AGENDA
Durham Public Schools Board of Education
Academic and Student Services Work Session
June 2, 2016
Fuller Administration Building, 511 Cleveland Street, Durham, NC

1. Call to Order
2. Moment of Silence
3. Agenda Review and Approval
4. Public Comment
5. Academic and Student Services Work Session Meeting Minutes
   I. May 2, 2016
6. Reports
   I. Update on Extra-Curricular Supplement Schedule Changes
   II. Code of Student Conduct Implementation Plan
   III. Hours of Operation and Rate Increases for Community Education Before and
        After School Care Update
   IV. 2017 Graduations and Beyond
   V. Class Rank Designations
   VI. 2016-2017 Signature Learning Resources Contract
   VII. Museum of Life and Science Contract
   VIII. eduConsulting Contract
   IX. CTE Local Plan Review
   X. Projects for the 2016 Bond Referendum
   XI. Summary of Follow Up Items
   XII. 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.
Durham Public Schools
Academic and Student Services Work Session
PRECIS

Agenda Item:  Academic and Student Services Work Session

Staff Liaison Present:  Stacey Wilson-Norman, Ed.D.  Phone #:  560-3874

Main Points:

Attached for committee consideration and approval is a draft copy of the following minutes:

- May 2, 2016

Fiscal Implications:

- None

Strategic Plan Alignment:

- N/A

Purpose

Information  □  Discussion  □  Action  ☒  Consent  □

Reviewed by:  □ Finance __________  □ Attorney __________
Minutes of the
Academic and Student Services Work Session
Durham Public Schools
May 2, 2016

The Academic and Student Services Work Session Committee of the Durham Public Schools’ Board of Education held a meeting on Monday, May 2, 2016 at 4:05 p.m. in the Board Room, Fuller Administration Building - 511 Cleveland Street, Durham, NC.

**Committee Members Present**

Heidi Carter, Chairperson; Michael Lee; Minnie Forte-Brown; Leigh Bordley; Matt Sears; and, Natalie Beyer

**Administrators Present**

Dr. Bert L’Homme, Superintendent; Dr. Stacey Wilson-Norman, Deputy Superintendent for Academic Services; Jacqueline Ellis, Area Superintendent; Alisa McLean, Area Superintendent; John McCain, Area Superintendent; Marcia Deal, Chief Information Officer; William Sudderth-III, Director of Community Engagement for Durham Public Schools; Julie Spencer, Assistant Superintendent for Research and Accountability; and Aaron Beaulieu, Chief Financial Officer

**Attorney Present**

None

**Call to Order/Moment of Silence**

Minnie Forte-Brown, Chair called the meeting to order and proceed with a moment of silence.

**Agenda Review and Approval**

A motion was made to approve the agenda. The motion passed unanimously.

**General Public Comment**

None

**Approval of Minutes**

The minutes for April 4, 2016 Academic and Student Support Services Work Session were unanimously approved as written.
Reports

Hours of Operation and Rate Increases for Community Education Before and After School Care
Public Comment: None

Kendra O’Neal, Director of Community Education & Family Engagement, provided detailed information regarding the number of students utilizing the Before and After School Care services, including discounts for DPS employees, multi-child families, and principal scholarships for over 50 students. Due to the bell schedule, the operating hours for 16 out of 30 before and after school programs will change significantly. This may lead to the closing of some of the schools programs because of possible decrease in student enrollment. The impact of the bell schedule will affect the middle and secondary schools, with DSA being new to the program. The budget impact for 2016-17 includes decreased funding, family eligibility, and staff wages. Ms. O’Neal recommended increases in the site rate and pay wages for group leaders in the before and after school programs, while providing the current rate comparison of licensed programs.

The Board had a full discussion regarding the report. The item was presented for subsequent approval. The DPS Administration was asked by the board to explore the impact of a greater pay increase for group leaders beyond $9 an hour and to compare the Community Education’s Group Leader position description to surrounding LEAs.

Secondary Science Textbook and Resource Adoption 2016-17
Public Comment: None

Linda Tugurian, Ph.D., 6-12 Science Specialist, displayed the 6-12 materials and science textbooks and provided an overview of the recommendation for the purchase of books from the state adopted list and electronic/teacher resources. She also made available the process, cost overview, and proposal for what is included with reference to the recurring costs for kit rentals in the 2-5 years of the adoption.

The Board had a full discussion regarding the report. The secondary science textbook and resource adoption was unanimously approved.

Physical Education in Middle Schools

Larry McDonald, Director of Health, Physical Education and Athletics, made reference to the Board Policy 3021.7, the Healthy Hunger Free Kids Act of 2010 (P.L. 111-296), and the confronted challenges of meeting the 225 minutes in order to remain in compliance. Several issues were presented, such as reducing core instructional time for PE every day, space, weather, safety, and the need for 17 certified physical education/health instructors. It was stated, that if the structure of the day was redesigned, it will require more teachers, resources, a change in the bell schedule, and elective opportunities.

Physical Education Summer School is being offered for any rising 8th grader at $350.00 or on a sliding scale. This course is a requirement of all 8th grade students and must be taken during the school year. The option provides an opportunity to meet the state requirements over the summer and to allow for participation in year-long courses. Summer participation will provide students the opportunity to substitute their normal Health Living class for a yearlong offering in chorus, band or foreign language.

The Board had a full discussion regarding the report. The item was presented for information.
Summary of Follow-up Items

1. Provide information about the before and after school rate increase in comparison to other districts.

2. Follow up with the seven period day schedule and possible options for Middle School.

There being no further business, Michael Lee, Co-Chair, adjourned the meeting at 6:16 p.m.
Academic & Student Services Work Session
PRECIS

Agenda Item: Update on Extra-Curricular Supplement Schedule Changes

Staff Liaison Present: Aaron Beaulieu
Phone: 560-3544

Main Points:

- Durham County Government appropriated $150,000 to fund increasing the extra-duty supplement schedule in 2015-16. The district matched that amount and made available in total $300,000. DPS staff is recommending a new extra-curricular salary schedule that will fund academic, art, athletic and publication supplements. This schedule will have to be phased in as resources become available.

- Administration presents this item for discussion and is recommending that the first phase be an adjustment to the “Arts” schedule.

Fiscal Implications:

- The first phase of implementation of the new schedule will cost approximately $300,000.00. This will allow for high school and middle school arts supplements to be put on the new schedule.
Academic & Student Services Work Session
PRECIS

Agenda Item: Code of Student Conduct Implementation Plan

Staff Liaison Present: Elizabeth Shearer
Tamara Thomas

Main Points:

- To ensure the success of the revised Code of Student Conduct, a five-year implementation plan has been developed.

- The plan is shaped around restorative justice practices and includes:
  - Essential trainings to strengthen district and school level leadership;
  - For 2016-17, twelve schools, which will participate in Capturing Kids Hearts school-wide trainings (Cohort 1) with additional schools phasing in over the five-year period. Capturing Kids Hearts is one of the frameworks the district has selected that will result in increased relational capacity foundational to academically thriving classrooms;
  - Five schools will participate in the Restorative Justice Training Program, utilizing the Coalition of Schools Educating Boys of Color (COSEBOC) standards with the goal of becoming lead sites; and
  - Training toolkits designed to ensure all major Durham community and school stakeholders are informed of the changes to and implementation of the new Code of Student Conduct.

- The administration is presenting this implementation plan for information.

Fiscal Implications:

- None

<table>
<thead>
<tr>
<th>Purpose</th>
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<tbody>
<tr>
<td>Information ☒</td>
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</tbody>
</table>

Reviewed by: ☐ Finance ___ ☐ Attorney ___
Academic and Student Services Work Session
June 2, 2016

Code of Student Conduct
Implementation Plan

Elizabeth Shearer
Executive Director
Student Support Services

Tamara Thomas
Area Director
Student Support Services
ACADEMIC FRAMEWORKS

Instructional

Student Support

- Social Emotional/Mental Health
- Behavior
- Suspensions
- Attendance
2016-2021 Five-Year Implementation Plan

Desired Outcomes

- Classrooms and school campuses exemplify academically thriving instruction where relational capacity maximized
- Explicit teaching of expectations for adult and student behaviors
- Involvement of parents/families that lead to increased academic success and graduation rates
- Clearly defined in-school supports and community resources for student struggling with social-emotional and behavioral issues
- District leaders exemplify leadership and service
- Increased community confidence in our schools treating students equitably and consistently
5 Year Plan School & District

Code of Student Conduct

Cultural Transformation Strands

- Leadership Blueprint
- Race and Equity Trainings
- Capturing Kids’ Hearts
- Restorative Justice
School and District Transformation: 5-Year Plan

2016-2017 Year 1
District and School Leader Training: Leadership Blueprint
Capturing Kids Hearts – Cohort One (12 schools)
COSEBOC – 5 schools
District Team – Race, Equity, RJ
Communication Plan and Toolkit Roll-Out
Community providers - alternatives to suspension

2017-2018 Year 2
Capturing Kids Hearts – Cohort Two (12 schools)
COSEBOC – 5 schools
District Team – Race, Equity, RJ
Communication Plan and Toolkit Trainings continue
Community providers - alternatives to suspension

2018-2019 Year 3
District and School Leader Training
Capturing Kids Hearts – Cohort Three (12 schools)
COSEBOC – 5 schools
District Team – Race, Equity, RJ
Communication Plan and Toolkit Trainings continue
Community providers - alternatives to suspension

2019-2020 Year 4
Capturing Kids Hearts – Cohort Four (12 schools)
COSEBOC – 5 schools
District Team – Race, Equity, RJ
Communication Plan and Toolkit Trainings continue
Community providers - alternatives to suspension

2020-2021 Year 5
Leadership and School trainings as needed to ensure sustainability
Community providers - alternatives to suspension
Capturing Kids’ Hearts

What is CKH?
- “Capturing Kids’ Hearts is the beginning of a transformational, ongoing process for teachers and administrators at the campus and/or district level.”

Known impact?
- Fewer tardies
- Higher attendance
- Lower discipline referrals
- Fewer dropouts
- Increased graduation rates
- Higher teacher satisfaction
- Improved student performance – academic & socio-emotional well-being
- Struggling schools experience turn around
- Higher-performing schools improve upon current practices
Restorative Justice

- Is an approach to building school climate and addressing student behavior that fosters belonging over exclusion, social engagement over control and meaningful accountability over punishment (Armour, 2016)

- COSEBOC – grant and partnership; initial meeting planned for Summer 2016
Summer 2016
Training and Communication

• District Leaders, Principal and Assistant Principal:
  ➢ Leadership Blueprint
  ➢ Code of Student Conduct

• Inter-Departmental District Team Training
  ➢ Race, Equity and Justice

• District: Community Leader Key Events
Code of Student Conduct Toolkits: Trainings

- Faculty-Staff Toolkit
- Student Toolkit
- Family Toolkit
- Community Toolkit
Alternatives to Suspension: Community Partnerships

- Drug Education and Counseling (DEAC)
- GANG PREVENTION (GEAC)
- SEXUAL MISCONDUCT INTERVENTION
- SELF-REGULATION-FIGHTING
- BULLYING
- THEFT
DISCUSSION
Academic & Student Services Work Session
PRECIS

Agenda Item: Hours of Operation and Rate Increases for Community Education
Before and After School Care Update

Staff Liaison Present: Deborah Pitman, Ph.D.  Phone: (919) 560-2554
Kendra O’Neal  Phone: (919) 560-3699

Main Points:

- The administration seeks approval for Community Education to increase rates for before and after school care to reduce the impact of extended service delivery hours and provide comparable hourly rates for staff. The rate increases will go into effect for the 2016-2017 school year.

- In addition, the administration will highlight plans to increase Group Leader hourly pay.

- The administration will provide an update based on questions from the May 2, 2016 Work Session.

- The recommendation is presented for discussion and immediate board approval.

Fiscal Implications:
None

Purpose

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<thead>
<tr>
<th>Information</th>
<th>Discussion</th>
<th>Action</th>
<th>Consent</th>
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Reviewed by:  ✔ Finance □ Attorney _________
Academic and Student Services Work Session
June 2, 2016

Hours of Operation and Rate Increases for Community Education Before and After School Care Update

Deborah Pitman, Ph.D.
Assistant Superintendent

Kendra O’Neal
Director
**Hours of Operation**

Due to bell schedule changes, the operating hours for 16 out of 30 before and afterschool programs will change significantly.

<table>
<thead>
<tr>
<th></th>
<th>2015-16</th>
<th>2016-17</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before Care operation hours</td>
<td>6:45 am – 8:45 am</td>
<td>6:30 am – 7:45 am</td>
</tr>
<tr>
<td>Afterschool Care operation hours</td>
<td>3:30 pm – 6:00 pm</td>
<td>2:15 pm – 6:00 pm</td>
</tr>
<tr>
<td>Staff prep time</td>
<td>.5</td>
<td>.25 - .5</td>
</tr>
<tr>
<td>Total staff hours per day</td>
<td>5</td>
<td>5.25 – 5.5</td>
</tr>
<tr>
<td>Total staff hours per week</td>
<td>25</td>
<td>26.25 – 27.5</td>
</tr>
</tbody>
</table>
Impact/Things to Consider

• Transitional year due to new bell schedules
• Impact of older high school siblings (late bell schedule) not available for younger sibling care after school at home
• Anticipate some Before School programs closing due to “early” start elementary schools
• An increase in parent fees may impact enrollment because increased fees may strain families’ budgets
• Possible decrease in overall enrollment
• An increase in Group Leader rate will impact/increase pay for other Before/After school staff
<table>
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<tr>
<th>Staff Position</th>
<th>Hourly Rate</th>
<th>Part-Time/Full-Time</th>
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</thead>
<tbody>
<tr>
<td>Group Leaders-Other LEAs</td>
<td>$8.50 - $12.76</td>
<td>Part-Time</td>
</tr>
<tr>
<td>Group Leaders – DPS</td>
<td>$8.65</td>
<td>Part-Time</td>
</tr>
<tr>
<td>Assistant Managers</td>
<td>$11.75</td>
<td>Part-Time</td>
</tr>
<tr>
<td>Managers</td>
<td>$14.49 - $21.92</td>
<td>Full-Time</td>
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<td></td>
<td>2015-16</td>
<td>2016-17</td>
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<tr>
<td>--------------------------</td>
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<tr>
<td><strong>Group Leader Rate</strong></td>
<td>$8.65/hr</td>
<td>$9.00/hr</td>
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<tr>
<td><strong>Hourly Increase</strong></td>
<td>n/a</td>
<td>$0.35/hr</td>
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<tr>
<td><strong>Added Cost to Budget</strong></td>
<td>n/a</td>
<td>$34,200</td>
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<tr>
<td><strong>Impact on Parent Fees</strong></td>
<td>$245</td>
<td>$265/mo.</td>
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<tr>
<td><strong>Student Enrollment</strong></td>
<td>2500</td>
<td>2300</td>
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## Tiered Parent Fees for 2016-17
### Rate Increase Recommendations

<table>
<thead>
<tr>
<th>2015-16 Parent Fees (27 sites)</th>
<th>Rate 2016-2017 Tiered Parent</th>
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</thead>
<tbody>
<tr>
<td>Before School Care: $70/month</td>
<td>BSC Tier 1: $60.00</td>
</tr>
<tr>
<td>After School Care: $175/month</td>
<td>BSC Tier 2: $70.00</td>
</tr>
<tr>
<td>Both: $245/month</td>
<td>BSC Tier 3: $85.00</td>
</tr>
<tr>
<td></td>
<td>ASC Tier 1: $205.00</td>
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<tr>
<td></td>
<td>ASC Tier 2: $195.00</td>
</tr>
<tr>
<td></td>
<td>ASC Tier 3: $180.00</td>
</tr>
<tr>
<td></td>
<td>Both Tier 1: $265.00</td>
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<td></td>
<td>Both Tier 2: $265.00</td>
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<td>Both Tier 3: $265.00</td>
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Rate Increase Recommendations

Seeking BOE approval for the 2016-2017 Tiered Parent Fees for Before/After school programming
Discussion
Academic & Student Services Work Session
PRECIS

Agenda Item: 2017 Graduations and Beyond

Staff Liaison Present: Megan Riggs Phone: x21822

Main Points:

- Recommend dates for all 2017 Graduations including 3 different options for June ceremonies
- Outline a plan to complete a comprehensive review of our options (dates/times/venues) related to graduation events during 2016-2017 school year.

Fiscal Implications:
None

Purpose

Information ☐ Discussion ☒ Action ☐ Consent ☐

Reviewed by: ☐ Finance ☐ Attorney ________

Date: June 2, 2016
2017 Graduations and Beyond
THE CHALLENGE:

• Avoid conflicts with testing calendar
• Maximize use of venues, time, and resources

THE OPPORTUNITY:

• Explore options to ensure we have the best graduation set-up for Durham
THE PLAN:

• Choose dates for 2016-2017 now
• Choose dates for 2017-2018 as soon as a draft is approved
• Comprehensive study of graduation in 2016-2017 school year
  > Explore all options
  > Identify preferences and priorities
• Work with calendar committee on future district calendar drafts
• Draft Graduation dates 2 years in advance
JUNE GRADUATIONS
2017
THE OPTIONS:

• Option A: Status Quo
**THE OPTIONS:**

- Option B: Nights and Weekends
THE OPTIONS:

• Option C: Hybrid
OTHER GRADUATIONS
2017
Recommended for Winter 2017
January

```
<table>
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<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
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<td>31</td>
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Recommended for May 2017
Recommended for Summer 2017
August
2018 Graduations

• Draft A has last day of school as Thursday
  > Adjustments may be needed to 2017 proposals.

• Draft B has last day of school as Friday
  > Similar proposals to 2017.
Main Points:

- The change to a ten-point grading scale for the state of North Carolina will impact grade point averages and subsequently class rankings.

- The administration will discuss implications and share possible options for class rank and recognition of graduating seniors including valedictorian/salutatorian and/or the Latin System (summa cum laude, magna cum laude, and cum laude).

- The administration will present recommendations for information.

Fiscal Implications:
None
Class Rank Designations
| Task Force Principals | Comprehensive High Schools | Jerome Leathers  
Dr. Joel County |
|-----------------------|----------------------------|------------------|
| Small Specialty High  | Jackie Tobias  
Dr. Chuck Nolan |
| Schools               |                            |                  |
| Magnet High Schools   | David Hawks                |
| Central Services      | Dr. Kelvin Bullock  
Beth Cross  
Laura Parrott  
Megan Riggs  
Dr. Debbie Pitman     |
# Task Force Principals

<table>
<thead>
<tr>
<th>Area Facilitator</th>
<th>Megan Riggs</th>
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<tbody>
<tr>
<td>Advanced Academics</td>
<td>Beth Cross</td>
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<tr>
<td></td>
<td>Laura Parrott</td>
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<td>Teaching and Learning</td>
<td>Dr. Kelvin Bullock</td>
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<td></td>
<td>Tim Gibson</td>
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<td>Dr. Carol White</td>
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<td>PowerSchool</td>
<td>Dr. Julie Spencer</td>
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<td></td>
<td>Barbara Goins</td>
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<td></td>
<td>Donna Apple</td>
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<td>Student Support Services</td>
<td>Elizabeth Shearer</td>
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<td></td>
<td>Christopher Bennett</td>
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<td>Pamela Taylor</td>
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<tr>
<td>Public Affairs</td>
<td>Chrissy Deal</td>
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<tr>
<td>Project Lead</td>
<td>Dr. Debbie Pitman</td>
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</tbody>
</table>
Desired Outcomes

1. To recommend whether DPS high schools should continue identification of Valedictorian/ Salutatorian (Val/Sal)

2. To recommend whether DPS high schools should adopt the Latin system

3. To establish district-wide standards and dates to determine Val/Sal and/or Latin system identification
Points for Consideration

• Transitioning to 10-point scale
• PowerSchool transcript
  > If 8 students tie for Rank #1, the 9th student will be ranked #9 (not #2)
• PowerSchool calculate LEA rankings
• Options for Latin system
  > Option 1: Cut off by top % of class?
    > Top 5%
    > Top 10%
    > Top 15%
  > Option 2: GPA score?
• Cut off date to establish Val/Sal and Latin system status for graduation
• Graduation speeches
LATIN SYSTEM
EXAMPLE
Option 1  Latin System by Top 5%, 10% and 15%

<table>
<thead>
<tr>
<th>HS School</th>
<th>TOTAL SENIORS</th>
<th>Summa 5% OF STUDENTS</th>
<th>Magna 10% OF STUDENTS</th>
<th>Cum Laude 15% OF STUDENTS</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td># Students</td>
<td>GPA Range</td>
<td># Students</td>
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<td>1</td>
<td>85</td>
<td>4</td>
<td>4.884 - 4.803</td>
<td>9</td>
</tr>
<tr>
<td>2</td>
<td>28</td>
<td>1</td>
<td>3.388 - 3.388</td>
<td>3</td>
</tr>
<tr>
<td>3</td>
<td>231</td>
<td>12</td>
<td>5.095 - 4.887</td>
<td>23</td>
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<td>4.765 - 4.671</td>
<td>7</td>
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<td>5</td>
<td>248</td>
<td>12</td>
<td>5.154 - 4.835</td>
<td>25</td>
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<tr>
<td>6</td>
<td>56</td>
<td>3</td>
<td>4.542 - 4.417</td>
<td>6</td>
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<td>7</td>
<td>395</td>
<td>20</td>
<td>5.08 - 4.688</td>
<td>40</td>
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<tr>
<td>8</td>
<td>95</td>
<td>5</td>
<td>4.805 - 4.509</td>
<td>10</td>
</tr>
<tr>
<td>9</td>
<td>311</td>
<td>16</td>
<td>5.185 - 4.621</td>
<td>31</td>
</tr>
<tr>
<td>10</td>
<td>303</td>
<td>15</td>
<td>5.38 - 4.906</td>
<td>30</td>
</tr>
<tr>
<td>11</td>
<td>249</td>
<td>12</td>
<td>4.656 - 3.815</td>
<td>25</td>
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<tr>
<td>DPS</td>
<td>2074</td>
<td>104</td>
<td>5.38 - 4.692</td>
<td>207</td>
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</table>
Option 2: Latin System Cutoffs by District-wide GPA

- **Summa Cum Laude**: 4.250+
- **Magna Cum Laude**: 4.000 to 4.249
- **Cum Laude**: 3.750 to 3.999
Final Recommendations

- **District Latin System Option 2**
  - Summa 4.25
  - Magna 4.00
  - Cum 3.75

- **District GPA cut off timeline**
  - End of year for specialty schools (MCHS, ECHS)
  - All other high schools agreed on 3rd quarter
Final Recommendations (cont.)

• Keep Valedictorian and Salutatorian

• Graduation *speeches* determined by school:
  > Valedictorian, Salutatorian, Senior Class President, Principal choice, or Contest Winner (ex: “What it Means To Be a Maverick”)

• Graduation *programs* by school
  > Recognize Latin system (summa, magna, cum)
  > Recognize Valedictorian and Salutatorian
    > List in program all students with class rank #1 and #2

• Begin with the Graduating Class of 2017
# Communication Plan

<table>
<thead>
<tr>
<th>Target Audience</th>
<th>Date</th>
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<tbody>
<tr>
<td>Principal Task Force</td>
<td>March 17, 2016</td>
</tr>
<tr>
<td>Senior Staff</td>
<td>March 23, 2016</td>
</tr>
<tr>
<td>All HS Principals</td>
<td>April 5, 2016</td>
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<td>June 2, 2016</td>
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<td>Parent/Student Handbook</td>
<td>2016-17</td>
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<td>Students</td>
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<td>Principals/Counselors/Faculty</td>
<td>2016-17</td>
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</tbody>
</table>
Academic & Student Services Work Session
PRECIS

Agenda Item: 2016-2017 Signature Learning Resources Contract

Staff Liaison Present: Suzanne Cotterman     Phone: 919-560-2000 ext. 26011

Main Points:

- The 2016-2017 Signature Learning Resources, Inc. contract will serve approximately 275 Durham County preschool children, as identified by Durham Public Schools (DPS), who have speech and language needs as mandated by PL 99-457.

- The Signature Learning Resources, Inc. staff serving DPS students will be required to provide speech and language services and case management to identified children, attend DPS professional development opportunities, attend meetings and parent-teacher conferences, and serve the children and families of Durham County in the same capacity as DPS speech and language pathologists.

Fiscal Implications:

- The contract is not to exceed $250,000.00 and equates to 8-9 full time employees (FTEs) serving preschool children in various settings.

- The rate did not increase from the 2015-2016 school year.

- Federal funds are used to support this program

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<th>Information</th>
<th>Discussion</th>
<th>Action</th>
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<td>Reviewed by:</td>
<td>☒ Finance</td>
<td>☒ Attorney C. Waller</td>
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Academic & Student Services Work Session
June 2, 2016

2016-2017 Signature Learning Resources

Suzanne Cotterman,
Director of Pre-K
Overview of Contract

• Speech and language services for approximately 275 children

• Equates to 8-9 FTE SLTs
Scope of Service

- IEP services - parent conferences, IEP meetings, DPS trainings, case management

- SLPs for unusual circumstances / geographic challenges / child specific needs
Funding Implications

• Signature chosen through bid process
• Same payment amounts as 2015-2016
• Contract paid with federal funds
Academic & Student Services Work Session
PRECIS

Agenda Item: Museum of Life and Science Contract

Staff Liaison Present: Tim Gibson

Phone: 919-560-3897

Main Points:

- Museum of Life and Science contract provides the instructional resources for K-5 science instruction and are aligned to the Science Essential Standards.

- Science Kits are sent to all 30 elementary schools on a quarterly basis and support science units in every grade level (Kindergarten through 5th grade).

Fiscal Implications:

- Local funds are used to support this contract

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Reviewed by:

☐ Finance  ☐ Attorney __________

Date: May 2, 2016
Museum of Life and Science/Durham Public Schools Partnership
Elementary School Science Program Enrichment
2016-17 Partnership Agreement

This Contract is made this 1 day of May, 2016 by and between the Durham Public Schools Board of Education ("DPS" or "District") and the NC Museum of Life and Science ("Museum" or "Provider") for the time period of July 1, 2016 to June 30, 2017.

For and in consideration of the mutual promises set forth in the Contract, the parties do mutually agree as follows:

1. **Obligations of Museum. The Museum agrees to provide the following services to Durham Public Schools Board of Education (DPS):**

   *Science Resources* The Museum will build science kits for K-5 based on the 2016-17 curriculum. Materials lists for each kit will be created by the Museum and agreed to by the Museum and DPS. For each K-5 classroom, the Museum will provide consumables refurbishment kits in the following amounts:

   - K – one refurbishment kit per classroom (up to 145 classrooms)
   - 1 – one refurbishment kit per classroom (up to 140 classrooms)
   - 2 – one refurbishment kit per classroom (up to 145 classrooms)
   - 3 – one refurbishment kit per classroom (up to 125 classrooms)
   - 4 – one refurbishment kit per classroom (up to 125 classrooms)
   - 5 – one refurbishment kit per classroom (up to 115 classrooms)

   In addition, MLS will build full kits for new classrooms (up to 5% of the above numbers per grade level) and replace lost or broken non-consumable materials (up to 5% of materials per grade). Requests for new kits and non-consumable replacements must be made by August 31 and approved by the DPS Science K-5 Specialist.

   This number of kits provides for both year-round and traditional calendar schools. Select materials (such as soils) will be sent to the schools’ science contacts and shared among multiple teachers. Any additional kits or supplies will require an additional contract.

   *4th Grade STEM Days:* The Museum will host two STEM days for 4th Grade students fall of 2016. These enhanced field trips will cover 4th Grade science standards through facilitated programs with museum educators and scientists as well as self-guided tasks at exhibits. Each STEM day will have a maximum capacity of ten schools and 1000 students. The Museum will provide curriculum for pre and post-visit activities as well as field trip activity guides for each visiting classroom.
Program Coordination The Museum’s Manager for Innovation and Learning and the Science Education Resources Coordinator are responsible for communications between the Museum and Durham Public Schools. They will communicate kit needs with DPS’s Science K-5 Specialist in a timely manner and attend meetings as-needed with DPS staff.

II. Obligations of DPS. DPS agrees to:

1. Compensate Museum for services rendered over a 12-month period with total payment not to exceed $215,000. Provider shall submit to DPS an itemized invoice, and DPS will remit four payments of $53,750 due as follows: August 1, 2016, November 1, 2016, February 1, 2017 and a final payment on May 1, 2017.

2. Provide a Museum science contact from each participating elementary school to facilitate scheduling and communications for kits and educational programs. The name and contact information of the science contact will be provided in writing to the Museum staff on or before August 1, 2016. The science contacts will participate in a training session at the beginning of the year where they review the process of kit delivery, check-in, inventory, and the ordering of live animals with Museum staff. They will check kits into schools and provide materials requests to the Museum within two weeks of kit delivery. At the end of each unit, each school will coordinate the inventory and in-school storage of kit materials according to District guidelines.

3. Provide a list of the number of kits per grade for each school by June 1, 2016 for year-round schools and July 1, 2016 for traditional calendar schools.

4. The Science K-5 Specialist will:
   a. Approve materials lists for all kits by May 1, 2016.
   b. Arrange an annual training with the DPS science contacts and Museum staff.
   c. Collaborate with the Museum to create a kit delivery schedule and provide the schedule to Museum staff no less than six weeks before the first rotation begins. Any requests for a change to the rotation schedule must be submitted in writing to the Museum no later than August 1, 2016. The feasibility of requests for changes received after August 1, 2016, will be evaluated on a case-by-case basis due to structured distribution schedules.
   d. Send the delivery schedule and delivery reminders to science contacts.
   e. Communicate kit needs with the Museum’s Science Education Resources Coordinator in a timely manner and attend meetings as-needed with Museum staff.

5. Provide transportation of K-5 Infrastructure kits between the Museum and Durham Public Schools through the district courier system.

6. Provide all replacement items above and beyond the agreed materials list. In the event that the Museum must purchase any of these items, the cost will be reimbursed by Durham Public Schools within thirty days of receiving purchasing paperwork (receipts, invoices, etc.) with the approval of the Science K-5 Specialist.
7. Provide support in assuring that kits are inventoried and maintained in good condition. Schools will follow District guidelines for inventorying non-consumable kits at the end of each unit and for requesting new materials for the following year.

III. **Ownership.** The K-5 Infrastructure kits shall remain the property of DPS at all times.

IV. **Advertising.** It is the policy of the Museum that its name shall not appear in any advertising or endorsement without express written permission, which may be sought from the President of the Museum.

V. **Termination.** Either party, with 30 days written notice, may cancel this agreement. In the event that the Contract is cancelled before the end of the 2016-17 school year, DPS shall be required to pay for actual services rendered on a proportionate basis. If DPS has paid more than the required amount as set forth above, the Museum shall reimburse DPS for the excess payment amount within 10 business days of written notice of cancellation.

VI. **Termination for Default.** At any time, DPS may terminate this Contract immediately and without prior notice if provider is unable to meet goals and timetables or if DPS is dissatisfied with the quality of services provided.

VII. **Contract Funding.** It is understood and agreed between the Provider 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.

VIII. **Lunsford Act.** Provider 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 school. This prohibition applies to persons required to register under Article 27A who have committed any offense in Article 7A of Chapter 14 or any offense where the victim of the offense was under the age of 16 years at the time of the offense.

IX. **Criminal Background Checks.** The Museum shall conduct criminal background checks on each of its employees who, pursuant to this Agreement, engage in any services on DPS property or at DPS events. The Provider shall provide documentation that criminal background checks were conducted on each of its employees prior to hiring, and shall refuse employment to any person convicted of a felony or any other crime, whether misdemeanor or felony, that indicates the person poses a threat to the physical safety of students, school personnel or others. Such check shall include an annual check of the State Sex Offender and Public Protection Registration Program, the State Sexually Violent Predator Registration Program, and the National Sex Offender Registry. Provider 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; (3) said worker has been convicted of any crime, whether misdemeanor or felony, involving sex, violence, or drugs; or (4) said worker has engaged in any crime or conduct indicating
that the worker may pose a threat to the safety or well-being of student or school personnel. DPS reserves the right to prohibit any individual employee of Provider from providing services on DPS property or at DPS events if DPS determines, in its sole discretion, that such employee poses a threat to the safety or well-being of students, school personnel or others.

X. **Relationship of Parties.** The Provider shall be an Independent Contractor of DPS and nothing herein shall be construed as creating a partnership or joint venture; nor shall any employee of the Provider be construed as an employee, agent or principal of DPS.

XI. **Compliance with Applicable Laws, Policies, and Directives of DPS Staff.**
Provider shall comply with all applicable laws and regulations in providing services under this Contract. Provider represents that it is aware of and in compliance with the Immigration Reform and Control Act, and that it will collect properly verified I-9 forms from each employee providing services under this Contract. Provider shall not employ any individuals to provide services to DPS who are not authorized by federal law to work in the United States. Provider acknowledges that the Durham Public Schools Board of Education has adopted policies governing conduct on District property and agrees to abide by any and all relevant DPS policies and the directives of the Superintendent, the Superintendent's designee, the school principal or the school principal’s designee while on District property.

XII. **Insurance.** Provider agrees to maintain $1,000,000 in general liability and other appropriate insurance, as well as Workers Compensation in the required statutory amount, for all employees of Provider participating in the provision of services under this Contract. Certificates of such insurance shall be furnished by Provider to DPS and shall contain the provision that the DPS be given 20 days' written notice of any intent to cancel or terminate by either Provider or the insuring company.

XIII. **Indemnification.** Provider shall indemnify, defend and hold harmless the DPS, its school board members, officers, agents, and employees from and against all claims, actions, demands, costs, damages, losses and/or expenses of any kind whatsoever, in whole or in part, proximately caused by the negligent or willful acts or omissions of the Provider, its agents and/or employees, including but not limited to court costs and attorney’s fees incurred by Provider in connection with the defense of said matters.

In addition, DPS shall indemnify, defend and hold harmless the Museum, its officers, agents, and employees from and against all claims, actions, demands, costs, damages, losses and/or expenses of any kind whatsoever, in whole or in part, proximately caused by the negligent or willful acts or omissions performed by DPS, by its employees or students, including but not limited to court costs and attorney’s fees incurred by the Museum in connection with the defense of said matters.

XIV. **Assignment.** The Provider shall not assign, subcontract, or otherwise transfer any interest in this Contract without the prior written approval of DPS.
XV. **Contract Modifications.** This Contract may be amended only by written amendments duly executed by and between DPS and the Provider.

XVI. **North Carolina Law.** North Carolina law will govern the interpretation and construction of the Contract.

XVII. **Entire Agreement.** This Contract constitutes and expresses the entire agreement and understanding between the parties concerning the subject matter of this Contract. This document, the purchase order, if any, used in connection herewith and any other document incorporated in this Contract by reference, supersedes all prior and contemporaneous discussions, promises, representations, agreements and understandings relative to the subject matter of this Contract.

XVIII. **Severability.** If any provision of this Contract shall be declared invalid or unenforceable, the remainder of the Contract shall continue in full force and effect.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the day and year indicated below.

**DURHAM PUBLIC SCHOOLS BOARD OF EDUCATION**

By: Heidi Carter, Board Chair

________________________
(Signature)

Attest: Dr. Bert L’Homme, Superintendent

________________________
(Signature)

Durham Public Schools Board of Education
511 Cleveland Street
PO Box 30002
Durham, NC 27702

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

By: Carolyn Olivarez, Durham Public Schools Finance Officer
NC MUSEUM OF LIFE AND SCIENCE

By: ________________________________________________

Title: ________________________________________________

Signature: ________________________________________________

NC Museum of Life and Science
433 Murray Avenue
Durham, NC 27704
Academic & Student Services Work Session
June 2, 2016

2016-2017 Museum of Life and Science

Tim Gibson
Director, K-5 Teaching and Learning
MUSEUM OF LIFE AND SCIENCE

- Provides science kits for classroom use in Kindergarten through fifth grade
- Kits are provided for all elementary schools on a quarterly, rotating basis
- Museum orders supplies, assembles kits and works with DPS to arrange delivery
- Contract is a continuation of a previously established partnership with the Museum
- Contract was reduced from $235,000.00 to $215,000.00
  > Non-consumable items kept at schools
  > Two fourth grade STEM days added
- Contract is paid with local funds
- Museum is sole source of this service
Main Points:

- This contract supports Project WIN (What I Need) which focuses on reading instruction in Pre-K through first grade at six elementary schools (CC Spaulding, Eastway, Eno Valley, Fayetteville Street, Lakewood, and YE Smith).

- The contract includes 32 days of instructional job embedded, differentiated coaching tailored to the context of each classroom.

- The grant officially ends at the end of 2016, and the District is requesting a no cost extension and seeking to encumber the funds prior to the June 13, 2016 review session.

Fiscal Implications:
Grant funds support Project WIN
I. Description of Scope of Work: Instructional Coaching 2016-2017

*eduConsulting Firm* proposes intensive literacy-based instructional coaching in the targeted elementary schools (e.g., C. C. Spaulding, Eastway, Eno Valley, Fayetteville Street, Lakewood, and Y.E. Smith), designed to accomplish three (2) professional learning outcomes:

1. Provide job-embedded, differentiated instructional coaching tailored to the context of each classroom and the individual needs of teachers

2. Continue to support Jan Richardson-based Guided Reading approaches

II. Time Span for Scope of Work: Instructional Coaching 2016-2017

*eduConsulting Firm* proposes two suggested timeframes for instructional coaching, with number one considered ideal: (1) one day per week, or (2) one day per every two weeks. The suggested timeframe is designed to provide teachers with ample opportunities to reflect, implement, practice, and refine professional skills identified during the course of instructional coaching activities.

III. Estimate for Scope of Work: Instructional Coaching 2016-2017

*eduConsulting Firm*’s fee schedule ranges from $750.00 per day to $1,500.00 per day, depending upon the type, scope, and extent of professional services requested. Based on the requested services, the following estimate is proposed:

**Timeframe Suggested Option 1: One day per week**

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<th>Unit</th>
<th>Unit Rate</th>
<th>Amount</th>
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<td>Instructional Coaching: YE Smith</td>
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<td><strong>Total Estimated Cost of Services</strong></td>
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<td><strong>$144,000.00</strong></td>
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</table>
CONTRACT FOR SERVICES

This Contract for Services is made effective as of May 16, 2016, by and between Durham Public Schools, 511 Cleveland Street, PO Box 30002, Durham, NC 27702, herein referred to as “Client,” and eduConsulting Firm, 3608 Rubra Circle, Raleigh, North Carolina 27616, herein referred to as “Contractor.”

WITNESSETH

For and in consideration of the mutual promises to each other, hereinafter set forth, the parties mutually agree as follows:

A. DESCRIPTION OF SERVICES. The Contractor hereby agrees to provide to the Client the professional services as follows (collectively, the “Services”):

1. To provide one hundred ninety two days (192) days (for a maximum of 1,152 hours) of job-embedded professional development through in eduCoaching (e.g., instructional coaching) for a total of six (6) elementary schools

B. PAYMENT. The Client hereby agrees:

1. To pay the Contractor the lump sum of one hundred forty-four thousand dollars 00/100 ($144,000.00), said sum to be full and complete payment for services including travel to be rendered under this contract.
2. To pay the Contractor for services rendered in four equal installment according to the agreed upon payment schedule, within 30 calendar days of the date on any invoice for services rendered from the contractor.
3. To designate Dutchess Maye, (919) 633-7333, as the Contractor’s “Project Coordinator” for this contract.

C. TERM. The dates and terms of this contract between the Contractor and the Client will be for the period of August 2016 through May 2017.

D. If any of the services rendered under this contract are to be paid with federal funds, the Client hereby certifies that the organization and its principals are not suspended or debarred from doing business with the federal government.

E. The Contractor and Client hereby agree to all the Terms and Conditions stated on the reverse side of this contract and, if additional pages are attached as an addendum to this document, all terms and conditions listed herein.

IN WITNESS THEREOF, Contractor and Client have executed this agreement on the day and year herein above first written

ATTEST:

CONTRACTOR

Dutchess Maye, EdD, Executive Director, eduConsulting Firm

May 16, 2016
Date

CLIENT

Eastway Elementary School Contracting Official

Date
Contract Terms and Conditions

1. CONTRACT RESIDENCY. It is agreed between the parties hereto that the place of this contract, its situs and forum, will be Wake County, North Carolina, and in said county and state will all matters, whether sounding in contract or tort relating to the validity, construction, interpretation and enforcement of this contract, be determined. North Carolina law will govern the interpretation and construction of this contract.

2. WARRANTY. Contractor shall provide its services and meet the obligations under this Contract in a timely manner, using knowledge and recommendations for performing the services which meet generally acceptable standards in Contractor's community and region, and will provide a standard of care equal to, or superior to, care used by service providers similar to the Contractor on similar projects.

3. RIGHT OF TERMINATION. The Client may terminate this agreement at any time at its complete discretion by thirty days written notice from Client to the Contractor. In that event, all finished or unfinished documents and other materials shall, at the option of Contractor, become its property. If the contract is terminated by Client, as provided herein, the Contractor will be paid an amount which bears the same ratio to the total compensation as does the service actually performed to the total service set forth in this agreement.

4. DEFAULT. The occurrence of any of the following shall constitute a material default under this Contract:
   a. The failure to make a required payment when due.
   b. The insolvency or bankruptcy of either party.
   c. The subjection of any of either party's property to levy, seizure, general assignment for the benefit of creditors, application or sale for or by any creditor or government agency.
   d. The failure to make available to the Services in the time and manner provided for in this Contract.

5. REMEDIES. In addition to any and all other rights a party may have available according to the law, if a party defaults by failing to substantially perform any provision, term, or condition of this Contract (include without limitation the failure to provide a monetary payment when due), the other party may terminate the Contract by providing written notice to the defaulting party. This notice shall describe with sufficient detail the nature of the default. The party receiving such notice shall have 30 days from the effective date of the notice to cure the default(s). Unless waived by a party providing notice, the failure to cure the default(s) within such time period shall result in the automatic termination of this Contract.

6. FORCE MAJEURE. If performance of this Contract or any obligation under this Contract is prevented, restricted, or interfered with by causes beyond either party's reasonable control ("Force Majeure"), and if the party unable to carry out its obligation gives the other party prompt written notice of such event, then the obligation of the party invoking this provision shall be suspended to the extent necessary by such event. The term Force Majeure shall include, without limitation, acts of God, fire, explosion, vandalism, storm or other similar occurrences, orders, or acts of military or civil authority, or by national emergencies, insurrections, riots, or wars, or strikes, lock-outs, work stoppages, or other labor disputes. The excused party shall use reasonable efforts under the circumstances to avoid or remove such causes of non-performance and shall proceed to perform with reasonable dispatch whenever such causes are removed or ceased. An act of omission shall be deemed within reasonable control of a party if committed, omitted, or caused by such party, or its employees, officers, agents, or affiliates.

7. WORK PRODUCT OWNERSHIP. Any copyrightable works, ideas, discoveries, inventions, patents, products, or other information (collectively the "Work Product") developed in whole or in part by Contractor in connection with the Services will be the exclusive property of the Contractor. Upon request, Client will execute all documents necessary to confirm or perfect the ownership of Contractor to the Work Product.
Academic & Student Services Work Session
June 2, 2016

2016-2017 eduConsulting Firm

Tim Gibson
Director, K-5 Teaching and Learning
EDUCONSULTING FIRM

• Provides job-embedded, differentiated coaching for teachers at the six Project WIN (What I Need) elementary schools
  > CC Spaulding, Eastway, Eno Valley, Fayetteville Street, Lakewood and YE Smith
  > Targets reading instruction in Pre-K through first grade
  > Provides 32 days of instructional coaching at each of the six schools

• Contract is a continuation of services which began in the 2015-2016 school year
• Cost is $144,000.00
• Contract is paid from Project WIN Grant
Academic & Student Services Work Session

PRECIS

Agenda Item: CTE Local Plan Review

Staff Liaison Present: Rick Sheldahl, CTE Director
Phone: 560-3747

Main Points:

1. Local Plan represents the Career and Technical Education Strategic Plan.
2. The Local Plan must be signed by the Board of Education Chair and the Superintendent.
3. Perkins funding is tied to the Local Plan incorporating all nine of the requirements agreed to between the state and federal government.
4. The Local Plan is made up of five parts: Planning, Performance Management, Assurances and Certifications, Workstudy and/or Local Course Options and Budgets.
5. Signatures are required by June 30 each year.

Fiscal Implications:

1. All aspects of the Local Plan are financed through the state and federal funds directly allocated for Career and Technical Education funding.
2. The Local Plan is written without seeking any additional funding from the local budget. Licensure is the one area that sometimes results in CTE impacting local monies.
3. There are items that are highly desired to maximize the effectiveness of CTE programming; one such area is supporting students’ participation in state and national competitions in conjunction with Career and Technical Student organizations. CTE is building support within the business community to address this shortfall.
Academic and Student Services Work Session
June 2, 2016

CTE Local Plan Review

Rick Sheldahl
Staff Liaison
Local Plan is our Strategic Plan

- Drives where money is invested
- Five parts
  - Planning
  - Performance Management
  - Assurances and Certifications
  - Optional: Workstudy and Local Course Options
  - Budgets
- Plan is approved at the state level
Performance Management

• Academic Attainment – Reading/Language Arts (53.5/47.5)
• Academic Attainment – Mathematics (69.1/23.7)
• Technical Attainment (73.7/65.9)
• Secondary School Completion (93.0/99.7)
• Student Graduation Rates (71.8/94.0)
• Secondary Placement (95.9/97.8)
• Nontraditional Participation (34.5/22.5)
• Nontraditional Completion (29.5/36.4)
Nine Requirements

- Strengthen academic and technical skills
- Offer not less than one CTE program of study
- Provide all aspects of industry
- Develop, improve and expand the use of technology
- Provide professional development programs
- Implement LEA annual evaluations of CTE programs
- Initiate, improve, expand and modernize programs
- Provide services and activities of sufficient size, scope and quality
- Prepare special populations for high skill, high wage or high demand
Focus Areas for 2016-2017

- Technical Attainment
  - CTE version of North Carolina Final Exams
  - Performing 8 points below expected
  - Minimal, to no, improvement over my 6 years
- Current Initiative
  - Three individuals working with teachers every day
  - All three attended/completed Coach University in 2015-2016 to improve skills in working with teachers
- 2016-2017
  - Major investment in Edmentum over the next three years (resource materials plus professional development)
Focus Areas for 2016-2017

• Continued development of Business Advisory Group
  > CTE programming is most effective if driven by the business community
  > Want the community to have ownership in programming
  > Provide monetary support where CTE funds cannot be used (CTSO, Incentives for students/teachers)
More Information

- [http://ctelps.dpi.state.nc.us/](http://ctelps.dpi.state.nc.us/)
  - Username: guest
  - Password: guest
Academic & Student Services Work Session
PRECIS

Agenda Item: Projects for the 2016 Bond Referendum

Staff Liaison Present: Hugh Osteen
                     Jon Long
Phone: 919-560-3831
       919-560-2216

Main Points:

- In anticipation of a Bond Referendum in November 2016, the administration will share an updated proposal to reflect board discussion.

- Administration submits this project list for discussion and approval.

Fiscal Implications:
These projects all require capital funding.

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