



A G E N D A

**Durham Public Schools Board of Education
Administrative Services Committee
October 9, 2014
Fuller Administration Building, 511 Cleveland Street, Durham, NC**

1. Call to Order 4:30 p.m.
2. Moment of Silence
3. Agenda Review and Approval
4. Administrative Services Committee Meeting Minutes
 - September 11, 2014
5. Public Comment
6. **Financial Services**
 - a. Budget Advisory Committee (BAC)
Operational Services
 - a. School Bus Discipline and Safety
7. Follow-Up Items
8. Adjournment

Mission Statement

In collaboration with our community and parents, the mission of Durham Public Schools is to provide all students with an outstanding education that motivates them to reach their full potential and enables them to discover their interests and talents, pursue their goals and dreams, and succeed in college, in the workforce and as engaged citizens.

Date: October 9, 2014



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 meeting minutes:

- September 11, 2014

Fiscal/Goal Implications:

None

Recommendation	
Information	<input type="checkbox"/>
Discussion	<input type="checkbox"/>
Action	<input checked="" type="checkbox"/>
Consent	<input type="checkbox"/>

MINUTES
Administrative Services Committee of the
Durham Public Schools Board of Education
September 11, 2014

The Administrative Services Committee of the Durham Public Schools Board of Education held a meeting on Thursday, September 11, 2014 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; Heidi Carter and Matt Sears.

Administrators Present

Dr. Bert L'Homme, Superintendent; Hugh Osteen, Deputy Superintendent of Operational Services; Scott Denton, Assistant Superintendent of Auxiliary Services; Chrissy Pearson, Chief Communication Officer; Elaine Batten, Director of Information Technology; and Kenneth Barnes, Executive Director of Maintenance Services.

Attorney Present

Benita Jones

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 requested to add an item (Raleigh Dingman Award) to the agenda after public comment. Board members unanimously approved this additional item be added.

Minutes Review

Mr. Sears made a motion to approve the minutes; seconded by Ms. Carter. The motion was adopted.

Public Speakers

None

Raleigh Dingman Award

Ms. Beyer shared that the Raleigh Dingman Award is the highest honor bestowed on a North Carolina school board member each year. Ms. Beyer explained that the award is named in honor of Raleigh Dingman, North Carolina School Board Association's first full-time executive secretary.

Ms. Beyer stated that she would like to request that the board members consider nominating Heidi Carter, Board Chair for this prestigious award. This request was unequivocally confirmed by Mr. Sears and Mr. Lee.

Trees Across Durham Program

Tobin Freid, Sustainability Manager for the City and County gave a detailed PowerPoint presentation regarding Trees Across Durham Program. Ms. Freid stated that the partnership program promotes planting new trees and improving our environment. Ms. Freid shared that Durham Public Schools has been an integral part of the program. Ms. Freid gave accolades to Aaron Rider, Grounds Supervisor for Maintenance Services and Jack Romeyn, grounds employee for Maintenance Services for their support of the partnership.

A few highlights included:

- 1000+ trees have been planted.
- 29 Elementary school campuses have benefitted as a result of the partnership.
- Over 1000 tree seedlings have been given away to the public.

This is for the board's information.

Paperless Board Meeting Initiative Update

Mr. Denton shared that both laptops and Chromebooks were considered and evaluated to see which device would best serve board meeting needs. Mr. Denton explained that the Chromebooks were selected over laptops due to ease of use, quicker power up solution and relative low cost.

Mr. Denton explained that training will be provided to Board of Education members individually in consideration of each member's technology skill level. Mr. Denton stated that all board meeting contents will be stored on the Durham Public Schools portal.

Mr. Denton shared that the total cost of the project will be approximately \$4,000. Mr. Denton stated that staff will provide estimated cost savings on converting to a paperless agenda.

This is for the board's information.

Blackboard Connect Contract

Ms. Pearson stated that the contract for Blackboard Connect provides the licenses, maintenance, and support for the ConnectEd communications system tool. Ms. Pearson shared that ConnectEd is a web-based messaging system that provides parents, community, employees and students with essential information via telephone calls for outreach, emergency, and attendance purposes as well as other areas of needed communications.

Ms. Pearson explained that it is integrated with our PowerSchool and Human Resource Management System (HRMS) to ensure up-to-date and accurate calling data.

Ms. Batten shared that we have had the product since 2005-06. Ms. Batten explained that this is a sole source contract. Ms. Batten stated that the cost of the Blackboard Connect contract for 2014-15 is \$121,782. Ms. Batten explained that the contract cost is based on average daily membership and would be used to calculate the subsequent contract renewal expense. Ms. Batten stated that this one-year contract, with the option to administratively renew annually for an additional 2 years, is needed to maintain the confirmed use of this system.

Mr. Sears expressed concern regarding the cost of the contract. Mr. Sears shared that he would suggest after the one-year contract is completed, that a cost comparison be done to see if other vendors would offer competitive rates.

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

Follow-Up Items

1. Text-a-Tip (Bullying)
2. Holton Usage (Mr. Osteen will forward by email)

The meeting adjourned at 5:30 pm.

Natalie Beyer, Committee Chair

Hugh Osteen, Deputy Superintendent of Operations



Date: October 9, 2014

Durham Public Schools ADMINISTRATIVE SERVICES COMMITTEE PRECIS

Agenda Item: Budget Advisory Committee (BAC)

Staff Liaison Present: Aaron J. Beaulieu

Phone # 560-3544

Main Points:

- Attached are the scheduled months for the Budget Advisory Committee to meet and the current members and their representation.

Administration submits this current Budget Advisory Committee member list and schedule for discussion and subsequent approval.

Fiscal Implications:

None

Strategic Plan Alignment:

None.

Purpose

Information

Discussion

Action

Consent

Reviewed by:

Finance _____

Attorney _____

Durham Public Schools

Budget Advisory Committee Members 2014-15

BOE Representative	Deborah Bryson
BOE Representative	David Smith
BOE Representative	Allan Lang
BOE Representative	Michael Tharp
BOE	Vacant
County Commissioner	Brenda Howerton
County Commissioner	Michael Page
Principal	David Hawks
DAE	Andrea Underwood
DAE	LaToya McCrimmon
PTA	Vacant
DPS	Bert L'Homme
DPS	Aaron Beaulieu
DPS	Paul LeSieur
DPS	Denise Johnson-Moore
PICE	Chrissy Pearson

FY 2015-16 Budget Calendar

(Budget Activities during FY 2014-15 to Prepare Budget for FY 2015-16)

August	<ul style="list-style-type: none"> Budget Amendment #3 presented for 2013-14.
September	<ul style="list-style-type: none"> Review and analyze 2014-15 first month membership (20-day ADM).
September	<ul style="list-style-type: none"> Review 2013-14 vendor history.
September	<ul style="list-style-type: none"> Review current salary and non-salary allotments.
October	<ul style="list-style-type: none"> Review program and department budget.
November	<ul style="list-style-type: none"> BOE work session to review FY 2014-15 Budget Resolution and appropriation of fund balance.
November	<ul style="list-style-type: none"> Budget Advisory Committee Meeting.
December	<ul style="list-style-type: none"> BOE work session to review 2013-14 Comprehensive Annual Financial Report and set Budget Priorities and Guiding Principles for FY 2015-16 Budget.
January	<ul style="list-style-type: none"> Meet with senior staff, directors, principal's advisory group, and Durham Association of Educators (DAE) representative to review budget process and begin planning for FY 2015-16. These meetings will be continuous throughout the process.
January	<ul style="list-style-type: none"> Student projections by schools finalized so that staffing allocations can be projected.
January	<ul style="list-style-type: none"> Budget Advisory Committee Meeting.
February	<ul style="list-style-type: none"> Budget Amendment #1 for 2014-15 presented and projections of current budget balances.
February	<ul style="list-style-type: none"> Senior Staff, Directors, Coordinators, Principal's Advisory Group, and DAE provide their budget recommendations.
February	<ul style="list-style-type: none"> BOE work session to review salary and non-salary allotments.
February	<ul style="list-style-type: none"> Budget Advisory Committee meeting.
February	<ul style="list-style-type: none"> Solicit additional feedback and suggestions from schools and departments on any proposed increases/reductions.
March	<ul style="list-style-type: none"> Develop Proposed Budget FY 2015-16 and present draft of budget.
March	<ul style="list-style-type: none"> Planning allotments for staffing and non-salary will be provided to schools.
March	<ul style="list-style-type: none"> Budget Amendment #2 for 2014-15 presented and projections of current budget balances.
April	<ul style="list-style-type: none"> Staff will review and prepare related board materials.
April	<ul style="list-style-type: none"> Budget Advisory Committee Meeting.
April	<ul style="list-style-type: none"> BOE work session to present Proposed Budget FY 2015-16.
May	<ul style="list-style-type: none"> Public Hearing and BOE Budget Work Session.
May	<ul style="list-style-type: none"> Special Called Meeting to adopt the Proposed Budget FY 2015-16.
May	<ul style="list-style-type: none"> Board of Education's Budget due to Commissioners per General Statute by May 15.
Late May/Early June	<ul style="list-style-type: none"> Joint meeting with Commissioners. Date TBD.
June	<ul style="list-style-type: none"> Interim Budget Resolution presented for 2015-16 Budget.

BOE work sessions for dedicated budget related topics



One Vision. One Durham.

Date: October 9, 2014

Durham Public Schools ADMINISTRATIVE SERVICES COMMITTEE PRECIS

Agenda Item: School Bus Discipline and Safety

Staff Liaison Present:	Hugh Osteen	Phone #	560-3831
	G. Scott Denton		560-3822
	Marlon Watson		560-3822

Main Points:

- Durham Public Schools transports approximately 18,000 students daily on over 260 buses.
- Many standards, procedures and systems are in place to provide a safe environment for students and drivers.
- The administration will provide an overview of current and proposed measures related to bus safety.

Administration submits this overview for information.

Fiscal Implications:

Most measures have no fiscal implication. Capital funds continue to support camera equipment on buses.

Purpose

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

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

Transportation Services

Review of School Bus Safety Practices

Transportation Services' core mission is to provide safe and on time transportation daily for our students. The following safety and discipline practices are currently used by the Durham Public Schools Transportation Department.

1. Driver training occurs annually.
 - Safety meetings twice per year, including:
 - Review of Driver Handbook including accident procedures.
 - All items on the back to school checklist for bus driver meetings.
 - Passenger stop review, including check traffic and mirrors before activating bus stop lights/sign (DMV School Bus and Traffic Safety).
 - Student Discipline Training (Driver responsibilities).
 - Required completion of Safe Schools on-line training, including:
 - Bus Behavior and Discipline (continuous training).
 - Bullying (continuous training).
 - Defensive Driving.
 - Transportation Safety.
2. Updated Student Discipline Guidelines for use by school administration (August, 2014).
 - Discipline rubric aligns with Board Policy.
 - Assigned seats for every bus.
 - Bus Mentor program implemented.
 - Places experienced drivers with drivers/routes in need of professional development or assistance with student management.
3. NOAH (No One at Home) process used by all drivers for K-3.
4. Conduct bus evacuations twice per year as required by DPI.
5. Cameras on school buses.
 - Remaining buses completed by December 2014.
 - Stop arm cameras on 3 buses; 2 additional units approved by DPI.
 - Protocol established for management of bus camera systems.
 - Monitors will be assigned to buses with incidents until resolution.
6. Drug Testing in place for all drivers as required by DOT regulations.
7. GPS installed on every bus.
8. 30 day inspection program as required by DPI for mechanical safety.
9. CPI Training (Conflict, Prevention, Intervention) for all EC drivers and safety assistants.
10. Physical standards testing to be implemented by DMV on January 15, 2015.
11. Accident procedures updated in April, 2014.
 - Communications protocol clarified.
 - Principal's responsibilities documented.