

MINUTES
DURHAM PUBLIC SCHOOLS
BOARD OF EDUCATION
OPERATIONAL SERVICES & POLICY WORK SESSION MINUTES
June 15, 2017

The Durham Public Schools Board of Education held its regular monthly Operational Services & Policy Work Session on Thursday, June 15, 2017 at 4:32 p.m. at 511 Cleveland Street, Durham, NC in room 307.

Board Members Present: Mike Lee, Chair; Natalie Beyer, Vice-Chair; Bettina Umstead; Steve Unruhe Xavier Cason; and Matt Sears

Administration Present: Dr. Bert L’Homme, Superintendent; Aaron Beaulieu, Interim Deputy Superintendent of Operational Services; Dr. Stacey Wilson-Norman, Deputy Superintendent of Academic Services; Dr. Debbie Pitman Assistant Superintendent of Student Services; William Sudderth, III, Chief Communications Officer

Attorney Present: Ava Dubuisson

Call to Order

Chair Xavier Cason called the meeting to order and presided over a moment of silence.

Agenda Review Approval

Steve Unruhe Natalie Beyer and Aaron Beaulieu recommended pulling and moving the following items from the agenda as follows:

Agenda Item #7, Consent Items

- a. Budget Amendment# 2{2016-2017} (Moved to Item #10i on agenda.)
- b. NCSBA Policy 3640/5130 - Student Voter Registration (Moved to Item #10h and place on the full Board Meeting agenda for action on June 22nd.)
- I. Bid for High School Track Repairs – Southern, Hillside, Riverside (Moved to Item #10f.)
- j. Bid for High School Track Repairs – Jordan (Moved Item #10g.)
- m. Blackboard Website Hosting (Due to technicality, pulled and place on full Board Meeting agenda on June 22nd.)

Matt Sears recommended adding a Discussion Item between #10 and # 11 to discuss July work sessions.

Natalie Beyer, Vice Chair, made a motion to approve the agenda as amended. Bettina Umstead seconded. The motion passed unanimously.

Operational Services & Policy Work Session Minutes

- May 11, 2017

Steve Unruhe made a motion to approve the Operational Services & Policy Work Session minutes as presented. *Natalie Beyer* seconded and the motion passed unanimously.

General Public Comment

There was person signed up for General Public Comment.

Allison Swain (DEA Committee member) thanked the Board Members and Administration for taking the DEA Committee recommendations seriously on protecting immigrants and tracking all warrants. She stated policies need to include all Law Enforcement Agencies and all students should have due process.

6. Recognitions

a. Transportation Recognitions

Recommendation: Information/Discussion

Public Comment: None

Aaron Beaulieu, Interim Deputy Superintendent of Operational Services, asked Scott Denton to present the Transportation Recognitions.

Scott Denton thanked the Board for allowing the Transportation Recognitions be presented at the Operational Services & Policy Work Session. Scott introduced the following employees for outstanding transportation service:

- William Wrenn - Driver of the Year for Southeast Transportation
- Willie Anne Johnson – Monitor of the Year for Southeast Transportation
- Dennis Alston – Driver of the Year for Southwest Transportation
- Lakisha Dawson – Monitor of the Year for Southwest Transportation
- Dannie Johnson – Driver of the Year for Northern Transportation
- Susan Beierholm – Monitor of the Year for Northern Transportation
- Tony Carter – Mechanic of the Year

Aaron Beaulieu thanked all the honorees for attending to be recognized.

Aaron Beaulieu asked for a motion to approve the remaining Consent Items left on the agenda:

7c. W. G. Pearson Elementary – Duke Energy Easement

Recommendation: Action

Public Comment: None

7d. Lottery Application for Riverside High School Partial Roof Replacement

Recommendation: Action

Public Comment: None

- 7e. **Lottery Project Closures**
Recommendation: Action
Public Comment: None

- 7f. **Bid for Southern Regional Bus Lost Paving**
Recommendation: Action
Public Comment: None

- 7g. **Bid for Middle School Gym Renovations**
Recommendation: Action
Public Comment: None

- 7h. **Bid for Boiler Replacement –Watts Elementary**
Recommendation: Action
Public Comment: None

- 7k. **Bid for Harris Elementary Roof Replacement**
Recommendation: Action
Public Comment: None

- 7l. **Contract for Eno Valley Renovations – Design**
Recommendation: Action
Public Comment: None

Steve Unruhe made a motion to approve the remaining Consent Items and thanked the leadership for organizing the Consent Items. Bettina Umstead seconded.

Chair Xavier asked for discussion on the motion.

Natalie Beyer stated that big project items need to be highlighted on each PRECIS so the people in the community will be aware when work begins on the different campuses.

Chair Xavier asked for additional discussion on the motion. Since there was not any more discussion, the motion passed unanimously.

8. Financial Services

- a. **Zero-Based Budget Committee Recommendations**
Recommendation: Information/Discussion
Public Comment: None

Aaron Beaulieu introduced each member on the Zero-Based Budget Committee and thanked them for their dedication serving on the committee. Aaron introduced to committee members to give an update on the Zero-Based Budget Committee.

Julie Edmonds, committee member, presented highlights on the name changed from the Budget Advisory Committee to the Zero-Based Budget Committee.

Emily Chavez, committee member, presented highlights on the recommendations process.

Aaron Beaulieu stated the handouts sent to the board members show the use of the matrix, responsibility of employees and staff, and the phasing of the process which will take two years to implement the recommendations.

Chair Xavier Cason asked Aaron Beaulieu and the Committee to review the recommendations presented and bring them back to the Board.

b. Financial Education Strategy Ad Hoc Committee Recommendations

Recommendation: Action

Public Comment: None

Aaron Beaulieu introduced and thanked each committee member on the Financial Education Strategy Ad Hoc Committee. Aaron stated this committee was formed in April 2017 to design an educational outreach campaign to equip teachers and staff with resources to help plan for future retirement needs and offer high quality financial education programming. Aaron asked Amy Simonson with Access Management to present on the Ad Hoc Committee Recommendations.

Amy Simonson, Access Management, gave an overview on teachers and staff future retirement needs and high quality financial education programming.

Aaron Beaulieu asked the Board's approval to use the \$200,000 stock fund to reinvest and start the two-year pilot Financial Education and Wellness Program to employees. He stated this program could help with the retention of employees. Aaron reported by using these funds would not cost the taxpayers or school district.

Steve Unruhe made a motion to move forward with the funding from the Financial Education Strategy Ad Hoc Committee to support the Financial Education and Wellness Program. Mike Lee seconded and the motion passed unanimously.

9. Board Items

a. Protecting the Rights of Students: Revision of Policy 4321 – Investigations and Arrests by Law Enforcement

Recommendation: Action

Public Comment: None

Dr. Deborah Pitman, Assistant Superintendent – Specialized Services, presented a second reading on protecting the Rights of Student: Revision Policy 4321 – Investigations and Arrests by Law Enforcement. She stated the first reading was on April 3, 2017 at the Academic and Student Services Work Session and highlighted the changes recommended by the Board from that work session. Dr. Pitman also highlighted training for school and district personnel, including SROs,

on Policy 4321 and the Family Educational Rights and Privacy Act. She reported administration worked with the school district's attorney and law enforcement to further refine components within the policy to strengthen protecting student rights. Dr. Pitman discussed the 2017-2018 New Required Training, which involves:

- "Face to Face" with Principals, Assistant Principals, Central Services
- "Face to Face" with Office Staff, Data Managers, School Registrars, Record's Specialists, Counselors, Social Workers, ESL Resource Center Staff
- "Face to Face" with school staff (Teachers, Classified, Athletic Advisors, Arts/Clubs Leaders)

The content will cover:

- Family Educational Rights and Privacy Act (FERPA)
- Handling student information & confidentiality
- Warrants & Investigations, Miranda Rights
- Plyler v. Doe
- Enrollment/admissions and undocumented status
- Opt-out Rights and Forms (Student Directory Information, Military Recruiters, Colleges)

Mike Lee made a motion to approve the Revision of Policy 4321 – Investigations and Arrests by Law Enforcement. *Natalie Beyer* seconded and the motion passed unanimously.

10. Operational Services

a. Custodial Contract Extension & Program Update

Recommendation: Action

Public Comment: One

Theosilaer Bishop II, Custodian-Lead, Maintenance Service, stated he has been at Hillandale Elementary for 20 years and would like to see custodial services brought back in-house within the schools. Theo reported custodial contract services have deteriorated over the years.

Brian Calloway, Coordinator of Energy & Sustainability, Maintenance Services, discussed concerns with consultant reporting and outsourcing. He stated in-house full-time employees cost the schools \$9.1 million and the out-of-house workers cost \$7.89 million. He stated that outsourcing is a profit margin. Brian Calloway suggested reallocate bond funds, and the three percent classified supplement should be revoked for anyone over \$60,000.

Aaron Beaulieu informed the Board the administration seeks a six-month extension of the current custodial contract with Service Solutions until December 31, 2017 and will be no added cost to DPS. He stated the primary purpose is to avoid any loss in service or quality during the critical summer months.

Mike Lee asked Kenneth Barnes, Executive Director – Maintenance Services, for his recommendation. He stated he looks to the administration as experts.

Kenneth Barnes recommended extending the Custodial Contract for the next six months. He stated the buildings are cleaner with out-sourcing services. He also recommended searching for another vendor during the next six months.

Matt Sears made a motion to extend the Custodial Contract Extension to Service Solutions for six months. Natalie Beyer seconded and the motion passed unanimously.

b. Security Contract Renewal
Recommendation: Action
Public Comment: None

Tina Ingram, Director of Security, discussed and requested the contract renewal for the NC Detective Agency (NCDA) Burglar Alarm Response. She stated there are no material changes in the contract partner or partnership.

Natalie Beyer made a motion to approve the renewal of the NC Detective Agency (NCDA) Burglar Alarm Response. Bettina Umstead seconded and the motion passed unanimously.

c. Contract for Northern High School Replacement – Site Survey
Recommendation: Action
Public Comment: None

Jon Long, Executive Director of Construction, discussed the contract the Northern High School Replacement –Site Survey. He stated the survey provided physical data for the existing property and will be used for the development of design plans for the new Northern High School. Jon Long stated qualified architectural firms were selected through a publicly advertised Request for Qualifications issued in January 2017, and SEPI Engineering & Construction, Inc. is selected for the project. He stated that the contract is within the project budget, and the Minority Business Enterprise participation is 100%.

Natalie Beyer made a motion to approve the contract to SEPI Engineering & Construction for the Northern High School Replacement – Site Survey. Mike Lee seconded and the motion passed unanimously.

d. Contract for Northern High School Replacement – Design
Recommendation: Action
Public Comment: None

Jon Long, Executive Director of Construction, discussed the contract for the Northern High School Replacement – Design consulting services. He stated the age and condition of the existing school make the replacement necessary. He informed the Board that the architect selected will provide complete construction documents, assist during the project bid/award phase, and provide construction administration for the project. Jon stated Moseley Architects is selected for the project and the Minority Business Enterprise participation is 20%.

Steve Unruhe made a motion to accept the contract to Moseley Architects for Northern High School Replacement-Design. Natalie Beyer seconded and the motion passed unanimously.

e. Contract for Northern High School Replacement – CMAr

Recommendation: Action

Public Comment:

Jon Long, Executive Director of Construction, discussed the contract for the Northern High School Replacement – CMAr for construction management services. He stated qualified construction management firms were identified through a publicly advertised Request for Qualifications in February and March of 2017, and Barnhill Contracting Company is selected for the project with Minority Business Enterprise participation currently 20%. Jon informed the Board that the contract covers the construction of the project through the final completion. He stated this award only authorizes the Construction Manager to proceed with the Pre-Construction scope as identified in the contract for the lump sum amount of \$154,164 based on a preliminary Guaranteed Maximum Price (GMP) of \$43,000,000. He also stated that the final GMP for construction will be set subsequent to bidding by a Change Order authorized by the Board.

Steve Unruhe made a motion to accept the contract to Barnhill Contracting Company for Northern High School Replacement-Design. Natalie Beyer seconded and the motion passed unanimously.

f. Bid for High School Track Repairs – Southern, Hillside and Riverside

Recommendation: Action

Public Comment: None

Jon Long, Executive Director of Construction, discussed the track repairs at Southern, Hillside, and Riverside High Schools. He stated the age and condition of the track surface make the upgrade necessary. He stated Americourt Sport Surfaces, Inc. is selected for the project with a Minority Business Enterprise participation of 0%.

Steve Unruhe made a motion to approve the contract to Americourt Sport Surfaces, Inc. for Southern, Hillside and Riverside. Mike Lee seconded and the motion passed unanimously.

g. Bid for High School Track Repairs – Jordan

Recommendation: Action

Public Comment: None

Jon Long, Executive Director of Construction, discussed the track repairs at Jordan. He stated the age and condition of the track surface make the upgrade necessary. He stated Baseline Sports Construction, LLC is selected for the project with a Minority Business Enterprise participation of 0%.

Steve Unruhe made a motion to approve the contract to Baseline Sports Construction, LLC for Jordan High School. Mike Lee seconded and the motion passed unanimously.

h. N.C. School Boards Association Policy 3640/5310 – Student Voter Registration
Recommendation: Information/Discussion
Public Comment: None

Dr. Deborah Pitman, Assistant Superintendent of Specialized Services, discussed Policy 3640/5130-Student Voter Registration for consideration in the schools. She stated this policy is being presented as the first reading to the Board.

Dr. Kelvin Bullock, Executive Director for Equity Affairs, stated that the policy on Student Voter Registration is already in line with the practice what is being done in the schools. He stated a resolution has already been adopted for registering students to vote.

Natalie Beyer made a motion to move Policy 3640/5310 to the agenda's Consent Item on the for action to the full Board on June 22nd. Bettina Umstead seconded and the motion passed unanimously.

i. Budget Amendment #2 (2016-2017)
Recommendation: Information/Discussion
Public Comment: None

Aaron Beaulieu presented highlights of the Budget Amendment #2 and asked for approval.

Matt Sears made a motion to approve Budget Amendment #2. Steve Unruhe seconded and the motion passed unanimously.

j. Organizational Work Session and Closed Session Meetings
Recommendation: Information/Discussion
Public Comment: None

Matt Sears opened up the discussion regarding having a Board Meeting in July.

Steve Unruhe made a motion to have an Organizational Work Session Meeting on Tuesday, July 18th at 4:30 p.m. and followed by a Closed Session Meeting. Mike Lee seconded and the motion passed unanimously.

11. Follow-Up Items Update

Aaron Beaulieu gave an update on the Substitute Teachers Committee that was formed and lead by Kim Hager, Interim Executive Director of Human Resource. The purpose of this committee is to strategize processes to continue the work to improve the district's results for teacher substitutes.

Follow-Up Items for Next Meeting

- Administrative Review on Zero-Based Budget
- Substitute Teachers Committee

Having no further business, the meeting adjourned at approximately 7:33 p.m.

Michael Lee, Board Chair
Durham Public Schools Board of Education

Dr. Bert L'Homme
Superintendent