

**Policy #****Transparency Policy****Policy #**

The Wake County Public School System shall provide information in a readily accessible format to the public and will maintain an official, searchable website accessible to all citizens that affirmatively discloses all appropriate information as described below. The WCPSS website shall have any easy to understand interface and shall be well organized, searchable, and easy to navigate.

The WCPSS website shall post all open meetings laws, notices about public meetings, committees and boards, minutes of past meetings, schedules, and meeting agendas for future and past meetings. The website shall include the following information

**A. Budget Information**

1. All budgets, current and historic.
2. graphs showing spending and revenue over time.
3. a check register including the amount of the payment, date, check number, to whom the payment was made (with address).
4. what the payment was for, expenditure category, fund source and links to relevant contracts.

**B. Elected Officials Information**

1. Contact Information, terms of office, conflict of interest rules, and committee appointments.

**C. Administrative Official Information**

1. Easily searchable contact information and areas of oversight.

**D. Ethics Information**

1. Guidelines for ethical behavior of elected officials and WCPSS employees.
2. Process for reporting ethics violations.
3. Status of current investigations and results of investigations.

**E. Audit Information**

1. Status of regular audits of WCPSS and departments.
2. Audit results.
3. Schedule of all financial audits.
4. Performance audits for programs and an outline for ongoing policy and procedure audits.

**F. Contract Information**

1. Rules governing contracts.
2. Bids and contracts for purchases over \$2,500.
3. Vendor campaign contribution.

4. Vendor contact information

#### **G. Lobbying Information**

1. Disclosure of any WCPSS paid lobbying activity
2. Database of lobbyists
3. Agency lobbying contracts
4. All grants given to non-profit organizations
5. Reason for the grant
6. Contact information

#### **H. Sunshine Law**

1. Freedom of information contact for every department in one central location.
2. Department/agency freedom of information officer contact information posted on website homepage.
3. Annual compliance survey performed measuring the number of information requests submitted and fulfilled
4. Average time for compliance and reasons for denials.

#### **I. Tax Information**

1. Central location for all tax information; including fees and membership.
2. Full disclosure of all sources of revenue and gifts to the WCPSS.

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Legal Ref.:

Adopted: