fewer than four. With board approval, the committees may be enlarged to include non-board members. The assignment of individual board members to these committees will be published each year. Any board member attending a committee meeting may be appointed by the committee chairperson as a committee member for that meeting if such appointment is necessary to constitute a quorum.

The committee chairperson will preside at all committee meetings and be responsible for reporting to the board on the activities of the committee. The committee chairperson will call meetings and approve an agenda for each committee meeting. The meeting agendas are established by the committee chairperson and superintendent or designee with input from any committee member or board member.

The board chairperson and the superintendent will be ex-officio members of each committee. The superintendent or designee shall assist the chairperson of each standing committee in ensuring that information is available to the committee during its deliberation of issues. The contact person for assistance for each standing committee will be the superintendent or that specific staff member designated by the superintendent to serve as liaison person for that standing committee.

The agenda order shall be as follows, unless modified by a majority of the board:

- (a) Call to order and determination of a quorum
- (b) Moment of silence
- (c) Agenda review and approval
- (d) Public comment
- (e) Approval of minutes
- (f) Presentation of items for consent, action, or other information items
- (g) Adjournment

A standing committee may only make recommendations to the board and has no authority to act on behalf of the board unless specifically authorized by law, board policy, or the board.

B. AD HOC COMMITTEES

As time and situations demand, ad hoc committees may be appointed by the chairperson with the approval of the board. These committees will consist of a chairperson and as many board members as the board deems appropriate, but no fewer than four. With board approval, the committees may be enlarged to include non-board members. Ad hoc committees have no final authority and are subordinate and advisory to the board.

C. BOARD COMMITTEE OPERATIONS

Upon unanimous agreement by committee members, items may be sent to the board and recommended for action on the consent agenda of a board meeting. Upon majority agreement by committee members, items may be sent to the board and recommended for discussion and action by the board. If a committee votes negatively on an item before it, this action will be reported to the board at its next regular meeting. If an item is referred to a committee by the board, the committee shall report the outcome of its consideration to the board.

All committees of the board are public bodies within the meaning of the North Carolina Open Meetings Law and are subject to all requirements of that law pertaining to notice, closed sessions, minutes, voting, and penalties (see policy 2320, Compliance with the Open Meetings Law).

Legal References: G.S. 115C-36; 143-318.9 *et seq.*

Cross References: Compliance with the Open Meetings Law (policy 2320), Closed Sessions (policy 2321)

Adopted:

BOARD COMMITTEES

Standing committees of the Board shall be established as outlined in Policy 1231. Temporary committees may be formed for specific duties with the approval of the Board. These committees shall consist of a chairperson and as many Board members as the Board deems appropriate, but no fewer than four. With Board approval, temporary committees may be enlarged to include persons not members of the Board. Temporary committees established by the Board have no final authority. Their acts are subordinate and advisory.

1230.1 All committees shall comply with the Open Meetings Law.

Legal Reference: G.S. 115C-36

Approved: July 2, 1992

Revised: December 9, 1992

Revised Effective: July 1, 1999

Revised: September 9, 2004

BOARD STANDING COMMITTEES

The Durham Public Schools Board of Education shall have standing committees to consider, and discuss policy and governance issues that may need extensive deliberations prior to presentation to the entire board. The purpose of the standing committees is to conduct thorough deliberations of these issues and to bring to the board the results of their deliberations with the committee's recommendation for board action, if needed.

- 1231.1 Creation of standing committees shall be a function of the board. Standing committees of the board are: Administrative Services, Instructional Services, and Support Services.
- 1231.2 The chairperson and vice chairperson of each standing committee and the members of that committee shall be named by the chairperson of the board no later than the Board's first regular meeting in August.
- 1231.3 The committee chairperson shall preside at all committee meetings and be responsible to the board on the activities of the committee. The committee chairperson shall call meetings and approve an agenda for each committee meeting. The meeting agendas are established by the committee chairperson and superintendent (or designee) with input from any committee member or the board.
- 1231.4 The agenda order shall be as follows, unless modified by a majority of the board:
 - (a) Call to order and determination of a quorum
 - (b) Moment of silence
 - (c) Agenda review and approval
 - (d) Public comment
 - (e) Approval of minutes
 - (f) Presentation of items for consent, action, or other information items
 - (g) Adjournment
- 1231.5 The superintendent shall perform as an ex officio member of all committees.
- 1231.6 The chairperson of the board shall be an ex officio member of all committees.
- 1231.7 Any board member attending a committee meeting may be appointed by the committee chairperson as a committee member, if such appointment is necessary to constitute a quorum.
- 1231.8 The contact person for assistance for each standing committee shall be the superintendent or that specific staff member designated by the superintendent to serve as liaison person for that standing committee.

1231.9 A standing committee may only make recommendations to the board and has no authority to act on behalf of the board except as may be authorized in policy or specifically granted by the board.

Cross Reference Policies: 1230, 1232
Legal Reference: G.S. 1 15C-36
Adopted Effective: September 9, 2004
Revised Effective: January 24, 2008
Revised Effective: June 17, 2010

Policy 1232**BOARD COMMITTEE OPERATIONS**

The purpose of standing or ad hoc committees appointed by the Durham Public Schools Board of Education is to facilitate the efficient and thorough discussion and transaction of business by the board.

1232.1 Upon unanimous agreement by committee members, items may be sent to the board and recommended for action on the consent agenda of a Board of Education Meeting.

1232.2 Upon majority agreement by committee members, items may be sent to the board and recommended for discussion and action by the board.

1232.3 If a committee votes negatively on an item before it, this action shall be reported to the board at its next regular meeting.

1232.4 If an item is referred to a committee by the board, the committee shall report the outcome of its consideration to the board.

Legal Reference: G.S.115C-47(18)
Adopted Effective: September 9, 2004

Durham Public Schools Policy Manual
CORRELATION TABLE
Section 2000

Draft Policy #	Draft Policy Title	Current Policy #	Notes for Consideration
<i>Officers and Committees</i>			
2230	Board Committees	1230, 1231, 1232	<ul style="list-style-type: none"> • We added information from your old policies 1230, 1231, and 1232. Please review this policy carefully and let us know if you would like additional information included. • Your old policy 1231 states that any board member attending a committee meeting may be appointed by the committee chair as a committee member if necessary to make quorum. That policy did not specify if the appointment was indefinitely or only for that meeting. We added the information to this policy but clarified that the appointment was only for the meeting. Let us know if this was not your intent.

Board of Education
Policy 2230 - Board Committees

Administrative Services Committee
June 15, 2015

Policy 2230 - Board Committees

- Introduction links to old Policy 1230 *Board Committees*
- Section A links to old Policy 1231 *Board Standing Committee*
- Section B outlines Ad Hoc Committees - New
- Section C links to old Policy 1232 *Board Committee Operations*
- *Clarify: If quorum needed, Committee Chair may appoint a board member as a member of Committee **for that meeting** (not indefinitely)*

Discussion