



WAKE COUNTY BOARD OF EDUCATION
December 4, 2012

Board of Education Work Session – 3:30 P.M.

Review Feedback from Public Hearings on the Administration's Proposed 2013-2014 School
Assignment Plan

Early Release Days for the 2013-2014 Instructional Calendars

BOARD MEETING – 5:30 P.M.

OPEN SESSION

1. **CALL TO ORDER**
2. **QUORUM DETERMINATION – already established**
3. **PLEDGE OF ALLEGIANCE – already established**
4. **INFORMATION**
 - Chair's Comments**
 - Superintendent's Comments**
 - Board Members' Comments**
5. **APPROVAL OF THE MEETING AGENDA**

INFORMATION ITEMS

FINANCE

6. COMPREHENSIVE ANNUAL FINANCIAL REPORT

This report is the Comprehensive Annual Financial Report of the Wake County Board of Education for the fiscal year ended June 30, 2012. The Board's independent certified public accountants, Rives & Associates, LLP, have audited the basic financial statements and related combining and individual fund statements and schedules. Auditor opinions on internal control structure and compliance matters are included in the single audit section of the Comprehensive Annual Financial Report. Fiscal Implications: As a result of appropriate fiscal management, including realistic budgeting practices, effective cost controls and sound cash management, the Comprehensive Annual Financial Report indicates a strong financial position at June 30, 2012. Savings: Not Applicable. Recommendation for Action: No Action Necessary.

7. LETTER FROM RIVES & ASSOCIATES, LLP REGARDING THE ANNUAL AUDIT

This letter of comments and suggestions to the Wake County Board of Education is provided by Rives & Associates, LLP as constructive suggestions with respect to matters that came to their attention in connection with the annual audit. Fiscal Implications: Not Applicable. Savings: Not Applicable. Recommendation for Action: No Action Necessary.

8. AUDIT COMMITTEE REPORT

Presentation of the Audit Committee report on the Comprehensive Annual Financial Report review. Fiscal Implications: None. Savings: Not Applicable. Recommendation for Action: This item is for information.

CONSENT ITEMS

APPROVAL OF MEETING MINUTES

- 9. August 28, 2012 - Policy Committee Meeting Minutes
- September 25, 2012 - Policy Committee Meeting Minutes
- September 25, 2012 - Board of Education Meeting Minutes - **REVISED**

FINANCE

10. REPORT OF ADMINISTRATION APPROVED CONTRACTS

The attached summaries are provided as information in accordance with Board Policy 8361. The summaries list all change orders, and contracts having a value greater than \$50,000 and not over \$100,000, and purchase orders in excess of \$250,000 for October 2012. Fiscal Implications: Not Applicable. Savings: Not Applicable. Recommendation for Action: Not Applicable.

11. GIFTS TO THE SYSTEM

Seventy six gifts have been donated to the Wake County Public School System. The approximate value of the gifts is \$39,392. Fiscal Implications: Not Applicable. Savings: Not Applicable. Recommendation for Action: No Action is Required.

12. CONTRACT FOR BANKING SERVICES

As a good business practice, centralized banking services are placed for bid on a periodic basis. In previous years, WCPSS partnered with Wake County Government to seek best prices for banking services. The current centralized bank for each party is Wells Fargo. In 2012, WCPSS issued a joint Request for Proposal with Wake County Government for new banking contracts. Finance staff from each organization reviewed, scored and ranked each proposal disregarding cost. After completing the review, staff opened costs proposals and analyzed anticipated banking fees along with operational costs in conducting business with each of the finalists. The Wells Fargo proposal provides the lowest cost for WCPSS banking fees and the lowest operational costs for individual schools. Fiscal Implications: Funds are available in the 2012-13 budget. Savings: Not Applicable. Recommendation for Action: Based on the review of the proposals, we recommend continuing banking services with Wells Fargo.

13. MARY P. DOUGLAS TRUST FUND

In the 1970's, Mary P. Douglas established a trust fund to support Douglas Elementary School and family members continued to contribute to the fund after her death. The school met trust fund requirements by utilizing these funds for the benefit of the students and staff. In July, Wells Fargo contacted Dr. Susan Spivey, principal at Douglas Elementary School, in regards to terminating the Mary P. Douglas Trust Fund due to the reduced value remaining in the account. The bank recommends closing the trust fund due to the administrative cost of operating the fund and market value risk. WCPSS consulted with our attorneys to determine the legal implications and the next steps in transferring these funds to the Douglas Elementary School Working Funds Account. The remaining balance of over \$40,000 will be

recorded on a separate line item in the individual school fund account and all requirements of the original trust fund will remain. Fiscal Implications: No fiscal implications. This transaction is a transfer between bank accounts. Savings: Not Applicable. Recommendation for Action: No action required.

14. IBM SUPPLEMENTS FOR BUSINESS CONTINUITY AND RECOVERY SERVICES

Business recovery services have been provided through IBM since June 1996. Coverage includes assistance in preparing for and responding to a disaster. Supplements are utilized to identify the different types of hardware and software included in the recovery services as well as levels of coverage for each. Current three-year term is expiring so new supplements are being presented to renew coverage for another three years. Two of the six current supplements are no longer required which will allow the district to realize a monthly savings of \$3,863. Total monthly fee charged moving forward will be \$5,430. First year runs through November 30, 2013. Supplements are evaluated annually. Fiscal Implications: Total anticipated amount for three-year term is \$195,480. \$38,010 will be needed this fiscal year. \$65,160 will be required during each of the 2013-14 and 2014-15 fiscal years. \$27,150 will be required during the 2015-16 fiscal year. Funding for contracted services is identified in the Technology Services 2012-13 operating budget. Funding is being planned for in the 2013-14 budget request. Savings: A savings of \$46,356 will be realized in the first year, with \$27,041 of this amount during this fiscal year. Recommendation for Action: Staff is requesting Board approval of supplements.

15. CHANGE ORDER 5: ST TECH, INC. SERVICES AGREEMENT

On September 6, 2011 the Board awarded an agreement to ST Tech, Inc. to serve as a preferred vendor for Technology Services. Initial amount encumbered to cover existing contracted resources provided by ST Tech through September 30, 2012 was \$178,200. Change Order 1 was processed in December 2011 to add funding needed to cover additional contract personnel being utilized through ST Tech on the Department of Public Instruction (DPI) initiative to replace the current BUD System, also known as the BAAS Project. Additional development time to finish additional tasks required to complete the project resulted in Change Order 2 being executed in May of this year to add \$49,100. Current change order will add funding to carry us through final completion of the project. Fiscal Implications: Total amount of change order is \$151,200. Funding for contracted services is available in the current Technology Services operating budget. Up to \$220,320 in Edujobs funding will be received from NC DPI to reimburse WCPSS contract costs for development of required interfaces with the state BAAS system. Savings: Not applicable. Recommendation for Action: Staff is requesting Board approval of change order.

SCHOOL PERFORMANCE

16. BOARD POLICY 3610/4510/5040: PROFESSIONAL LEARNING TEAMS

Second Reading.

This policy has been updated to reflect the current work of Professional Learning Teams in the District. This policy was reviewed by the Superintendent's Leadership Team on September 24 and October 8, 2012. The Policy Committee reviewed it on October 30, 2012 and referred it to the November 13 Board meeting for action. Fiscal Implications: None. Savings: N/A. Recommendation for Action: Board approval is requested.

TRANSFORMATION

17. GRANT PROPOSALS

- Competitive (#13913): Confucius Institute at NC State University, the Confucius Classroom/Enloe High School.
- Competitive (#14013): NC Department of Public Instruction, 21st Century Community Learning Center Summer Program Grant/ Individual Schools.
- Entitlement (#14113): US Department of Education, Office of Elementary and Secondary Education, Indian Education Program/ Central Services.
- Competitive (#14213): Ronald McDonald House Charities (RMHC), RMHC Grant/ Individual Schools.
- Competitive (#14313): Adopt-A-Classroom, Classroom Grants/ Individual Schools.

Fiscal Implications: Any required cash and/or in-kind matching contributions vary by grant program. Savings: Grant funding supplements existing resources. Recommendation for Action: Staff is requesting Board approval.

HUMAN RESOURCES

18. RECOMMENDATION FOR EMPLOYMENT

1. Professional
2. Support

POLICY

19. BOARD POLICY 1519: BOARD RESOLUTIONS

Revised; Second Reading

This policy was presented to the Board for a first reading at its 11/13/12 meeting. Fiscal Implications: None. Savings: N/A. Recommendation for Action: Board approval is requested.

20. BOARD POLICY 2303/3003/4003: CRIMINAL RECORDS CHECK

Revised; Second Reading

This policy was presented to the Board for a first reading at its 11/13/12 meeting. Fiscal Implications: None. Savings: N/A. Recommendation for Action: Board approval is requested.

21. BOARD POLICY 2333/3033/4033: REPORTING INFORMATION TO THE PRINCIPAL AND EXTERNAL AGENCIES

Revised; Second Reading

This policy was presented to the Board for a first reading at its 11/13/12 meeting. Fiscal Implications: None. Savings: N/A. Recommendation for Action: Board approval is requested.

BOARD ADVISORY COUNCIL NOMINATIONS

22. This represents new nominations to the Board Advisory Councils. The nomination forms are attached for the Board's review and consideration. Fiscal Implications: None. Savings: None. Recommendation for Action: Board approval is requested.

ACTION ITEMS

FACILITIES

23. ADOPTION OF A RESOLUTION DOCUMENTING APPROVAL OF A LEASE WITH STATE OF NORTH CAROLINA FOR SUBMISSION TO THE LOCAL GOVERNMENT COMMISSION – WAKE YOUNG WOMEN’S LEADERSHIP ACADEMY

There exists a need to obtain education facilities to be used by the Board for location of the Wake Young Women’s Leadership Academy. Terms and conditions of a twenty year lease agreement were reached with the State of North Carolina and approved by the Board at its meeting on October 16, 2012, to lease several buildings upon the Governor Morehead School campus at 301 Ashe Avenue, Raleigh NC. The lease term begins August 1, 2013, with a rental rate of \$10.00 per square foot for 29,292 square feet of space exclusively occupied by the Board, and \$3.80 per square foot for 29,412 square feet of space that Board occupies non-exclusively and shares with Lessor. The Wake County Board of Commissioners adopted a resolution on November 19, 2012, approving the Lease and agreeing to appropriate sufficient funds to the Board to meet the Board's payment obligations under the Lease as described in the resolution. Pursuant to Section 115C-530 of the North Carolina General Statutes, the Local Government Commission must approve the terms of the lease. As part of the application process, Board must approve and submit a resolution memorializing its decision and relevant findings of fact. A copy of the Resolution is attached for review. Fiscal Implications: Annual rental rate is \$10.00 per square foot for 29,292 square feet of space exclusively occupied by the Board, and \$3.80 per square foot for 29,412 square feet of space non-exclusively occupied by Board and shared with Lessor, totaling \$404,685.60 for the first year. Funding would come from the Operating Budget. Savings: Not applicable. Recommendation for Action: Staff requests Board adoption of the resolution for submittal to the Local Government Commission.

POLICY

24. BOARD POLICY 1200: DUTIES OF OFFICERS

Revised; First Reading

The revisions to this policy were reviewed by the Superintendent’s Leadership Team on 11/19/12. This same information was presented at the Policy Committee meeting on 11/27/12. Fiscal Implications: None. Savings: N/A. Recommendation for Action: Board approval is requested.

25. BOARD POLICY 1323: RULES OF ORDER

Revised; First Reading

The revisions to this policy were reviewed by the Superintendent’s Leadership Team on 11/19/12. This same information was presented at the Policy Committee meeting on 11/27/12. Fiscal Implications: None. Savings: N/A. Recommendation for Action: Board approval is requested.

CLOSED SESSION

- To consider confidential personnel information protected under G.S. 143-318.11 (a) (6) and 115C-319.

- To consider confidential student information protected under G.S. 115C-402 and the Family Educational and Privacy Rights Act, 20 U.S.C. 1232 g.
- To consult with the board attorney and preserve the attorney-client privilege as provided in G.S. 143-318.11 (a) (3).

ACTION ITEMS CONT'D

HUMAN RESOURCES

26. RECOMEMNDATION FOR ADMINISTRATIVE APPOINTMENT(S)

27. CAREER STATUS

ADJOURNMENT